
BluebayCT Data Entry Quick Reference Guide - EMIS Web

This quick reference guide explains how to access and record data in BluebayCT using Templates and Alerts. It is intended for use by EMIS Web practices.

Pre-requisites


Someone will contact your practice to explain the requirements before using BluebayCT. In summary, we recommend the following:

- Install BluebayCT on all workstations used by clinical staff who will be using templates and/or reports.
- As BluebayCT is a third party product, EMAS Manager in EMIS Web requires configuring. For more information on EMAS Manager, please refer to the EMIS support website [EMIS EMAS Manager](#).
- BluebayCT uses the EMIS Web extract facility so someone from EMIS will contact you to request that data can be extracted and provide you with configuration instructions.
- BluebayCT will send you a Web data agreement which should be signed by the Practice Manager/GP and returned to us. Once the agreement is received, we will contact you with an activation date, at which time you can start using BluebayCT.



Accessing BluebayCT

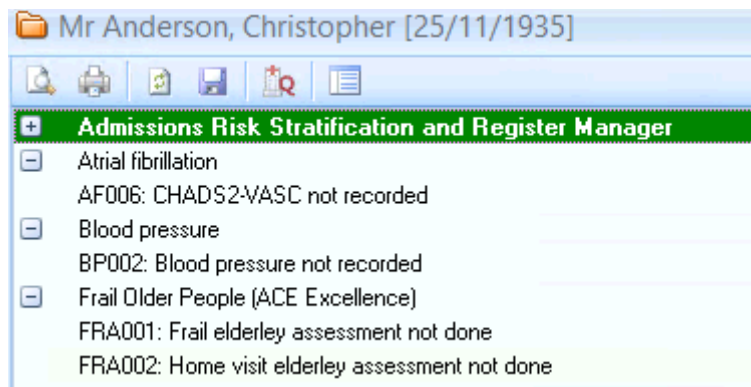
Login to EMIS Web.

BluebayCT automatically starts and runs on your Windows Taskbar as an icon .

After selecting a patient, you see the following prompts, which are explained in the topics to follow:




Alert Popup Toolbar



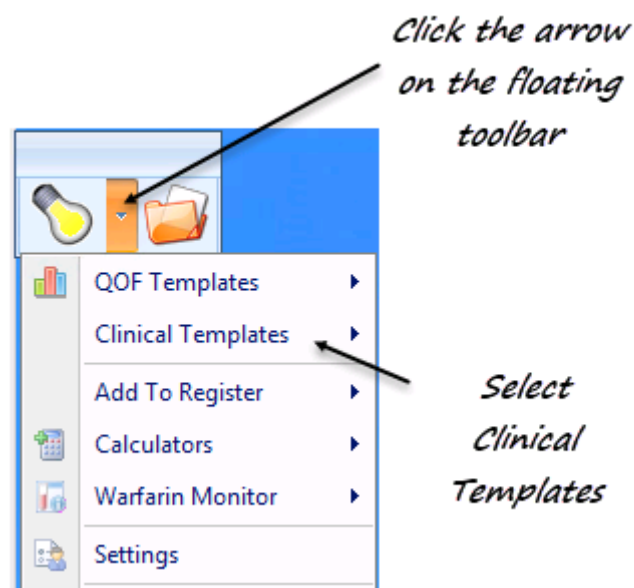
Alert Popup Window

Using Templates

A quick and easy way to record information in BluebayCT is to use a Template. To view and record data to a template:

 **Note** - For this guide, a DMARDs Manager Template is used as an example. The templates in your practice may be different.

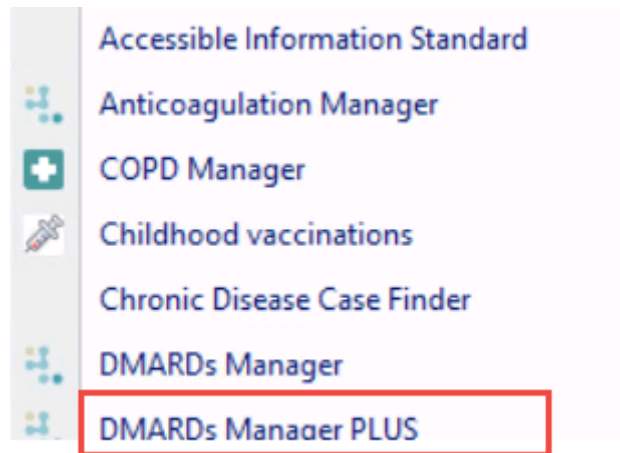
1. Open the patient's record.
2. Click the arrow on the floating toolbar.
3. Select **Clinical Templates**.



