

HOW TO ATTACH ECGS IN APOLLO & DOCMAN FOR EMIS & VISION FOR RAPID ANGINA ASSESSMENT SERVICE MAR 2020

While there is no contractual responsibility for GPs to have an ECG machine it can be useful for things such as arrhythmia detection and reassurance and it expedites service for angina assessment. Rapid Angina Assessment Clinics have reported that a significant percentage of referrals have freetext to say "ECG normal" or "ECG abnormal" but the ECG isn't attached. **To ensure that people are aware how to attach we have done a walkthrough.**

To feedback the Rapid Access Angina Clinic reforms which launched late Nov 2019 have meant that

- All Cardiology now on e-triage
- 2100 were on RACPC WLs in Nov 2019 –there are 652 across NI on WLs now (Mar 2020)
- 80% of pts in Nov waited > 2w –currently only 45% waiting longer than 2 weeks so those that need seen are being seen promptly and often appointed direct to test

Not sending the ECG means that there are potentially 2 benefits being missed out t:

1. **Medicolegal safety** for GPs in terms of being able to demonstrate that ECG was taken and normal
2. **RAAS efficiency** in terms of baseline ECG for comparison with ECG at RAAS

It does require the ECG to be scanned to Apollo, Docman or some file system from where it can be attached to a referral

This isn't a push to have GPs doing ECGs (that discussion has been had and Cardiologists are very aware of the position) but rather how we might encourage the attaching of ECGs when they have been taken by GPs. It was felt that it might be helpful to do a walk-through for GPs who mightn't be familiar with the process.

The CCG template contains a Referral tab from which documents can be attached

Advice | Clinical Data | Past Medical / Family History | Medication | Risks/Alerts | Demographics | **Referral**

Rapid Angina Assessment Clinic Protocol (vR17.2)

Referral

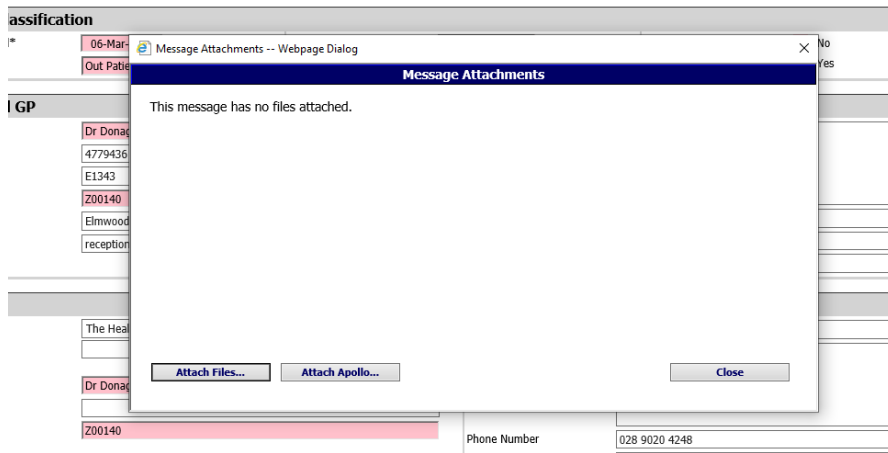
Referral Classification	
Date of Referral*	06-Mar-2020
Referral Type*	Out Patient
Nature of Request*	(Not Specified)
Referred By*	Referring GP
Electronic Attachment Present*	<input type="radio"/> No <input checked="" type="radio"/> Yes

Registered GP	
Name*	Dr Donagh MacDonagh
GMC Code	4779436
GP Cipher	E1343
Practice Code*	Z00140
Practice Name	Elmwood Medical Practice
Email	reception.z00140@gp.hscni.net
Address	Dunluce Health Centre, 1 Dunluce Ave Belfast
Postcode	BT9 7HR
Phone Number	028 9020 4248
Fax Number	

