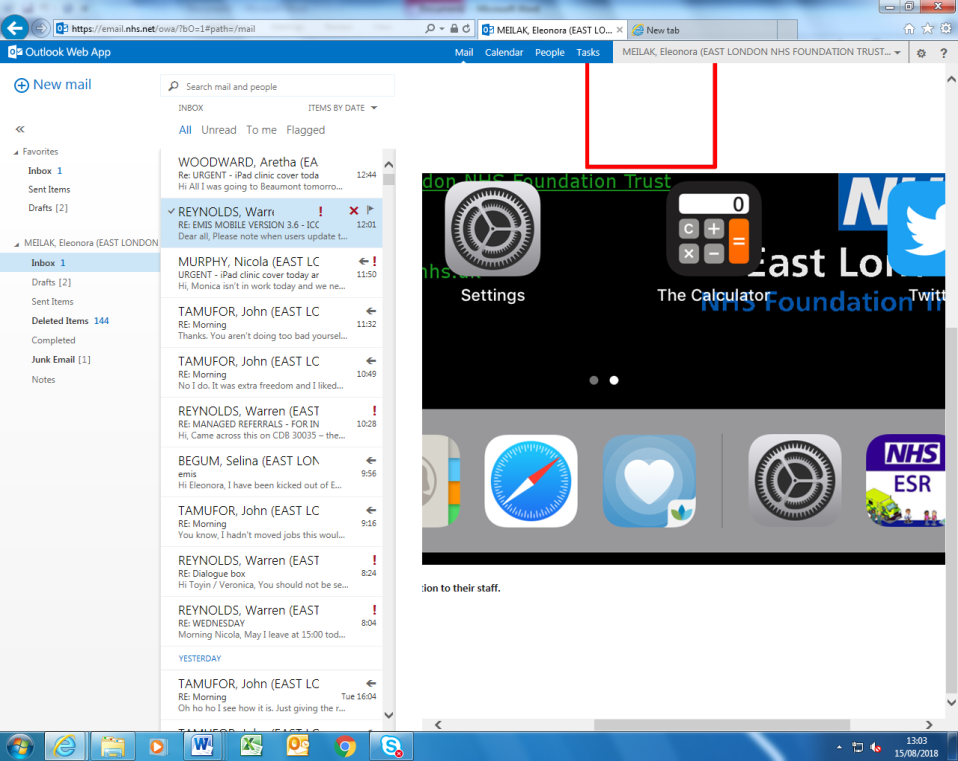
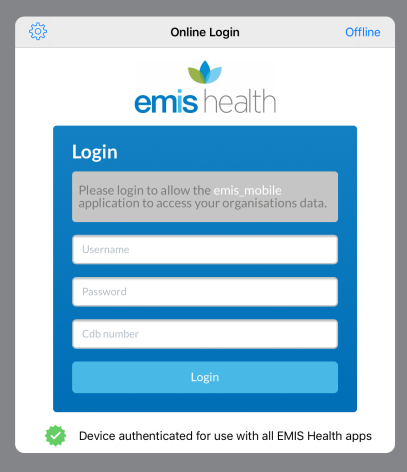


EMIS MOBILE USER GUIDE

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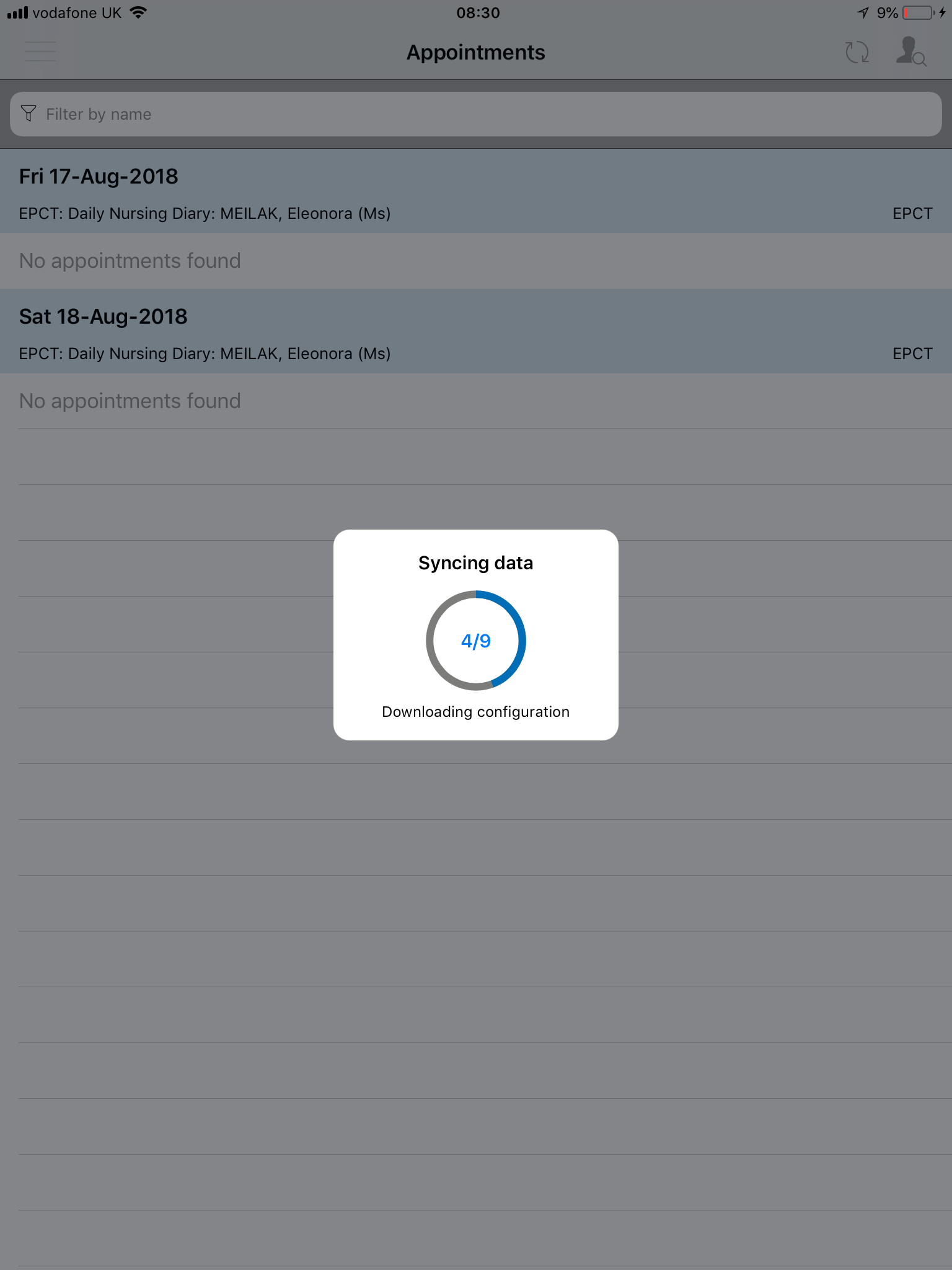
# Log on to EMIS Mobile