Clinical Template

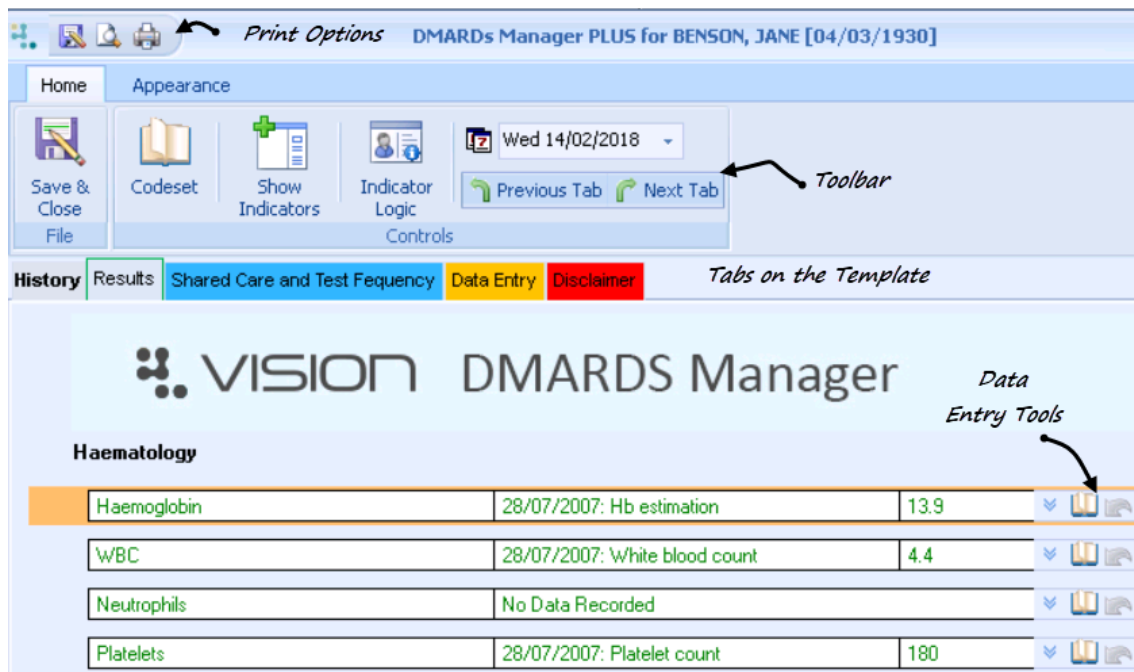
4. Select the appropriate Template.

 **Reminder** - The list of templates varies per practice/HB area.



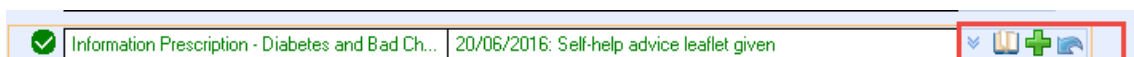
Select a Template

5. The Template displays.



Template

6. To add data to a Template, highlight the row and choose one of the following Data Entry icons at the end of the line.




Row - Data Entry Tools

Note - The data entry tools vary depending on the type of data you are adding.


Below is a summary of some of the commonly used Data Entry Tools - See [Quick Summary Data Entry Tools](#) (page 3).


Quick Summary Data Entry Tools

The following explains how to use some of the frequently used data entry tools.

 **Note** - Data recorded on a template displays in the Clinical All screen in EMIS Web. From here you can create problems if appropriate.

