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EMIS Guide for The BrisDoc Burren Transfer of Care Hub (BToCH) Documentation SOP

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Temporarily registering patients at Broadmead Medical Centre

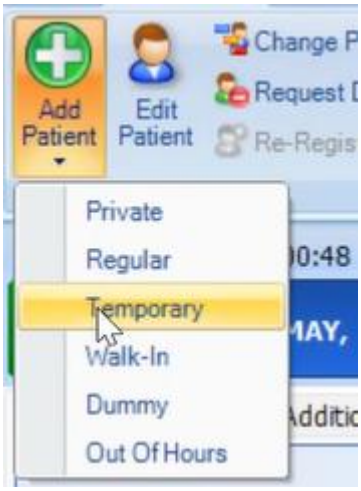
Patients will be temporarily registered at Broadmead Medical Centre by the Bristol Foundation Trust Transfer of Care Hub team. They will also de-register the patient and register them back with their permanent GP surgery when they leave The BToCH.

Registration Process

These will be prioritised immediately on receipt to the BMC inbox. BFT will make it clear during the registration process that the case is for a BToCH patient.

BFT should record the Burren as the patient's address.

The BMC admin team will register the patient, tick the temporary registered box on EMIS, and then check the demographic information.



The Address of the patient should be recorded on EMIS as: Cornerstone Healthcare, The Burren, Wills Way, Bristol BS13 7TJ.

There is no active requirement to de-register a patient from the temporary registration process. They will automatically be closed after 3 months.

Documenting within EMIS for BToCH patients

Introduction

All clinicians must use their Broadmead EMIS access for any BToCH patient care. Clinicians must not use SevernSide EMIS.

This guide is aimed at supporting those who may be less familiar with EMIS functionality and to explain aspects specific to BToCH.

Useful EMIS Functions

Adding and Removing BToCH a Patient warning

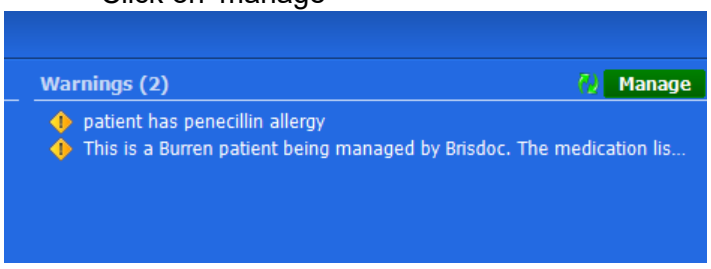
All BToCH patients will have a patient warning added on arrival to BToCH. This will need to removed when the patient leaves BToCH.

Use the following wording:

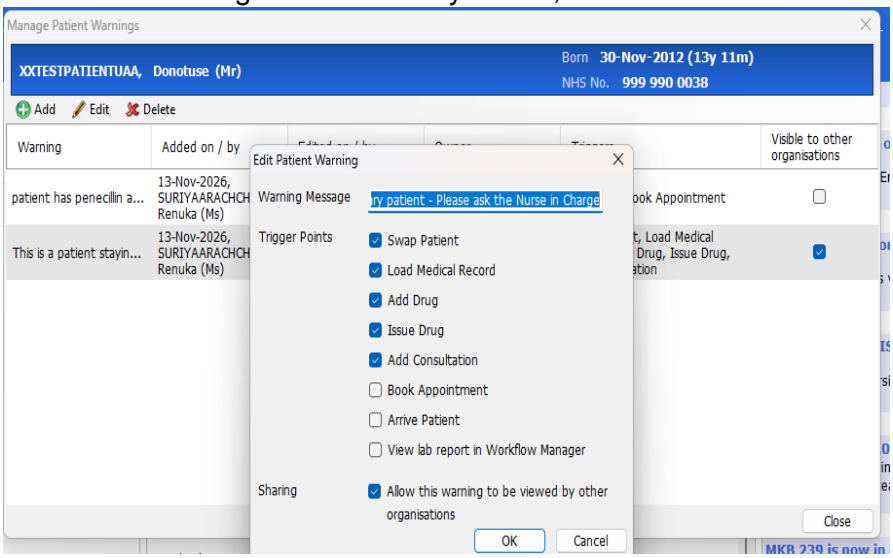
"***This patient is currently temporarily registered at Broadmead Medical Centre and is a resident at The Burren Transfer of Care Hub***"

The images below details how you can add this patient warning:

- Click on 'manage'



- Add text and click on trigger points as shown below. Please ensure you click on the box that allows the warning to be viewed by others, so that this information is shared.