1. Launch EMIS Mobile App 
2. The EMIS Mobile Login screen is displayed

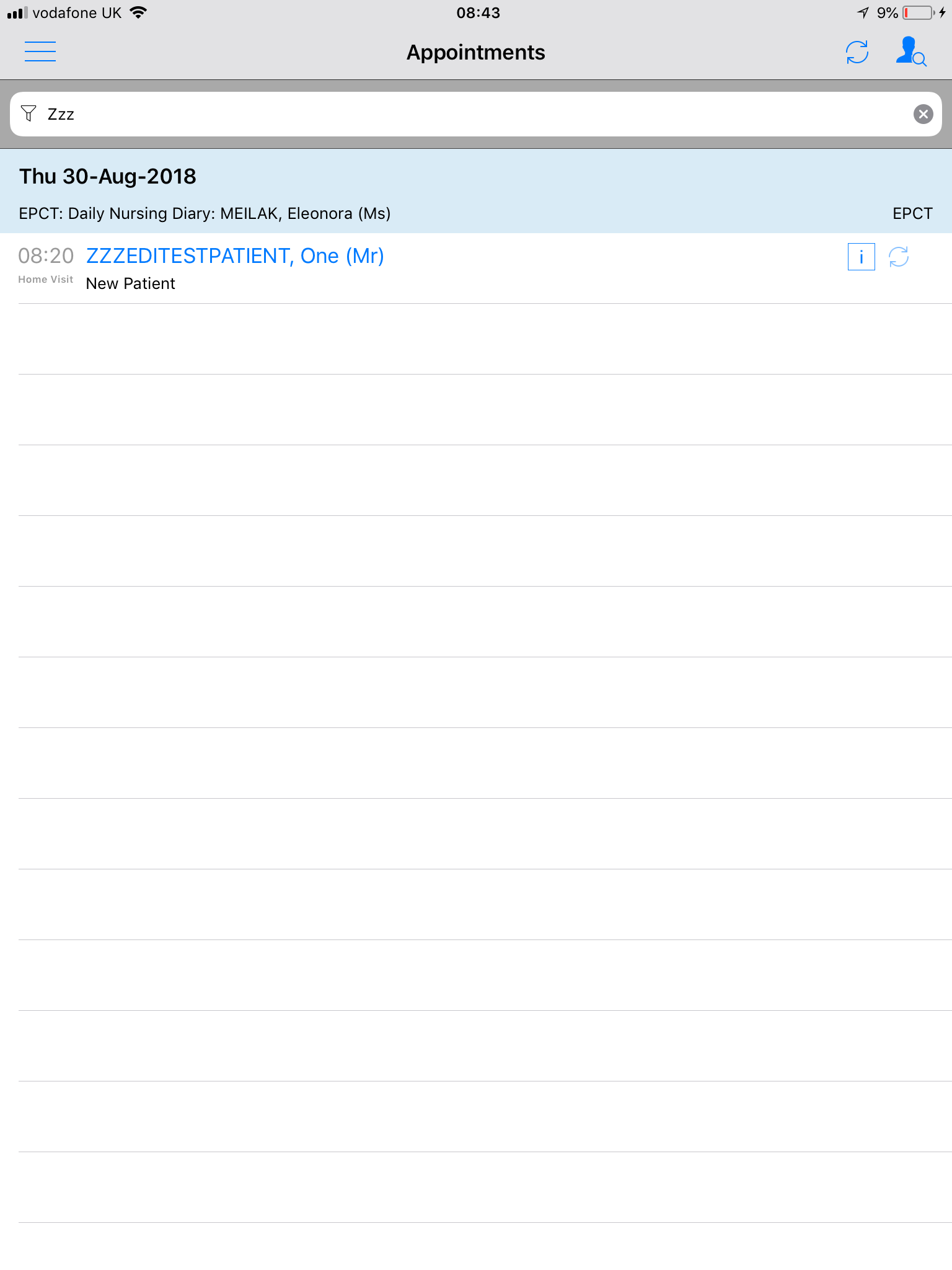


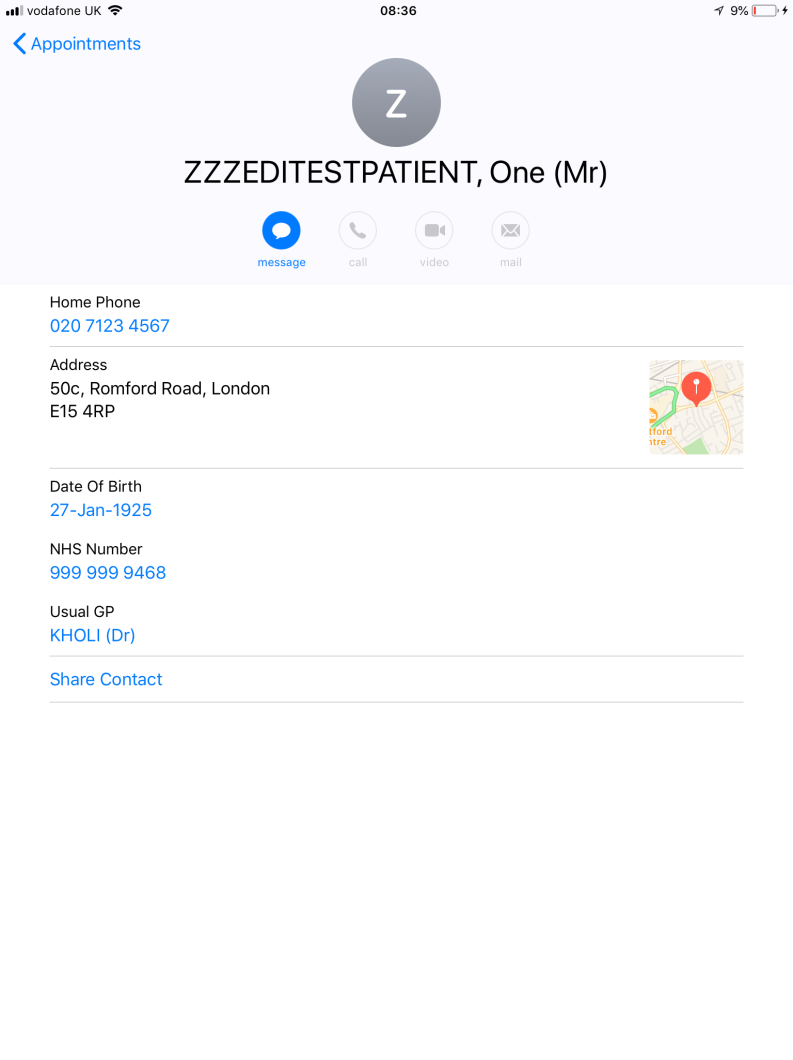
1. In the **Username** field, type your **EMIS Web Username**.
2. In the **Password** field, type your **EMIS Web Password**.
3. In the **CDB number** field, type your CDB number = **25362**
4. Tap **Login**.

