

# Enabling records access for EMIS practices

## 1. Practice Level Configuration

**This needs to be done once only.**

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

The relevant setting is for Record access – this should be set to Detailed coded record, and **all options**, with the exception of Documents and Consultations (which are optional), are required to be enabled.

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 MyWay Diabetes system, only coded entries and numeric values.

More detailed steps to set this up are:-

1. Click on Emis Ball on the top left corner
2. Click on System Tools
3. Click on EMAS manager
4. Find EMIS in left-hand column towards the bottom.
5. Make sure PT FACING SERVICES has a green tick next to it, if not activate the 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 side
8. Scroll down
9. Make sure the DETAILED CODED RECORD SETTINGS is ON and
  - LAB RESULTS- ON
  - IMMUNISATIONS-ON
  - PROBLEMS- ON
  - NOT DOCUMENTS

## 2. Patient Level Configuration

**This needs to be done for every patient that is signed up to MyWay Diabetes.**

This [EMIS Web Knowledge Base article](#) gives a full guide to registering a patient for Online Services. Online services for the patient must be set to **Detailed Coded Record**, and all coded reading options - **Allergies, Medication, Laboratory test results, Immunisations & Problems must be ticked.**

Documents and Consultations are not required for MyWay Diabetes , so it doesn't matter for our purposes whether these are on or off.

MyWay Diabetes does not require free text, only coded entries with numeric values. A patient with minimum appropriate settings looks like this:

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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

<input checked="" type="checkbox"/> Allergies (Mandatory)	
<input checked="" type="checkbox"/> Medication (Mandatory)	
<input checked="" type="checkbox"/> Laboratory test results	
<input type="checkbox"/> Display free text from:	Enter a date <input type="text"/>
<input type="checkbox"/> Documents	
<input type="checkbox"/> Only show documents from:	Enter a date <input type="text"/>
<input type="checkbox"/> Display free text from:	Enter a date <input type="text"/>
<input checked="" type="checkbox"/> Immunisations	
<input checked="" type="checkbox"/> Problems	
<input type="checkbox"/> Display free text from:	Enter a date <input type="text"/>
<input type="checkbox"/> Consultations	
<input type="checkbox"/> Only show consultations from:	Enter a date <input type="text"/>
<input type="checkbox"/> Display free text from:	Enter a date <input type="text"/>

A more detailed step by step guide is:-

1. Click on EMIS BALL
2. Click on REGISTRATION
3. Under patient name banner - there will be a list of tabs
4. Click on no 3 - which is ONLINE SERVICES
5. Click on – VIEW ONLINE USER
6. Scroll to the bottom of the page and find the patient name and click on it
7. Click on EDIT ONLINE USER ACCESS
8. A box opens up
9. Scroll down
10. Make sure DETAILED CODED RECORD SETTINGS IS ON
11. TICK:
  - ALLERGIES
  - MEDICATION
  - LAB RESULTS
  - IMMUNISATIONS
  - PROBLEMS
12. Press OK & it is now set.