

# How to enable records access for patients to use Diabetes My Way (EMIS)

Diabetes My Way, the new digital platform for Greater Manchester residents living with type 2 diabetes is available at [www.diabetesmyway.nhs.uk](http://www.diabetesmyway.nhs.uk).

Patients can access **free, online support for learning and self-management** and their diabetes care record (to view HbA1c, BMI, lipids, cholesterol, appointments, medication, care processes, etc). To gain access:

- **patients must be registered with their GP practice for online patient services,** and
- **their GP practice must have enabled detailed coded record at practice level** and
- **enabled detailed coded record for each patient.**

## A. Enabling records access for practices— one-off setup

1. Click on EMIS BALL (top left corner)
2. Click on SYSTEM TOOLS
3. Click on EMIS Manager
4. Find EMIS in left hand column (towards the bottom)
5. Make sure PATIENT FACING SERVICES has a green tick next to it, if not activate application by clicking the icon “activate application” beneath the EMIS BALL
6. Click on PATIENT FACING SERVICES
7. You will see a welcome message (if the practice has one) in a box on the right hand side
8. Scroll down
9. Make sure DETAILED CODED RECORD SETTINGS is ON;
  - ✓ LAB RESULTS ON
  - ✓ IMMUNISATIONS ON
  - ✓ PROBLEMS ON
  - NOT DOCUMENTS (this is optional)

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You may have a local policy about restricting or allowing free text and a relevant start date.

Free text is not used or displayed by the Diabetes My Way system, only coded entries and numeric values.

This [EMIS Web Knowledge Base](#) article gives a full guide to setting up Online Services, using EMAS Manager and a Local System Administration profile.

### B. Enabling records access for patients- for each patient

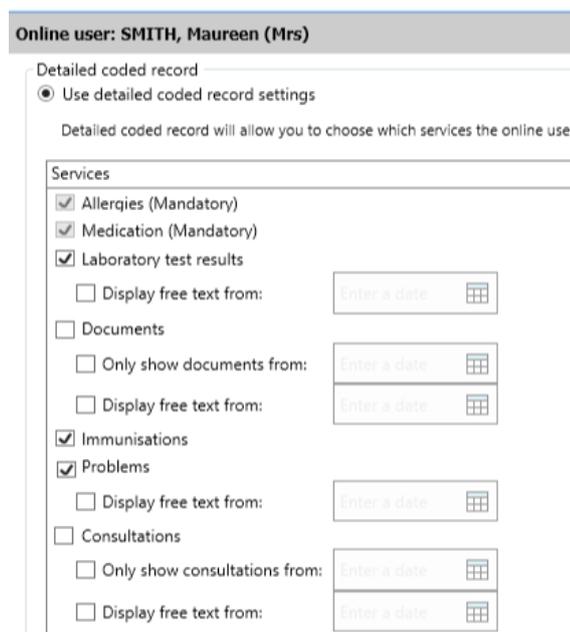
1. Click on EMIS BALL (top left corner)
2. Click on REGISTRATION
3. Under patient name banner there will be a list of tabs
4. Click on No. 3 ONLINE SERVICES
5. Click on VIEW ONLINE USER
6. At the bottom of the page, find the patient name and click on it
7. Click on EDIT ONLINE USER ACCESS, a box opens up
8. Scroll down
9. Make sure DETAILED CODED RECORD SETTINGS is ON and tick;
  - ✓ ALLERGIES
  - ✓ MEDICATION
  - ✓ LABORATORY TEST RESULTS
  - ✓ IMMUNISATIONS
  - ✓ PROBLEMS

*NB. Diabetes My Way does not require free text, only coded entries with numeric values.*

10. Click OK and it's complete.
11. Repeat this for every patient you sign up.

This [EMIS Web Knowledge Base article](#) gives a full guide to registering a patient for Online Services.

### A patient with appropriate settings looks like this



Online user: SMITH, Maureen (Mrs)

Detailed coded record

Use detailed coded record settings

Detailed coded record will allow you to choose which services the online user

Services

Allergies (Mandatory)

Medication (Mandatory)

Laboratory test results

Display free text from:

Documents

Only show documents from:

Display free text from:

Immunisations

Problems

Display free text from:

Consultations

Only show consultations from:

Display free text from:

Free text is not used or displayed by the Diabetes My Way system, only coded entries and numeric values are shown.

However if enabled, additional information could be viewed through other apps or platforms.

Please ensure that 'Consultations' or any subsequent boxes are NOT ticked (unless it is the intention to do so as part of record sharing) to mitigate the risk of patients (or others) being able to view confidential discussions with the GP, such as safeguarding disclosures or other sensitive non-diabetes related health information.