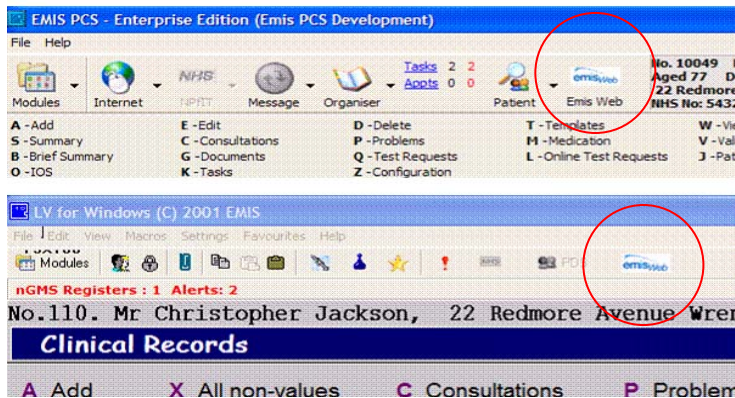

EMIS Web: Audit Trails & Setting Shared Access Overview

Version	Date Issued	Brief Summary Change	Author
1.1	September 2009	Condensed	IM&T Training & Development Team

1. Accessing EMIS Web

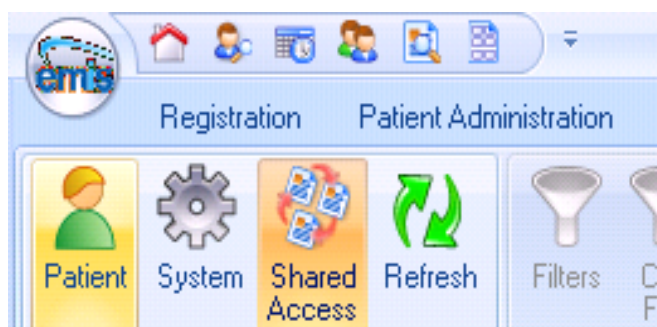
EMIS web can be accessed in the EMIS clinical systems via the Icon on the toolbar.



2. Accessing EMIS Web Audit trails

EMIS web Audit trails are accessible via the EMIS Globe on the homepage and then by selecting 'Administration' on the drop down menu.

EMIS Web has three different types of audit trail:



Patient – Showing you the individual patient record history

Shared Access – Showing you which services have accessed the patient record

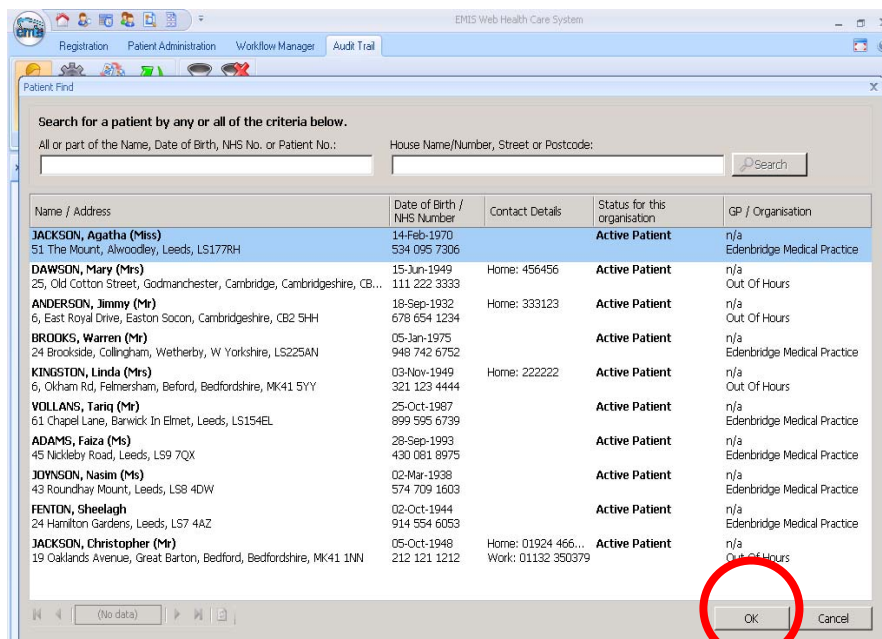
System – Showing you where individual users have been in EMIS web

2.1 Patient Audit Trails

This option allows you to view the individual patient record audit history.

