

EMIS PCS Scotland: Recording ePCS information

Use this training handout to help you to record information in EMIS PCS for the electronic Palliative Care Summary (ePCS).

The ePCS aims to improve palliative care, by capturing information in electronic format about patients with palliative care needs and uploading it to a central store, so that other healthcare providers such as the out of hours (OOH) service can access it.

ePCS consent

The ePCS is an extension of the existing Electronic Care Summary (ECS). Before their ePCS-related information can be uploaded, patients must provide consent for both the ECS upload *and* the ePCS upload.

Consent information for the current patient is displayed in the green bar near the top of each ePCS screen; if the patient's review date is overdue, the consent information is displayed in **red** type.



Consent details at top of ePCS Demographics screen, circled in red

Record ePCS consent

1. From the main menu, click **Medical Record** in the Medical Records section, or type **MR**.
2. Select the required patient.
3. Click **ePCS** or press **9**.

The ePCS Demographics screen is displayed, showing the patient's details.

4. Click **Consent** or press **C**.


The Consent for Electronic Transfer to ePCS Services screen is displayed:

Note: If the patient has not given consent for their information to be uploaded to ECS, a warning message is displayed, and you must first obtain and record the patient's ECS consent (in Registration):

5. In the Consent Given section, do one of the following:

- n Select **Yes**, and then type the date, or click and use the calendar to select the date. The default is today's date.
- n Select **No**.

Note: If the patient does not want their ePCS information to be uploaded, you can still use the ePCS screens to record information for internal use.

- In the Palliative Care Review Date Due box, type the date when a review is due, or click  and then use the calendar to select the date. The default is Not Set.

Note: If a patient gives consent for ePCS information to be uploaded, you *must* set a review date for their palliative care arrangements. The practice can decide on the review timescale.

- Click **OK**.

The patient's consent and the review date are added to the patient's ePCS details. If the patient has given consent, their ePCS information is uploaded to ECS.

Adding and viewing ePCS information

Information for the ePCS is displayed on a number of screens in Medical Record. Some ePCS information can be automatically drawn from other areas of EMIS PCS, but you can also add ePCS information directly in:

- n Medical Record: click **ePCS** or press **9**.
- n Consultation Mode (when adding a new consultation): click **ePCS** or press **9**.

Note: You cannot edit ePCS information in Consultation Mode.

Important: The ePCS is based on specific clinical terms (Read codes). EMIS recommends that you use the ePCS screens to record information for palliative care patients, rather than your own templates or the other Medical Record screens, as this ensures that you use the correct clinical terms and that the ePCS information will therefore be successfully uploaded to ECS.

Add ePCS information in Medical Record

- From the main menu, click **Medical Record** in the Medical Records section, or type **MR**.
- Select the required patient.
- Click **ePCS** or press **9**.

The ePCS Demographics screen is displayed, showing the patient's details.

- Select the appropriate ePCS screen:

- n Click **Demographics** or press **P**.
- n Click **Diagnosis** or press **D**.
- n Click **Treatment** or press **T**.
- n Click **Agency** or press **N**.
- n Click **Wishes** or press **W**.

- On the screen displayed, double-click a heading or an individual item.

The appropriate screen used to add information is displayed:

Main screen	Section	Screen used to add and edit information
ePCS Demographics	Personal Details Address Details HA/HB Details Contact Details	Registration – Patient Details Note: You <i>cannot</i> add or edit patient demographics from the ePCS Demographics screen.
	Access Info	Access Information
	Notes	Patient Notes

	Carer Details	Select Carer Note: EMIS recommends that you check that the carer is happy for their details to be uploaded to ECS.
	Special Information	Carer Special Information
	Next of Kin Details	Next of Kin Note: EMIS recommends that you check that the next of kin is happy for their details to be uploaded to ECS.
ePCS Diagnosis	Main Diagnoses Surgical Procedures	Active Problems Note: To include other problems, click Filter at the bottom of this screen to access the patient's Full History screen.
	Other Issues	Other Relevant Information
	Understanding	Patient Understanding
ePCS Treatment	Treatment Palliative Care	Treatment
ePCS Agency	Nurse Agency Contact	Agencies
ePCS Wishes	OOH Info Terminal Phase Place of Care	Out of Hours
	Care at Home	Care at Home

6. Add the information as required, and then click **OK**.

A message is displayed to confirm that ePCS information has been filed successfully, and the information is displayed on the appropriate ePCS screen(s) in Medical Record.

