

How to Alter Laboratory and Imaging Field Codes in the Pan London Suspected Cancer Referral Forms for SystemOne(Integrated Word Version)

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 SystemOne are much less capable in this regard.

There should now be very few SystemOne 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 SystemOne.

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 SystemOne 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 SystemOne (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.

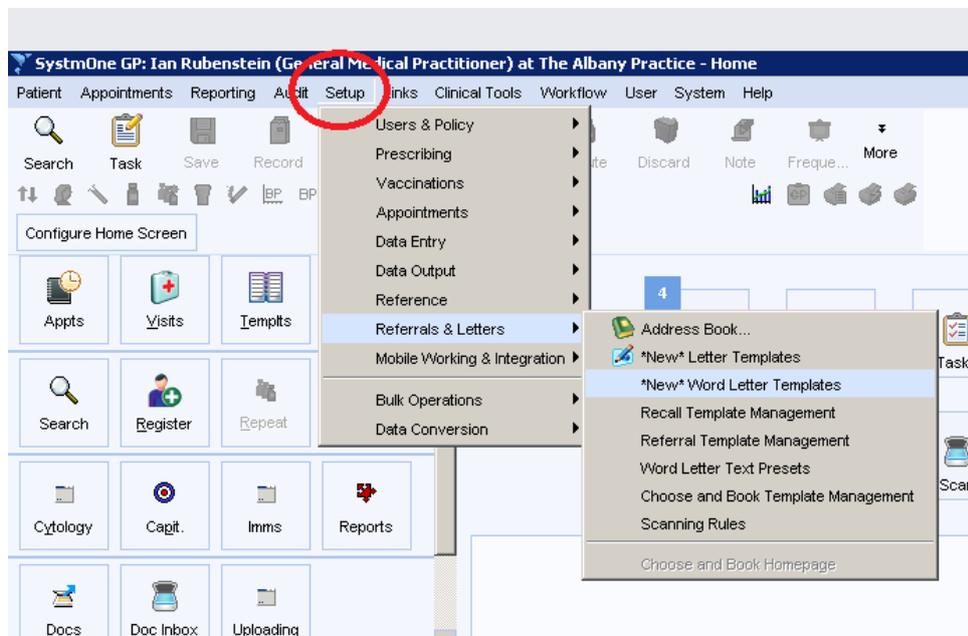
EMIS Web and SystemOne allows users to do this, as long as they have the required status.

This documents explains how to modify the field codes for those GPs who use SystemOne with the integrated version of Microsoft word.