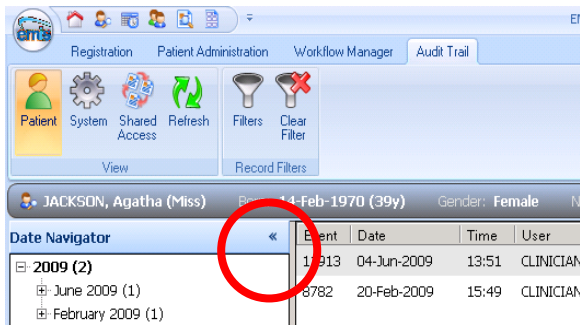


If a patient is not already active you will be prompted to choose one once you have selected the Patient icon.

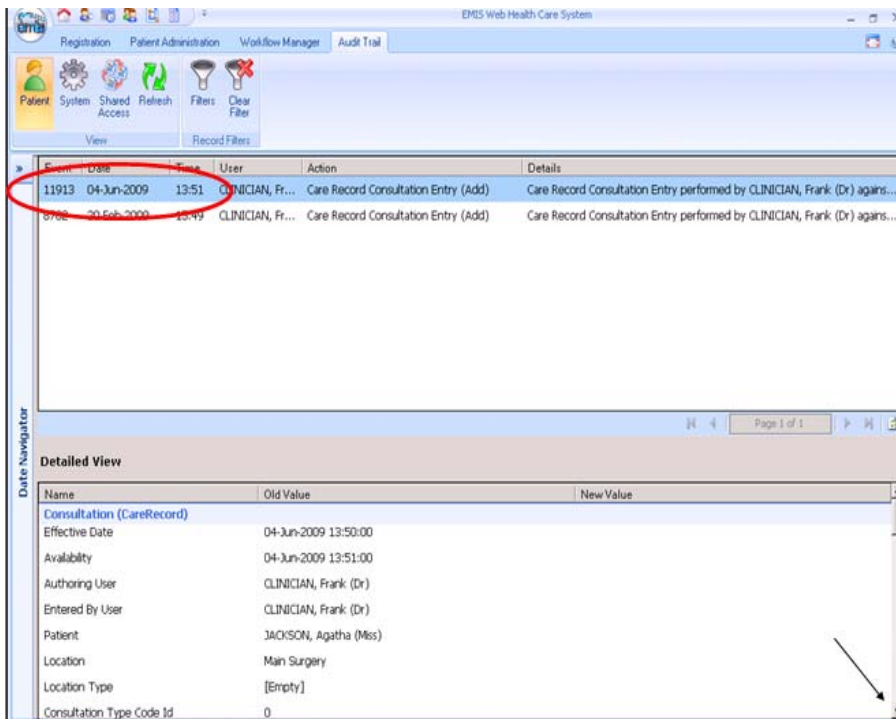


Please Note:

You can expand the size of the screen by clicking on the chevron in the Date Navigator section. If you require access back to the Date Navigator click the chevron again. (Refer to screenshot below)

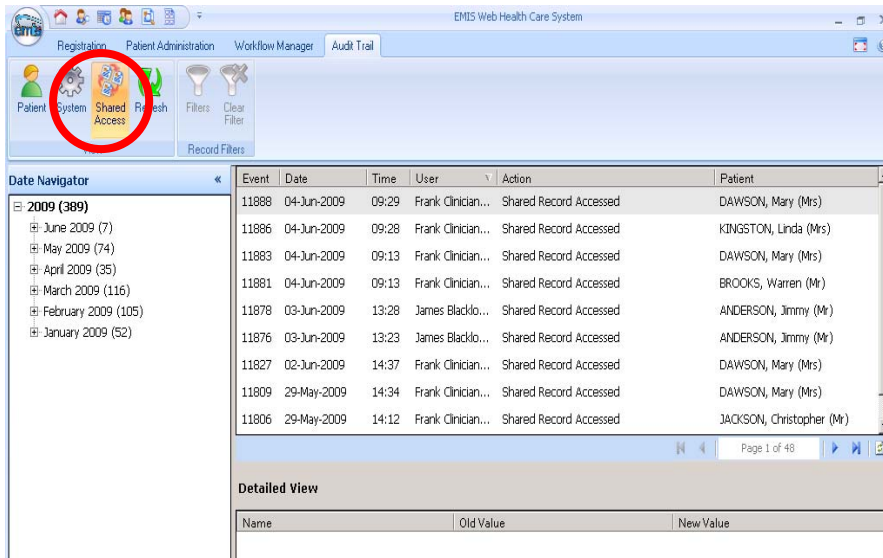


In order to see a detailed view, select the required action and the details will appear in the lower viewing pane. By using the scroll bar, further detail can be seen.



Shared Access Audit Trails

If necessary, EMIS Web activity by services other than the practice can be viewed. This function allows you to view details of the services that have accessed the patient record via EMIS Web.

