A Configuration Guide for Practice Managers to 'Switch On' EMIS In-Context Link for CMC Users

The Coordinate My Care (CMC) service is now accessible via EMIS using an 'in-context link'. What this means for CMC users is within EMIS you will be able to create, edit and approve a CMC urgent care plan for your patients which will immediately be viewable by all the urgent care services including 111, the out of hours GP services and the London Ambulance Service.

How this works:

- In the same place where EMIS users access the summary care record (SCR) you will now find a CMC tab
- If you are accessing a patient record in EMIS, you will automatically be able to see if the patient has a CMC urgent care plan
- You can access your patients CMC urgent care plan within EMIS without having to search for the patient again or log in to CMC separately
- You will also be able to create a new CMC urgent care plan for a patient who is already registered in EMIS

The EMIS in-context link will be available in your practice shortly. We need your support in helping to ensure that the functionality is activated at the practice level as well as ensuring there are resources in place for all your end users.

This document is a guide for you to activate the functionality for your practice. This must be done by you at the practice level to enable your users to access CMC from within EMIS. This process should take no more than a few minutes to complete.

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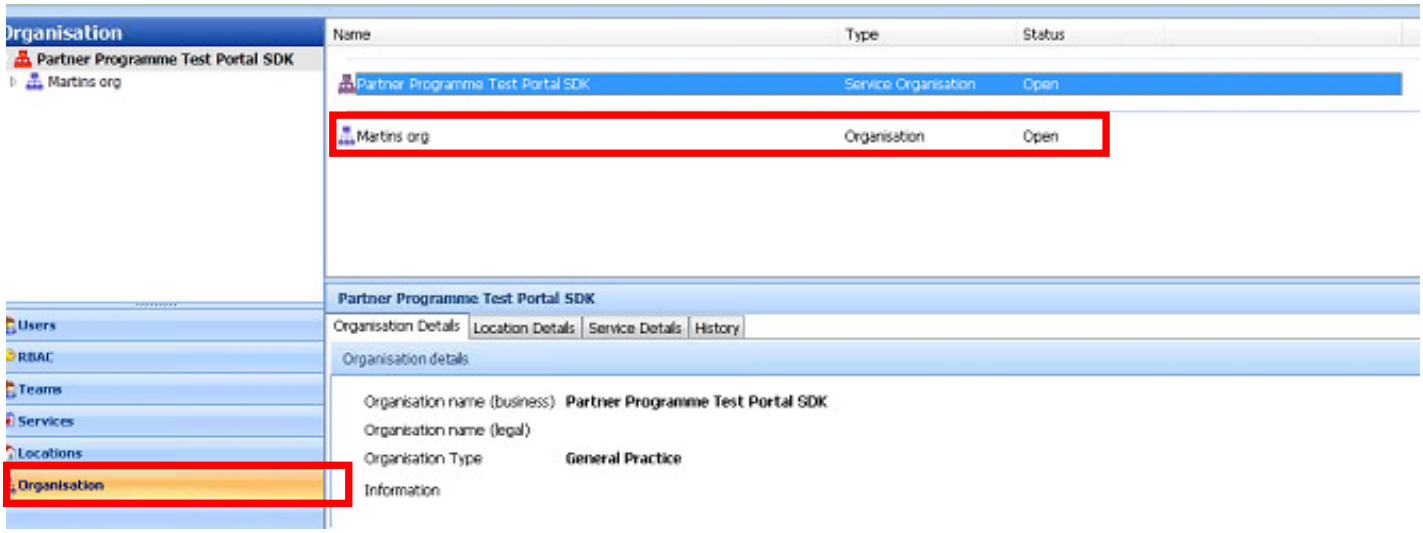
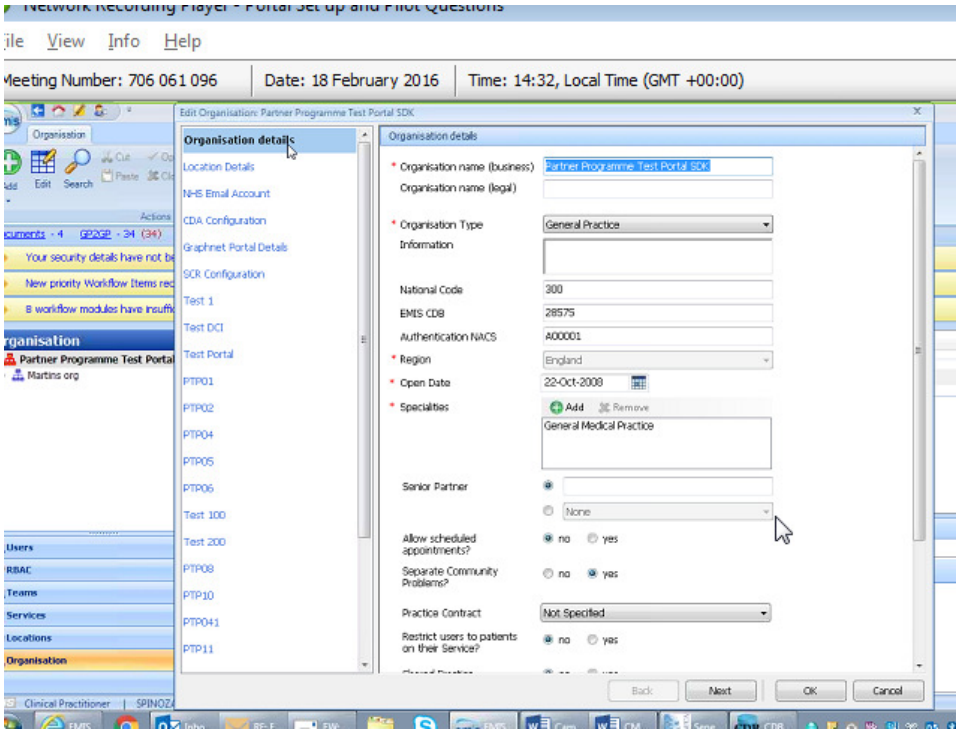
Step 1

Log into EMIS as a system administrator. Navigate to the configuration menu and click on organisation as seen in the screenshots below. You will be prompted to select your organisations name and open this tab.



Once you have selected your organisation you will see the following page, press ok if all details are correct:



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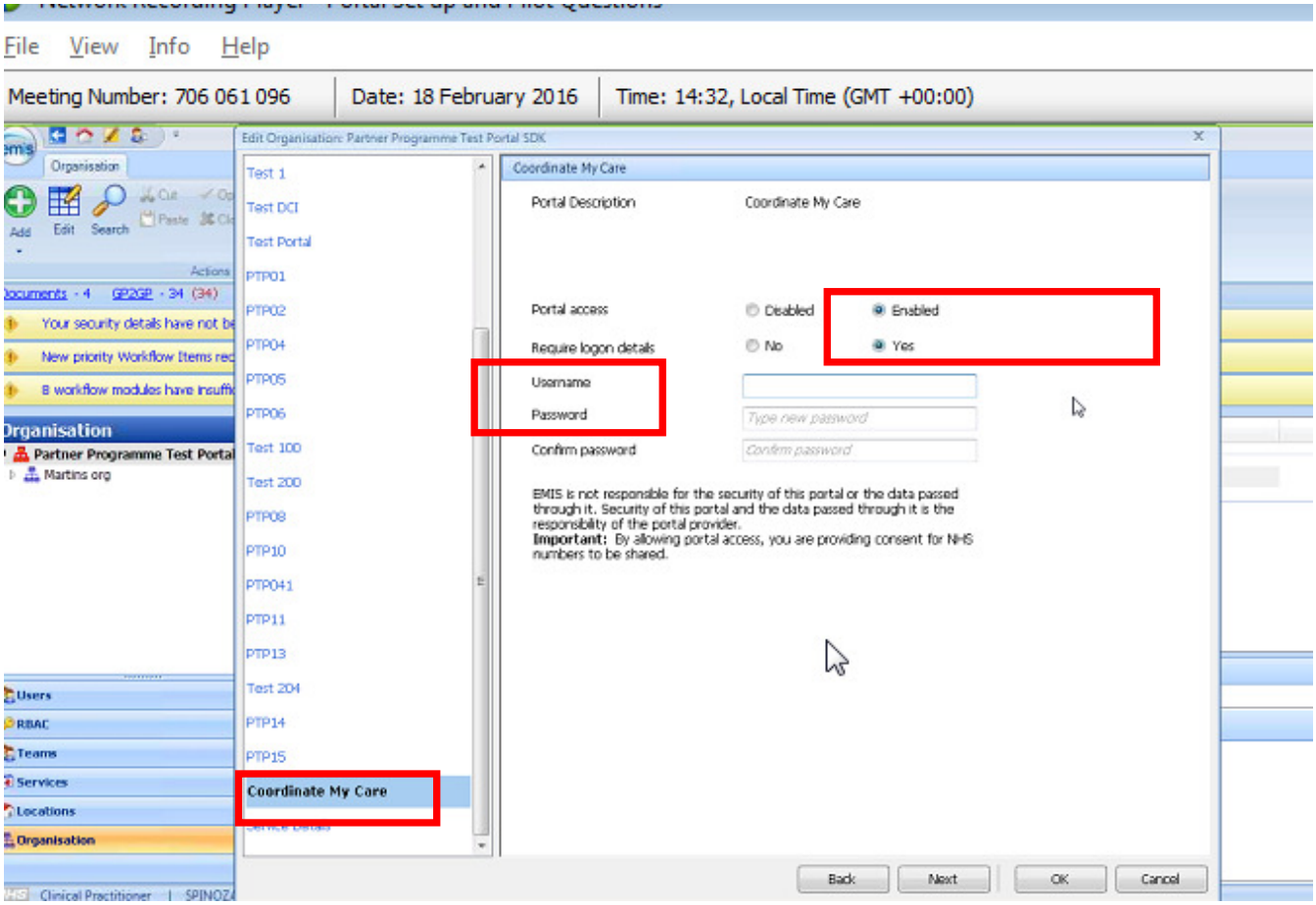
Step 2

You will next be navigated to the screen below. Select Coordinate My Care from the left hand side menu bar and then select the ‘enabled’ button and press ‘yes’ to show that you require logon details.

After this enter the username and password credentials provided to you by the CMC team. If you have any problems using these credentials or wish for them to be re-issued please contact the CMC helpdesk (see contact details below).



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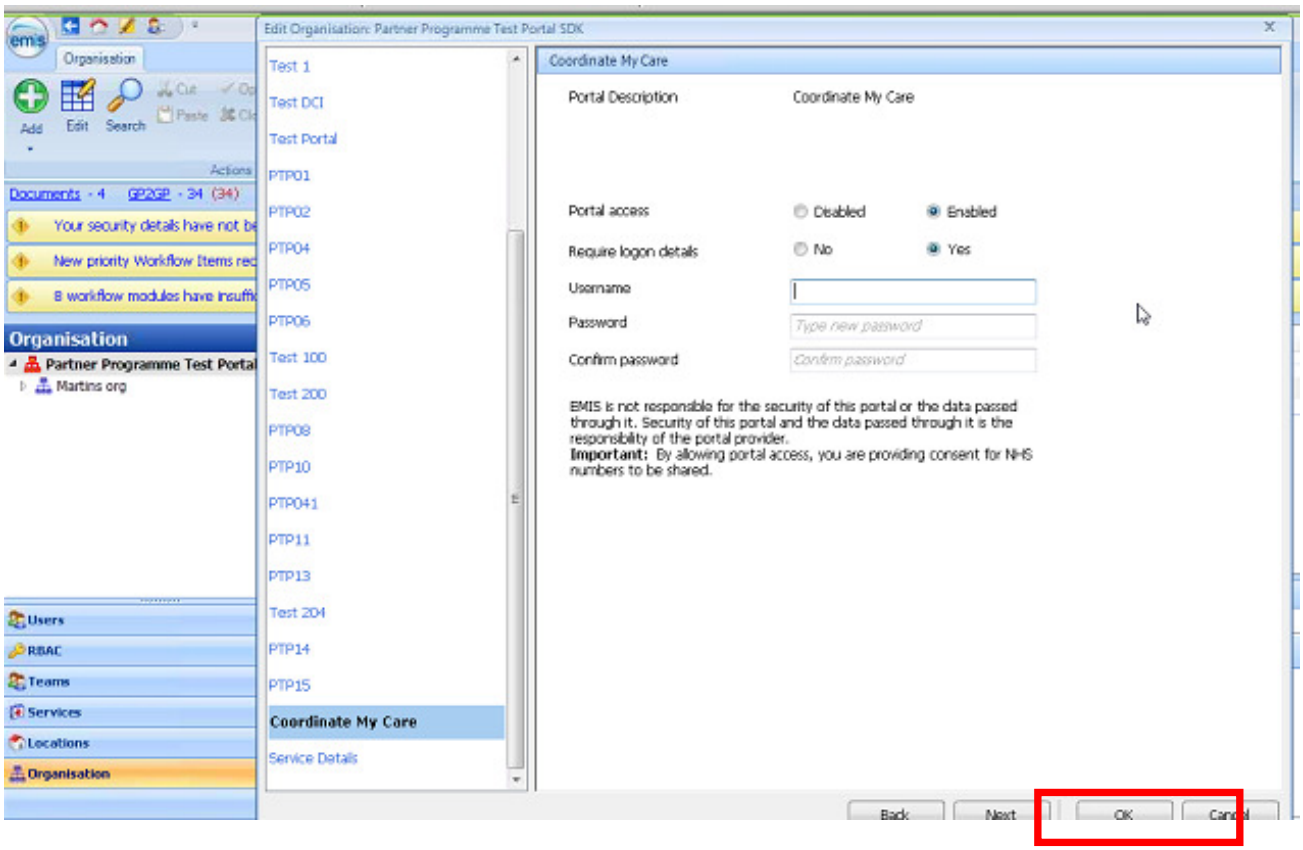
STEP 3