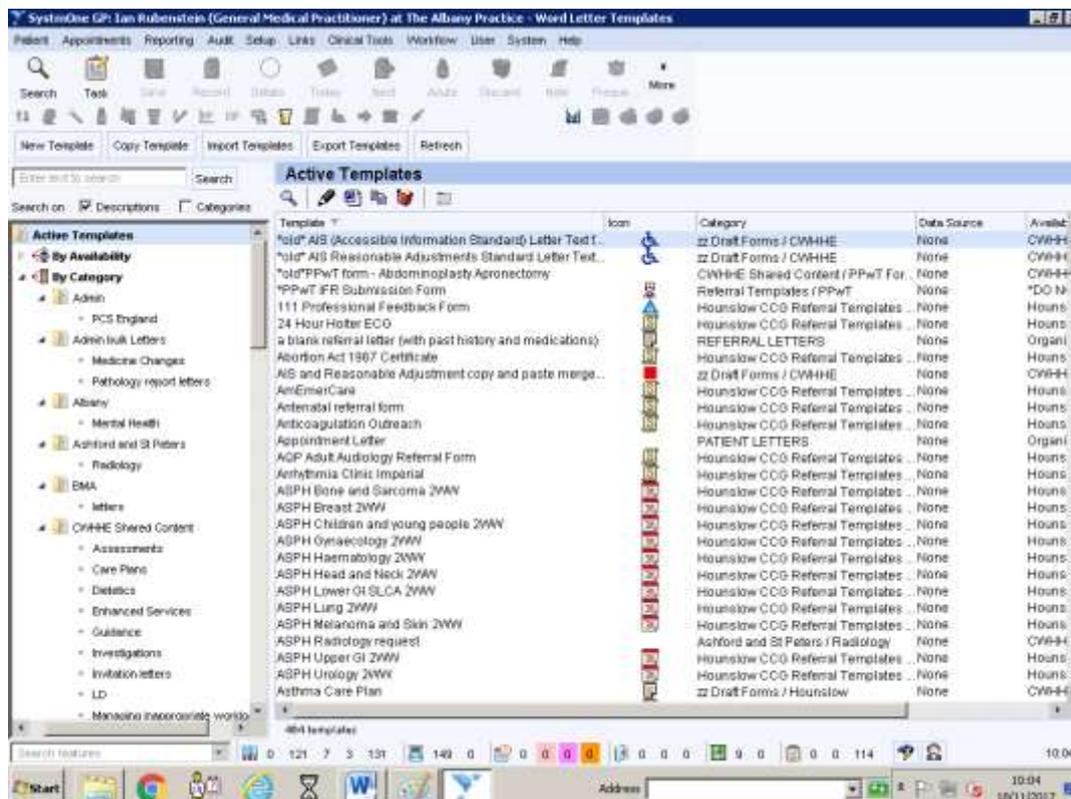
How to Modify the Field Codes

You will need to open the **Active Templates** window which is accessed via a series of cascading menus from the **Setup** menu (see below).

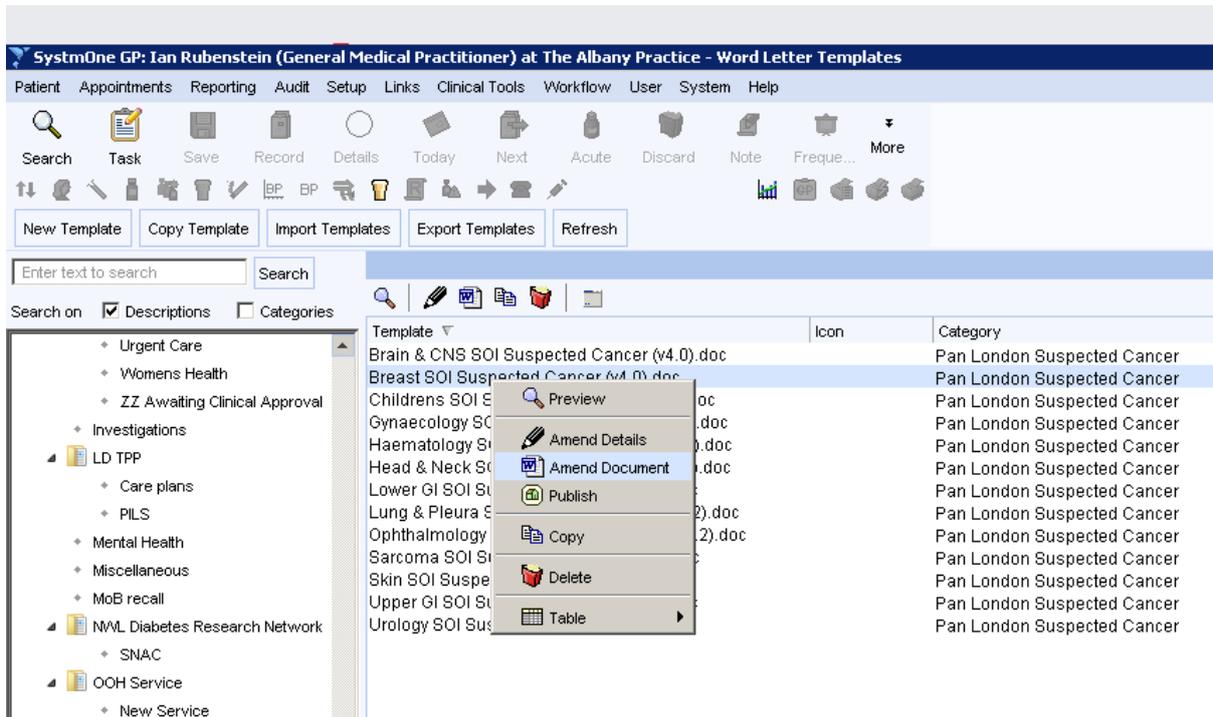
1. Select **Referrals & Letters** then ***New* Word Letter Templates** (see below).



