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Improve or refresh your IT skills with our targeted learning resources.

Our expert team will help you get the most out of the IT systems used across General Practice, resulting in increased efficiency and improved productivity.

Each How2 bundle contains videos relevant to a role or a common theme, and each video has accompanying documentation that you can download to act as further support or to test your knowledge once you've completed the video or bundle.

Content is free to use, although registration on the site is required if you want to access all the site has to offer including, for example, tracking your progress through available bundles and receiving notifications when new video content is uploaded that is relevant to you, not to mention the ability to create and store notes as you watch videos, and to produce CPD certificates.

Get started by using the Search fields below or by clicking on 'Our Bundles' in the menu bar above.



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View our bundles

By theme



or

By role



or

Keyword search



How2 use this site

- If you're lucky enough to have two screens available, watch the How2 videos on one screen and have the target software programme (e.g. EMIS or Docman) running on the second screen. Pause the video whenever you wish and practice the functionality on the actual software. When you do, always remember to use dummy patients to practice on.
- Use the Search boxes to search for Role-related content, Theme-related content or search by Keyword.
- The search function will create a Bundle of videos relating specifically to your selected tag or keyword and display all the videos along with a status to indicate which ones you have already watched, or partially watched.
- Clicking on each video will open a time-stamp list of the content of that video. You can then jump to the exact point in the video that a specific function is covered.
- Videos can be watched in any order, and you can watch them as many times as you wish.
- You can pause midway through a video and return to it at a later time.
- Alongside many of the videos you will find supporting documentation that you can download if you wish: A transcript of the video, or a set of validation exercises to help you test your knowledge and understanding of the content, for example.
- Keep an eye on the 'What's New?' section which will highlight any new content, and also provide any recommendations specifically for you, based on your role.

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or

By role



or

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Update your details below:

First Name *

Alison

Surname *

Yates

Role *

Practice Manager

Organisation *

SCVR GP Alliance

Email *

a.yates2@nhs.net

Postcode

Update Password

[SAVE MY DETAILS](#)



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What are you interested in?

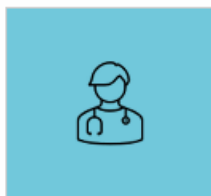
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Recording blood pressure results taken by non-clinicians

This bundle provides resources for the TECS (Technology Enabled Care Services) project which supports measurement of blood pressure by patients themselves using a BP monitor in the Waiting Room, or by non-clinicians in a practice...

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ANP

This bundle contains videos that may be of particular interest to anyone with the role of an ANP. The content includes, for example, videos on: Navigating, configuring and using EMIS Web from the clinician's..

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View our bundles

By theme ▼ or By role ▼ or Keyword search 🔍

- By theme
- Ardens Manager
- Changes to Patient Online Access to Records from July 22
- Coding in General Practice
- Docman**
- e-Referrals and Managed Referrals
- East Cheshire Cardiovascular Project
- EMIS Web Appointments
- EMIS Web Care Record
- EMIS Web Configuration
- EMIS Web Remote Consultations
- EMIS Web Searches
- Forgotten your EMIS Login info?
- Getting Started with Ardens EMIS
- GP Appointment Data (GPAD)
- iGPR
- Introduction to How2
- myGP Connect - App
- myGP Connect - Appointment Reminders
- myGP Connect - Messaging

...be of particular interest to anyone with the role of a Care Coordinator. The content includes, for example, videos on: Finding Patients and the Patient Précis Bar; navigating...

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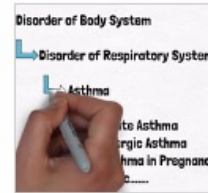
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By role

or

Keyword search

- By role
- ANP
- Care Coordinator
- Care Navigator
- Clinical Pharmacist
- First Contact Physio
- GP
- HCA
- Medical Secretary
- Nursing Associate
- Pharmacy Technician
- Physician Associate
- Practice Admin
- Practice Manager
- Practice Nurse
- Receptionist
- Registrar
- Social Prescribing Link Worker

Cod

Why d... in patient records?

FIN

Care

This bundle contains videos that may be of particular interest to anyone with the role of a Care Coordinator. The content includes, for example, videos on: Finding Patients and the Patient Précis Bar; navigating...

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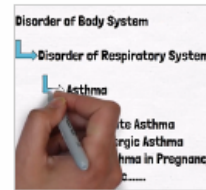
referral



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Coding in General Practice

Why do we use 'Codes' to record data on patient records?

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Care Coordinator

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How2 use this site

EMIS Web Configuration

There are many ways to customise EMIS Web to make it easier and quicker to navigate around. This bundle includes a variety of videos that touch on the different features that will help you use EMIS Web more efficiently and save you time.

View our bundles

By theme



or

By role



or

Keyword search



BUNDLE CONTENT

ASSOCIATED RESOURCES

Bundle Content

▼ Configuring EMIS Web - A Clinician's Guide - Part One	Video length: 17:43 Current progress: 25/26
▼ EMIS Web Quick Access Toolbar	Video length: 03:56 Current progress: 0/2
▼ EMIS Web Quick Launch Menu	Video length: 01:20 Current progress: 0/2
▼ EMIS Web Remote Consultations - Configuring your EMIS system to Host Remote Consultation Appointments	Video length: 10:41 Current progress: 0/16
▼ EMIS Web Protocol Launcher	Video length: 04:47 Current progress: 6/11
▼ EMIS Web - Patient Online Access Set Up	Video length: 13:08 Current progress: 8/23
▼ EMIS Web - Patient Online Access Set up (Proxy User)	Video length: 06:48 Current progress: 0/19
▼ The EMIS Web Care Record - Filters	Video length: 04:51 Current progress: 10/16

Bundle Content

▼ Configuring EMIS Web - A Clinician's Guide - Part One

Video length: 17:43 | Current progress: 25/26

Video content	Time	Status
1. Start		
2. Configuring the Quick launch Menu (QLM)	at 0m 23s	✓
3. Default functions on the Quick Access Toolbar (QAT)	at 1m 35s	✓
4. Configuring the Quick Access Toolbar (QAT)	at 4m 8s	✓
5. Care Record Configuration	at 5m 20s	✓
6. Consultations Styles	at 5m 25s	✓
7. Consultations Synonyms - To add free text	at 8m 0s	✓
8. Consultations Synonyms - To add a code	at 8m 30s	✓
9. Creating a Personal Directory	at 10m 2s	✓
10. Configure Autocorrect	at 10m 25s	✓
11. Configure Clinical Views for Care Record Ribbon	at 10m 46s	✓
12. Make a Clinical View your default	at 11m 16s	✓
13. Configure consultation mode headers	at 11m 24s	✓
14. Sharing Navigator (Set to 'expanded' by default)	at 12m 14s	✓
15. Work Flow Manager	at 13m 8s	✓
16. Out of office message	at 13m 13s	✓
17. Enable Deputies when out of Office	at 13m 22s	✓
18. Create different Deputies for different modules	at 13m 46s	✓
19. Create default 'Send to' recipients or teams for each task type	at 14m 8s	✓
20. Pick patient's usual GP as default recipient for a Task Type	at 14m 46s	✓
21. Configure the Tasks Toolbar	at 15m 1s	✓
22. Appointments configuration	at 15m 38s	✓
23. Start new consultation on 'Send In'	at 15m 42s	✓

Configuring EMIS Web - A Clinician's Guide - Part One

Run time: 17m 43s

Add to favourites

Configuring EMIS Web - A Clinician's Guide - Part One (17m43s)

EMIS Web Health Care System - ASHFIELDS P/CARE CENTRE - 3114

Care Record Configuration

Organisation Options

- Consultation Styles
- Consultation Types
- Consultation Quick Picks
- Consultation Synonyms
- Clinical Views
- Consultation History
- Sharing Navigator

User Style Settings

Available Styles

- Quick Note
- Consultation
- AED Assessment
- Joint Injection
- Minor Surgery
- Anti-coagulation
- Enterprise Consultation

Active Styles

- AED Assessment
- Anti-coagulation
- Consultation (Default)
- Enterprise Consultation
- Joint Injection
- Minor Surgery

Selected Style Settings

Style Name: Joint Injection ☐ Make default

Advanced Style Properties

Click search button

Clinical Purpose

minutes ☐ Show Extended Properties

minutes

Settings

Joint Injection Template

OK Cancel

Record Sharing

There are no other organisations contributing to the S Data entered by this organisation

Implied record sharing consent operational for this patient

Summary Care Record

No consent preference set - Implied consent for medication,

Problems (11) - No Shared Data Available

Active Problems

- Left hemicolectomy
- Crohn's disease
- Asthma
- Essential hypertension
- Anxiousness

Significant Past Problems

- Anxiety with depression
- Diagnostic endoscopic exam

Medication (2) - No Shared Data Available

Repeat

- Propanolol Hydrochloride
- Ramipril

Allergies (1) - No Shared Data Available

Allergy

- Penicillin allergy

SUPPORT, EMIS Web (Dr)

- 13-Feb-2019
- 21-Mar-2019

ASHFIELDS P/CARE CENTRE 03-Jan-2019

ASHFIELDS P/CARE CENTRE 25-Jul-2018

ASHFIELDS P/CARE CENTRE 22-Jun-2017

PRETENDPATIENT, Penelope (Mrs)

- ACEI or ARB monitoring advised
- Smoking Data Needed
- No BP recorded in past 5 years
- Notes not Summarised
- Pneumococcal Vaccination rec...
- Named GP missing

05:50

13:13

VIMEO

BACK TO BUNDLE CONTENT

NEXT VIDEO

Take notes for this video below

My notes

1. First lot of notes.....
2. second set of notes
3. w34rw3 w4e we we3

EMIS Web Configuration

There are many ways to customise EMIS Web to make it easier and quicker to navigate around. This bundle includes a variety of videos that touch on the different features that will help you use EMIS Web more efficiently and save you time.

View our bundles

By theme



or

By role



or

Keyword search



BUNDLE CONTENT

ASSOCIATED RESOURCES

Associated Resources

PDF

An Introduction to Configuring EMIS Web - A Clinician Guide Part One (Validation Exercise)

PDF

EMIS Remote Consultations - Configuring your EMIS system to host Remote Consultation Appointments (Validation Exercise)

PDF

EMIS Web - Patient Online Access Setup (Video Transcript)

PDF

EMIS Web - Quick Access Toolbar (Video Transcript)

PDF

EMIS Web Quick Launch Menu - (Video Transcript)

PDF

The EMIS Web Care Record - Filters (Video Transcript)

PDF

Configuring EMIS Web A Clinicians Guide Part One (Video Transcript)

PDF

EMIS Web - F12 Protocol Launcher (Validation Exercise)

PDF

EMIS Web - Protocol Launcher (Video Transcript)

PDF

EMIS Web - Registering a Proxy User for Online Access (Video Transcript)

PDF

The EMIS Web Care Record - Filters (Validation Exercise)



1



2



3



4



HOW2 VIDEO TRANSCRIPT

EMIS Web – Patient Online Access Set-up

This video will explain how to register a patient and verify an account for online access.

'Patient Facing Services' must be configured in the EMAS manager section of EMIS Web before patients are able to register online for services. Through EMAS Manager, users at the practice with the correct access levels will be able to activate online services, select the features that patients are able to use and configure the settings for selected features.

There are two ways in which a patient can be registered for online access, it can either be initiated by the patient via the service providers website, or by the practice through EMIS Web.

First I will demonstrate how to initiate the registration via EMIS Web, once the registration is complete in EMIS Web a registration letter will be generated which will allow the patient to then create an account on the service provider's website, using the information in the registration letter.

A registration on EMIS Web is usually prompted by a patient contacting the practice to request online access or by completing an online user account request form, if available, from the practice website or via email.