Once you have filled out the fields and clicked ok, you have approved the configuration changes. You need to then log out of EMIS and log back in again to make the changes effective.



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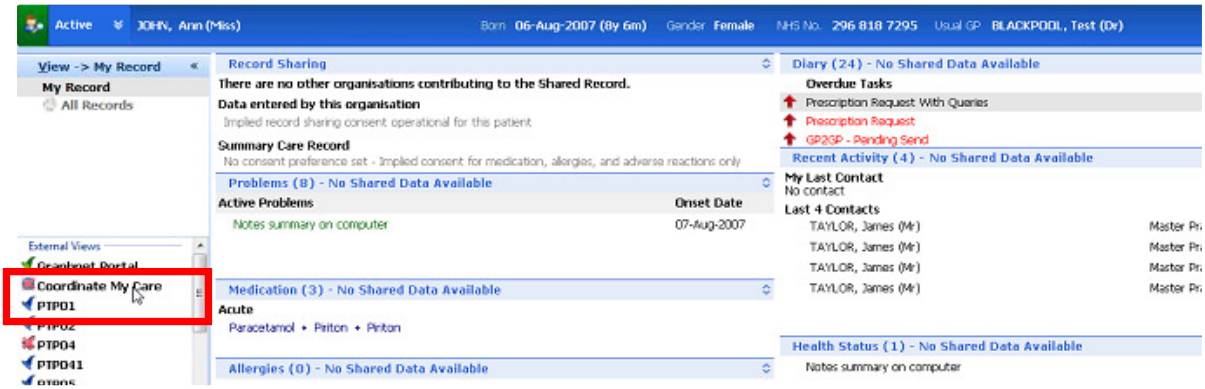
STEP 4

From now on you and other users in the practice will see that when you log into EMIS and navigate to a patient record, the external views bar on the left hand side of the screen will display the CMC logo with either a tick or a cross. This informs you if a CMC urgent care plan exists for the selected patient or not (see CMC/EMIS How to Guide for more details).

If you see the CMC icon in your configuration you have successfully set up the 'in-context link and now should proceed to test that it works effectively by clicking on a patient record and seeing if you can launch the CMC system and the urgent care plan of a selected patient.

The first time you launch from EMIS you will be asked to enter your CMC User ID and password. On subsequent launches you will not need to log in again.



If you have any queries on CMC please do not hesitate to contact the Helpdesk on 0207 811 8513 or coordinatemycare@nhs.net.

For any technical queries relating to EMIS and this configuration specifically please contact the EMIS helpdesk on 0845 1222 333.

We would also welcome your ongoing feedback on how useful you find this function and any improvements to this or the wider CMC system that would support your work.

Many thanks for your support,
Coordinate My Care