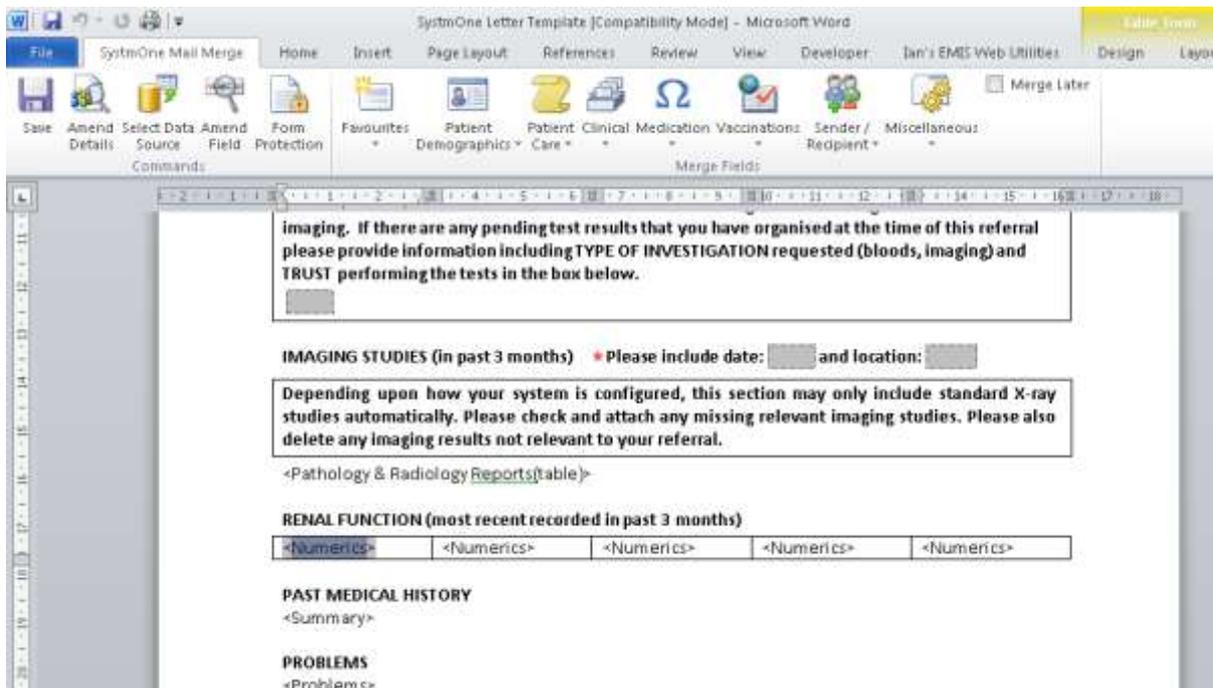
2. The **Active Templates** window has two panes. The left pane shows a hierarchical list of folders which contain the active templates, listed in the right-hand pane.



3. Right-click on the active template you wish to amend and select menu option **Amend Document** (see below).



4. Select the merge field you wish to alter by clicking on it with the mouse. For laboratory results these have been arranged in a panel with each merge field responding to a particular **numeric** result e.g. serum sodium level (see below).

