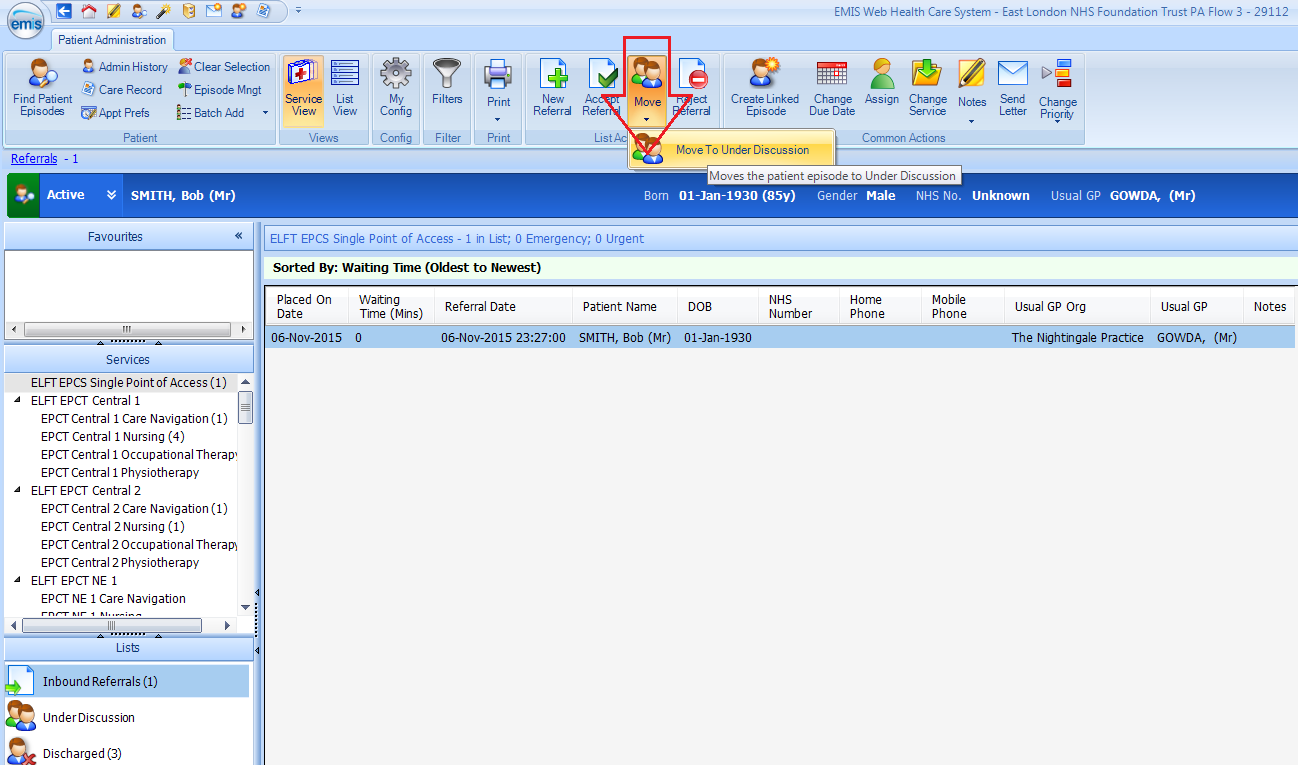
**EMIS – Move to Under Discussion**

**Purpose**

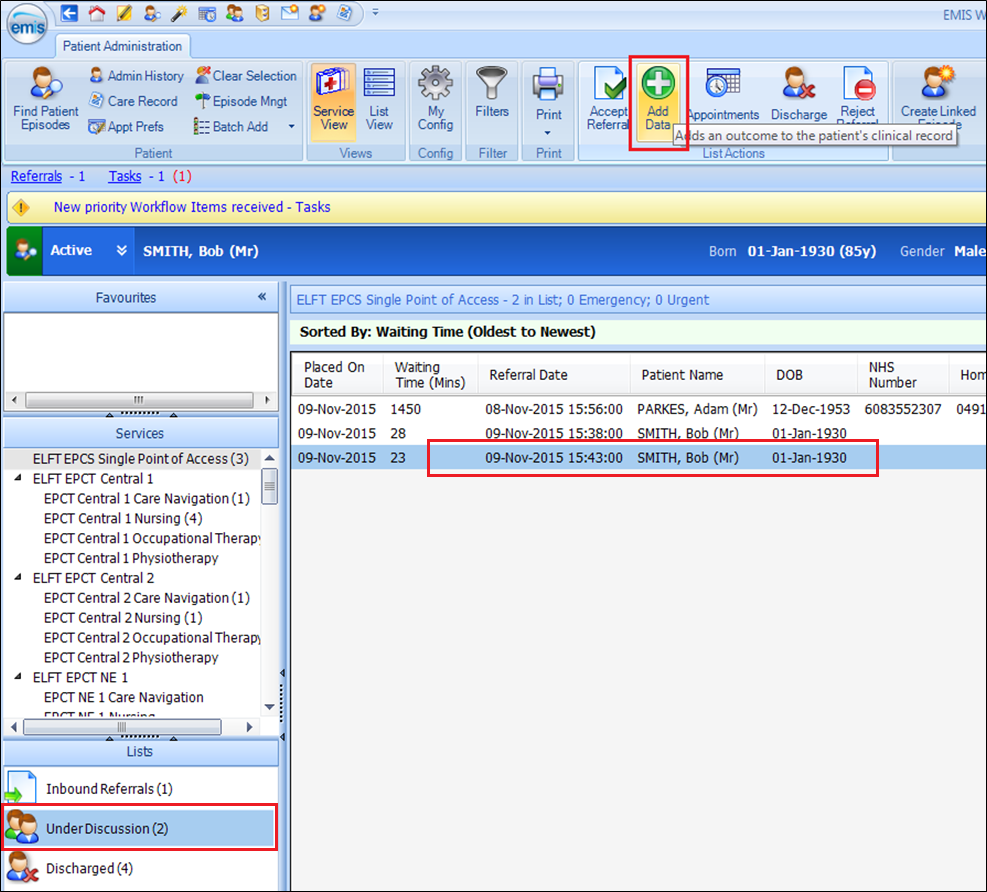
**This document provides guidance on moving inbound referrals to Under Discussion on EMIS**.

Select the required Service’s Single Point of Access and Inbound Referrals

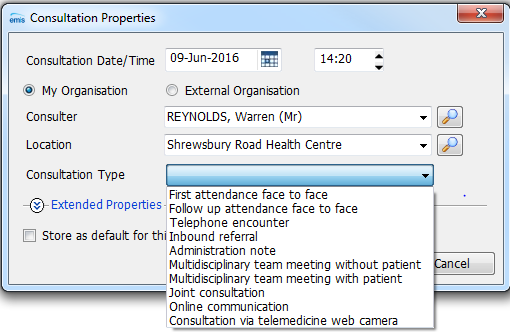
Select patient’s referral from list and click on **Move to Under Discussion:**



Click on **Under Discussion**, select patient’s referral and click on **Add Data**:

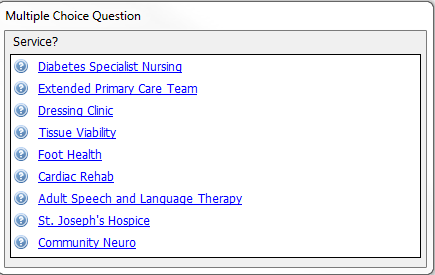


Enter **Consultation Date** and **Time,** select appropriate **Location** and **Consultation Type (you MUST select a Consultation type):**