To register a patient for online services in EMIS Web you will first need to navigate to the registration screen, using the EMIS ball or the registration icon in the Quick Launch Menu, if configured.

If the patient isn't already selected, press F5 to select. It is recommended that you check that the patient has a verified, primary email address recorded, prior to creating their account. This allows you to email the PIN document.

On the Registration screen, click the **Online Services** tab.

Click **Add online user**, then **Add current patient**.

Complete the Online user screen which combines the ID Verification page and record access



1



2



3



4



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Ardens Manager

Ardens Manager is a cloud-based software which allows practice data to be displayed graphically and shared with the PCN, Federation or CCG. This bundle contains a set of videos on how to upload data to Ardens Manager to view QOF achievement, condition performance and COVID-19 activity.

View our bundles

By theme



or

By role



or

Keyword search



BUNDLE CONTENT

ASSOCIATED RESOURCES

Associated Resources



Ardens Manager website

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By role



or

Keyword search



YOUR DASHBOARD

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By theme

or

By role

or

Keyword search



WHAT'S NEW?

VIDEOS IN PROGRESS

MY NOTES

MY FAVOURITES

MY CPD

RECOMMENDED FOR YOU



Practice Manager

This bundle contains videos that may be of particular interest to anyone with the role of a Practice Manager. The content includes, for example, videos on: Navigating, configuring and using the EMIS Web Care Record;..

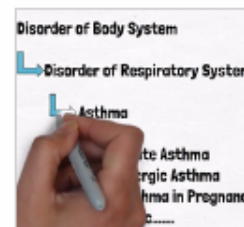
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WHAT'S NEW



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Coding in General Practice

Why do we use 'Codes' to record data on patient records?

[FIND OUT MORE](#)

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VIDEOS IN PROGRESS

EMIS Web Forgotten Username

➤ IN PROGRESS - COMPLETED 1 OF 3 [CONTINUE WATCHING](#)

The EMIS Web Care Record - Filters

➤ IN PROGRESS - COMPLETED 10 OF 15 [CONTINUE WATCHING](#)

EMIS Web Remote Consultations - Finding, Booking and Cancelling appointments

➤ IN PROGRESS - COMPLETED 24 OF 25 [CONTINUE WATCHING](#)

EMIS Web Protocol Launcher

➤ IN PROGRESS - COMPLETED 6 OF 10 [CONTINUE WATCHING](#)

EMIS Web - Patient Online Access Set Up

➤ IN PROGRESS - COMPLETED 8 OF 22 [CONTINUE WATCHING](#)

Finding and Booking appointments on EMIS Web

➤ IN PROGRESS - COMPLETED 1 OF 49 [CONTINUE WATCHING](#)



EMIS Web Forgotten Username

1. Just remember your password and then you won't need all this
2. There's a separate option for forgotten password.
3. And this is another comment
4. And a fourth note

Navigating to Searches and Folder Management

1. I knew some of this already

Deleting Folders and Keeping search folders tidy

1. Remember the bit about Folder structure

Adding a Search and Choosing a Base Population

1. Didn't know you could create a Base Population from an existing search - v useful for LTC reporting

An Introduction to the Searches for Beginners Bundle

1. This is useful for the back office reporting team

Configuring EMIS Web - A Clinician's Guide - Part One

1. First lot of notes.....
2. second set of notes
3. w34rw3 w4e we we3

EMIS Web Remote Consultations - Finding, Booking and Cancelling appointments

1. o;iiwjhv f;weilkh vfw;oeiih f;oewihj few

YOUR DASHBOARD

View our bundles

By theme



or

By role

WHAT'S NEW?

VIDEOS IN PROGRESS

MY NOTES

MY FAVOURITES

MY

MY FAVOURITES



EMIS Web Protocol Launcher

Added to your favourites - 06th September 21.

▶ PLAY VIDEO

Remove from Favourites



Remote Consultations - for Clinicians

Added to your favourites - 01st July 21.

