

Charlotte Keel Medical Practice

How to batch add a code in EMIS SOP

1. In Population Reporting run the report that you wish to do the batch coding on. Export the list using '**Export Results**' tab on the blue ribbon, click the 'population included' or 'population excluded' (whichever you need) and save as an excel file on Y drive. Open the excel spreadsheet on Y drive. Delete all columns except the NHS number column, and also delete the 1st row that says NHS number.
2. Do a 'save as' and save as a '**Text (MS-DOS) (*.txt)**' text document.
3. In EMIS - **population reporting** – find the folder where you would like to put this report of people.
 - Within the selected folder click **ADD** > Patient > 'list of patients'. This will open up a box (new list of patient report). Add the name of the report
 - Half way down this box click on **import**
 - **Now** browse in Y drive for the file of NHS numbers which you earlier – select the file. A list of patients should now appear in the lower half of box
 - Click OK to Save
4. Next **Batch add a code** to that list:
 - Still in EMIS **population reporting**, click on the tab '**Batch Data Manager**' and from the **Add** button, select from the drop down menu **Clinical code** this is a button central at the top of the screen – choose **clinical code**. This will open a box called 'Add Batch Data'.
 - In the box next to "Batch Add" browse for the code you want to add. If you wish to backdate the entry add the date you want this code to appear in EMIS
 - Under this there is a box for descriptive text – this will be the free text which appears in the notes attached to this snomed code
 - Under this is a box: List type **Search population (included) – Select this option**
 - Under this is 'Search population' – browse for the list you saved earlier in EMIS – select that list
 - You may be given a further option to add description – this will not appear in the notes but would appear if the system was audited in the future – so put a brief description here
 - You can select to run now or schedule for later today after the practice has closed (either option is fine – this is not a huge file so won't slow the system much if you chose to do it now)
 - Click refresh periodically and should now show as complete.
 - Return to the patient list on EMIS and check that the code has been added correctly