

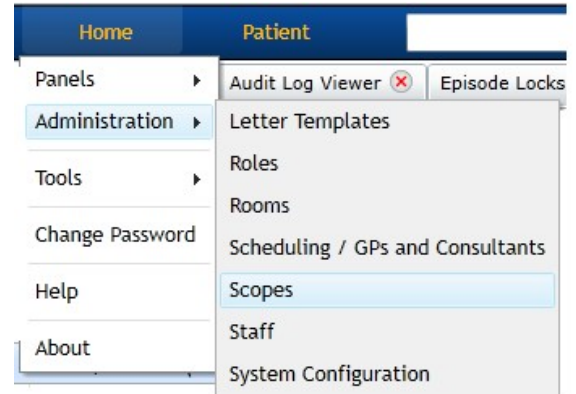
OVERVIEW

This Guide has been created for Site or System Administrators of the MEDILOGIK EMS™ software who are required to add, edit, delete or reinstate endoscopes within the software. When scopes are created they will be visible to the Endoscopist during the appropriate procedures.

ADDING SCOPES

To access the list of scopes:

1. Log In to EMS
2. Select **HOME / ADMINISTRATION / SCOPES**. This will present you with the Scope Administration screen. You will see a list of existing scopes.
3. Click **[Create Scope]** to add a new scope.
4. The “Create New Scope” screen will be displayed.
5. Enter Serial Number of the scope - this is a unique code and will be used for reporting on Scope Usage.
6. Enter Scope Description e.g. local scope number – this is mandatory as scopes are displayed by description
7. Enter the Scope Manufacturer
8. Select the type of scope, e.g. Colonoscope.
9. Enter Barcode – usually the Serial Number.
10. Select the site (s) where the scope will be used, at least one site must be selected.
11. Select all the procedure (s) the scope will be used in, e.g. Colonoscope may be used in a Colonoscopy and Flexible Sigmoidoscopy procedures.
12. Click **[OK]** to confirm the entry.
13. If you do not wish to save the scope record or to go back click on the **[CANCEL]** button.



Scope Administration

	Serial No.	Type	Description	
>	123456789	Colonoscope	A - 123456789 [12]	
	2345678	Gastroscope	B - 2345678 [15]	
	F145642	Sigmoidoscope	C - F145642 [17]	
	863123	Duodenoscope	D - 863123 [18]	
	12345	Colonoscope	D - 12345 [09]	
	678902	Colonoscope	D - 678902 [22]	
	5959595	Gastroscope	S - 1	
	1234587	Colonoscope	A - 1234587 [22]	

Deleted Scopes

Create new Scope

Scope

Serial Number

Description

Manufacturer

Type

Sub Type

Barcode

Sites

Hospital Alpha
 Hospital Bravo
 Hospital Charlie
 Hospital Delta
 Hospital Echo

Procedure Types

Bronchoscopy
 Colonoscopy
 ERCP
 EUS
 Flexible Sigmoidoscopy
 Non-EMS Procedure
 Upper GI endoscopy

DELETING A SCOPE

When a scope is no longer to be used for Endoscopy procedures it may be deleted so it no longer appears within the list of scopes available:

1. To delete a scope, log In to EMS
2. Select **HOME / ADMINISTRATION / SCOPES**.
3. You will see the list of scopes.
4. Highlight the scope to be deleted and click **[Delete]**.
5. You will be asked to confirm the deletion. Click **[Yes]** to delete the scope.

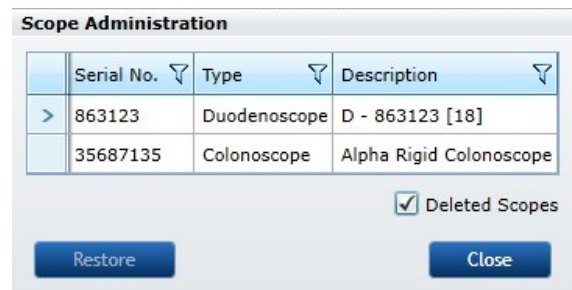
NOTE: Deleted scopes may be re-instated at a later date.



REINSTATING A SCOPE

If a deleted scope is once again required to be used for Endoscopy procedures it can be restored:

1. To restore a scope, log In to EMS
2. Select **HOME / ADMINISTRATION / SCOPES**.
3. You will see the list of scopes.
4. Click the checkbox to view “Deleted Scopes”
5. Highlight the scope to be restored and click **[Restore]**.
6. You will be asked to confirm the restoration. Click **[Yes]** to restore the scope.
7. The scope is now available again to book procedures



SCOPE NAMING CONVENTION

It is recommended that sites agree a standard format for recording the scopes. Many sites refer to the scopes with a short local description based on the washer tags. The information captured in the description field will be presented to the user on the “In Room screen”.