

## Scanning training

### Introduction

Reduce unnecessary admin time and step nearer to the paperless practice. EMIS scanning software enables you to scan and attach correspondence and digital images directly to a patient's clinical record.

Training will show how attachments can be stored on a patient record and made available during a consultation, providing the clinician with all the information to make an instant diagnosis.

Documents and images are instantly available during any consultation at the touch of a button.

To help you make the most of your scanner, EMIS offers a full training service to ensure you take full advantage of the benefits offered by utilising scanning in your practice.



### Scanning training

An EMIS operations manager will ensure that your scanner is configured for use with the EMIS system. They will also provide training on the following:

- n Scanning documents using EMIS
- n Adding scanned attachments to the clinical record
- n Attaching digital images in consultation mode
- n Retrieving images from within the clinical record
- n Dealing with attachments on patients who have transferred out
- n Managing and monitoring attachments' hard disk usage

### To book your training

Training will take half a day of your practices time and is available for only £305 plus VAT.

If you already have an EMIS scanner, please contact 0845 123 4455 to order your training.

Alternatively, if you wish to purchase a scanner, training and any associated equipment, please contact our Central Operations department on 0845 125 5529.

For further information on the benefits these professional training services can bring to your practice please contact EMIS Field Operations Support on:

**0845 123 4455**

■ fax: 0113 380 3256   ■ email: [fieldoperations@e-mis.com](mailto:fieldoperations@e-mis.com)   ■ [www.emis-online.com](http://www.emis-online.com)  
EMIS Field Operations Support • Fulford Grange • Micklefield Lane • Rawdon • Leeds • LS19 6BA



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