▶ PLAY VIDEO

Remove from Favourites

YOUR DASHBOARD

View our bundles

By theme



or

By role



or

Keyword search

WHAT'S NEW?

VIDEOS IN PROGRESS

MY NOTES

MY FAVOURITES

MY CPD

MY CPD

Click the checkbox next to each video to add it to your CPD certificate.



ADD TO
CERTIFICATE

The new GPAD National Slot Types and how to configure them in EMIS Web - 03:50

[VIEW AGAIN](#)

[VIDEO PREVIOUSLY INCLUDED IN CERTIFICATE](#)



ADD TO
CERTIFICATE

myGP Connect - How to Enable Slot Types for the myGP App - 03:08

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[VIDEO PREVIOUSLY INCLUDED IN CERTIFICATE](#)



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CERTIFICATE

myGP Connect - What is Teenage Consent? - 01:03

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[VIDEO PREVIOUSLY INCLUDED IN CERTIFICATE](#)



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Linked Features - 04:03

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[VIDEO PREVIOUSLY INCLUDED IN CERTIFICATE](#)



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Configuring EMIS Web - A Clinician's Guide - Part One - 17:43

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[VIDEO PREVIOUSLY INCLUDED IN CERTIFICATE](#)



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EMIS Web Quick Access Toolbar - 03:56

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[VIDEO PREVIOUSLY INCLUDED IN CERTIFICATE](#)



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EMIS Web Quick Launch Menu - 01:20

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[VIDEO PREVIOUSLY INCLUDED IN CERTIFICATE](#)



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How to Locate and use the Ardens EMIS Searches and Reports - 04:03

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[VIDEO PREVIOUSLY INCLUDED IN CERTIFICATE](#)

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How to Locate and use the Ardens EMIS Searches and Reports - 04:03

VIEW AGAIN

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- ADD TO
CERTIFICATE

Appointment Slot Configuration for GPAD on EMIS Web - 04:51

VIEW AGAIN

VIDEO PREVIOUSLY INCLUDED IN CERTIFICATE
- ADD TO
CERTIFICATE

GPAD Appointment Book Management - 04:38

VIEW AGAIN

VIDEO PREVIOUSLY INCLUDED IN CERTIFICATE
- ADD TO
CERTIFICATE

Watch this video FIRST - Important GPAD Updates - April 2021 - 01:44

VIEW AGAIN

VIDEO PREVIOUSLY INCLUDED IN CERTIFICATE
- ADD TO
CERTIFICATE

Changes to patient online access to records from April 2022 - 04:02

VIEW AGAIN

VIDEO PREVIOUSLY INCLUDED IN CERTIFICATE

 GENERATE CERTIFICATE

MY CERTIFICATES

DATE CREATED	TOTAL TIME	
21st Sep 2022	00:32:35	VIEW CERTIFICATE
12th Sep 2022	00:34:36	VIEW CERTIFICATE
22nd Aug 2022	00:42:15	VIEW CERTIFICATE
02nd Aug 2022	00:33:43	VIEW CERTIFICATE
28th Apr 2022	00:29:47	VIEW CERTIFICATE
07th Apr 2022	00:25:57	VIEW CERTIFICATE
14th Mar 2022	00:34:12	VIEW CERTIFICATE
14th Mar 2022	00:16:36	VIEW CERTIFICATE
10th Mar 2022	00:20:32	VIEW CERTIFICATE
22nd Feb 2022	00:20:32	VIEW CERTIFICATE
09th Feb 2022	00:08:54	VIEW CERTIFICATE



Certificate of Achievement

NAME: **Alison Yates**

Has viewed the following videos on the How2 website as part of their ongoing professional development process:

- How to Locate and use the Ardens EMIS Searches and Reports
- Appointment Slot Configuration for GPAD on EMIS Web
- GPAD Appointment Book Management
- Watch this video FIRST - Important GPAD Updates - April 2021
- Changes to patient online access to records from April 2022

Watched between: **02/02/22 - 21/04/22**

Total CPD: **19mins 18secs**

DATE PRINTED: **10/10/2022**



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