**EMIS – Add/Delete a Warning (Risk)**

**Purpose**

This document provides guidance on how to add or delete a warning on a patient’s EMIS record.

**1. Adding a New warning to a patient’s EMIS record**

Once you have accessed the patient’s EMIS record, click on the chevron to expand the patient’s Précis bar



When expanded, click on the green ‘Manage’ button on the right-hand side of the Précis bar in the ‘Warnings’ section:



A ‘Manage Patient Warnings’ box will appear – click on the green & white ‘add’ icon:



A ‘Add Patient Warning box will now appear – insert the type of warning required and when you want it to appear when navigating around the patient’s EMIS record e.g.:



Click ‘ok’ – the following screen will appear outlining the warning details and the triggers chosen (when the warning will appear as you navigate the patient’s EMIS record):



To add additional warnings, repeat the above steps as required.

You will now see the warning when you expand the patient’s Precis bar when you click on the chevron to expand:



When you navigate to an area of the patient’s EMIS record you have chosen as a trigger to display the alert, the following warning box will appear:



**2. Deleting a warning in a patient’s EMIS record**

If you wish to delete a warning from a patient’s EMIS record, Navigate to the patient’s Précis bar and click on the chevron to expand. When expanded, click on the green ‘Manage’ button on the right-hand side of the Précis bar in the ‘Warnings’ section:

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The ‘Manage Patient Warnings’ box will appear – select on the warning you wish to delete and click on the ‘Delete’ button:



The following warning will appear – if you wish to proceed click ‘Yes’:



The ‘Manage Patient Warnings’ box will appear blank:



Viewing the patient’s Precis bar, the deleted warning will have been removed:

