

Emis web requires setting up – details will be emailed out to practices:

Retrieve patient record > Patient Care Record > Press F12 key for protocol launcher

The screenshot displays the EMIS Web Health Care System interface for Rotherham PCT - 24173. The main window shows a patient record for Minnie Mousse (Miss), born 26-Jan-1973 (43y), female, with an unknown NHS number. The patient is currently active. The interface includes a navigation menu with options like Summary, Consultations, Medication, Problems, Investigations, Care History, Diary, Documents, and Referrals. A toolbar contains icons for Add, Export, Sharing, Summary, Cardiac View, Child Health, Diabetic, Print, CR Config, and Browse. The main content area is divided into several sections: Recent Activity (4) - No Shared Data Available; My Last Contact (MATHER, Gillian (Dr) on 08-Sep-2016); Last 4 Contacts (MATHER, Gillian (Dr) on 08-Sep-2016, and three contacts from CSU, Sheffield (Mr) on 28-Apr-2015); Diabetic Examinations (0) - No Shared Data Available; Diabetic Values (1) - No Shared Data Available (BP 120/80 mmHg on 30-Jul-2014); Graphical Values (Insufficient Data to Plot Graph); Problems (0) - No Shared Data Available; Medication (1) - No Shared Data Available (Acute Sodium Alginate And Potassium Bicarbonate); Allergies (0) - No Shared Data Available; and Resources (Patient Information, Professional Resources).

The Protocol Launcher window is open on the right side, displaying a list of protocols to launch. The list is currently empty, with only the header 'Protocol Name' visible. The window includes instructions: 'Double click a protocol from the list or press the corresponding letter and "Enter" to launch.' and 'Right click for add, edit and delete options.' There is a search bar and a 'Select and launch...' button. The window also has a 'Close' button at the bottom right.

The taskbar at the bottom shows the Start button, several open applications including 'Inbox - Gillian.Mather@...', '1 Reminder', 'SystemOne Trust Report...', 'EMIS Configuration Swi...', 'EMIS Web Health Ca...', 'Authentication', 'EMIS Web Health Care ...', and 'Document1 - Microsoft ...'. The system clock shows 11:48.

Double click on Clinical Thresholds Checker > Check list to verify there is a clinical threshold associated with the referral to be made

The screenshot displays the EMIS Web Health Care System interface for patient Minnie Mouse. The top navigation bar includes tabs for Summary, Consultations, Medication, Problems, Investigations, Care History, Diary, Documents, and Referrals. A toolbar below contains icons for Add, Export, Sharing, Summary, Cardiac View, Child Health, Diabetic, Print, CR Config, and Browse. A task bar shows two active tasks: 'Your security details have not been logged' and 'New priority Workflow Items received - Tasks'. The patient details section identifies Minnie Mouse as a female born on 26-Jan-1973 (43y) with an unknown NHS number. The main content area is divided into sections for 'Recent Activity (4) - No Shared Data Available', 'Problems (0) - No Shared Data Available', 'My Last Contact' (MATHER, Gillian (Dr)), 'Last 4 Contacts' (MATHER, Gillian (Dr), CSU, Sheffield (Mr), CSU, Sheffield (Mr), CSU, Sheffield (Mr)), 'Diabetic Examinations (0) - No Shared Data Available', 'Diabetic Values (1) - No Shared Data Available' (BP: 120/80 mmHg), and 'Graphical Values' (Insufficient Data to Plot Graph). A 'Multiple Choice Question' dialog box is open, asking 'Which threshold do you want to check?' with a list of options including Benign Skin Lesions, Carpel Tunnel, Cataract Surgery, Dupuytren's Disease, Gall Bladder Disease, Ganglion, Grommets in Adults, Grommets in Children, Heavy Menstual Bleeding, Hip Replacement, Knee Replacement, Tonsillectomy, Trigger Finger, Surgical Repair of Hernias, and Varicose Veins. The bottom status bar shows the user is logged in as Gillian.Mather@... and the system is locked.

If yes, click on the appropriate link for threshold criteria

The screenshot displays the EMIS Web Health Care System interface for a patient named Minnie (Miss) MOUSE. A 'Display Text' dialog box is open, showing the following content:

Carpal Tunnel Syndrome Surgery

NB: Please ensure that the patient is fit for surgery before referral - see 'Top Tip' link below:
[Clinical Thresholds <http://www.rotherhamcrg.nhs.uk/therapeutic-guidelines.htm>](http://www.rotherhamcrg.nhs.uk/therapeutic-guidelines.htm)

Eligibility Criteria
In ordinary circumstances, referral should not be considered unless the patient meets one or more of the following criteria:*

Severe symptoms at presentation (including sensory blunting, muscle wasting, weakness on thenar abduction or symptoms that significantly interfere with daily activities)**

If there is no improvement in mild-moderate symptoms after 6 months conservative management which includes nocturnal splinting used for at least 8 weeks (documentation of dates and type(s) of conservative measures is required)

* If clinician considers need for referral/treatment on clinical grounds outside of these criteria, please refer to RCCG's individual funding requests policy for further information.