# Synchronise Data in EMIS Mobile

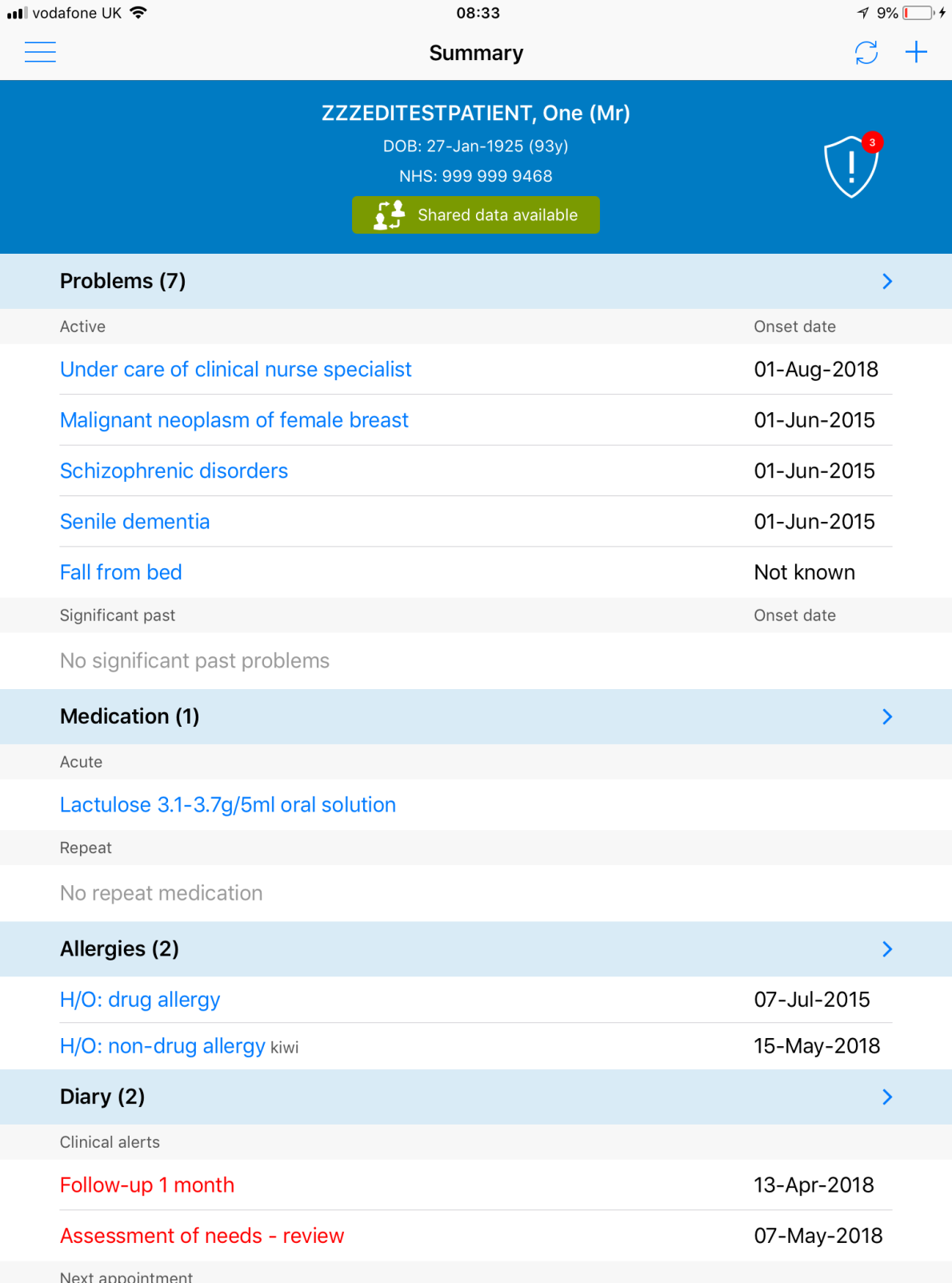
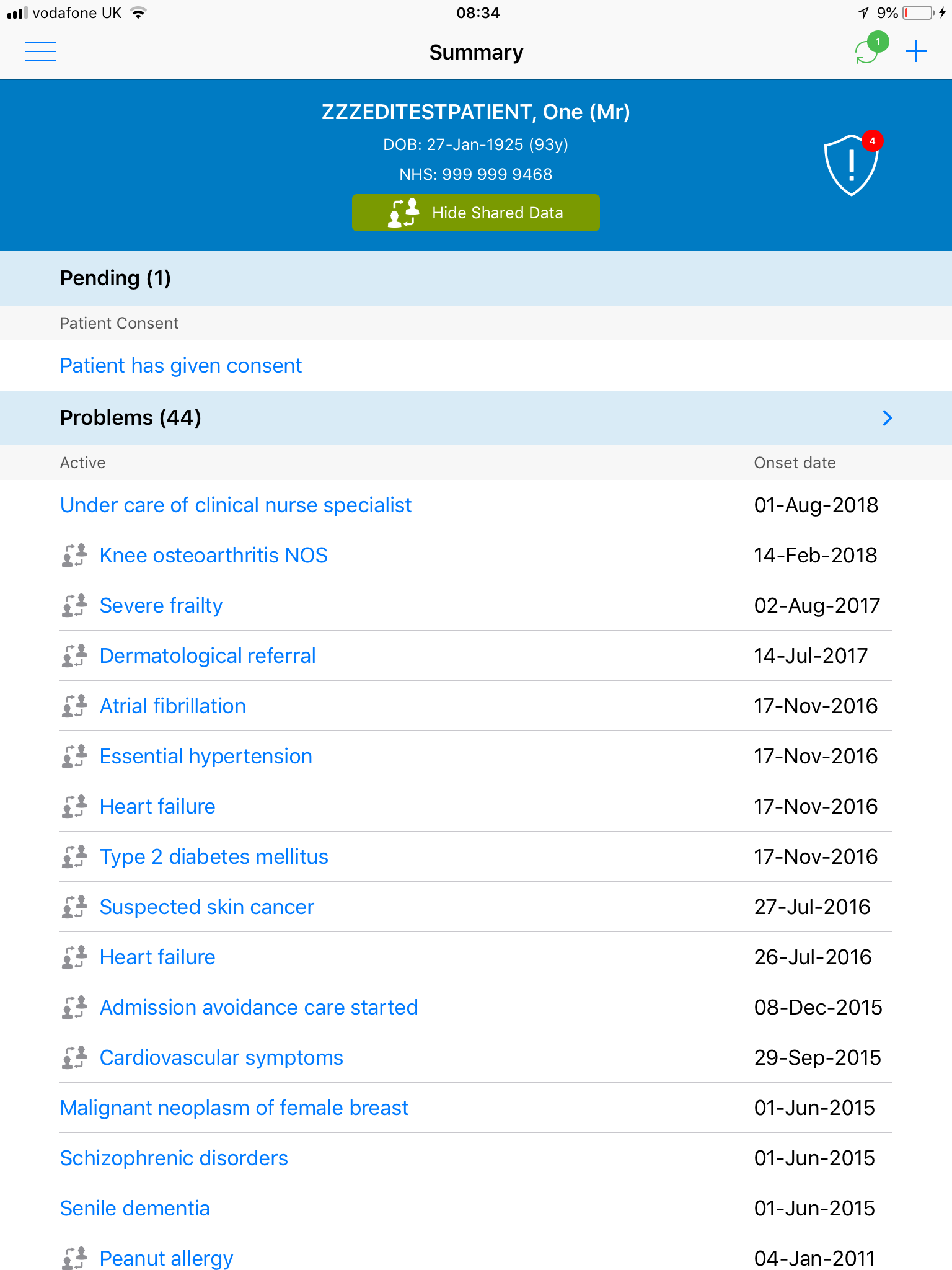
1. When you login, the list of patients in your diary will be displayed in the **Appointment** screen.
2. If the list is not there, tap  in the top right hand corner.
3. The ‘**Synchronise Data’** screen is displayed.

# Viewing Patient Demographics

1. In the **Appointment List** page you can access your patient’s information and records. Select the  next to the patient’s name will show you the patient’s information.

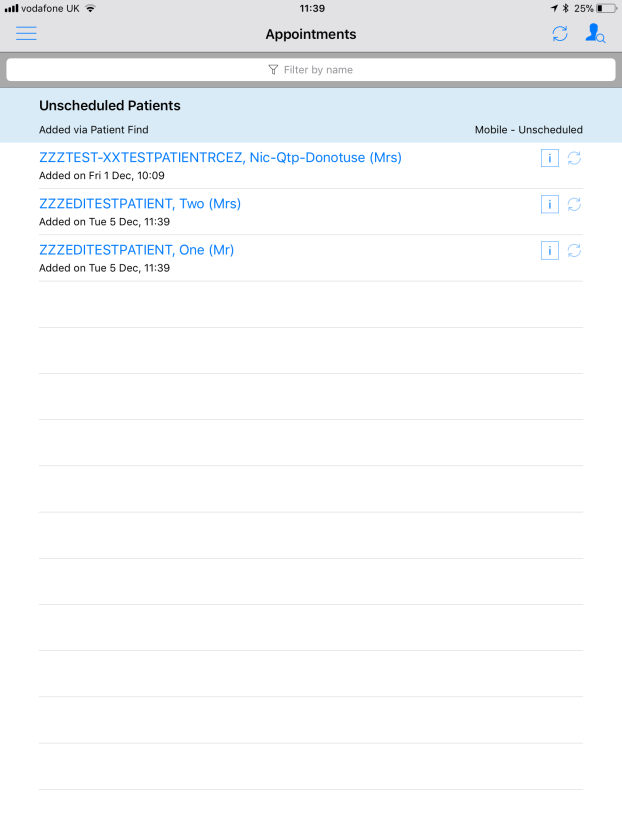


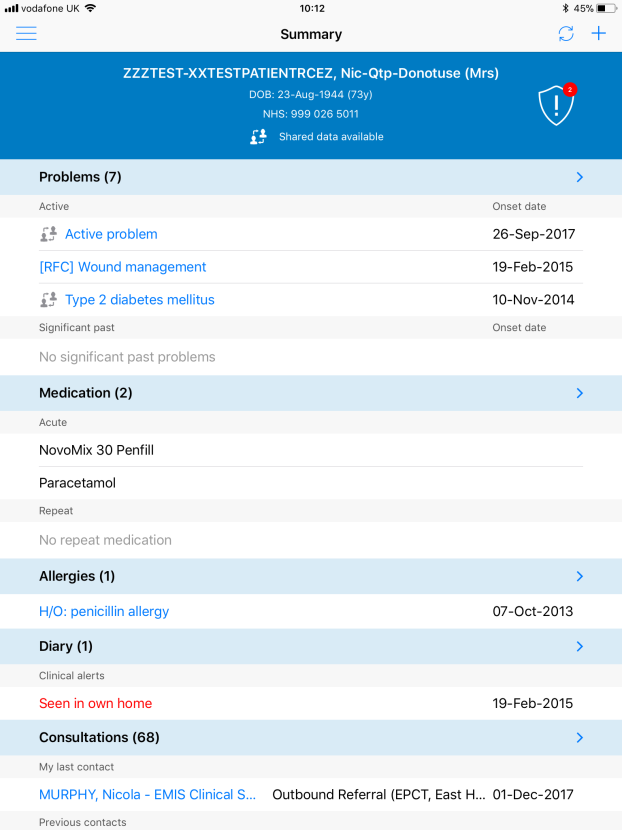
# Accessing Shared Records

1. In the Appointment List, select the patients name which will take you to the **Summary Page.** Select the  and follow the instructions on the screen to view the patient’s shared records.
2. Any Shared records will have this icon by the entry 

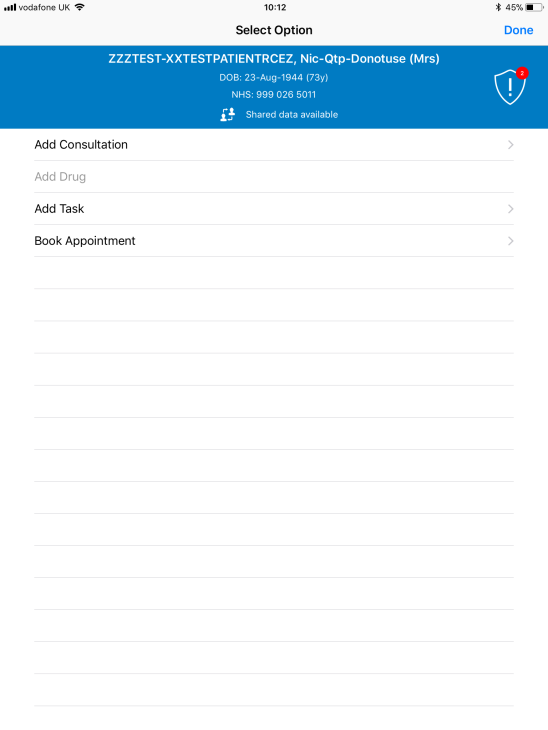
# Add a Consultation

1. In the **Appointment Screen**, tap on a patient name to go to the patient **Summary Screen**.

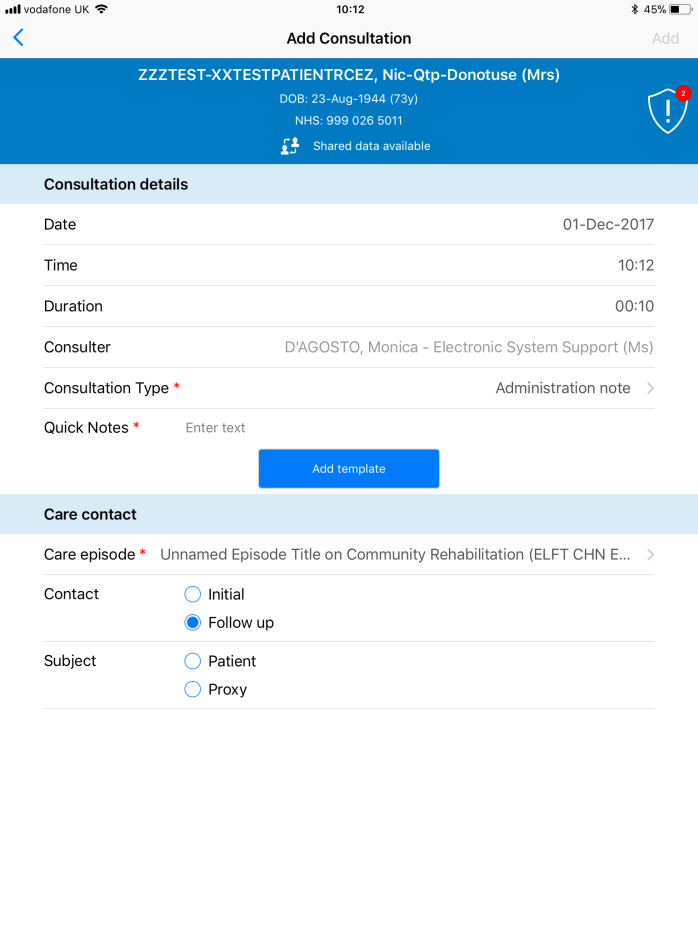




1. In the Summary Screen tap  on the top right hand corner.
2. The Select Option Screen opens.



1. Tap on ‘**Add Consultation’**. The Add Consultation Screen is displayed.



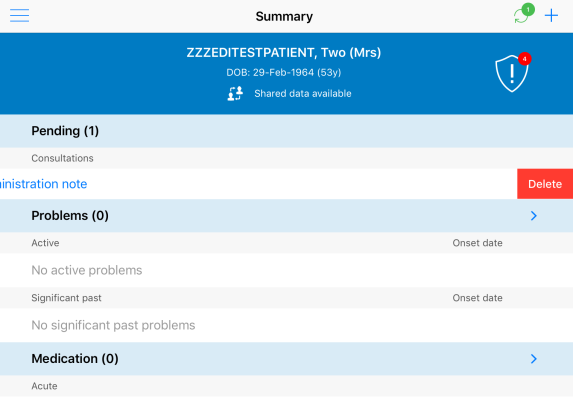
1. Select a ‘**Consultation Type’** and tap on ‘**Add Template’ and select one template from the list.**
2. The template screen is displayed.
3. Scroll down and enter the relevant information, once done, tap on ‘**Done’** on the top right hand corner.
4. Tap ‘**Add’** on the top right hand corner.
5. **Synchronise the consultation on the top right hand corner** 

# Voice Recognition

1. Tap on the  voice recognition key when the keyboard is displayed and dictated the text.
2. To end the dictation, tap on  at the bottom of the screen.

# Delete a Pending Consultation

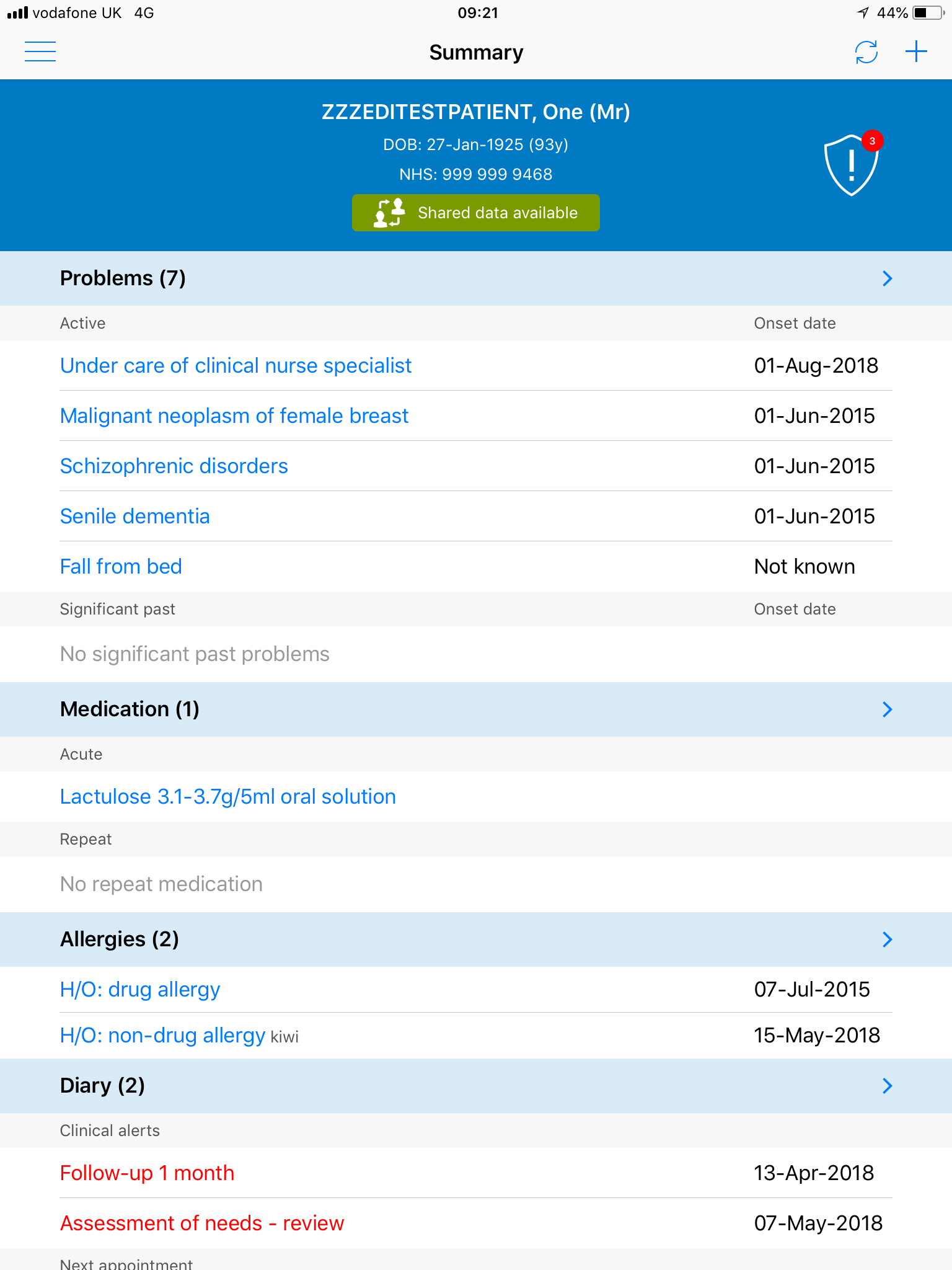
1. To delete a consultation tap on the top left corner 
2. Tap on ‘Summary’
3. The consultation can be found in the ‘**Pending’** sections.
4. With your finger, swipe the consultation on the left hand side and tap on the delete button.

