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
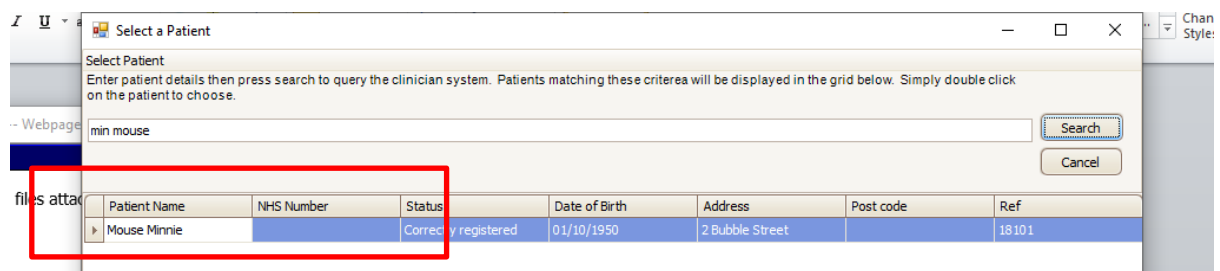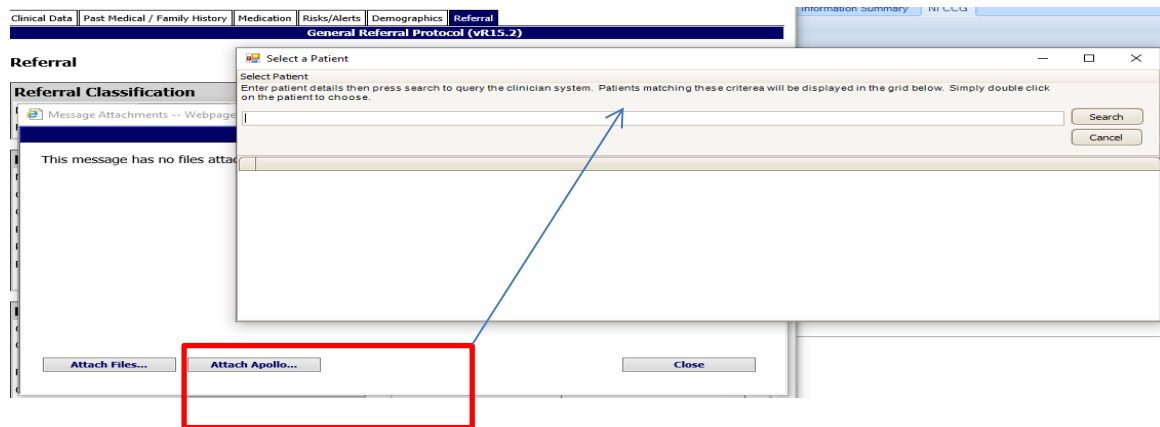

This brings up this box for Apollo practice
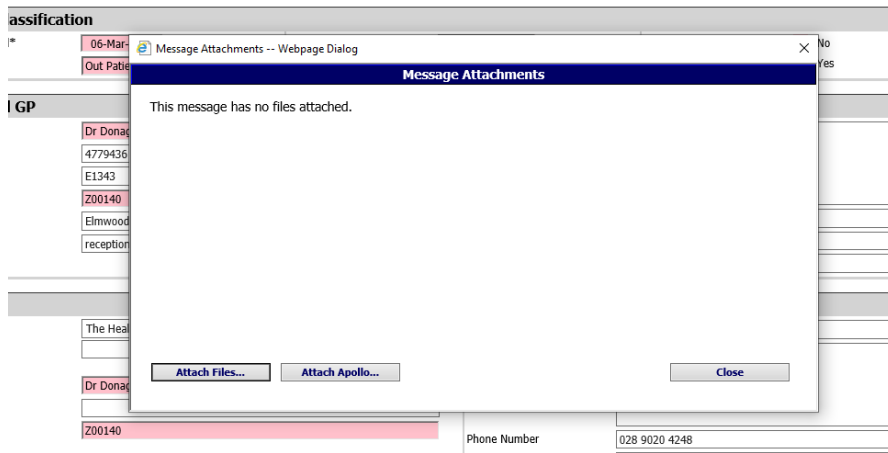
There are then 2 ways to attach documents.

"Attach files" allows one to link to any place that one wishes to store documents for attachment . Screengrabs below:
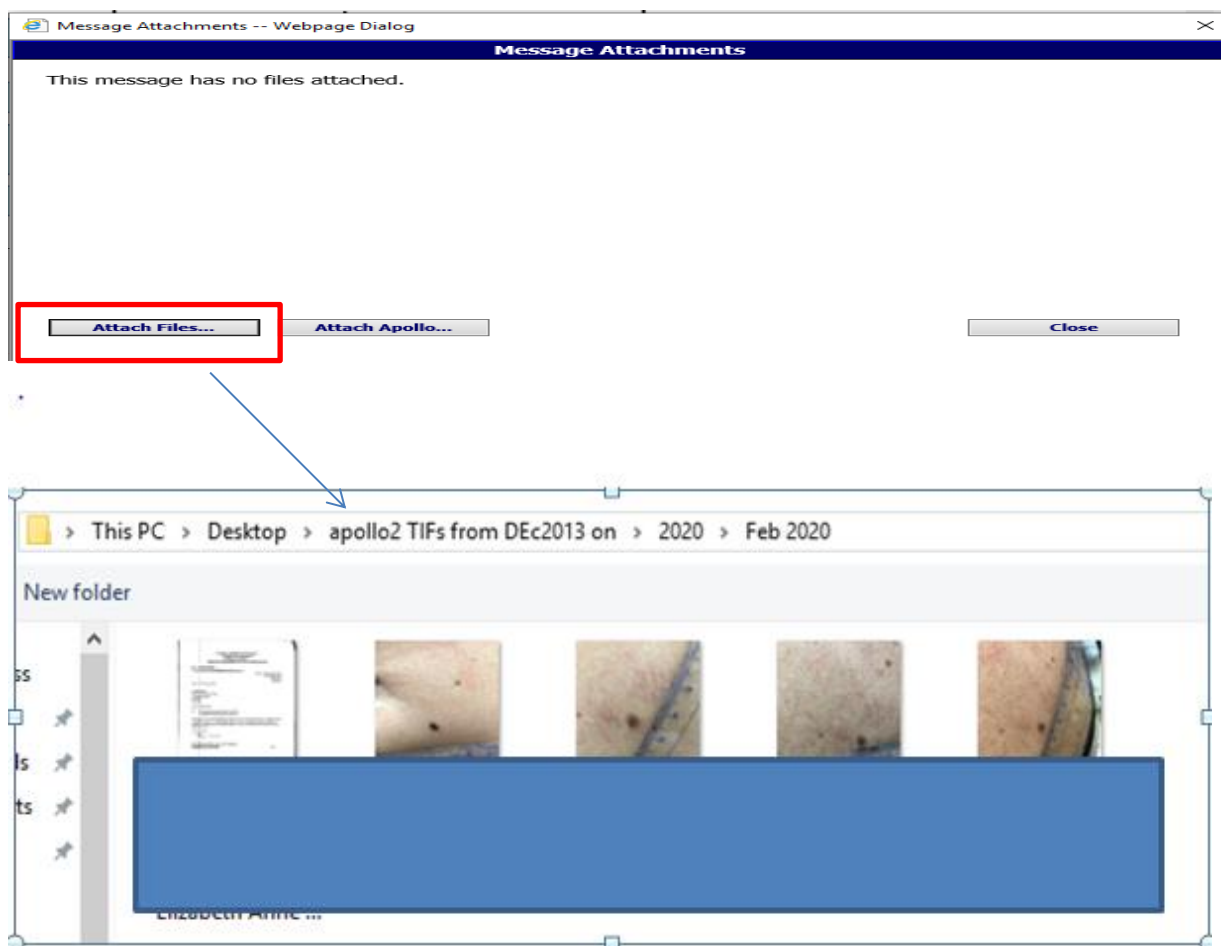
For practice using Apollo "Attach Apollo" is also available. One needs to input the patient's identifiers as below

Confirm patient identity and then choose from the document list (thumbnails are not available in this view)
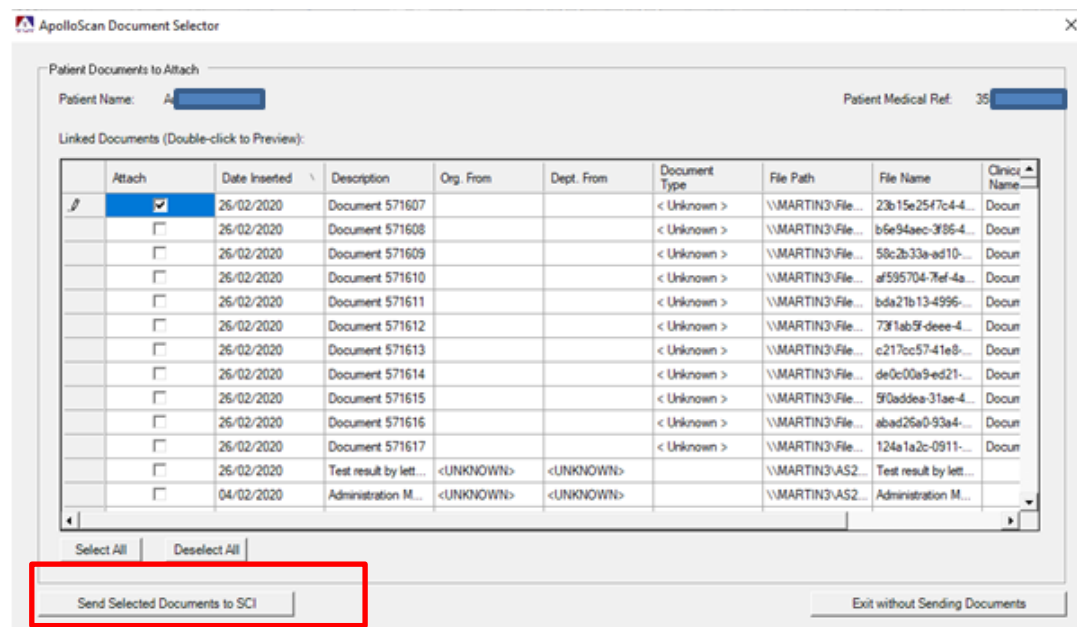
And press "Send selected documents to SCI" . The documents will now attached and a confirmation message will appear in Attach Apollo

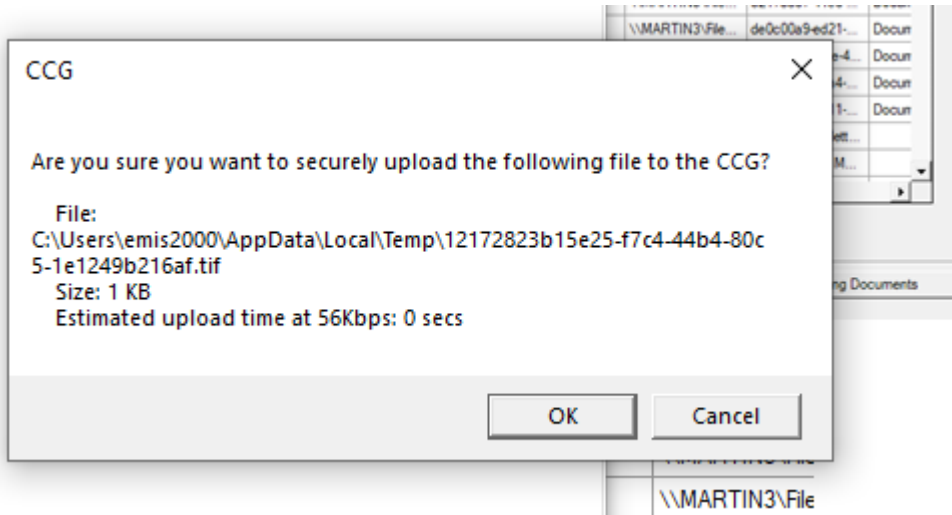|				
Document 571608			< Unknown >	\\MARTIN3\File
Document 571609			< Unknown >	\\MARTIN3\File
Document 571610			< Unknown >	\\MARTIN3\File
Document 57161	✕	own >	\\MARTIN3\File
Document 57161		own >	\\MARTIN3\File
Document 57161	The selected files were sent successfully. This form will now close.	own >	\\MARTIN3\File
Document 57161		own >	\\MARTIN3\File
Document 57161		own >	\\MARTIN3\File
Document 57161	OK	own >	\\MARTIN3\File
Document 571617			< Unknown >	\\MARTIN3\File
Test result by lett	<UNKNOWN>	<UNKNOWN>		\\MARTIN3\AS

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

CCG ✕

Are you sure you want to securely upload the following file to the CCG?

