

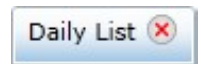
OVERVIEW

In advance of any procedures staff should check the details captured in the MEDILOGIK EMS™ “Daily List” panel to ensure that the procedures have been added correctly. You should confirm that the patient and procedure type is correct. This means that when the Endoscopist arrives their list is ready for them.

THE DAILY LIST PANEL

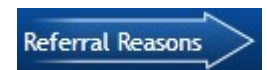
The “Daily List Panel” is a view of data within the system designed to show the user the patients booked for the day. If the user is a non Endoscopist then they will be presented with a list of patients booked to their site for that day. If the user is an Endoscopist they will see a list of their own cases. The view can be altered by the user.

1. Log in to EMS.
2. Click the “Daily List” panel. If this is not visible, select **Home / Panels / Daily List** to activate the panel.
3. Click the name of the relevant patient to be taken to the latest step in their care pathway.



ASSESSMENT

1. In the “Assessment” screen you can record that patient consent has been obtained out with the room and capture any “High Risk Issues”.
2. Click [**Referral Reasons**] to progress.



REFERRAL REASONS

1. Use this screen to record the patient’s reason for referral. The options will vary depending on the procedure.
2. Click [**In Room**] to proceed.



IN ROOM

1. Please note that the “In Room” screen has two tabs.
“In Room” for recording the details of the procedure staff, medication and equipment.
“Images” for taking digital pictures of the case.

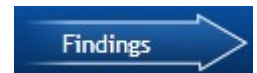


TAKING PROCEDURE IMAGES

When the procedure is about to start it is vital that the user has switched to the “Images” tab so that the feed from the scope is showing on the computer.

Images are usually captured by pressing the correct buttons on the scope, small thumbnail versions of the images appear to the right of the live feed.

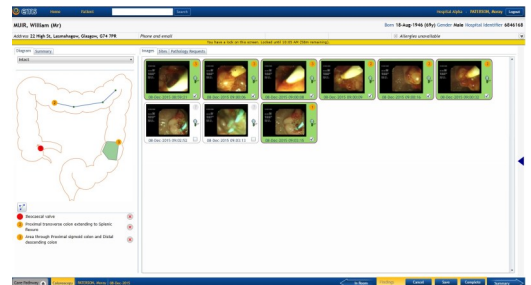
Once the procedure is completed and the images have been taken, the Endoscopist can click on **[Findings]** to progress.



FINDINGS

The Endoscopist is able to mark abnormalities seen and any procedures performed.

1. Mark the sites of interest by clicking on the anatomical diagram. Number circles mark the sites.
2. When the site number is red, click the “?” next to the appropriate image to associate it with the site. Repeat as required. Images not associated with sites will be deleted at the end of the report.
3. The “Sites” tab allows users to record their abnormalities and procedures performed. Complete the information for your procedure.
4. Click **[Summary]** to proceed.



SUMMARY

1. The Summary screen allows the user to record their finish time along with details about their rating of the patients comfort levels and any complications.
2. Click **[Report]**



REPORT

1. The Report screen is for the user to capture their diagnosis if they are able to make one.
2. Comments and follow up activity may be added .
3. To sign off a report the user must enter their password and click **[Sign Off]**.
4. Click **[Issue Reports]** to print out the paperwork.
5. Click **[Home]** to return to the daily list.