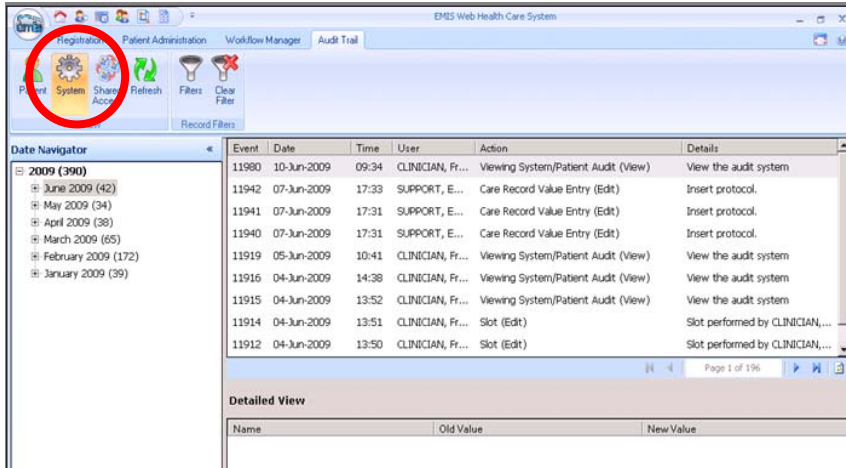


By 'hovering' over the relevant entry you can see which user from which service has accessed the record.

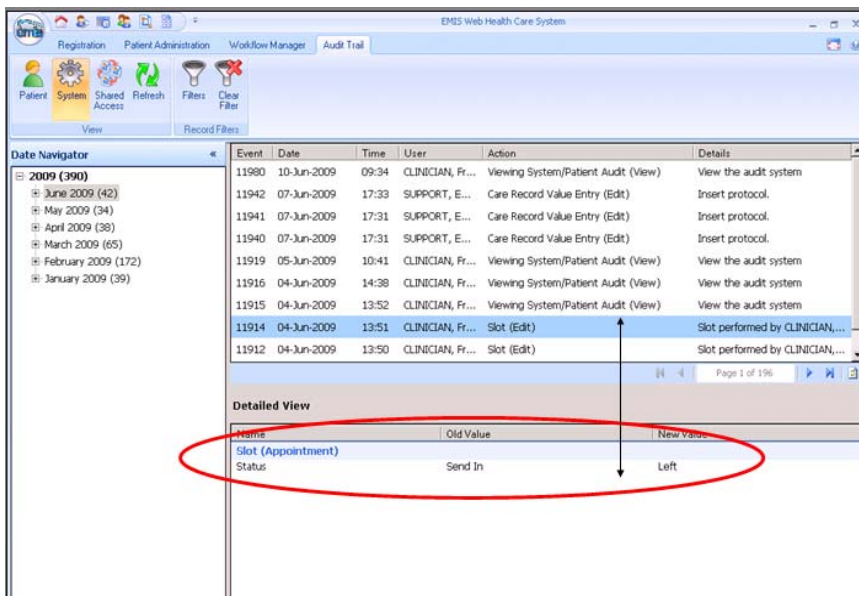


2.3 System Audit Trails

This shows you where users have been within EMIS Web and the actions that they took. This is shown in chronological order.

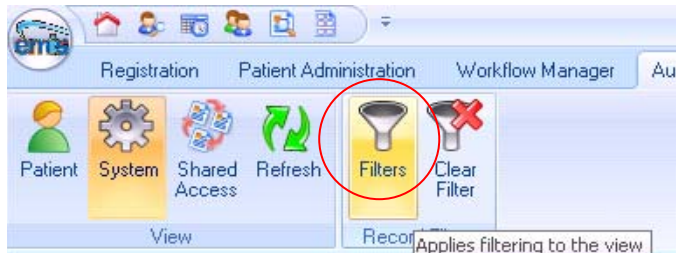


For more in depth information you can select the relevant 'Event' and a 'Detailed View' will be displayed below. The 'New Value' will show you the most recent occurrence and the 'Old Value' will be the previous one.