Admission review EMIS documentation

The Admission Review documentation is particularly important as the patient is temporarily registered at Broadmead; therefore, their EMIS record will not automatically pull through entries from their permanent GP record. This means that the Admission Review documentation will serve as an important record that will be referred to throughout their BToCH stay.

The admission documentation should be entered on EMIS using the EMIS code **'Living temporarily in a Care Home'**

This EMIS documentation should include as a minimum:

- A summary with appropriate coding of the patient's existing and past medical problems. EMIS codes should be used to make the patient's existing conditions clear
- Adding all current medication to EMIS
- Checking and coding allergy status
- Adding the BToCH patient warning

For full details of what is required in the Admission Review, please refer to the BrisDoc BToCH Service Handbook and Admission Review Checklist within this.

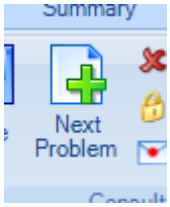
Adding a Consultation on EMIS.

The following steps explain how to add any consultation to EMIS.:

- Select the Tab "**Consultations**" and select 

Coding existing Medical Problems on EMIS

When completing your Admission Clerking, you will need to code **all** existing medical conditions. You will need to add a 'separate problem' onto the same consultation entry on EMIS to enable this to be coded into the 'Problem' section of their EMIS record. You can do this by selecting:



If you do not enter these separate medical conditions in this way, you will not code sufficiently to create a problem list that can be easily referred to by your colleagues and used in the discharge summary.

You can add other parts to your consultation as per headings (e.g. history, comment, etc).

You will then need to save the consultation.

Adding medication

The Broadmead EMIS medication list must contain a contemporaneous record of all medication the patient is currently taking.

Each medication should be added as either an acute medication, a repeat medication, or a variable use repeat medication as indicated.

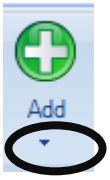
The discharge medications will not be 'issued' immediately as the patient arrives at The Burren as all BToCH patients will have four weeks of medication provided on discharge from hospital. Consequently, if adding these medication to the list you will select '**issue later'** rather than proceeding to EPS to a pharmacy.

If the patient requires supplies of any medications from the pharmacy you will need to issue these as an EPS. stays for longer period these medications will need to issued electronically via EPS to a pharmacy.