Referrer	
GP Practice	The Health Centre (140)
GP	
Ref GP Name*	Dr Donagh MacDonagh
GP Code	
Practice Code*	Z00140
Practice Name	Elmwood Medical Practice
Address	Dunluce Health Centre, 1 Dunluce Ave Belfast
Phone Number	028 9020 4248
Fax Number	

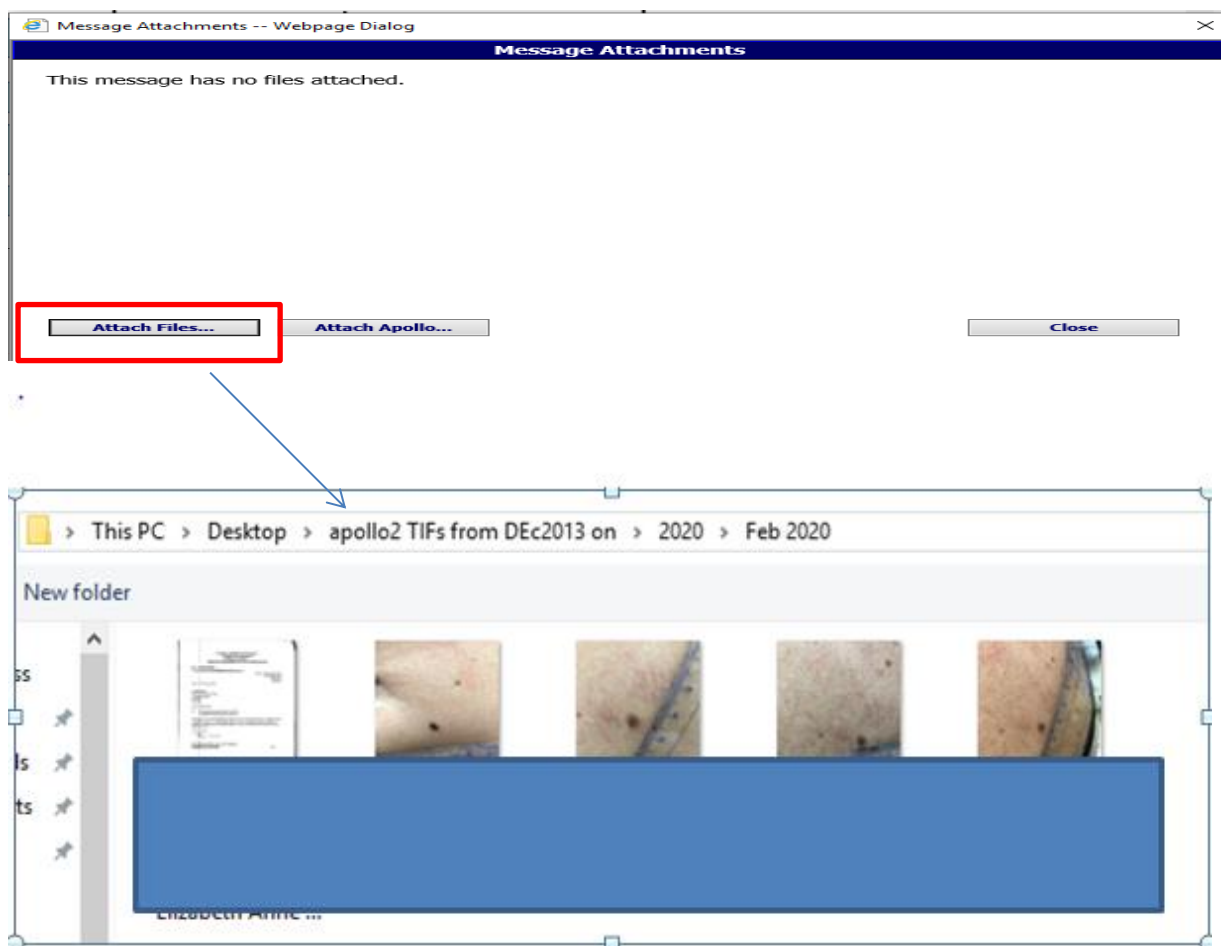
Cancel **Attach** Preview Letter Spellcheck Park Send

This brings up this box for Apollo practice

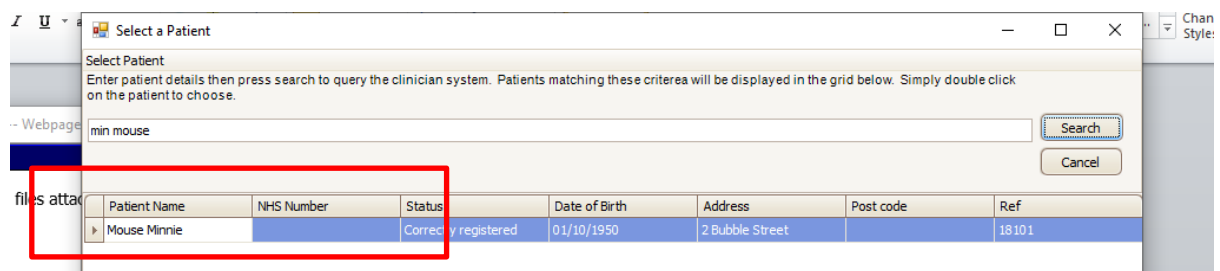
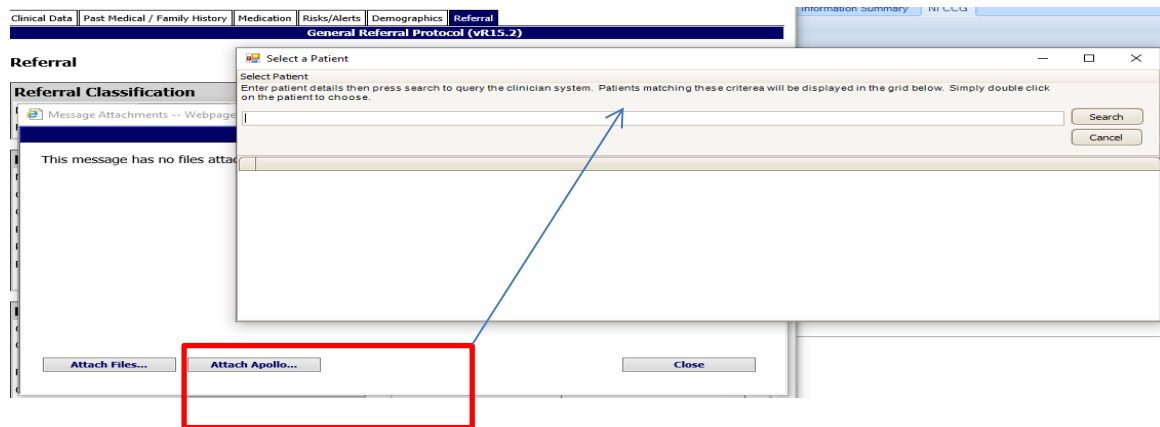


There are then 2 ways to attach documents.

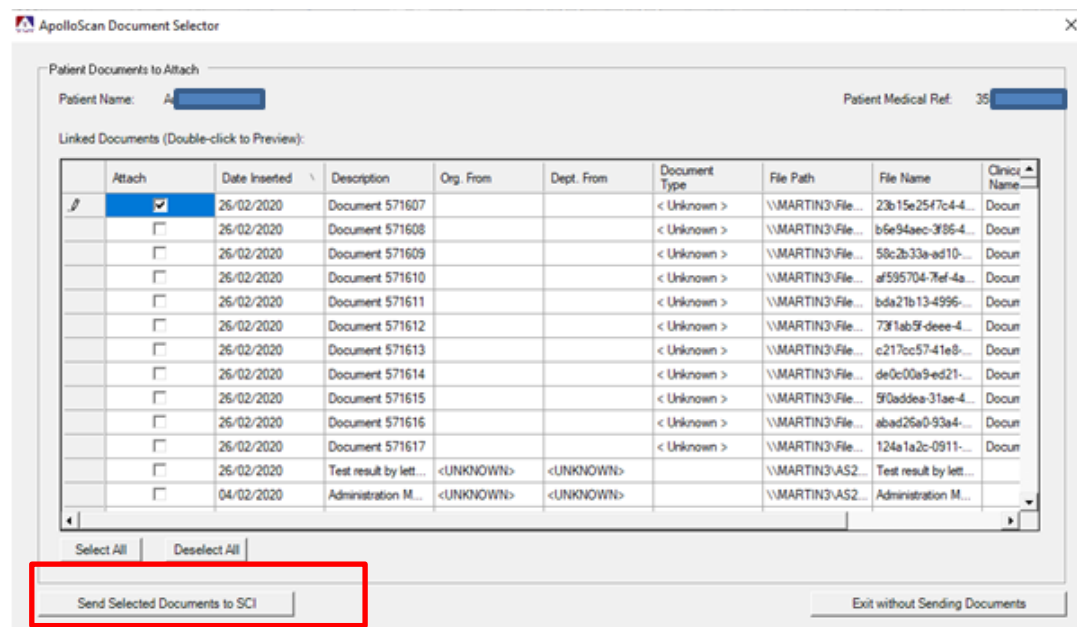
“Attach files” allows one to link to any place that one wishes to store documents for attachment. Screensgrabs below:



For practice using Apollo "Attach Apollo" is also available. One needs to input the patient's identifiers as below



Confirm patient identity and then choose from the document list (thumbnails are not available in this view)



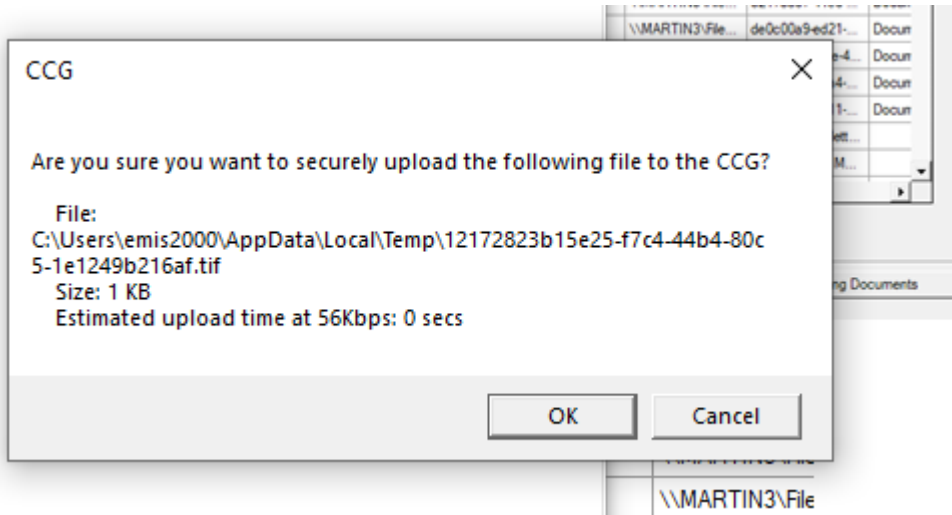
And press "Send selected documents to SCI". The documents will now be attached and a confirmation message will appear in Attach Apollo

Document 571608			< Unknown >	\\MARTIN3\File
Document 571609			< Unknown >	\\MARTIN3\File
Document 571610			< Unknown >	\\MARTIN3\File
Document 571611			< Unknown >	\\MARTIN3\File
Document 571612			< Unknown >	\\MARTIN3\File
Document 571613			< Unknown >	\\MARTIN3\File
Document 571614			< Unknown >	\\MARTIN3\File
Document 571615			< Unknown >	\\MARTIN3\File
Document 571616			< Unknown >	\\MARTIN3\File
Document 571617			< Unknown >	\\MARTIN3\File
Test result hv left	<LINKKNOWN>	<LINKKNOWN>		\\MARTIN3\AS

The selected files were sent successfully.
This form will now close.

OK

Whether one uses a Attach Files /desktop folder or Attach Apollo CCG will ask the user to confirm the attachment is the correct document



And CCG will then confirm that it has been attached

Clinical Data | Past Medical / Family History | Medication | Risks/Alerts | Demographics | **Referral**

General Referral Protocol (vR15.2)


Referral

Referral Classification

Message Attachments -- Webpage Dialog

Message Attachments

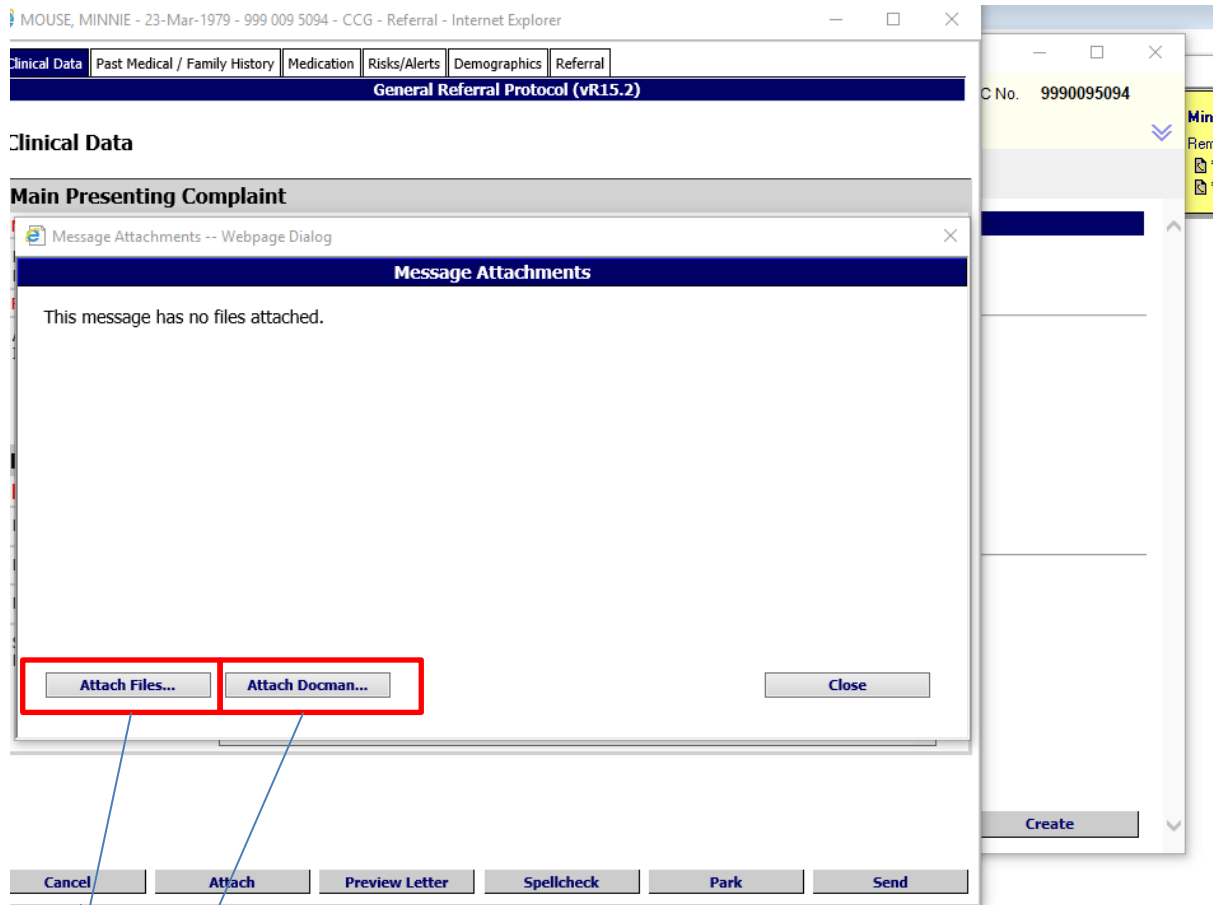
This message has 1 file attached:-

Unattach	File name	File type	Size	Attached by	Attached time
 <input type="checkbox"/>	12172823b15e25-f7c4-44b4-80c5-1e1249b216af.tif	TIFF image	1kb	The Health Centre (140)	06-Mar-2020 12:21

Click on an icon to display the attachment.

Attach Files... Attach Apollo... Unattach Close

In Docman practices there is also the choice of Attach Files or Attach Docman



Attach Files is the same procedure as previously mentioned; it will link to whatever location the user chooses

Attach Docman brings one to the chronological Docman archive. This has an image viewer and allows multiple document uploads .

Document Viewer - Dr McKenna (Clinical User) 2 Thames Street

Options Folders Patient Document Selected Documents Help

Search Clinical System Patient Discussions View comments Print Add documents to CCG

Patient details

MS MINNIE MOUSE 23/03/1979 2A DISNEY STREET DISNEY LAND BT9 7UJ 999 009 5094 REG014 Dr Michael McKenna Dr

Folders

- Ophthalmology (1)
- Not in a folder (1)
- All documents (2)

Event	Description	Organisation	Department	Person
14 May 19	111	DESPNI	Ophthalmology	
16 Nov 16	Coroners Report	24 Hour Nursing Te...	24 hour hypertensio...	

1 of 1 Rotate Best fit Fit to width

Revised Document

21 August 2019

Diabetic Eye Screening Programme
1st Floor Administration Building
110 Saintfield Road
Belfast
BT8 6HD
Tel: 028 9063 9599

