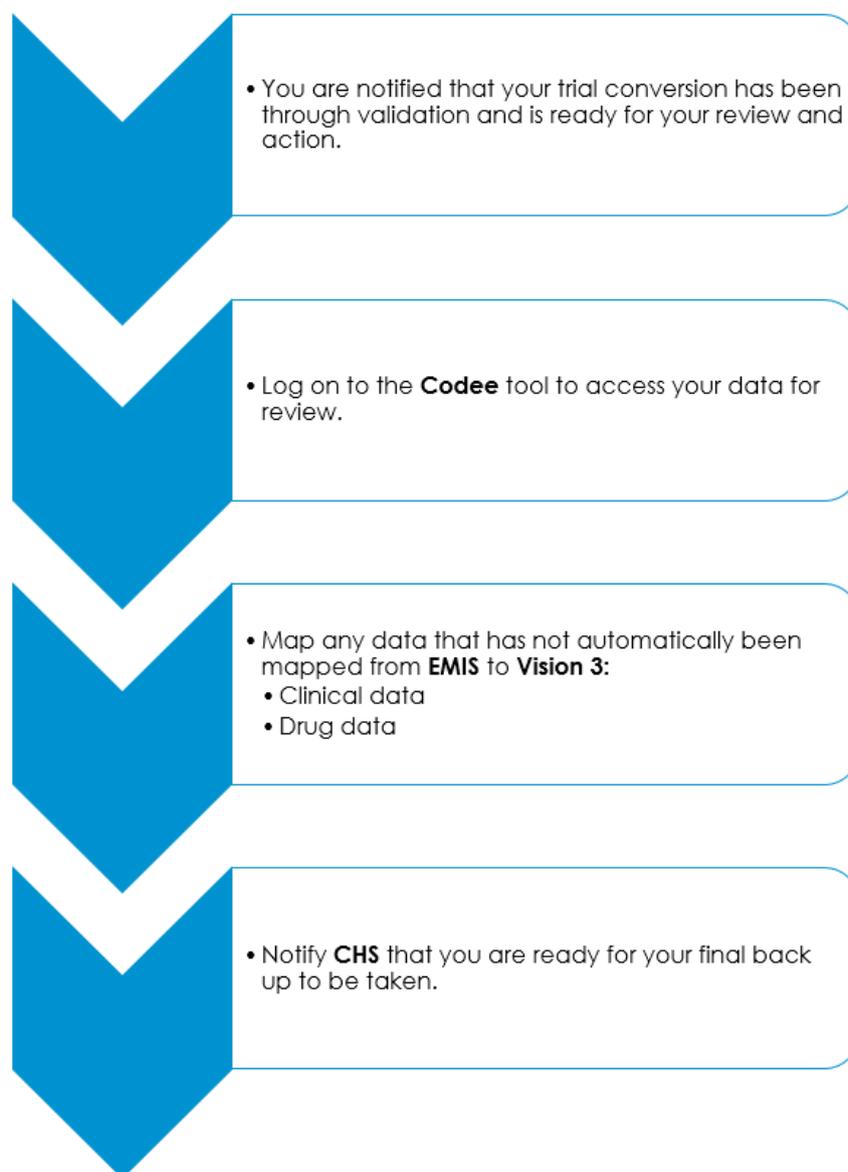


EMIS to Cegedim Primary Care Hosted Solution Data Validation

In order to ensure the best and most accurate migration of your data from **EMIS** to the **Cegedim Primary Care Hosted Solution**, a validation process is run on your trial conversion data. The validation process identifies issues that you need to review and where possible map to **Vision 3** accepted terms, prior to your final back up being taken. This quick reference guide details the reviewing process.

An Overview of the Review Process



 See [Data Validation Training](#) on page 2 and [Data Validation - Getting Started](#) on page 3 for details.

Data Validation Training

Data Validation Training is delivered via a two hour online session and is designed to provide you with the confidence to undertake the validation of your data conversion.

It is important that the meeting is attended by:

- All practice staff responsible for data checking and validation.