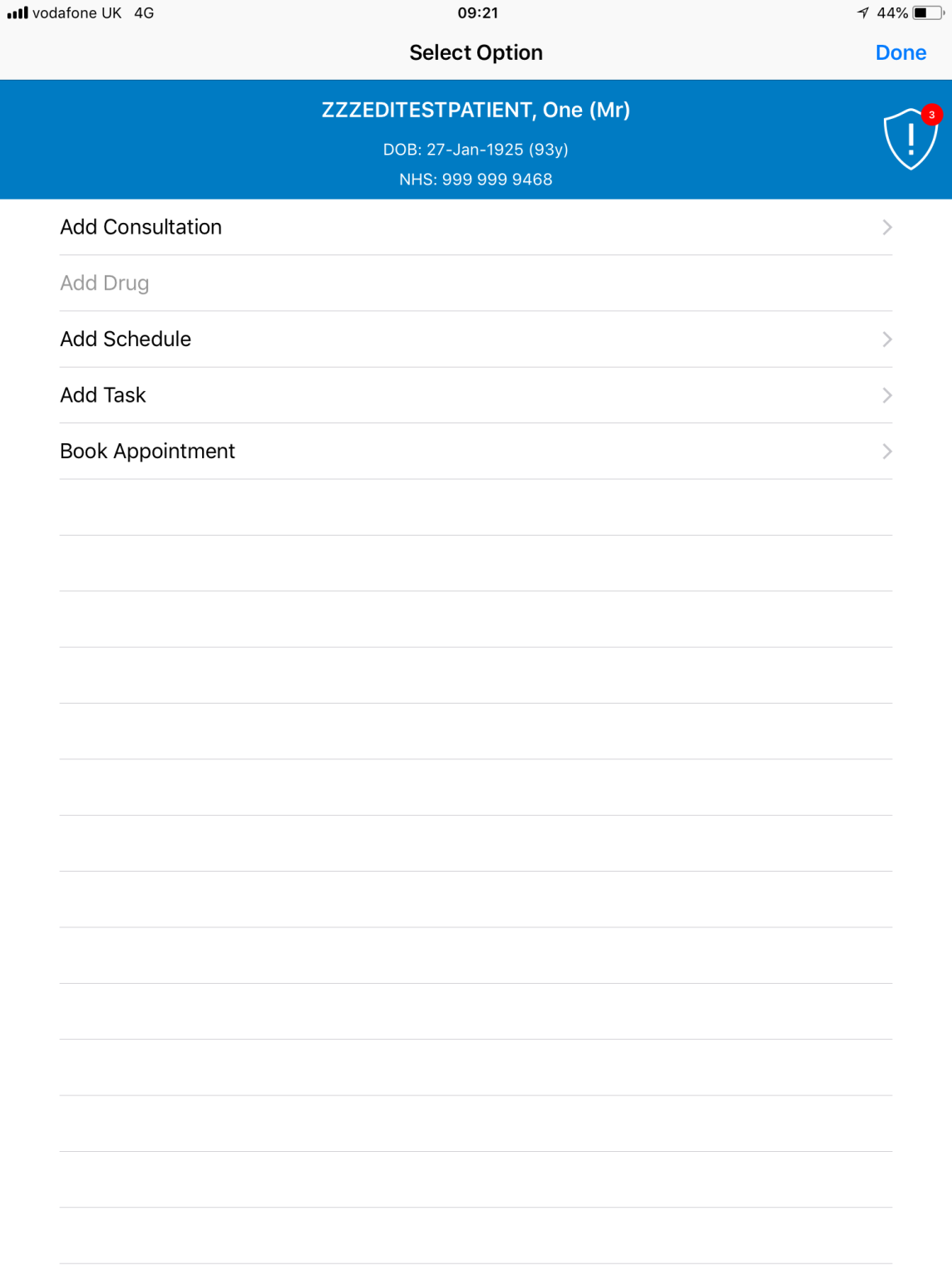


# Return to Appointment List

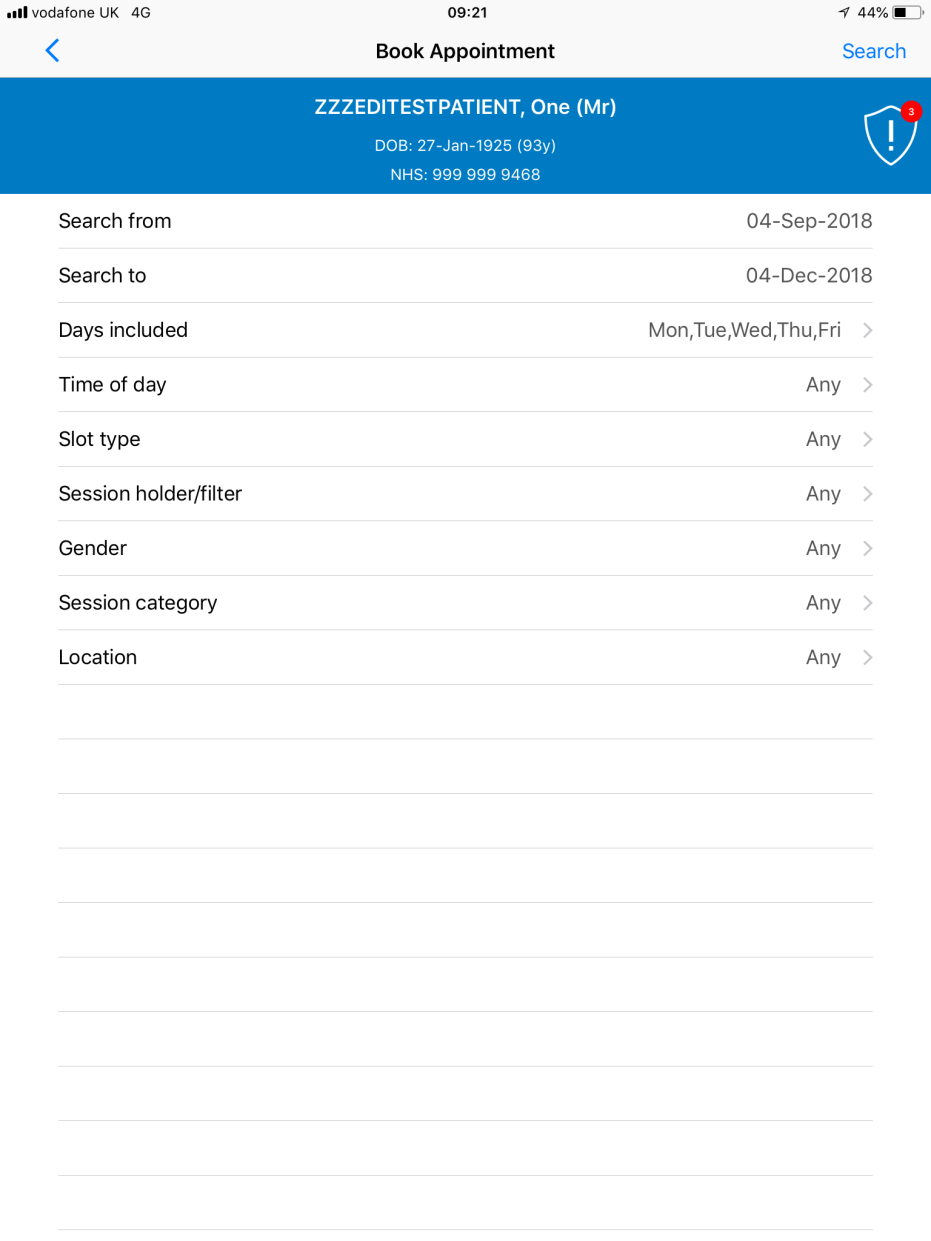
1. To return to the ‘Appointment List’ tap  and select ‘Appointment List’.

