

## Uploading Patients from EMIS to Vision360

In order to have access to all **EMIS** patient data available within your shared care setting, you must upload it to **Vision360**. You should run an initial upload and then a daily update.

To upload and update your patient list to Vision360:

1. From your desktop, double click on Patient Demographic Uploader



2. The Vision - Patient Demographic Uploader and npm screens display:

Vision -	Patient Demographics Uploader		
Options \	View		
;	. VISION	Patient Demographics Uploader	
File ct	nanged	Filename HTTP Response Code / Messa	ge
	N - Patient demographic	un loaden	
Please This es.	e minimise this window will leave the applicat	and the application window. ion running and monitoring the folder for file cha	ang

Important - A 'Warning: No connection to INPS! message displays, you do not need to contact support unless you have an issue after trying to do an upload. If you do encounter an error once you have tried to do an upload, contact the Cegedim Healthcare Solutions Helpdesk.





3. Open EMIS Web, if it is not already open and select Reporting - Population Reporting:



4. Double click the INPS or Vision folder and the INPS/Vision - Patient Report displays:

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Population Reporting Enquiry Manager	FP34D Reports MIQUEST Batch Data Manager					
Add Properties Cut Copy Add Properties Export	Edit View Export Print Mail Batch Check Patient List	Patient + Age / Auto Address Sex	Find			
Add / Edit	Actions	Run Report View	Find			
Documents - 2 Registration - 30 Takes	- 5 (2) <u>Mail Inbox</u> - 2205 (2025)					
New priority Workflow Items received - r	■sks					
Cowbridge and Vale Medical Pr	Ime	Population Count % Last Run	Search Type Scheduled			
· · · · · · · · · · · · · · · · · · ·	INPS Patients	7268 29-Aug-2019	9 Patient			
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b 📻	Select the INPS/Vision told	er				
Þ 🧰	and then select <b>Run</b>					
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Þ 💼	IPS Patients					
Details Definition Age / Sex Trend Population Included Population Excluded						
Description Complete list of NHS regular patients for the PMCF Hub						
Vision (insert your practice code between the two hypens in the title)						
Pare Pare	ent Population					
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Last	R PART					



5. Select Run





6. Once the report completes, select View Results Results



- 7. The INPS Patients tab displays, select Export
- 8. The Export Report screen displays, select CSV:

Export Report	8		х
Export form © Excel	at	O HTML	O PDF
Exclude	e report he te column	eader headers	
Overrid	le hidden p	patients whe	re possible
		ОК	Cancel

- 9. Select OK.
- The Save As screen displays, navigate to C:\Vision\vision\_upload\upload\_files and double click on any existing report in this folder to overwrite it.
- 11. The **Confirm Save As** screen displays, select **Yes** to confirm.



12. The upload of your patient demographic starts. This takes approximately 15 minutes to complete, you can view the process by selecting **Vision** from your task bar, today's date, time and the response code of **Waiting** should display, this updates to **OK** once successfully completed:

• Vision - Patient Demographics Uploader Dptions View				0
NSION Patie	nt Demog	raphics Uploader		
File changed	Filename	HTTP Response Code / Message		
Thursday, August 29th 2019, 11:40:50 am	INPS - Patie /ts.csv	Waiting <	Running	
vision - Patient Demographics Uploader ptions View	nt Demog	raphics Uploader	Complete	
File changed	Filename	HTTP Response Code / Message		
Thursday, August 29th 2019, 11:40:50 am	INPS Patients.csv	202 Ok. Uploaded 1289005 bytes. File has processing.	been successfully queue	d for further

**Note** - **EMIS** can be used during the upload process as it happens in the background.

13. Once the upload successfully completes, you can close the **Vision** - **Patient Demographic Uploader** and **npm** screens.

Once the file is exported the **Vision Client** automatically uploads it to the central system and processes your patient demographics.