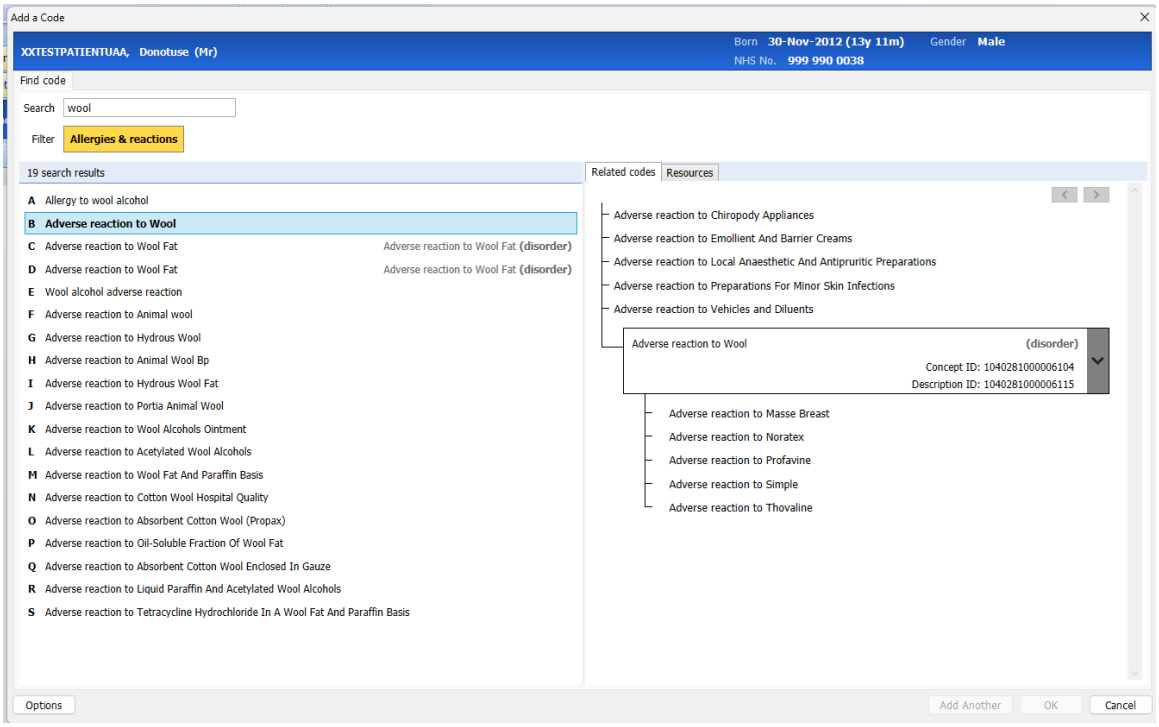
Editing Medication

Use the mouse and right click to edit any medication (e.g. to adjust dose or stop).

Adding an Allergy



- Select the 'downward arrow on the green 'add' button
- Select 'allergy' from the drop-down menu
- Search for the specific allergy required. Double click on this. There is the option to add a descriptive text of the nature of the allergy.



- Select Ok
- The allergy should then appear on the EMIS record at the bottom of the medication list screen.

Adding patients to the Daily GP Discussion Slot or Ward Round.

To support ease of this function you will need to adjust your EMIS settings. This adjustment is only required once, and details of how to do this can be found in the 'set up section'

If you would like to add a patient to the next daily GP discussion slot or Ward Round you will need to create an appointment for them as follows:

Making a GP appointment

- Click on the icon Patient Appointments



- Select the date you require your GP appointment.



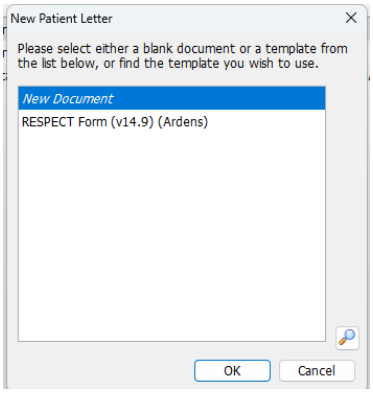
- An appointment book will open – double click the slot and select your patient – a reason and slot notes can be included
- The GP will complete the consult which will make it crossed out on EMIS

Adding a ReSPECT form on EMIS

- Select the Document Tab
- Select the Green 'Add Button'
- Select Create Letter



- Use the magnifying glass icon to search for RESPECT. Then choose the most up to date version.



The ReSPECT form will then appear for you to populate.

Creating a Discharge Summary

To support ease of this function you will need to adjust your EMIS settings. This adjustment is only required once, and details of how to do this can be found in the 'set up section'

A discharge summary can be created early on in a patient's journey and amended through the patient's journey in BToCH. On the first time you create this, please code it as **Discharged from Service'** to enable others to find this easily.

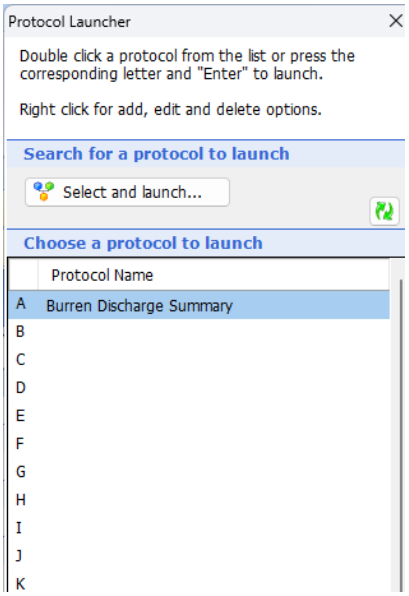
To open up the launch page from which you can create your discharge summary;

In the patient record if you are using a stand-alone computer press the **F12 key**

In the patient record if you using a *laptop* press the **Fn key and F12 Key together**

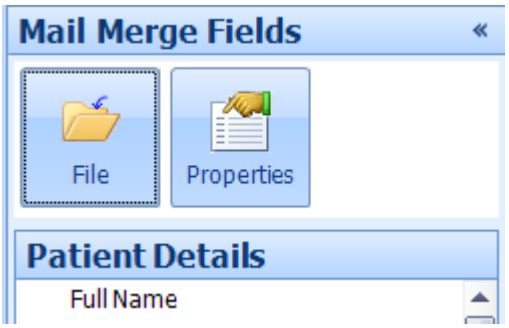
This will open "Protocol Launch":

You can then double click on the Burren Discharge Summary which will then open up.