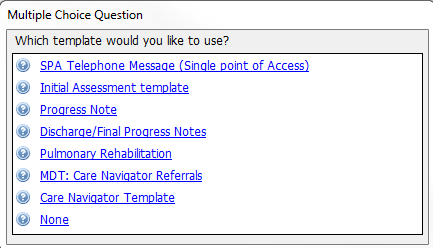


Click on **OK**

Select Service:



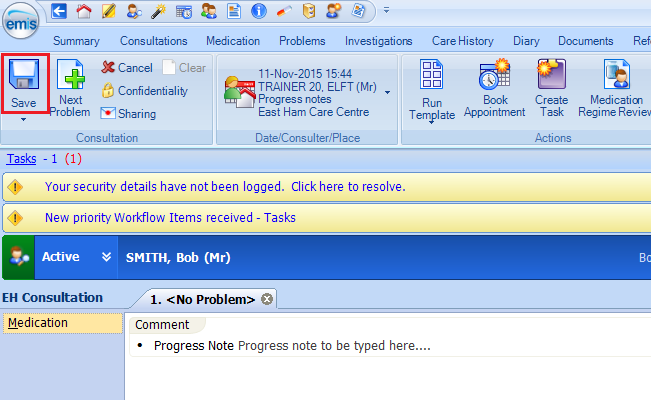
Select template:



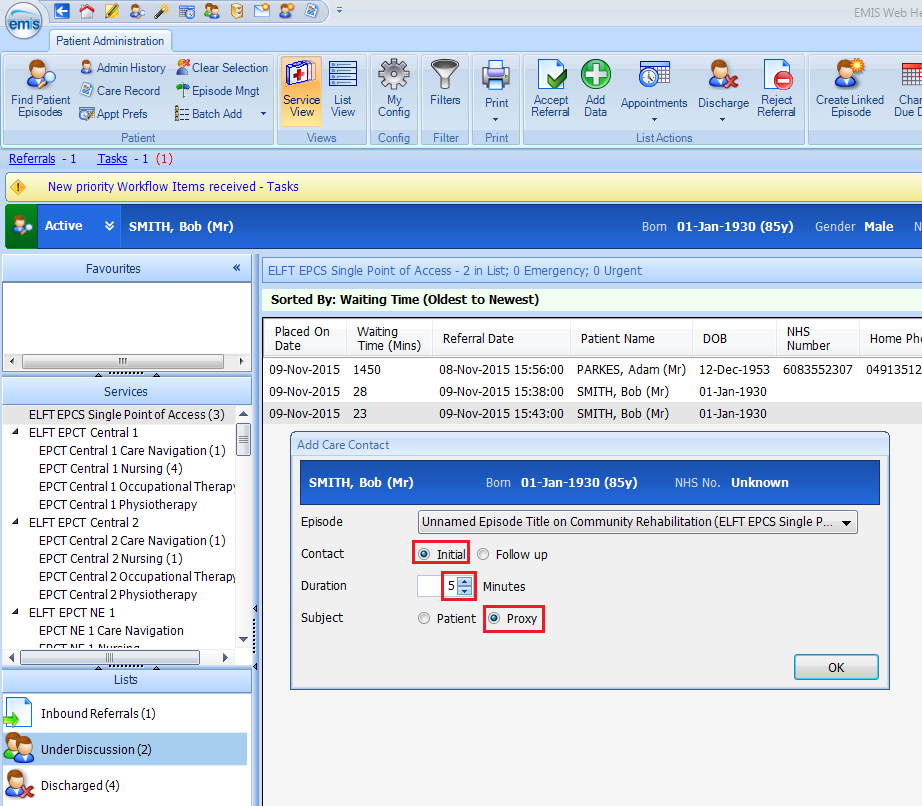
Complete **Template** where appropriate and **Save Template**:

Remember to save your Consultation

Click on **Save**:



The ‘**Add Care Contact’** box appears:



\*Note:

* **Contact** should be **Initial** or **Follow up**
* Enter **Duration**
* **Subject** Select **Patient** or **Proxy** (patient is not present at this stage)

Click on **OK**

Click on your next **action** or **Finished with outcomes**:

