How to Alter Laboratory and Imaging Field Codes in the Pan London Suspected Cancer Referral Forms for EMIS Web

Introduction

The Pan London Suspected Cancer GP Referral Forms have been designed with the ability to automatically extract laboratory and imaging data from the most widely used GP computer systems.

Vision and the older version of SystmOne are much less capable in this regard.

There should now be very few SystmOne practices using the older version, which used the non-integrated form of Microsoft Word.

Vision practices can use the proprietary software package *Smart Tags* to achieve similar functionality as EMIS Web and SystmOne.

Not all Vision practices will have *Smart Tags* so the suspected cancer forms for Vision do not automatically incorporate laboratory and imaging data into the forms.

For EMIS Web and SystmOne users with the intergraded versions of Microsoft Word the laboratory and imaging data have been placed on the forms as software-specific merge fields. These have been developed by the system suppliers and are specific to each computer system.

In order to function correctly merge fields need to be added to the forms and these fields need to pick up the correct codes (Read or SNOMED) for the respective test results.

The EMIS Web and SystmOne (integrated Word)suspected cancer referral forms have merge fields added with codes based on those most widely used by laboratories and imaging departments.

However, some laboratories and imaging departments use different codes.

If you find that the merge code don't pick up the required results, you will need to modify the fields by adding the correct codes applicable to the laboratories and imaging departments you use.

EMIS Web and SystmOne allows users to do this, as long as they have the required status.

This documents explains how to modify the field codes for those GPs who use EMIS Web.

EMIS Web

You will need to open **Resource Publisher** which is accessed via the **EMIS ball menu** (top left of the EMIS Web window).

1. Select **Configuration** (see below).

2. Select **Resource Publisher** from the **Configuration Modules** menu (see below).

3. Select **Document templates** (see below).

4. Select the form you wish to edit (see below).

5. Right-click on the selected form and choose **Edit** from the cascading menu (see below).

6. The form will be opened in Microsoft Word. The suspected cancer referral forms are protected documents. This allows the form elements (check boxes and text entry areas) to operate. In order to alter the EMIS merge field codes, the document needs to be "unprotected". This is achieved by accessing the **Review** tab from the ribbon menu. From this click on the section marked **Protect** (see below).

7. Select **Restrict Editing** from the **Protect** menu (see below). This reveals the **Restrict Formatting and Editing** pane to the right of the document you are editing.

8. Click the button labelled **Stop protection**). This is located at the bottom of the **Restrict Formatting and Editing** pane (see below.

9. Select the merge field you wish to alter by clicking on it with the mouse (see below).

10. Double-click on the merge field to open the **Clinical Codes Table** window. This window allows you to format the displayed results, as well as selecting criteria such as the time and date of the results you wish to display (see below).

Click on the search button (ringed, below) to open the **Code Selector** window.

11. The **Code Selector** window has two panes:

The **top pane** allows you to search and select any Read or SNOMED code you wish the merge field to display in the form. Each code has both a text descriptor as well number, shown to the far right of each code. **Double-clicking** on any of the codes in this section will transfer the code to the **bottom pane**, which shows the codes you have selected (see below).

The codes in this section are the ones that will pick up and display any results in the patient's notes, as long as these results have the exact same code.

Clinical codes are hierarchical in structure. In the example above, ***Blood urea/renal function*** is a top-level code and has various categories contained within it, whereas ***GFR calculated abbreviated MORD*** does not. Hierarchical sub-levels are indicated by the small arrow-head displayed to the left of the code. Clicking this arrow displays all the **lower-level codes** (see below).

There is a check-box to the left of each code, which can be unchecked if the code is not required.

11. When you have finished selecting your codes, click on the button marked **OK** to close the window. This will take you back to the Clinical Codes window, which again you need to close by clicking on the button marked **OK**.

12. Finally, you will need to save your modified form by clicking the button labelled **File** in the left-hand pane in the EMIS documents window the **Save and Close** (see below).

13. Because the document needs to be **protected** in order to work, you will be asked if you wish to protect the document when it closes. Please click on the button marked **Yes**.

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