**This criterion includes all individuals whose symptoms are severe where six months conservative management would be detrimental to the management of the condition. Evidence should be provided to demonstrate severity of symptoms.

Referral to Service
Referral to orthopaedic triage service

OK

The background interface shows the patient's recent activity, contacts, and clinical data. The 'Diabetic Values' table is partially visible:

Term	Value
BP	120/80 mmHg

The 'Graphical Values' section shows a message: 'Insufficient Data to Plot Graph'.

Click OK

You will be asked "Has the person met the threshold criteria?"

The screenshot shows the EMIS Web Health Care System interface for patient Minnie (Miss) MOUSE. The patient's details are: Born 26-Jan-1973 (43y), Gender Female, NHS No. Unknown. The interface includes a navigation bar with tabs for Summary, Consultations, Medication, Problems, Investigations, Care History, Diary, Documents, and Referrals. A toolbar contains icons for Add, Export, Sharing, Summary, Cardiac View, Child Health, Diabetic, Print, CR Config, and Browse. A tasks bar shows 2 tasks. A yellow warning bar indicates security details not logged. The main content area is divided into sections: Recent Activity (4), My Last Contact (MATHER, Gillian (Dr)), Last 4 Contacts (MATHER, Gillian (Dr), CSU, Sheffield (Mr), CSU, Sheffield (Mr), CSU, Sheffield (Mr)), Diabetic Examinations (0), Diabetic Values (1) with a table showing BP 120/80 mmHg on 30-Jul-2014, Graphical Values (Insufficient Data to Plot Graph), Problems (0), Allergies (0), and Resources (Patient Information, Professional Resources). A dialog box titled 'Yes / No Prompt' is overlaid on the screen, asking 'Have the person met the referral criteria?' with 'Yes' and 'No' buttons. The Windows taskbar at the bottom shows the Start button, several open applications including NHS Practice Manager Role, and the system clock at 11:55.

Term	Value	Date Added
BP	120/80 mmHg	30-Jul-2014

Term	Value	Date Added
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Insufficient Data to Plot Graph

Have the person met the referral criteria?

Yes No

If yes, the referral letter will be launched. All fields which have been possible to mail merge will auto-populate.

Tick the relevant boxes to complete and file into the patient record for attaching to the referral letter.

The screenshot displays the EMIS Web Health Care System interface for a patient named Minnie Mouse. The interface is divided into several sections:

- Mail Merge Fields:** A sidebar on the left containing a list of patient details such as Full Name, Title, Date of Birth, and Gender, which can be inserted into the document.
- Microsoft Word Ribbon:** A ribbon at the top with tabs for File, Home, Insert, Page Layout, References, Mailings, Review, and View. The 'Home' tab is active, showing options for font, paragraph, and styles.
- Document Content:**
 - Patient Details:** Miss MOUSE, Minnie (Miss); 1 Mouse Street; Mouseville; Doncaster; DN4 5DJ; 26-Jan-1973.
 - Referral To:** Orthopaedic Triage
 - Clinical Commissioning Group:** **Clinical Commissioning Group**
Please send this form with the referral letter.
 - Referral Subject:** Carpal Tunnel Syndrome Surgery.
 - Instructions for use:** To Referring Clinicians (e.g. GP's): Please refer to the above policy and complete the following form prior to referral.
 - Notes:** NB: Please ensure that the patient is fit for surgery before referral – see Top Tips (link). To Consultants: Please complete the form and/or box below and file for future compliance audit.
 - Funding Criteria:** Rotherham CCG will only fund Carpal Tunnel Surgery when the following criteria are met:
 - Criteria Table:**

<i>In ordinary circumstances*, referral should not be considered unless the patient meets one or more of the following criteria.</i>	Tick as appropriate	
	Yes	No
Severe symptoms at presentation (including sensory blunting, muscle wasting, weakness on thenar abduction or symptoms that significantly interfere with daily activities)**	<input type="checkbox"/>	<input type="checkbox"/>
If there is no improvement in mild-moderate symptoms after 6 months conservative management which includes nocturnal splinting used for at least 8 weeks (documentation of dates and type(s) of conservative measures is required)	<input type="checkbox"/>	<input type="checkbox"/>