

## Uploading Patients from EMIS to Vision360

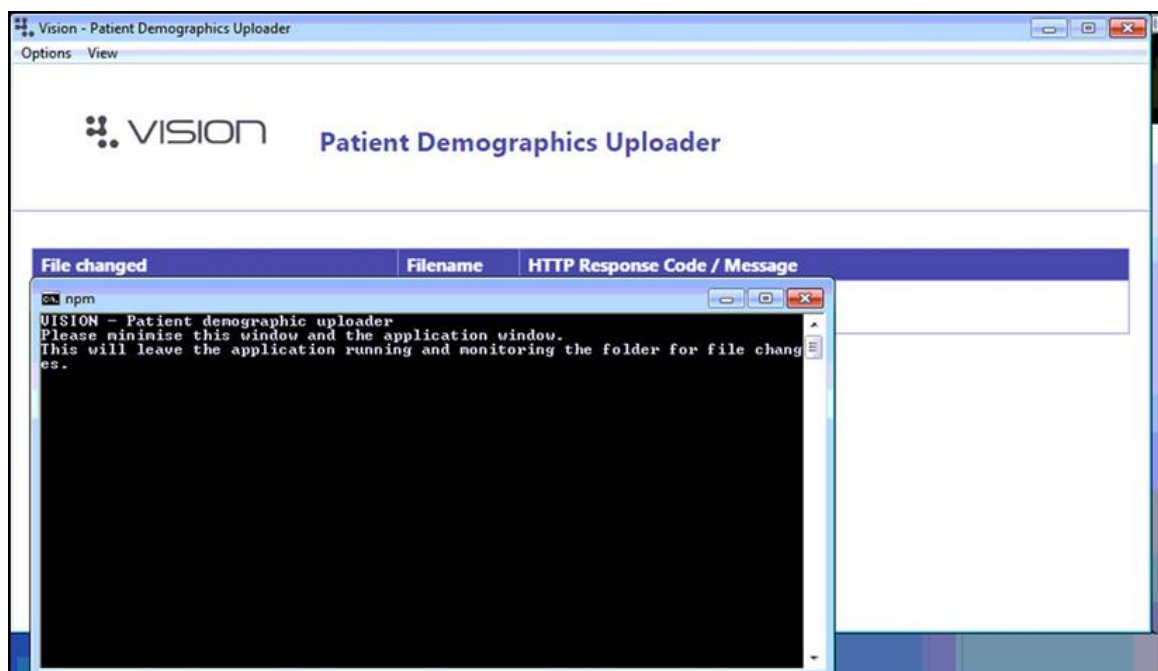
In order to have access to all **EMIS** patient data available within your shared care setting, you must upload it to **Vision360**. You should run an initial upload and then a daily update.

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:

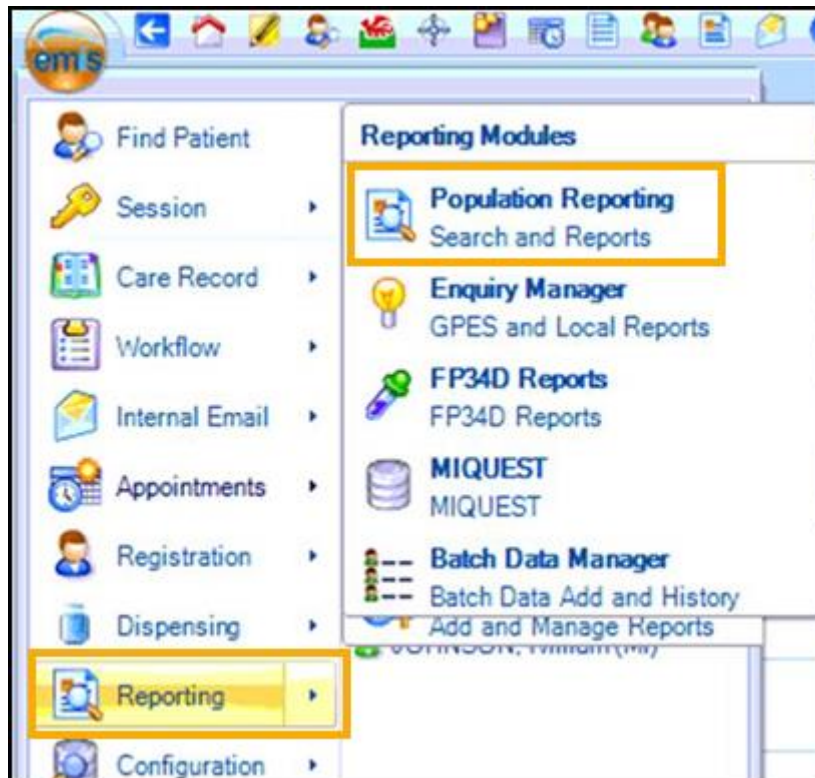



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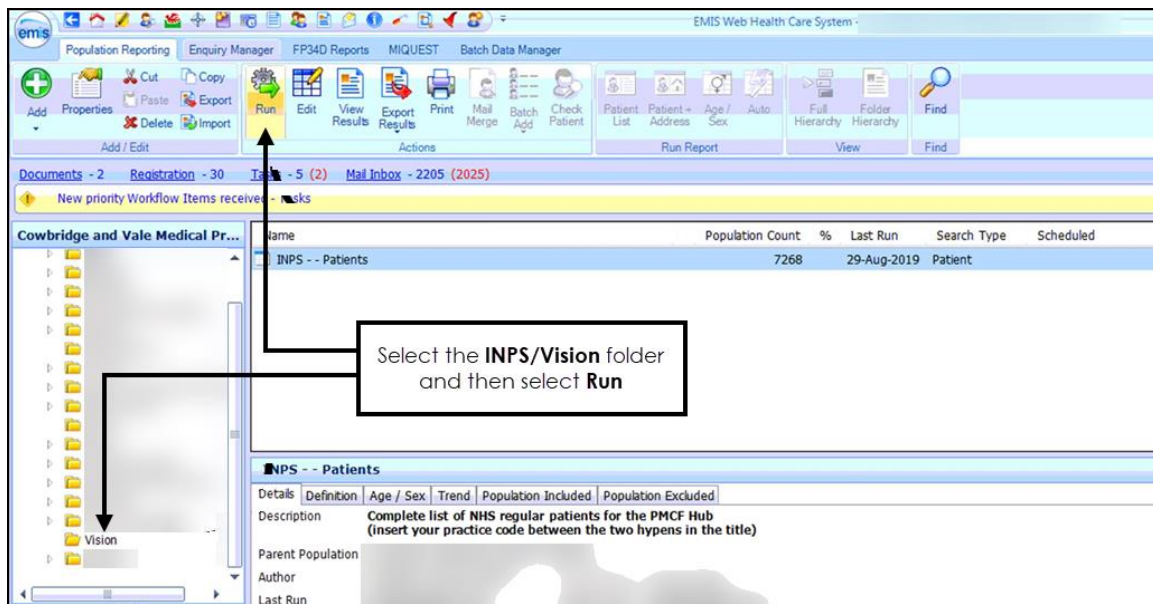
**i Important** - A 'Warning: No connection to INPS!' message displays, you do not need to contact support unless you have an issue after trying to do an upload. If you do encounter an error once you have tried to do an upload, contact the **Cegedim Healthcare Solutions** Helpdesk.

