



Extended Access Training Guides

Support: mbpcc.extendedaccess@nhs.net

Registration Management

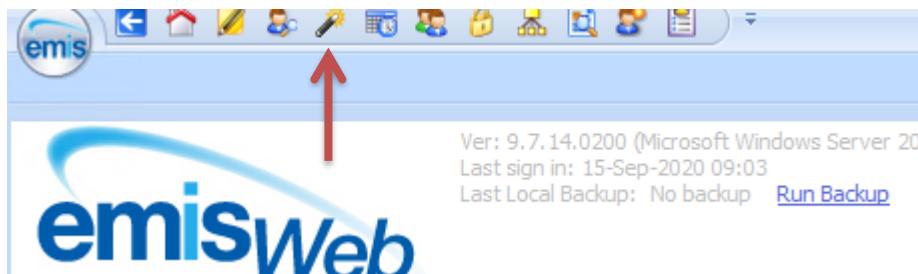
Introduction

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.

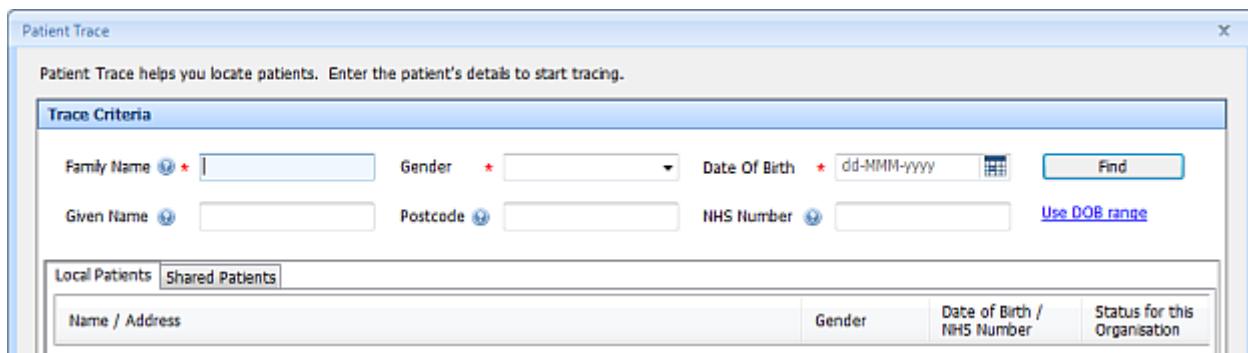
However, there is some functionality that will only work from within the MBPCC EMIS system which will require a patient to be registered. This will affect any user who needs to send a cross-organisational task or create a pathology test request.

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 asterisk. 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.

Patient Trace

Patient Trace helps you locate patients. Enter the patient's details to start tracing.

Trace Criteria				
Family Name *	<input type="text" value="Editestpatient"/>	Gender *	<input type="text" value="Male"/>	Date Of Birth *
Given Name	<input type="text"/>	Postcode	<input type="text"/>	NHS Number <input type="text"/> Use DOB range

[Local Patients](#) [Shared Patients](#)

Name / Address	Gender	Date of Birth / NHS Number	GP / Organisation	Status
EDITESTPATIENT, Eight 5 Any Street, Dummyville, EX2 1AA	Male	12-Mar-1972 999 999 9530	SIVAKUMAR, Subbucchettiar (Dr) BAY MEDICAL GROUP	
EDITESTPATIENT, Eight (Mr) 5 Any Street, Dummyville, EX2 1AA	Male	12-Mar-1972 Unknown		
EDITESTPATIENT, Eight	Male	12-Mar-1972 999 999 9530		
EDITESTPATIENT, Eight (Mr) 5 Any Street, Dummyville, EX2 1AA	Male	12-Mar-1972 999 999 9530		
EDITESTPATIENT, Eight (Mr) Extended Access Test, 2 Queen Square, Lancaster	Male	12-Mar-1972 999 999 9530	BATH, Laura Ellen (Dr) QUEEN SQUARE SURGERY	
EDITESTPATIENT, Eight (Mr)	Male	12-Mar-1972 999 999 9530		
EDITESTPATIENT, Eight (Mr) Hexagon House, Pynes Hill, Rydon Lane, Exeter, Devon, EX2 5SE	Male	12-Mar-1972 999 999 9530		

[Select Patient](#) [Cancel](#)

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.

Patient Trace

There is no previous record for this patient in your organisation.

Are you providing care for this patient?

Name	EDITESTPATIENT, Eight
DOB	12-Mar-1972
Home Address	5 Any Street Dummyville EX2 1AA

[Accept](#) [Accept & Edit Registration](#) [Cancel](#)

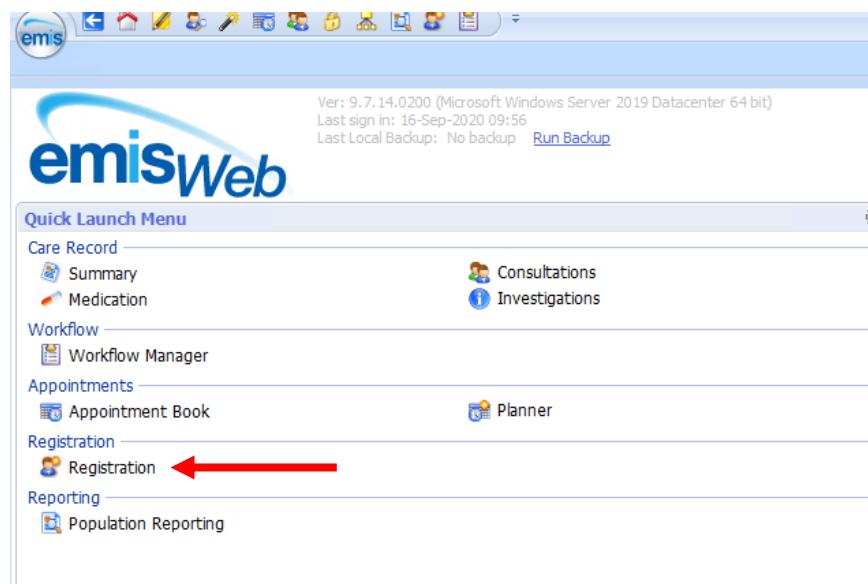
The system will register the patient and the details should change in the patient bar.



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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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Edit community registered patient

Patient Details

Additional
Notification preferences
Additional Notes

Patient Details

Personal Details

* Title: Editestpatient
* Family Name: Eight
* Given Name: Eight
Middle Name(s):
Known as: Eight
Previous Family Name:
* Date of Birth: 12-Mar-1972
NHS Number: 999 999 9530
* Gender: Male
Religion:
Marital Status:
Ethnicity:
Main Language:
Interpreter Required:
Alt. Correspondence Format:

Home Address

House Name/Flat Number:
Number & Street: 5 Any Street
Locality:
Town/City: Dummyville
County:
Postcode: EX2 1AA
Access Instructions:

Contact Details

Home Tel No:
Work Tel No:
Mobile Tel No:
Fax Number:
Video Conferencing Details:
Primary Email Address:

Back Next OK Cancel

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

Edit community registered patient

Patient Details
Additional
Notification preferences
Additional Notes

Additional

GP Details

Current GP details: Title: Dr, Family name: General, Given name: Practitioner
Current GP practice: BAY MEDICAL GROUP

Previous Home Address

House Name/Flat Number:

Once all details have been updated, click OK.