

## Electronically Signing and Sending an eMED3 in Vision 3

To record that a **MED3** has been, or is going to be, sent electronically to the patient, for example, by email, as opposed to handed it to them, you now have the option to save the form as an electronic file and to mark the **MED3** as **Sent to Patient**:

To save an electronic version for sending and marking as sent:

- 1. Create the **MED3** in the usual way, see <u>Adding a MED3 in the</u> <u>Consulation Manager Help Centre</u> for details if required.
- 2. Once completed, tick **Save to File**, the **Print Form** option changes to **Save Form**.
- 3. Select Save Form:

MED3 Doctors Statement - Add	
Date of Recording: 03 March 2022 Clinician: Lassi, Dr Carton 💌 🗖 Prigate Type:	New
In <u>Practice</u>	
Read Iem: 9D15.00 eMED3 (2010) new statement issued, not fit for work.	
MED3 Form Information Febrain From Work Save Form Save Form	Save to File
Phased return From * 03 March 2022 Diagnosis: Backache	
Attend hours For: 1 month Remarks: Hurt back by fail	-
Amended duties OB	
Adaptations Unit *	
Fglow-up assessment required	<u>×</u>
03 April 2022	
Reguested By: Patient Sent to Patient	
Circumstances: (None)	
Qlinical Diagnosis: 1 16C2.00 Backache	
Additional Noteg:	

4. The file saves in

p:\WORDPROC\EMED3\EMED3\_NNNNNNNNNNNNYYYYMMDD\_hhmmss. pdf where NNNNNNNNN is the patient's NHS Number, YYYYMMDD is the date created and hhmmss is the time created. You can access this from your **File Explorer** to, for example, attach to an email.

**Note** - If you edit an existing **MED3**, **Vision 3** creates a new file with the relevant file name, see <u>Editing a MED3 Form in the</u> <u>Consultation Manager Help Centre</u> for details if required.





- 5. To record you have sent this **MED3** electronically, select **Sent to Patient**. The date, time and 'MED3 form sent to patient' automatically displays in **Additional Notes**.
- 6. Finally, select **OK** to save.