The **Data Validation Training** agenda includes:

Subject	Content
The Trial Data Conversion	<ul style="list-style-type: none"> • Log in to the Trial Data Conversion • A demo of the Patient Record
What Needs Checking?	<ul style="list-style-type: none"> • How many records should I check? • What should I be looking for?
Data Mapping	<ul style="list-style-type: none"> • Accessing Codee the data mapping tool • Tips for data mapping
Reporting any Issues	<ul style="list-style-type: none"> • Creating an Issue Log • Who to Contact with any Issues?

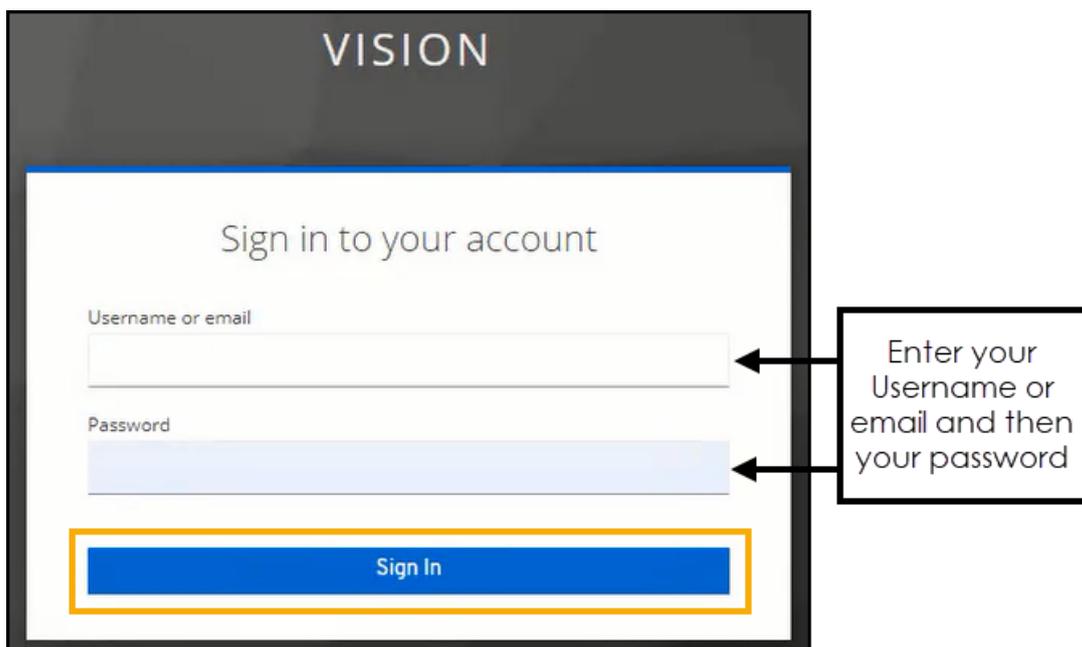
Data Validation - Getting Started

Codee is a web based tool that enables you to review and address any data validation issues resulting from your trial conversion. Once you are notified that your trial conversion is ready for validation, you can log into **Codee**, from the web browser within your trial data environment and start the validation process:

1. From the **Chrome** internet browser, enter <https://visionconversions-codee.chs.scot.nhs.uk/> and press **Enter**.
2. The **Codee** front screen displays, select **Log in**:

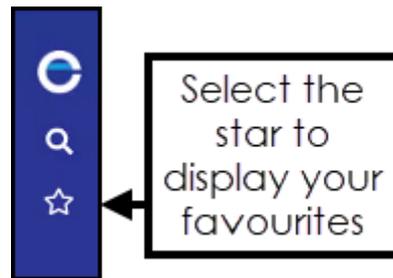


3. The **Sign in to your account** screen displays, enter your username or email and password as provided and select **Sign In**:

The image shows a 'Sign in to your account' screen. At the top, the word 'VISION' is displayed in white on a dark grey background. Below this, the text 'Sign in to your account' is centered. There are two input fields: the first is labeled 'Username or email' and the second is labeled 'Password'. Both fields are empty. Below the input fields is a blue rectangular button with the text 'Sign In' in white. This button is enclosed in a yellow rectangular border. To the right of the input fields, there is a black-bordered box containing the text 'Enter your Username or email and then your password'. Two black arrows point from this box to the 'Username or email' and 'Password' input fields respectively.