Previous Entries

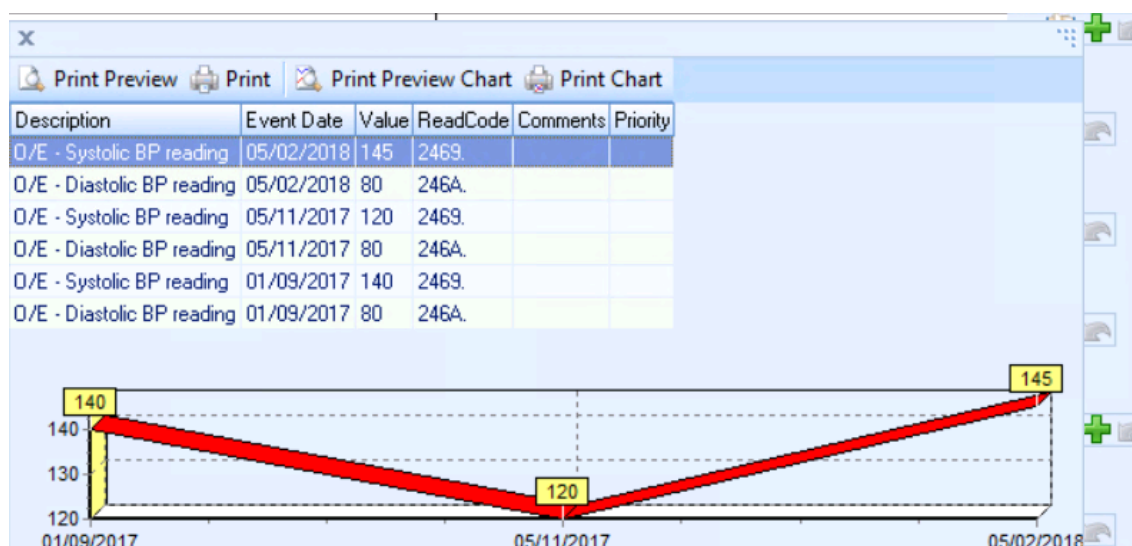
When the row contains more than one relevant Read code, a drop down arrow displays in red  alerting you that historical data can be viewed. Where numeric data is recorded a graph is also visible.

A blue arrow  indicates that there is no previous data.





The screenshot shows a data entry interface for 'Microscopic Haematuria Monitoring (Penicillamine)'. It features two rows of data. The first row is 'Seen in Rheumatology Clinic' with a date of '24/07/2017' and a comment 'Seen in rheumatology clinic'. The second row is 'Urinary Blood Results' with the value 'No Data Recorded'. A red arrow icon is visible in the right-hand column of the first row, and a blue arrow icon is visible in the right-hand column of the second row. An arrow points from the text 'Previous entries' to the red arrow icon.


Previous Entry

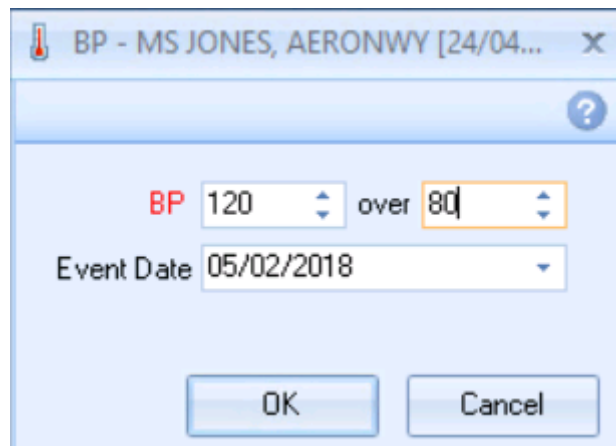


Viewing Previous Entries

 **Training Tip** - To hide the previous data click the red arrow  icon again.

Blood Pressure


Selecting the **Blood Pressure**  icon at the end of a row displays the blood pressure data entry screen and allows you to record a patient's blood pressure details.



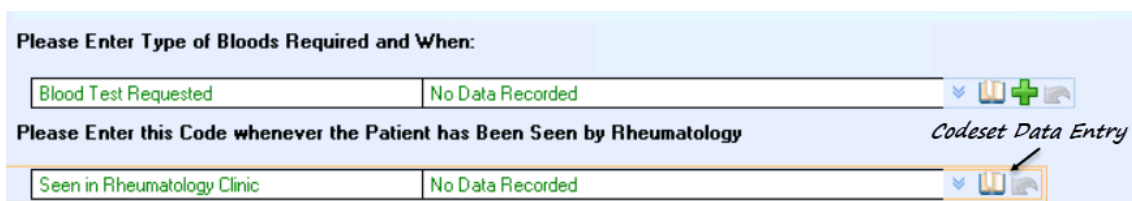
A screenshot of a data entry window titled "BP - MS JONES, AERONWY [24/04...". The window contains a form with the following fields: "BP" with a value of "120", "over" with a value of "80", and "Event Date" with a value of "05/02/2018". At the bottom of the window are "OK" and "Cancel" buttons.

Blood Pressure

Codeset

Codeset  is a useful data entry tool as it enables you to quickly add Read codes from a pre-defined list.

Select the **Codeset** icon at the end of a row.




A screenshot of a data entry screen titled "Please Enter Type of Bloods Required and When:". It shows two rows of data. The first row has "Blood Test Requested" and "No Data Recorded". The second row has "Seen in Rheumatology Clinic" and "No Data Recorded". At the end of each row is a "Codeset Data Entry" icon. An arrow points to the icon in the second row.