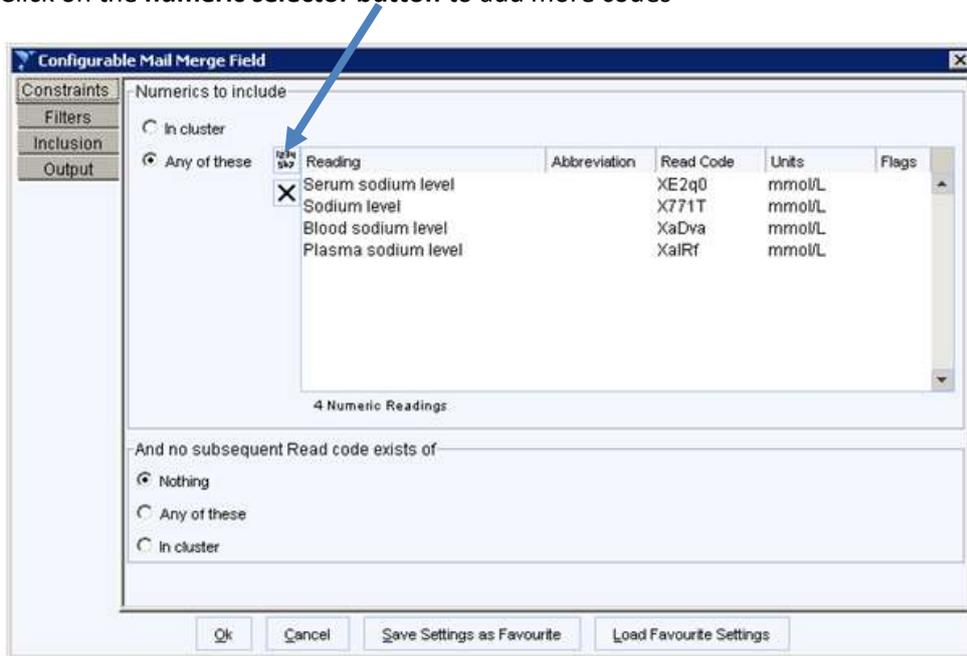


5. Double-click on the merge field to open the **Configurable Mail Merge Field** window.

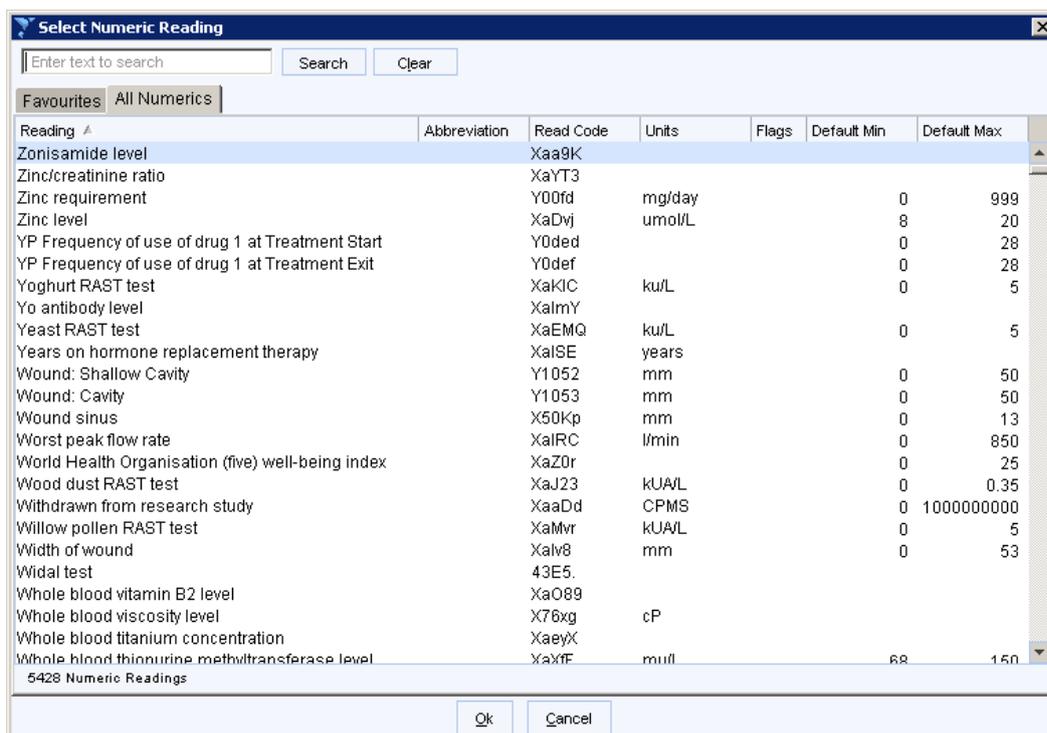
The Constraints tab contains a pane which has a list of **numeric codes to include**, which might pick up the result you are interested in displaying.

The example below, picks up sodium levels by including codes for Serum sodium level, Sodium level, Blood sodium level and Plasma sodium level.

