MEDILOGIK
ems™
ENDOSCOPY MANAGEMENT SYSTEM

OVERVIEW

This guide has been created to provide instructions on the process for booking a patient using the MEDILOGIK EMS™ system. Ensure all sites, staff and scheduled list information have been added to the EMS.
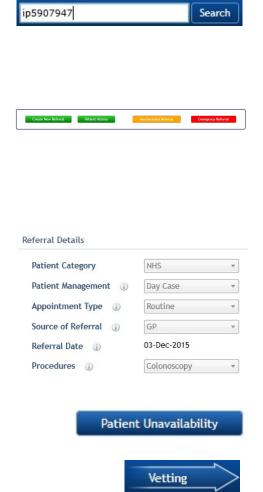
LOCATING PATIENTS

The first step is to locate the patient being added by searching for them.

1. Log In to EMS.

2. Click in the search box and enter the patients hospital identifier

3. Click **[Search]** to find them.

4. Click on the background of their personal details once you can see them. This will select the patient.

5. You will be presented with four options. For details of unscheduled and emergency referrals please see the separate guide.

6. Click **[Create New Referral]** to be presented with the referral screen.

REFERRAL SCREEN

1. Populate the details of the referral into the screen. Mandatory fields are indicated by use of Red Asterisk (*) Based on the appointment type and referral date EMS will calculate the breach date.

2. Please note user can record dates where the patient are unavailable, this will result in a recalculation of the breach date. **[Patient Unavailability]** button at the top right of the screen.

3. Click **[Vetting]** to continue

ip5907947   Search

Create New Referral | Patient History | Unscheduled Referral | Emergency Referral

Referral Details

Patient Category	NHS
Patient Management	Day Case
Appointment Type	Routine
Source of Referral	GP
Referral Date	03-Dec-2015
Procedures	Colonoscopy

Patient Unavailability

Vetting

Further information about these features can be found by accessing the help files within the EMS software

VETTING

Once the referral information has been entered, the patient will then appear on the "Awaiting Vetting Panel". Depending on organisational processes it may be that a Vetting Clinician will review the case for suitability. Alternatively this may have already been completed prior to the booking process and Booking Clerk will have the relevant details.

1. If required, locate and open the patient's episode from the "Awaiting Vetting" panel.

2. Confirm if the case is suitable for a trainee.

3. Select the name of the Vetting Endoscopist from the list, if necessary. Alternatively confirm that the case is direct access.

4. Record that the patient is "Suitable and Accepted" for the procedure.

5. If you use the letter templates set up in EMS, click **[Invitation Letter]** to create an invitation. This button only appears after you confirm that the case is suitable and accepted.

6. Click **[Patient History]** to move to the next screen.

PATIENT HISTORY

1. As above the "Patient History" screen may be completed by either the Vetting Endoscopist or Booking Clerk.

2. Record any relevant high risk issues for the patient.

3. Record any relevant special requirements for the patient.

4. If you have letter templates set up in EMS, click **[Invitation Letter]** to create an invitation.

5. Click **[Complete]**.

6. The patient's referral will now appear on the Waiting List panel until the patient gets in touch to arrange a procedure date.

Further information about these features can be found by accessing the help files within the EMS software

SCHEDULING

When the patient contacts the Booking Team to arrange a date for their procedure. Locate the patient in the waiting list panel or search for the patient record. Selecting the patient's record, the user will be taken to the Scheduling screen.

1. Initially EMS will present the scheduler with appointment slots closest to the patients breach date. The breach date is shown in red.

2. The grid will show the rooms, dates and a legend describing the colours used.

3. Click an appropriate date on the calendar. If the patient declines the offered date, click **[Record Date Declined]** and enter the reason and click **[Record Reason]**.

4. Continue offering dates until the patient agrees a date for their procedure. Click the free space slot to add the patient to the schedule.

5. The booking screen will now show the details of the booking proposed. Booking notes can be recorded at this point. Click **[Book for…]** to add the patient to the appropriate time slot.

6. The appointment is now booked.

7. If using, click **[Appointment Letter]** to generate the appropriate paperwork.

8. Click **[Preparation]**.

PREPARATION

The Preparation screen allows the users to record the provision of any patient information or pre-procedure medication.

1. Confirm if any patient information has been provided.

2. Record which medication, if any, has been issued.

3. Click **[Complete]** then click **[HOME]**.

Note: It is not possible to move to the admission screen at this time because the appointment has been made in

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