Codeset icon

Choose the required Read term.

Where applicable, you can record numeric values




A screenshot of a "Codeset Codes" window for "MR AZAGA, VINCENT SCOTT JAMES [09/12/1938] - 01 Apr 2017". The window shows a table with columns: Apply, Priority, Episode Type, Event Date, Read Code, Description, Value, and Comments. The first row has a checked "Apply" box, an empty "Priority" field, an empty "Episode Type" field, an "Event Date" of "20/06/2016", a "Read Code" of "8CE..", a "Description" of "Self-help advice leaflet given", an empty "Value" field, and an empty "Comments" field. Arrows point to the "Apply" box, the "Event Date" field, and the "Comments" field.

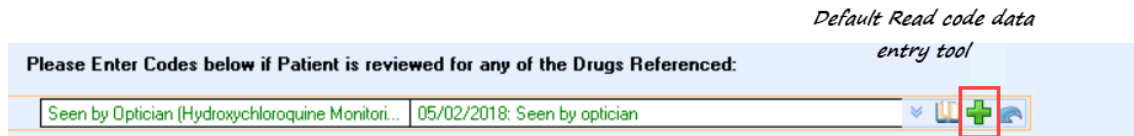
Apply	Priority	Episode Type	Event Date	Read Code	Description	Value	Comments
<input checked="" type="checkbox"/>			20/06/2016	8CE..	Self-help advice leaflet given		

Tick Apply *Record the event date* *Free text comments can be recorded but are not extracted*

Read Codeset

Default Read code

The **Default Read code** data entry tool enables you to automatically record a Read code without selecting it from the Read code data entry screen. Simply click  and your Read code is recorded.



Default Read code


Freetext Comments


Currently freetext entries recorded on a template are saved in EMIS but cannot be extracted using the BluebayCT extract facility.

Prescribing Restrictions

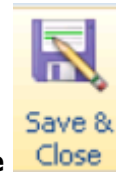
Prescriptions issued from BluebayCT are not currently recorded in EMIS.

Undo

The **Undo Last Entry**  option deletes the Read code previously entered on that line during the current session. If multiple Read codes are added then the most recently added one is deleted first. If no Read codes are available to be deleted this icon is greyed out.

The **Undo All**  option allows you to remove all entries added to a Template.

Saving your data




To save entries to the patient record, select **Save & Close**. A prompt displays if you try to close the template without saving the data.

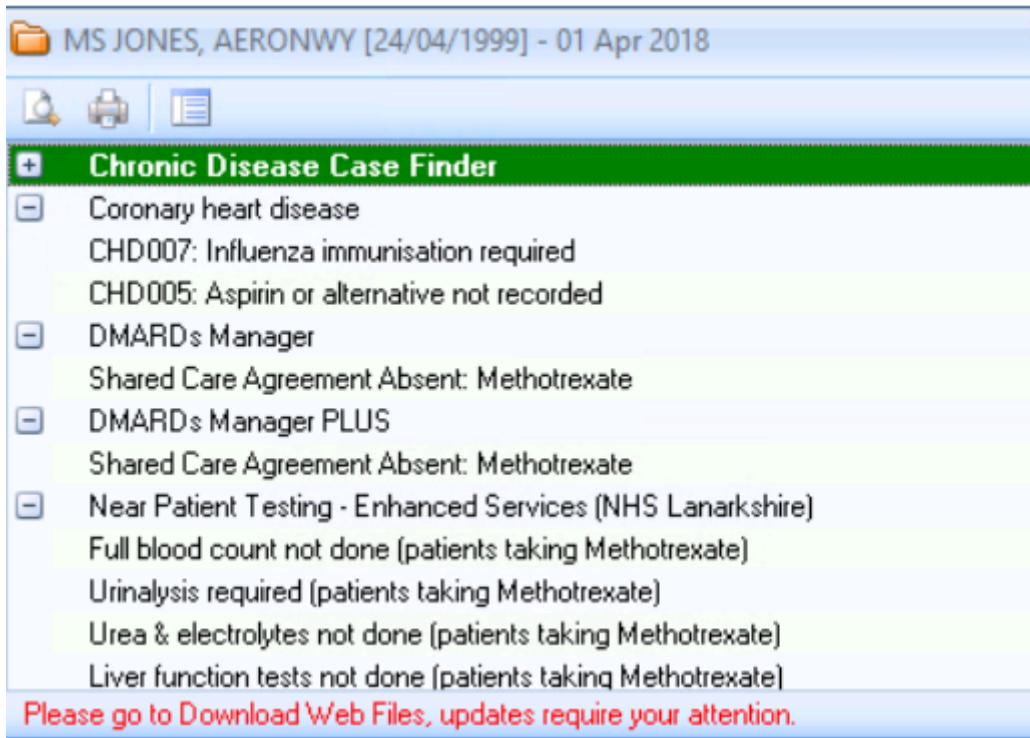
Data recorded is only viewable after closing the patient record. The next time you open the patient the information is visible.