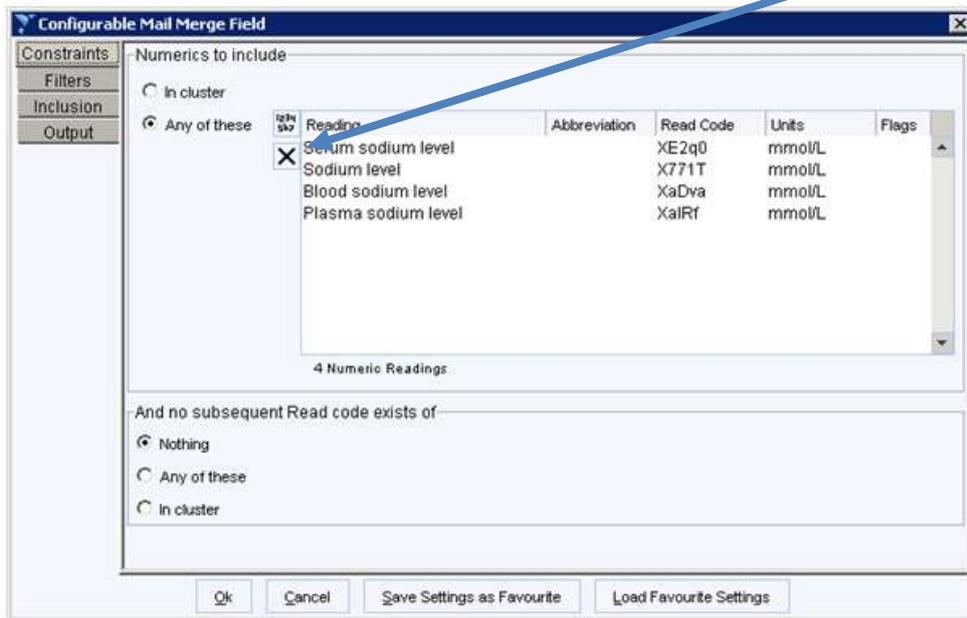
Click on the **numeric selector button** to add more codes



6. The Select Numeric Reading window allows you select any new codes by highlighting it with the mouse and then clicking on the button labelled **OK** (see below).

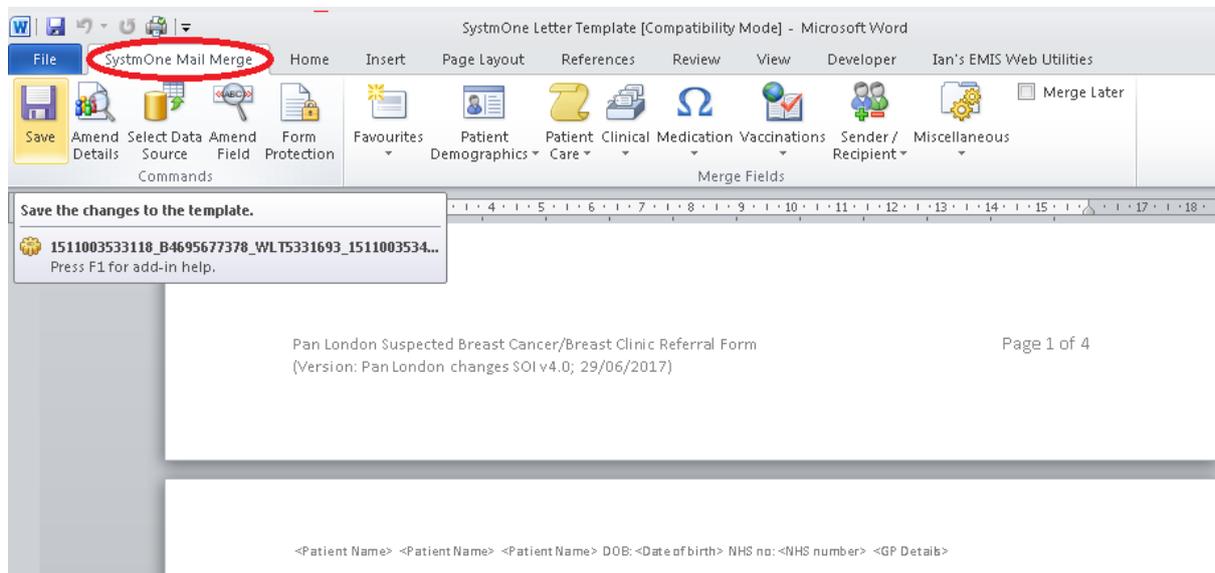


11. If you have added the new code to the **Configurable Mail Merge Field** window but you subsequently wish to delete it, highlight the redundant code then click on the small button marked with a cross (see below).



12. Finally, when you are happy with the field code amendments, close the **Configurable Mail Merge Field** window by clicking on the button labelled OK (see above)

12. Finally, you will need to save your modified form by clicking the button labelled **Save** in the **SystemOne Mail Merge** tab in the Microsoft Word ribbon menu (see below).



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