Extended Access Training Guides

**Support: mbpcc.extendedaccess@nhs.net**

Registration Management

Introduction

As the usual mode of operation is remote consultation, it is not generally necessary to register patients onto the MBPCC EMIS system. All information necessary for a clinician to carry out a consultation is stored in the appointment booking which controls launching an instance of the registered practice EMIS system.
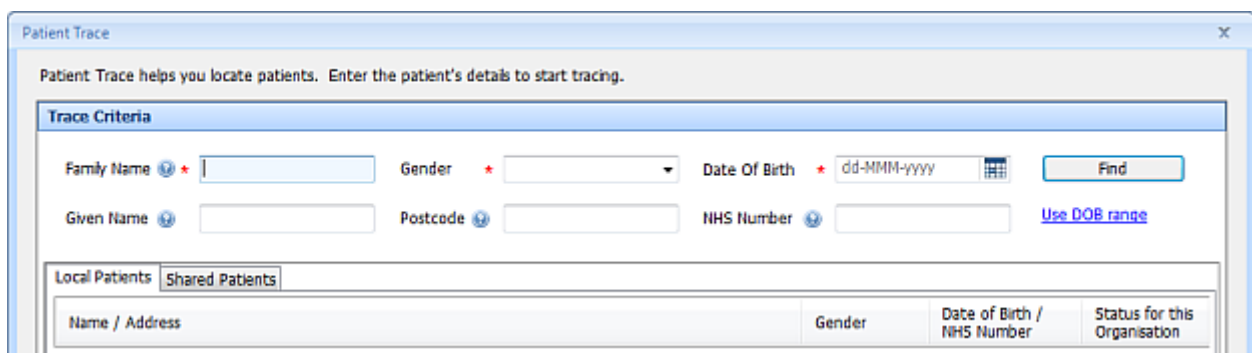
However, there is some functionality that will only work from within the MBPCC EMIS system which will require a patient to be registered. This will affect any user who needs to send a cross-organisational task or create a pathology test request.

Tracing (registering) a patient

Click the Patient Trace (wand icon) on the quick access toolbar.
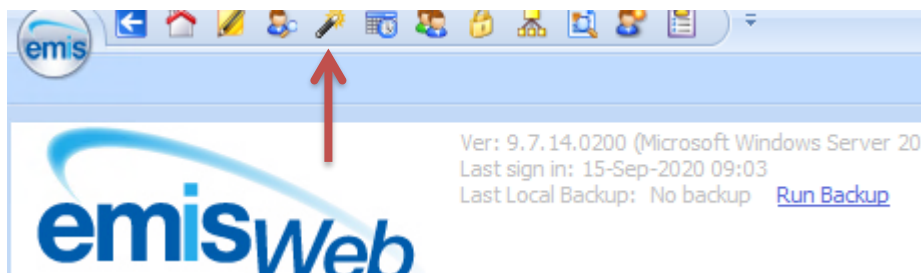
You will be presented with the Patient Trace dialogue box. If you have the NHS number you only need to enter this, otherwise complete the three boxes that have a red asterix. Click Find once you have entered the necessary information.

You will be presented with a list of patients that match your criteria. This first searches the MBPCC database, then uses the EMIS Master Patient Index database to identify matching patients at practices with active record sharing. You will not normally get as many results as the screenshot

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below which is using a dummy patient for training purposes. Ensure you pick the one that is registered at the correct GP/Organisation. You can do this by double clicking on the patient or selecting it and clicking Select Patient.

You will be shown a box asking you to confirm you want to register the patient to the Federation. This does not deregister them from their normal practice or mean their paper records will be moved!

The details should all be correct so click Accept.

The system will register the patient and the details should change in the patient bar.
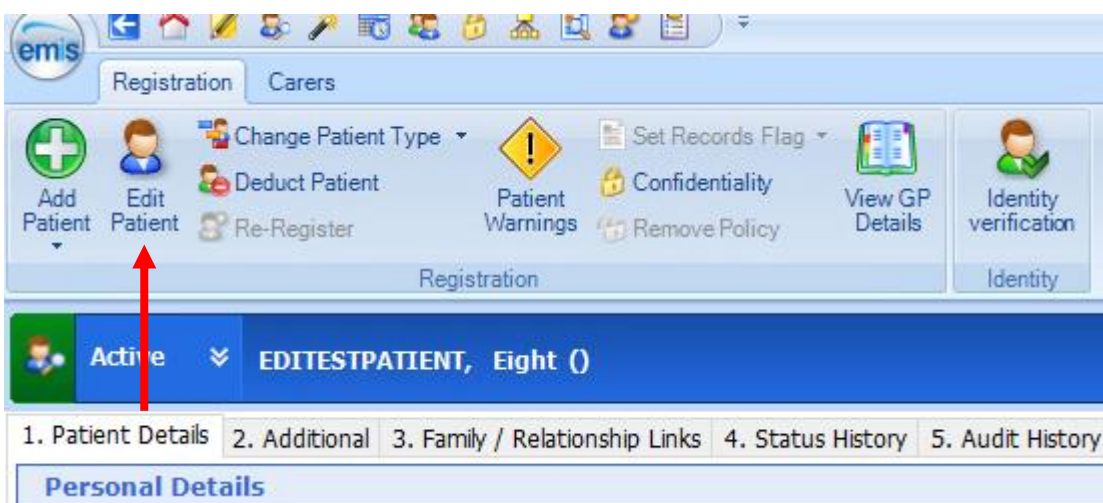
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Editing a patient registration

Although there is a record sharing agreement in place, this does not automatically update patient registration information between different EMIS systems. If a patient updates their information with their registered practice this will not update the MBPCC EMIS system. When carrying out tasks in the extended access system users should always verify the patient details are up to date. This would include things such as address, phone numbers and their registered GP practice.
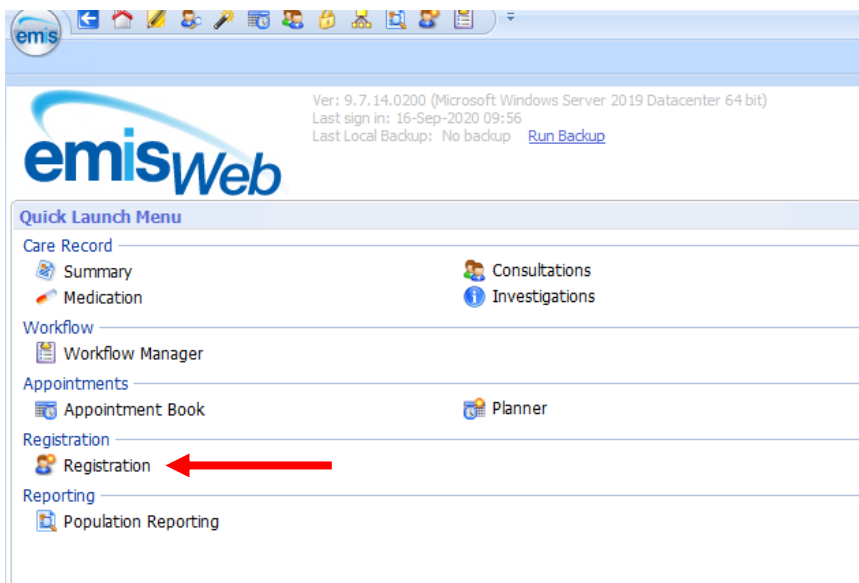
From the Home screen, click on Registration.

Click Edit Patient on the toolbar.

On the Patient Details page change any information that is incorrect.

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To update the registered GP Details, go to the Additional page.

Once all details have been updated, click OK.