Dr McKenna's Practice
2 THAMES STREET
BT12 6AP

Patient Summary Details:
Name: Ms Starta
Address: TESTTRANSFERCC
 656 Lisburn Road, Belfast,
 BT9 7AB
Date of Birth: 01 January 1978

Patient section: MS MINNIE MOUSE 23/03/1979 2A DISNEY STREET DISNEY LAND BT9 7UJ 999 009 5094
 NHS Confidential: Personal data about a patient [VISION enabled]

All of this is dependent on the ECG being scanned to a document management system such as Apollo or Docman or a Windows file folder in the first instance

When a referral is sent there is 1 way to check if it was sent with Attachments and another to check what the Attachments were. To confirm that Attachments were sent check the Electronic Attachment Present box in the practice clinical information system (CIS) or in

ELMWOOD MEDICAL PRACTICE (24760)

Practice address
Dunluce Health Centre
1 Dunluce Avenue
Belfast
BT9 7HR

Practice code: Z00140

Contact number(s)
Telephone: 028 90204248
Fax:

Practice Email:

Referral to: Belfast City Hospital **Referral Type:** Out Patient
Specialty: RAPID ACCESS CHEST PAIN CLINIC
Urgency: **ROUTINE**
Urgency Reason: no priority reason given
Electronic Attachment Present?: Yes

Ref Name:
Designation:

ECR Practice Z00140 Registered Dr P Connolly Registered GP Cypher: 1127

And to check the content of the Attachment view in NIECR

The screenshot shows the NIECR interface for a referral. A red box highlights the following text: **NOTE: This referral has 1 accompanying attachment(s) -2120604024 Document 570079 Mrs Sa [redacted] (29232).tif**. Below this, there is a field for 'For Trust use only:' containing 'HCN: 346 [redacted]' and 'Date Sent: 04-Mar-2020'. To the right, there is a 'Surname:' field with a [redacted] value. The practice details for 'ELMWOOD MEDICAL PRACTICE' are listed below, including the address: Dunluce Health Centre, 1 Dunluce Avenue, Belfast, BT9 7HR.