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| Title: | Out of Hours EMIS Implementation Support  |  |
| Author:  | Clinical Systems Team |
| Date:  | 25/08/2022 |

**EMIS will be going live on Friday 26th August at 6:30pm for Urgent Care- Out of Hours Service**

**Support:**

Everyone working on shift from 26th August until the 29th of August will be sent a teams calendar invitation for remote support. If you have issues or questions, please join the team invite and add the issue / question to the team chat. This will then be picked up by a member of the EHR remote support team. Please add your telephone number so that they can call you back if needed.

**Training:**

Please make sure you have done your E-learning training for EMIS and have completed the IG form, both are available: [EMIS – Out of Hours (OOH) - IM&T (oxfordhealth.nhs.uk)](https://intranet.oxfordhealth.nhs.uk/it/clinical/emis-out-of-hours-ooh/).

**EMIS Access:**

Your EMIS username and password will be sent out to you prior to your shift.

Please ensure you have EMIS installed on the machine you will be working on. A guide to do this can be found on this Link under the User Guide tab: [EMIS – Out of Hours (OOH) - IM&T (oxfordhealth.nhs.uk)](https://intranet.oxfordhealth.nhs.uk/it/clinical/emis-out-of-hours-ooh/).

**Smartcards:**

If you are registering a patient or using the Electronic Prescribing Service, you will need to ensure you have your smartcard as you will need it to trace patients and to prescribe. You will not need a smartcard for anything else.

If you do not have a smartcard, CAST will need to print a new one. CAST will be available at the White Building at the following dates and times to print out smartcards:

White Building Littlemore -Saturday 27th August from 0830 – 1130.

White Building Littlemore - Sunday 28th August from 1300 – 1600.

**For any issues, please add a message to the support team chat and the EHR Remote Support Team will work with you to resolve.**