The Discharge summary will first list all the medication you want to appear in the discharge summary.

The Discharge summary will open in a word format – once information is added use the "**Mail Merge Fields**" to "**Save and Close".**



Amending a Discharge Summary

A Discharge Summary will appear as a paper clip on the Consultations or Documents screen and can be amended as required.

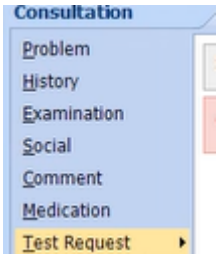
Do not double click the paper clip as this will open an un-editable version of the document.

Instead <**right click**> and choose "**edit consultation**" – this will open the consultation and then double click the paper clip which will open an editable version of the Discharge Summary.

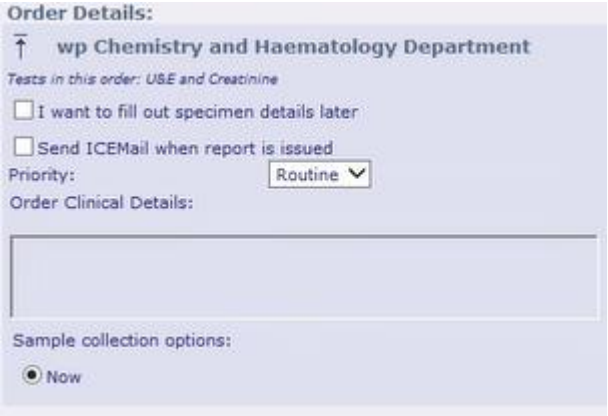
Amend the document. Use the "**Mail Merge Fields**" to "**Save and Close".** Then **Save** out of the consultation.

Requesting Investigations on EMIS

1. Open the correct patient record and add a consultation.
2. Select Test Request. Use the 'Online Test Request Option'.



3. Choose the appropriate investigation(s)
4. Select the appropriate urgency and free text the indication of the test.
5. You then select 'Continue with Request' Request.
6. The printer option will then appear to enable the patient identifier sticker to be printed for your samples. Select 'Now' if the printer is connected and working. Or 'I want to fill out the specinmen details later' if the printer is not working – in this case you will also need to complete the paper referral form.

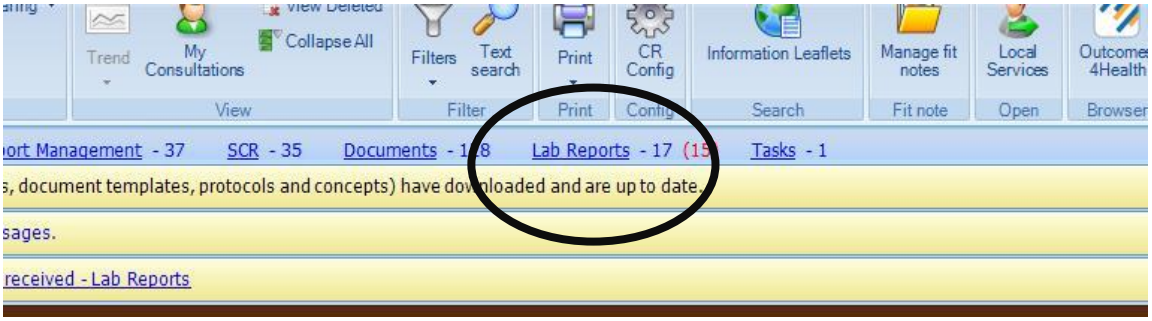


7. Press ‘Accept’.

BMC GPs or IRMER Trained Clinicians only: The same process should be used for x-rays selecting ‘GP Radiology’ instead of ‘Online Test Request Option’.

Reviewing and Filing Investigations

To view and file lab reports select the ‘Lab Reports’ button.

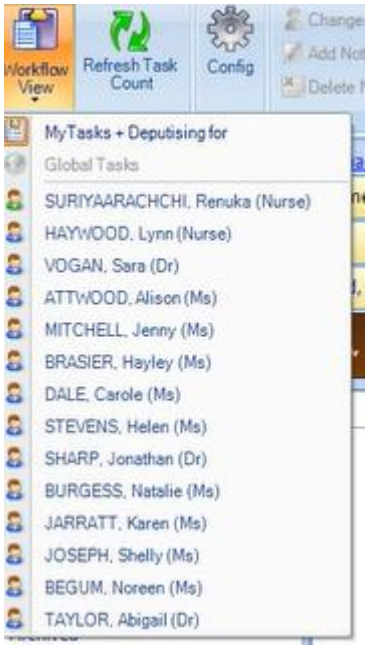


Reviewing Results

Results may also be accessed via:

- Workflow Manager
- Lab Results Inbox
- Assigned Results Worklist

Reviewing tests requested by others can be accessed via the Workflow View:



Filing Results

Results should only be filed once:

- They have been clinically reviewed.
- Any required action has been completed or delegated.
- Relevant coding has been added where appropriate.
- Follow-up plans have been documented.