Note: EMIS recommends that you log on to ECS to check that the correct information has been uploaded.

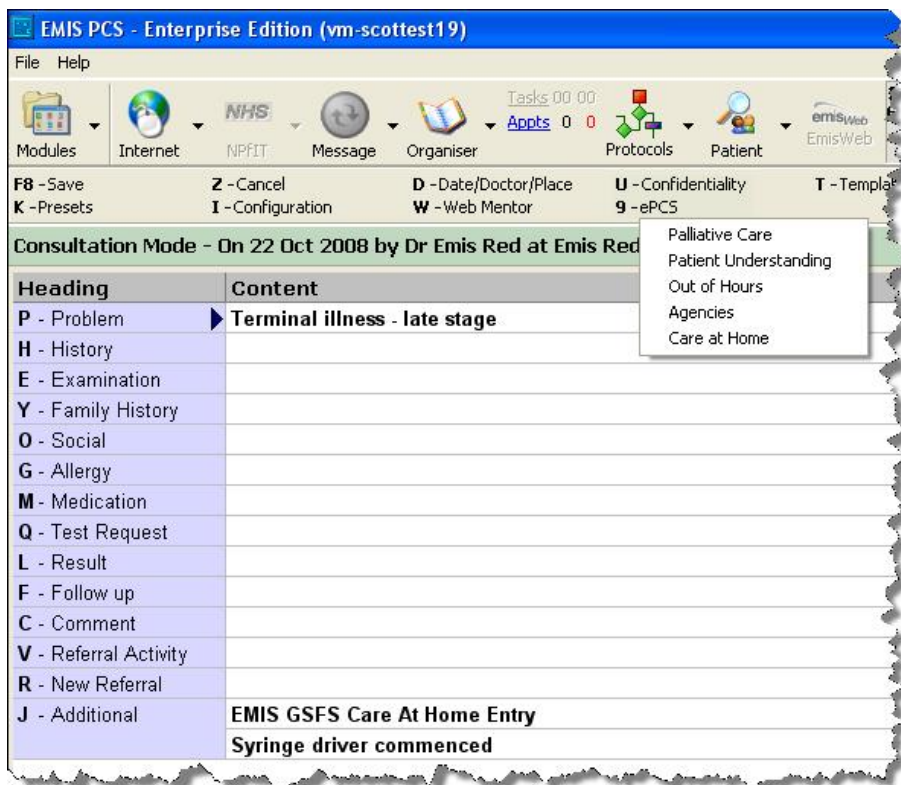
Add ePCS information in Consultation Mode

- From the main menu, click **Consultation Mode** in the Medical Records section, or type **CM**.
- Select the required patient.
- If necessary, complete the consultation header.
- Click **ePCS** or press **9** and select the type of information you want to add:
 - n Palliative Care
 - n Patient Understanding
 - n Out of Hours
 - n Agencies
 - n Care at Home

The appropriate screen is displayed.

- Add the required information, and then click **OK**.

The information is added to the consultation record.



Open consultation showing ePCS entries

- Click **Save** or press **F8** to save the consultation.

The Episode Management screen is displayed.

- Complete the Episode Management screen, and then click **Finish**.

The consultation record is saved, and the information is displayed on the appropriate ePCS screen(s) in Medical Record.

For further information, see [Medical Record and Consultation Mode in EMIS PCS Help](#) 

This handout is only a guide to supplement the training you receive.
For further training contact EMIS Field Operations Support: 0845 123 4455
For post-training support contact EMIS Support: 0845 122 2333 (Training Helpline)

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