# Booking a one-off Appointment from the Ipad

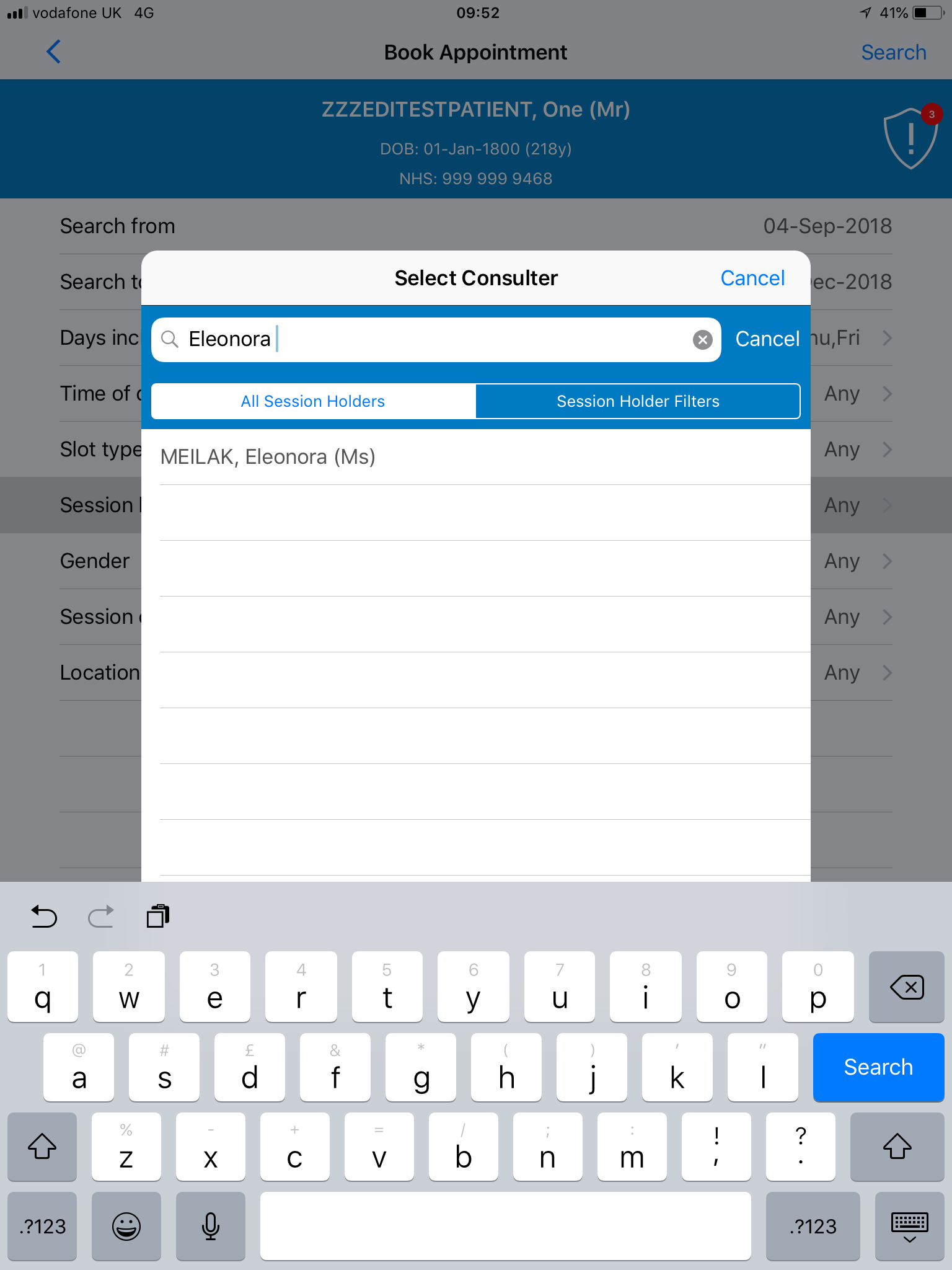
1. To book an appointment for your patient, select the patient you want to book an appointment for (from your appointment list or pulled through as an Unplanned patitent) then select the and press Book Appointment.