To file a result:

Actions → File Result

1. Select the result.
2. Choose **Action**.
3. Select **File Result**.
4. Use the comment book to articulate the relevant clinical information.
4. Confirm filing.

Referrals and Administrative Workflow

Standard Referral Process

Following a decision to refer:

1. Complete the clinical assessment.
2. Create a referral letter. Use F12 and search for 'BMC Referral Letter' and select the relevant consultation. This will be uploaded it to EMIS.
4. Send a task referral to the 'Referrals' Team.

Common Referral Pathways

e-Referral Service (e-RS)

Use the appropriate referral template and pathway.

Please check on Remedy most up to date referral information to ensure accurate routing.

Advice and Guidance (A&G)

Use where specialist advice may avoid the need for referral.

Urgent Suspected Cancer (2WW)

Use the appropriate cancer referral template and pathway.

To see this, you may need to add the 'ICB BNSSG USC (2WW) (Referral Launcher)' to your drop down.

Please ensure the 'Urgent' option is selected when submitting the task.

Community Services

Complete service-specific referral forms as required.

Administrative Task Requirements

When sending to the 'Referrals' team, include:

- Referral destination
- Referral urgency
- Details of attached documents
- Any booking instructions
- Any deadlines or appointment requirements

Please be as specific as possible to assist the processing of the referral.

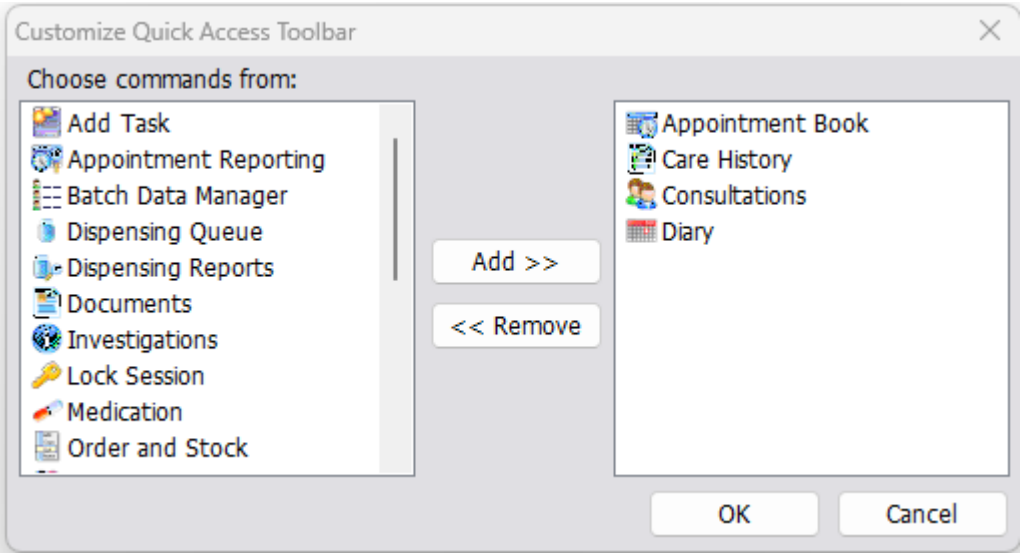
Setting up EMIS Section

You will need to do this set up process as you start using EMIS to enable functionality moving forwards. You only need to do this once.

Easy Navigation through EMIS Set Up

Icons can be loaded on to the to the "Quick Access Toolbar" to support easier access which is located at the top left of the screen.





Further help within EMIS

You may wish to sign up to Information Leaflets | Enlivio Learn which is the EMIS learning platform. They have a new to EMIS short course and some training guides.

Please contact Josh Hasting (joshuahastings@nhs.net) at Broadmead for help with Broadmead EMIS.

Change Register

Date	Version	Author	Change
20/11/2026	V.10	Rebecca Cooke (Deputy Medical Director) and Renuka Suriyaraachchi (Head of Nursing)	