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



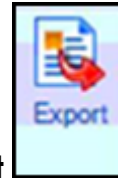
- Double click the **INPS** or **Vision** folder and the **INPS/Vision - Patient Report** displays:



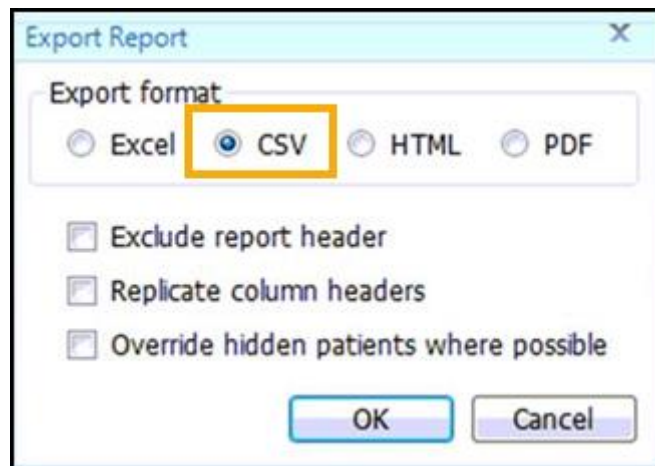
- Select **Run**



6. Once the report completes, select **View Results**.

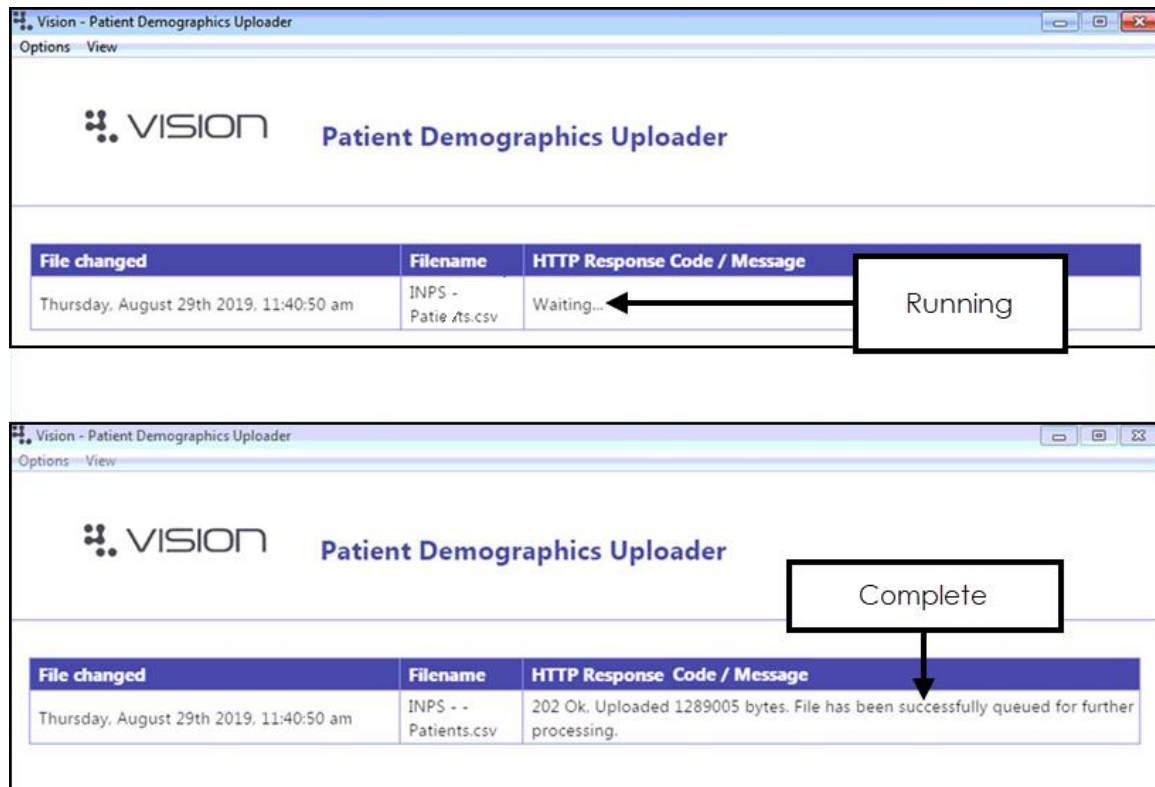


7. The **INPS - Patients** tab displays, select **Export**.
8. The **Export Report** screen displays, select **CSV**:



9. Select **OK**.
10. 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:



**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.