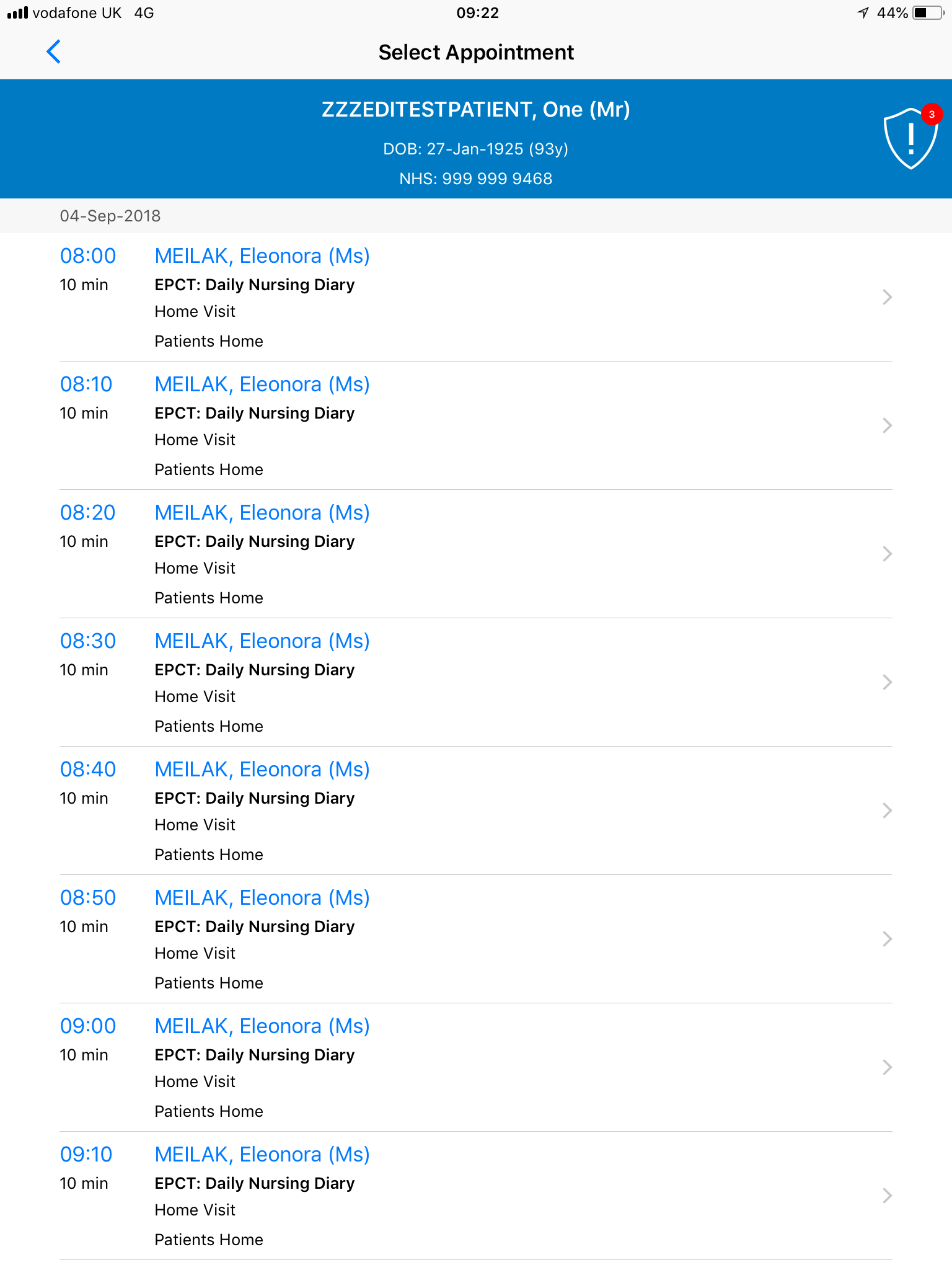
1. Fill in the range of the dates you would like to see available appointments for.



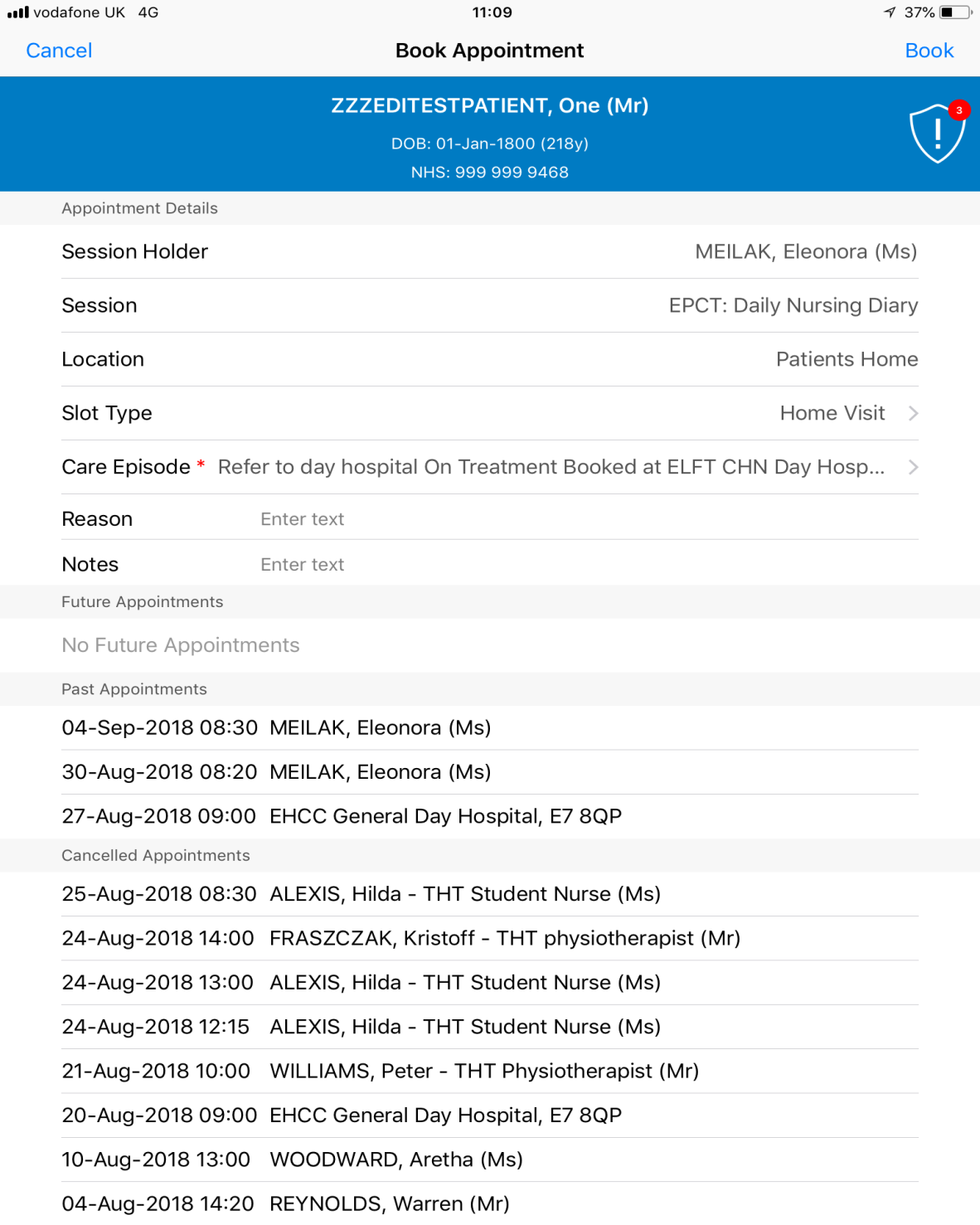
1. Then seach for your name in the **Session holder/filter**, select your name and press **Search.**



1. Pick a time solt from the available slots.



1. Fill in the **Care Episode,** making sure you pick the correct one for your service, then press **Book.**



1. When the appointment is booked, a confermation box will appear. Sync the ipad to update EMIS web.

