Introduction

This document explains how to fix a bug which you should have received notification of via email. It causes DNACPR forms and Home BP diaries to be recorded as Cremation form 4 in the 'default document type' field.

What do the tools consist of?

The tools consists of:
- A replacement document templates folder
- A search to identify patients who may have a document wrongly tagged as a cremation form 4

Downloading the files

1. Right-click each file and choose 'Save Target as' to save them to a location on your hard disk (usually your downloads folder).
2. The 'QMasters national templates' folder is compressed, so right-click it and select 'extract all' as below:
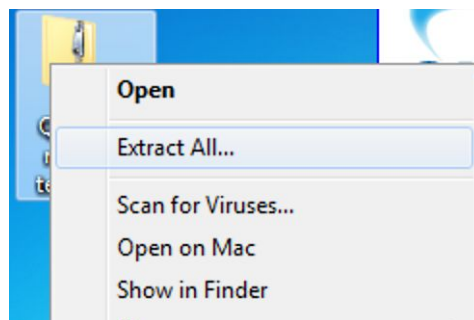

3. The search file, called 'Document template bug Jun 18' is not compressed so can simply be downloaded to your hard disk.

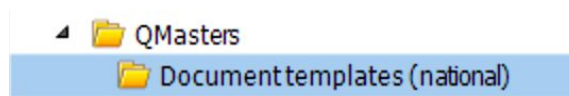## How to replace the QMasters document template folder

1. In EMIS Web, navigate to Template Manager by selecting the EMIS orb, then from the menu 'Configuration' then 'Template Manager':
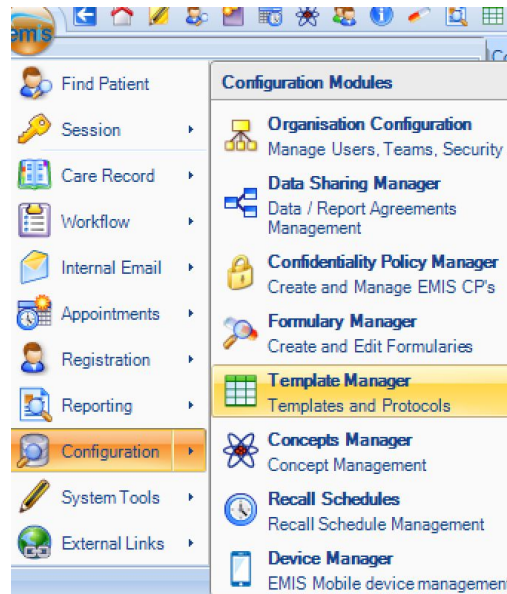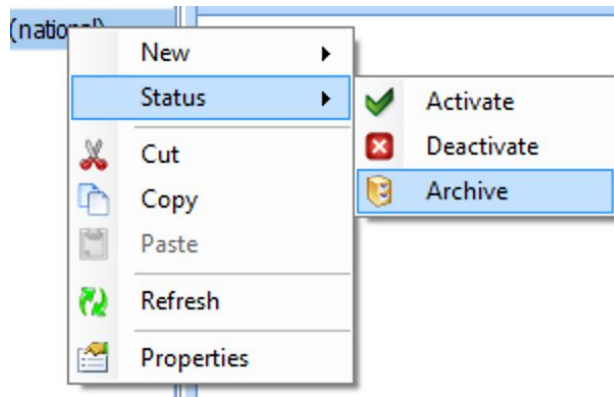
2. In the left-hand panel, select 'Document Templates' tab (on the right below):
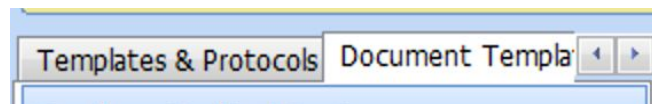
3. You will see the folders listed in the left hand panel. Find the QMasters folder and its subfolders:

4. Right-click 'Document templates (national) and select 'status → archive' as below:


5. Next, click with your mouse on the main 'QMasters' folder in the left-hand panel again and then select 'Import' from the menu at the top of the screen, as below:
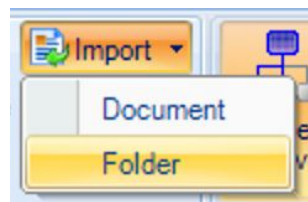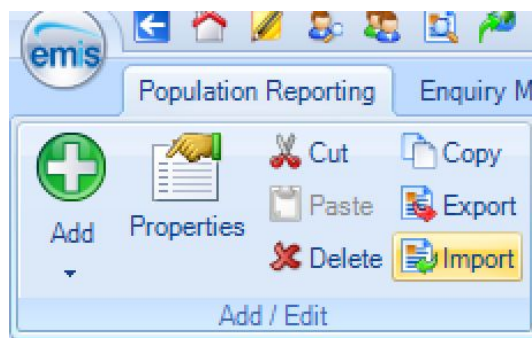

6. Navigate to the location in which you downloaded the new document templates folder and then select 'OK'.

7. The folder of new document templates (v8.04) should be imported.
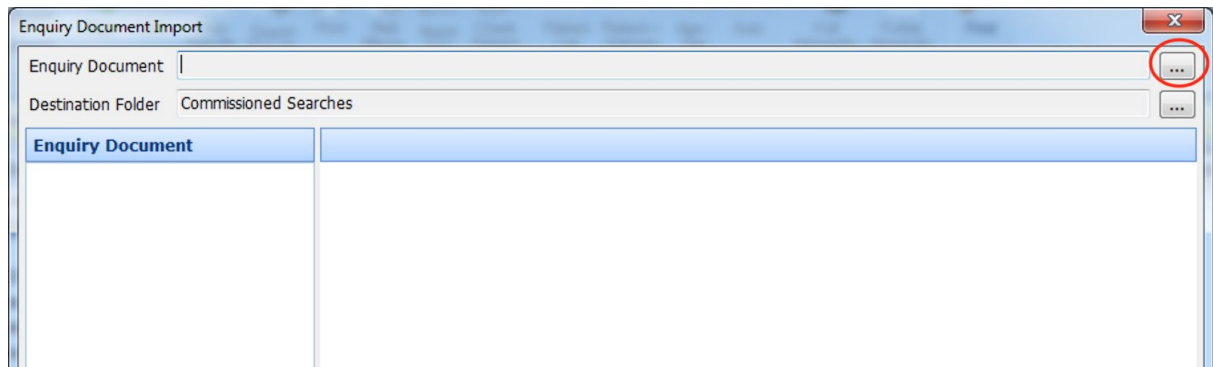
How to import and run the searches

1. In EMIS, from the EMIS orb, go to 'Reporting' and then 'Population Reporting'.
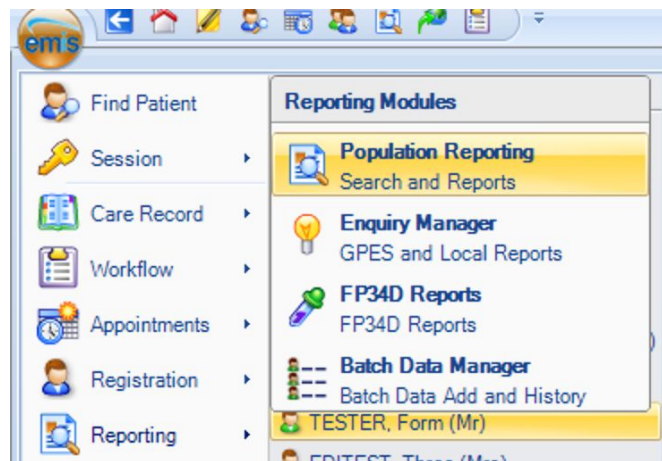
2. Select the folder into which you want to import the search.
3. Select 'import' from the top menu.

4. Click the three small dots icon in the top right of the window that opens:

5. Navigate to the location in which you saved the search file.
6. Click 'open' then 'OK'

The searches will be imported; to run the searches, right-click on then and select 'Run'. A list of patients will be produced. Please review these and check the documents identified have been coded correctly.

If you need any help with the above, please contact us by email on info@qmasters.co.uk