4. A list of all your database lists displays. The only lists you need to check are:
 - BLUEEMIS PrimaryClinicalCode MSTRVISION READ, and
 - BLUEEMIS DrugPrimaryClinicalCode MSTRVISION DrugPrimaryClinicalCode.

To simplify the process these are set as your Favourites, to display them select **Favourites**  on the left hand navigation bar:



5. Select the data to check and the **Code Mapper** screen displays for the data type selected.

 See [Using the Code Mapper](#) on page 5 for details.

Using the Code Mapper

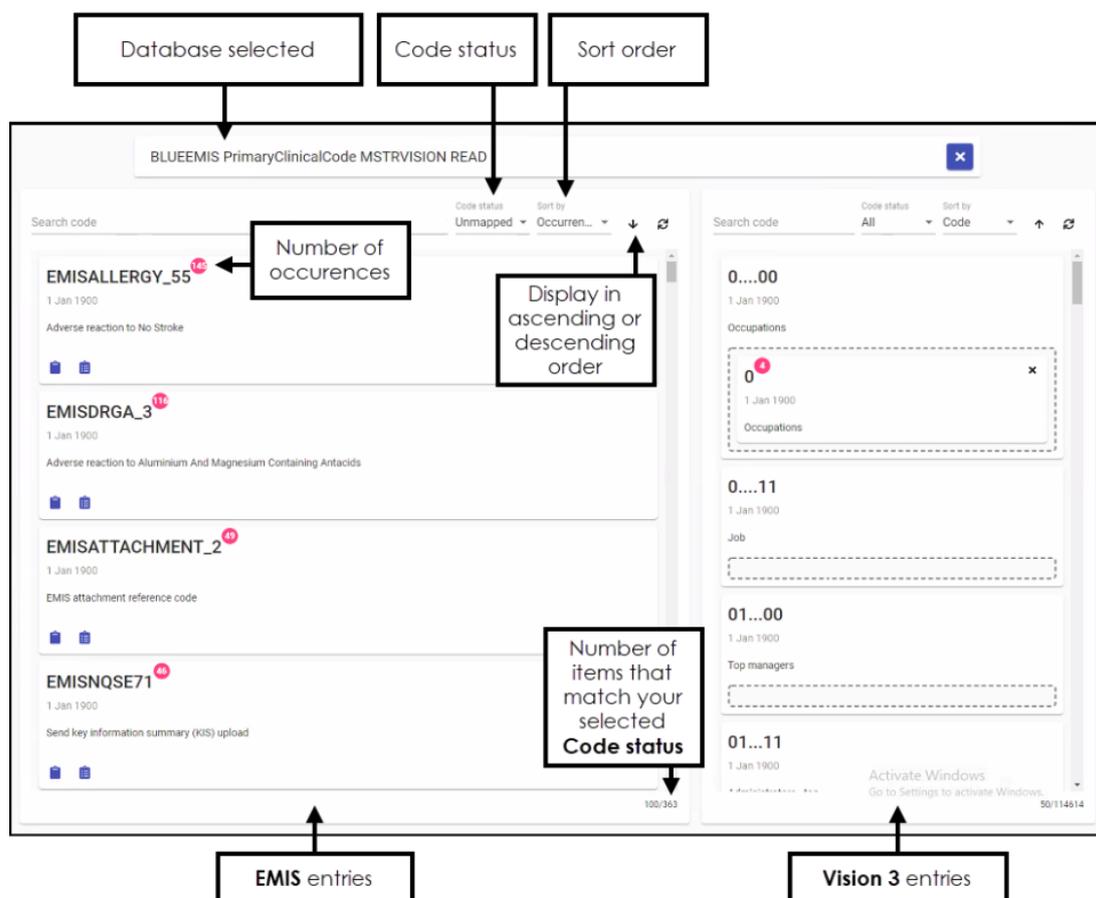
Some data within your **EMIS** system may not convert cleanly to the **Cegedim Primary Care Hosted Solution**, this may include:

- **Clinical data** - A valid clinical term is required,
- **Drug data** - A valid DM+D is required.

You should check automatically mapped data and manually map data that cannot be linked to a valid entry within the **Cegedim Primary Care Hosted Solution**:

1. From **Codee**, select **Favourites**  and then select the database you want to work on, either:
 - **BLUEEMIS PrimaryClinicalCode MSTRVISION READ** for clinical terms, or
 - **BLUEEMIS DrugPrimaryClinicalCode MSTRVISION DrugPrimaryClinicalCode** for medications.

The **Code Mapper** screen displays with **EMIS** data in the left column and **Vision 3** data in the right column:

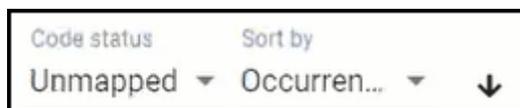


2. From the top of the **EMIS** column, select:

- **Code status:**
 - **All** - Selected by default, to display all **EMIS** data.
 - **Mapped** - Select to display data that is successfully mapped to a **Vision 3** term.
 - **Unmapped** - Select to display data that you must manually map to a **Vision 3** term.
- **Sort by:**
 - **Code** - Select to display in code order.
 - **Start date** - Select to display by start date.
 - **End date** - Select to display by end date.
 - **Occurrences in system** - Select to display by number of instances.
- **Sort**  - Select to change the sort order by ascending or descending order.

To map unassigned terms, select:

- **Code status - Unmapped**
- **Sort by - Occurrences in system**
- **Sort - Down arrow:**



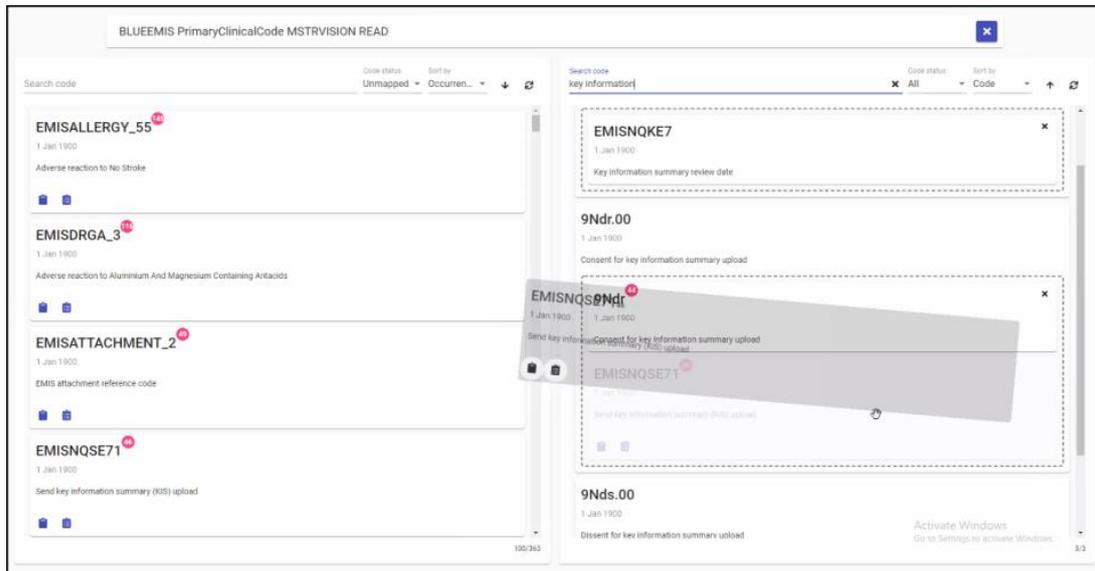
3. Now, on the **Vision 3** side, find an entry to match an **EMIS** item to using either:

- **Copy Code**  to copy and paste the code of an **EMIS** entry,
- **Copy description**  to copy the description of an **EMIS** entry, or
- Entering key words into **Search code** above the **Vision 3** entries. Matching entries display as you type.



Training Tip - To select multiple **EMIS** items to map to one **Vision 3** term, hold down **Ctrl** on your keyboard and select all the items required and then release **Ctrl**. You can then drag and drop all the selected items.

- Once you find a term you want to map the **EMIS** entry to, simply drag and drop it to the **Vision 3** entry required:



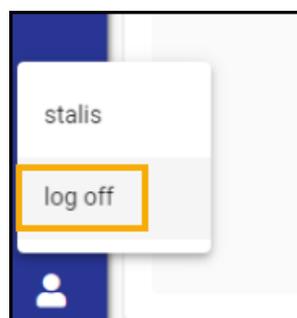
Once mapped the **EMIS** entry displays an **Equals to** , select to display what the entry is mapped to.

 **Note** - More than one **EMIS** entry can be mapped to the same **Vision 3** entry.

- Repeat Steps 3 and 4 until you have cleared the **Unmapped** list, or as many as you deem appropriate.

 **Training Tip** - Mappings automatically save and are updated to your final data conversion ready for your **Go Live** day.

- Once you have finished, either this session or the entire list, select **User Profile** from the bottom left of the navigation bar and select **Log off**, or simply close your browser:



 See **Removing a Mapping** on page **8** for details.

Removing a Mapping

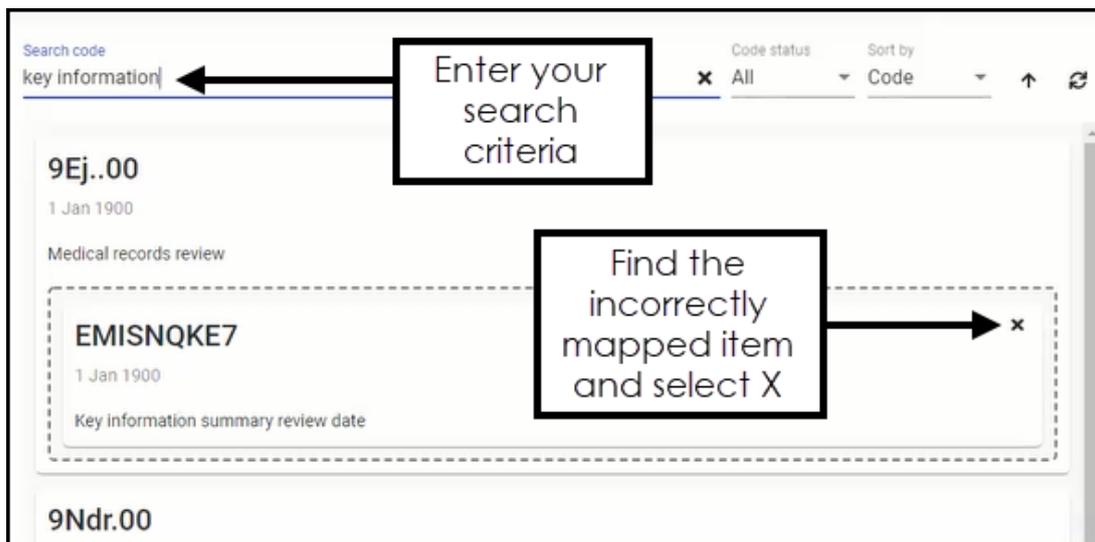
If you need to remove a mapping, for example, an **EMIS** item may have been mapped to the wrong **Vision 3** term, you can remove it.



Training Tip - If you have only just mapped an **EMIS** item to the wrong **Vision 3** item, start at Step 3 in the following set of instructions.

To remove a mapping:

- From **Codee**, select **Favourites**  and then select the database you want to work on, either:
 - BLUEEMIS PrimaryClinicalCode MSTRVISION READ** for clinical terms, or
 - BLUEEMIS DrugPrimaryClinicalCode MSTRVISION DrugPrimaryClinicalCode** for medications.
- On the right side, in **Search code** enter your search criteria and find the incorrectly mapped item:



- Select the **X** to remove the mapping. The **EMIS** item now displays as an unmapped item on the left side of your screen.

You are now ready to map the item correctly.



See [Using the Code Mapper](#) on page 5 for details.