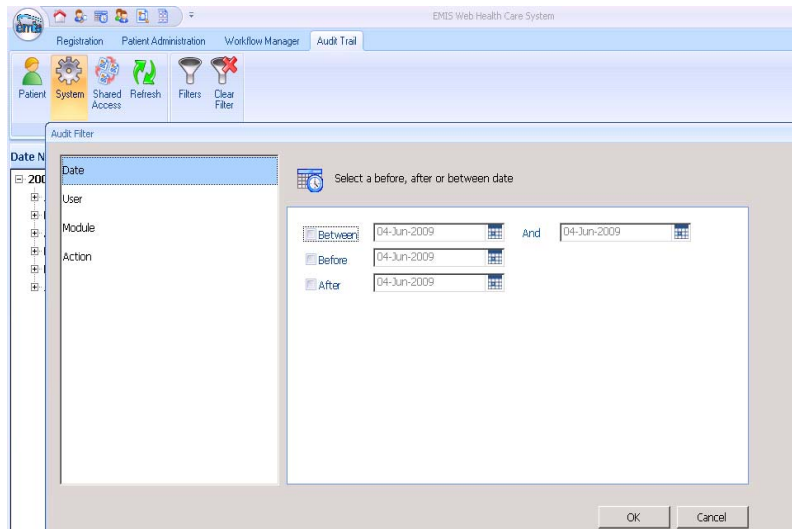


3. Filter options in EMIS Web Audit trails

Filters are available within the Audit trail section and are accessed via the Filters Icon.



Once 'Filters' is selected you will be given the option on how you would like to filter, by Date, User, Module or Action.



Date – Allowing you to set a date range on when you would like to search.

User – Allowing you to select specific users to search on.

Module – Allowing you to select specific modules to search on.

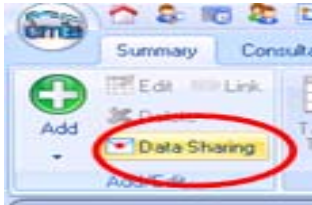
Action – Allowing you to filter by types of actions.

When the filter is applied to any of the options a red bar will be displayed. To remove these please select the clear filter option.

4. Setting shared access

Shared access settings can be accessed through the patient summary tab within their care record.

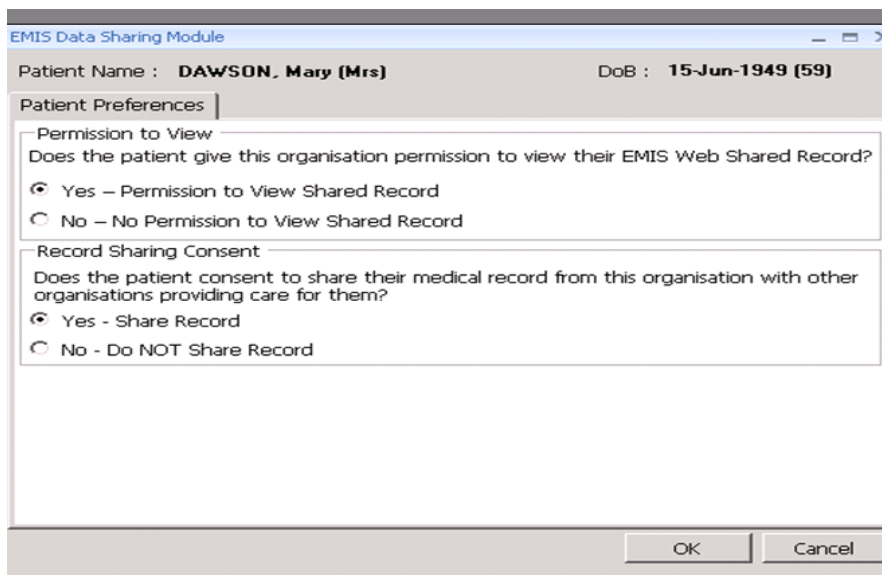
Select the Data sharing option to access settings for patient consent:



There are two types of Patient Preferences displayed within the Data Sharing option:

Permission to view – This states whether the patient has given permission for their medical record to be viewed by this particular organisation. (Refer to below screenshot)

Record Sharing Consent – This states whether the patient has given permission to share their medical record from this organisation with other organisations providing care for them using EMIS Web. (Refer to below screenshot)

A screenshot of the EMIS Data Sharing Module dialog box. The patient name is 'DAWSON, Mary (Mrs)' and the date of birth is '15-Jun-1949 (59)'. The dialog box contains two sections: 'Permission to View' and 'Record Sharing Consent'. Both sections have radio buttons for 'Yes' and 'No' options, with 'Yes' selected in both. The 'Permission to View' section asks 'Does the patient give this organisation permission to view their EMIS Web Shared Record?' and the 'Record Sharing Consent' section asks 'Does the patient consent to share their medical record from this organisation with other organisations providing care for them?'. The dialog box has 'OK' and 'Cancel' buttons at the bottom.

Please note - If the patient has requested to be opted out of sharing data nationally a readcode: 93C3 – *Refused consent for upload to national shared electronic record* will have already been added to the patients record.