Using the Alert Popup Window

Another way to add data is via the Alert popup window which displays "real time clinical data" at the point of consultation.

 **Note** - The Alert Popup can be disabled. To do this make sure your do not have a patient displayed, right click on Outcomes Manager in the Windows Taskbar and click **Settings**. Tick the box **Disable Auto Popup**

Disable Auto Popup



MS JONES, AERONWY [24/04/1999] - 01 Apr 2018

Chronic Disease Case Finder

- Coronary heart disease
 - CHD007: Influenza immunisation required
 - CHD005: Aspirin or alternative not recorded
- DMARDs Manager
 - Shared Care Agreement Absent: Methotrexate
- DMARDs Manager PLUS
 - Shared Care Agreement Absent: Methotrexate
- Near Patient Testing - Enhanced Services (NHS Lanarkshire)
 - Full blood count not done (patients taking Methotrexate)
 - Urinalysis required (patients taking Methotrexate)
 - Urea & electrolytes not done (patients taking Methotrexate)
 - Liver function tests not done (patients taking Methotrexate)

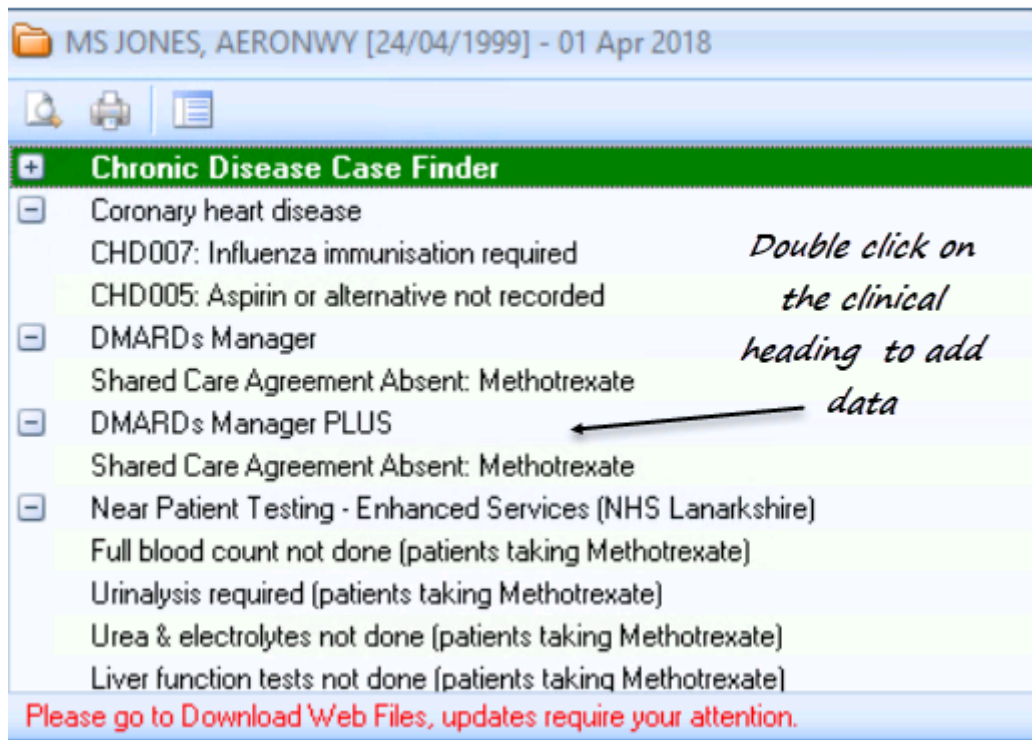
Please go to [Download Web Files](#), updates require your attention.

Alert Popup Overview

Adding Data via the Alert Popup

Clinical categories relevant to the patient are expanded to display areas that require attention.

To add data double click on the missing information and the appropriate template is launched.



Adding Data

For more information on using Templates - see [Using Templates](#) (page 1).