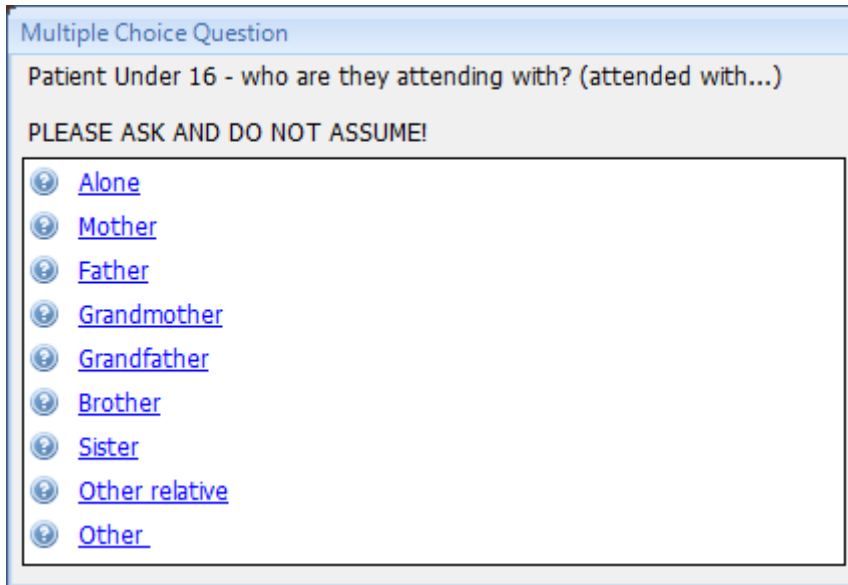


This user guide outlines how to import and add triggers for:

“Under 16 attended consultation with” protocol

The purpose of this protocol is to prompt the clinician when consulting with a patient under the age of 16 to record who attended the appointment with the patient. This is to ensure good record keeping for safeguarding purposes.

When loaded into EMIS the protocol will run when a clinician adds a consultation to a patient’s record who is under the age of 16. The prompt that appears is as follows;



Multiple Choice Question

Patient Under 16 - who are they attending with? (attended with...)

PLEASE ASK AND DO NOT ASSUME!

- [Alone](#)
- [Mother](#)
- [Father](#)
- [Grandmother](#)
- [Grandfather](#)
- [Brother](#)
- [Sister](#)
- [Other relative](#)
- [Other](#)

Each option adds a code into the patient’s record to allow search and reports to be run should they be necessary.

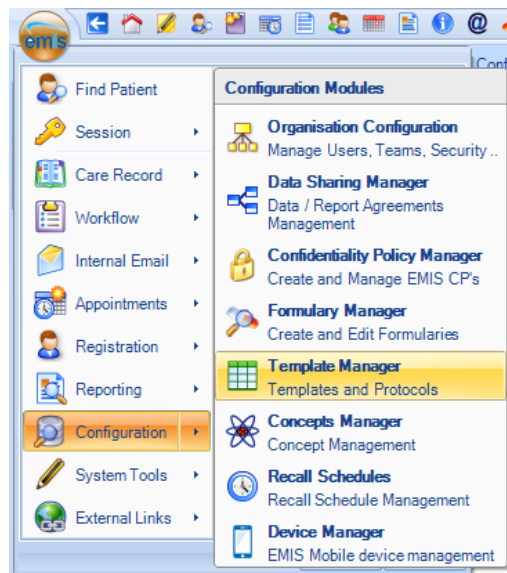
Special thanks to Dr Rizvan Ali, GP Lead at Falmouth Road Surgery for his input into the creation of this protocol.

This user guide outlines how to import and add triggers for:

“Under 16 attended consultation with” protocol

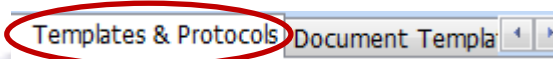
Step 1: Save the zipped folder to a place on your PC that you can easily locate

Step 2: Right click on the folder and select *Extract files...* again to a place on your PC that you can easily locate

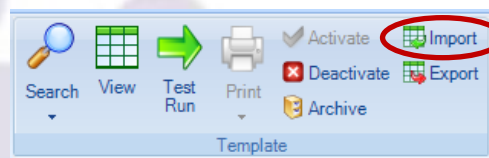


Step 3: To import this protocol into EMIS please go to EMIS > Configuration > Template Manager (shown on the left)

Step 4: Select your destination folder, or create a new folder in the *Templates & Protocols* tab



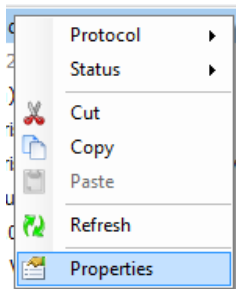
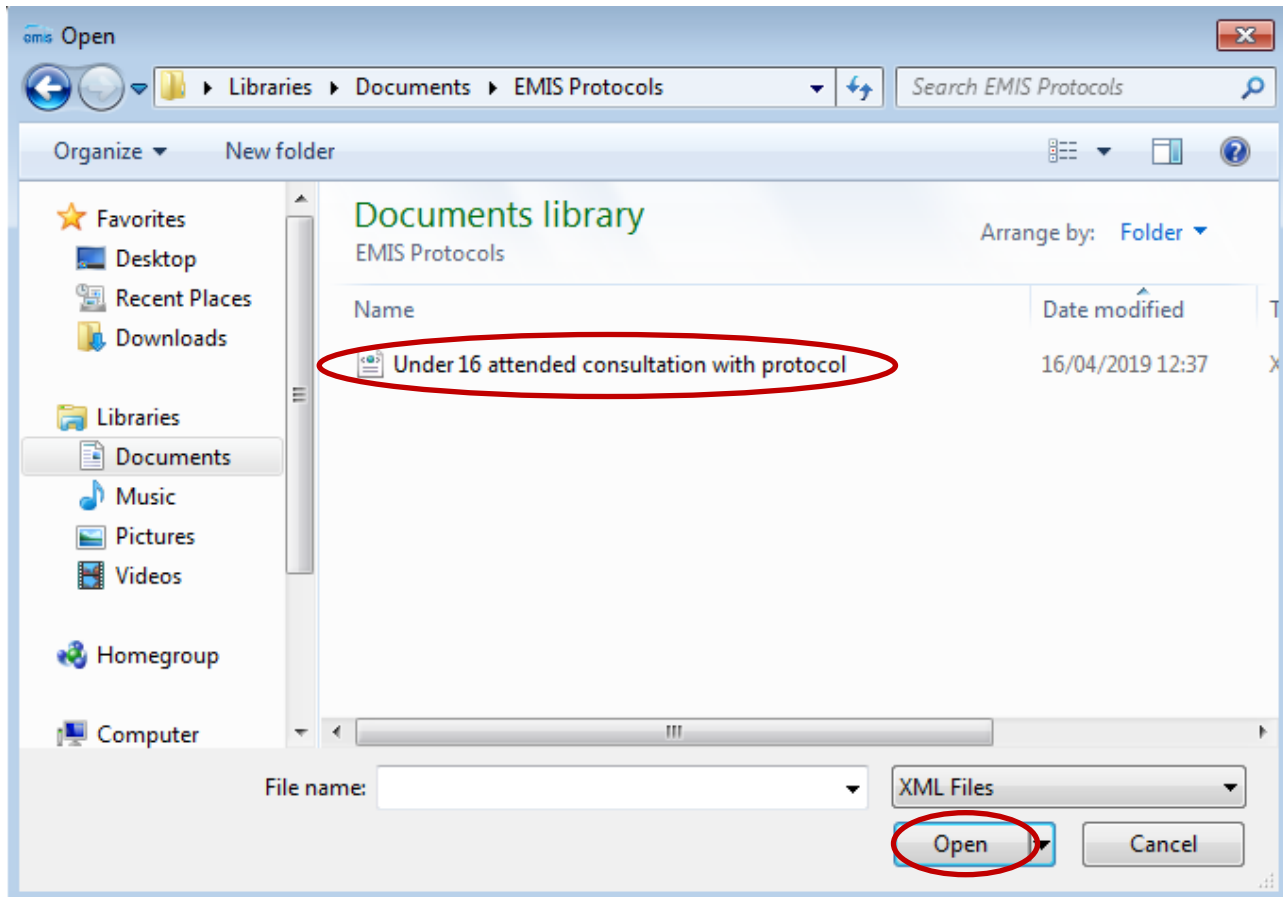
Step 5: Select the *Import* option on the ribbon (shown below)



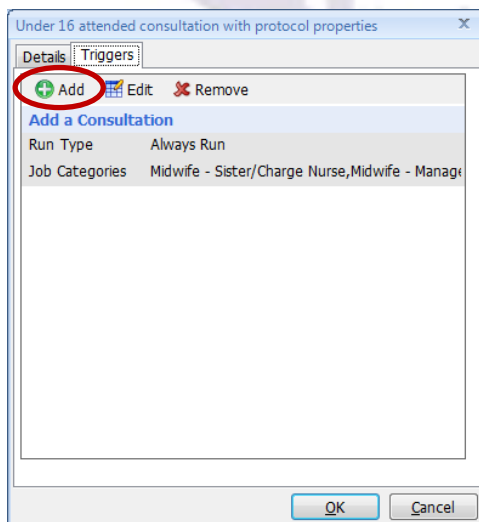
Step 6: Locate the file to import, select the file and open

This user guide outlines how to import and add triggers for:

“Under 16 attended consultation with” protocol



Step 7: Right click on the protocol and select *Properties*



Step 8: Select the *Triggers* tab and click *Add*

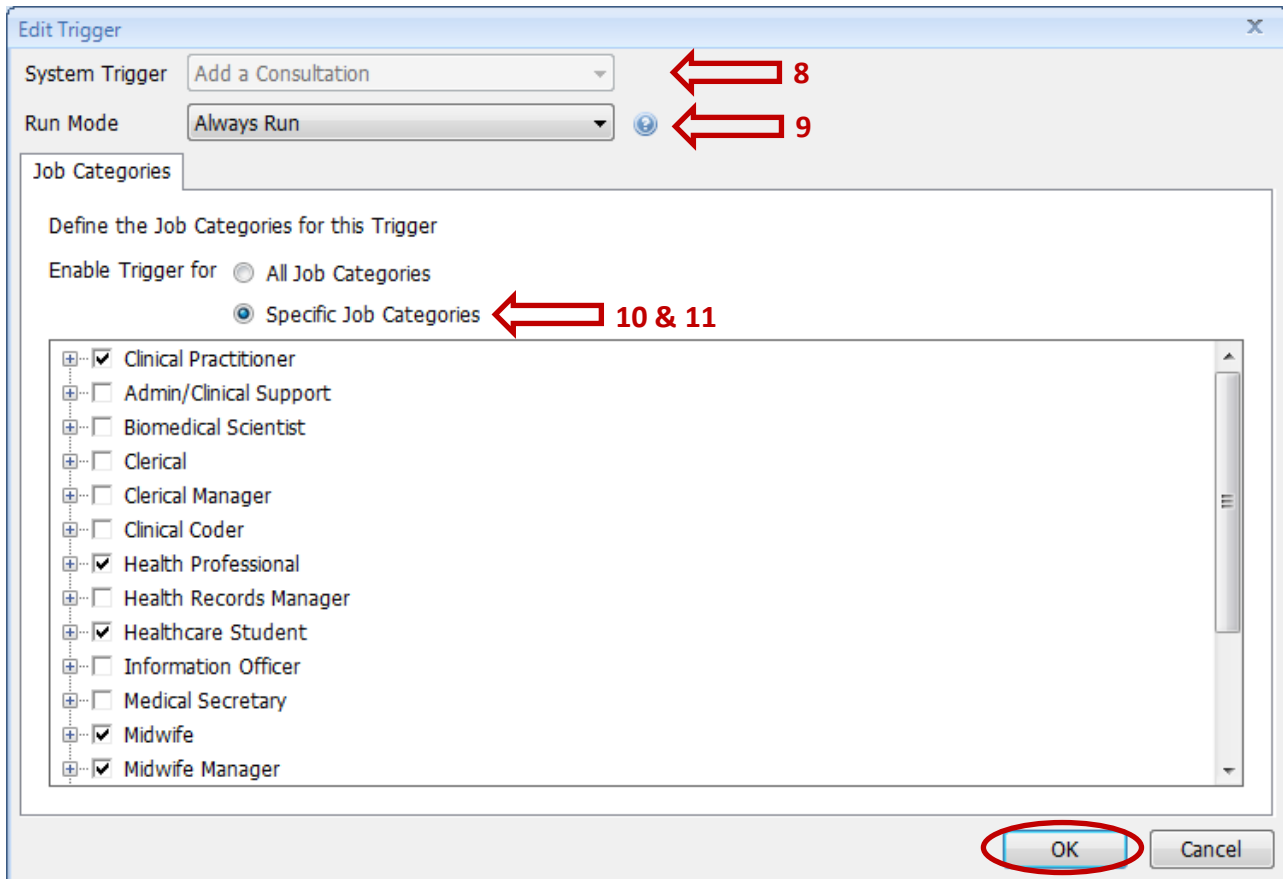
Step 8: Set the System Trigger as *Add a Consultation*

Step 9: Set the Run Mode as *Always Run*

Step 10: Select *Specific Job Categories* (go to step 11 to see the list of categories)

This user guide outlines how to import and add triggers for:

“Under 16 attended consultation with” protocol



Step 11: Select the following *Specific Job Categories* then select OK;

- Clinical Practitioner
- Health Professional
- Healthcare Student
- Nurse
- Nurse Manager