File:
C:\Users\emis2000\AppData\Local\Temp\12172823b15e25-f7c4-44b4-80c5-1e1249b216af.tif
Size: 1 KB
Estimated upload time at 56Kbps: 0 secs

OK   Cancel

\\MARTIN3\File

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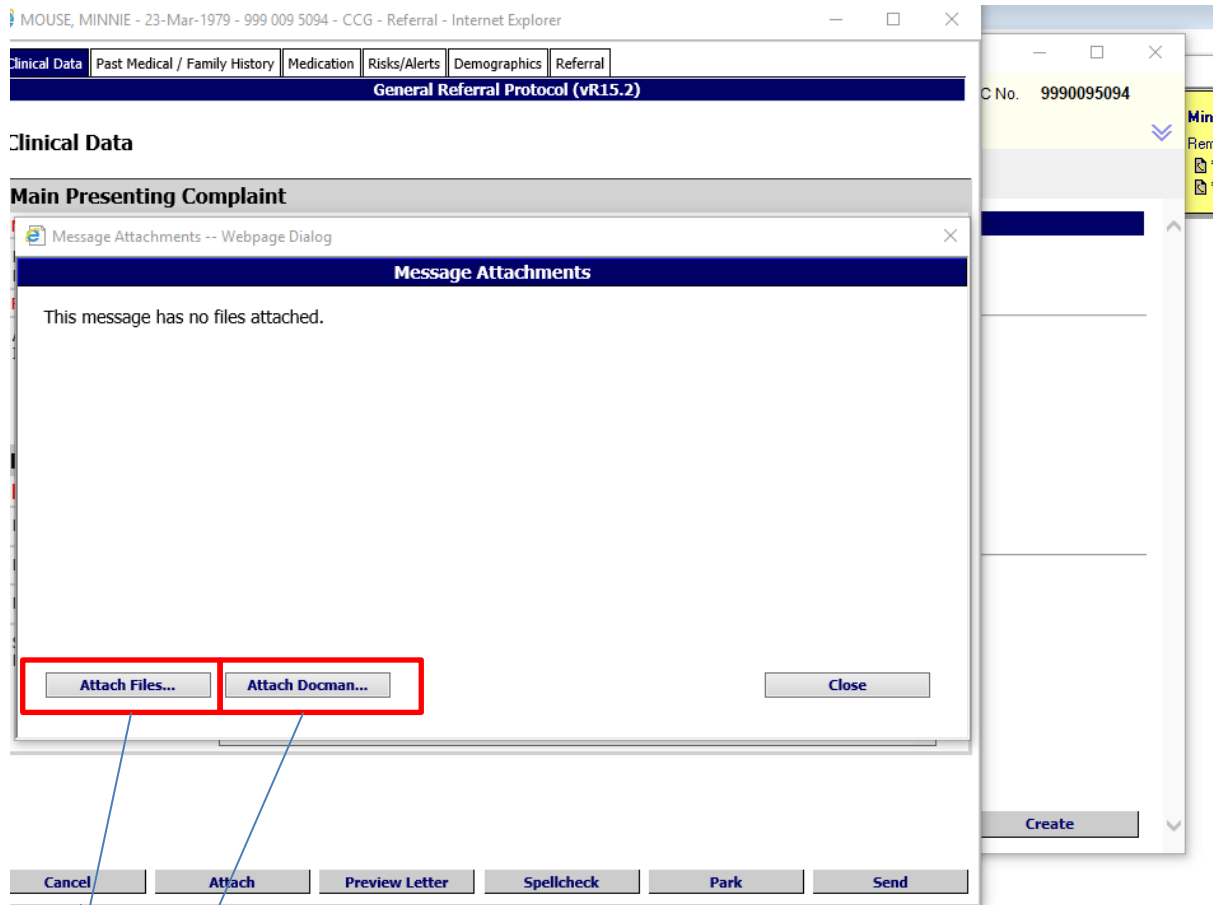
Attach Files is the same procedure as previously mentioned; it will link to whatever location the user chooses

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

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		
HCP Name:			
Designation:			

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

And to check the content of the Attachment view in NIECR

NOTE: This referral has 1 accompanying attachment(s) -2120604024_Document 570079_Mrs Sa____(29237).tif

For Trust use only: Referral Date: 04-Mar-2020
HCN: 346
Date Sent: 04-Mar-2020   Surname:

ELMWOOD MEDICAL PRACTICE

GP Practice Details:

Address:

Dunluce Health Centre
1 Dunluce A
ve Belfast
BT9 7HR

Contact number(s)