

CMC105: Working with CMC Care Plans from EMIS

Intended Audience	EMIS users (administrative and clinical roles).
Purpose	This module explains how registered Coordinate My Care (CMC) users can access the CMC system from EMIS Web and what CMC system functionality is available.
Objectives	<p>At the end of this module, users will be able to:</p> <ol style="list-style-type: none">1. Log in to the CMC system the first time you access it from EMIS Web.2. Determine if a care plan exists for a patient.3. View, update, approve and create CMC care plans from EMIS Web.4. Identify functionality that is only available via direct access to the CMC system.
Prerequisites	<ul style="list-style-type: none">• <u>CMC101 Logging In to the Coordinate My Care System</u>• <u>CMC102 Creating a New Care Plan</u>• <u>CMC103 Reviewing, Updating and Recording Death</u>
Duration	15 Minutes

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Module Introduction

Welcome to *CMC105 Working with CMC Care Plans from EMIS*.

EMIS Web is a clinical system used in GP practices throughout England. EMIS Web users who are also registered Coordinate My Care (CMC) system users can access CMC care plans from EMIS Web. This provides EMIS Web users an efficient way to view, update, approve and create CMC care plans from the EMIS Web interface.

If you have not already done so, you should complete the following modules which describe the complete functionality of the CMC system:

- [*CMC101 Logging In to the Coordinate My Care System*](#)
- [*CMC102 Creating a New Care Plan*](#)
- [*CMC103 Reviewing, Updating and Recording Death*](#)

By the end of this module, you will be able to:

1. Log in to the CMC system the first time you access it from EMIS Web.
2. Determine if a care plan exists for a patient.
3. View, update, approve and create CMC care plans from EMIS Web.
4. Identify functionality that is only available via direct access to the CMC system.

1 Connecting to the CMC System from EMIS

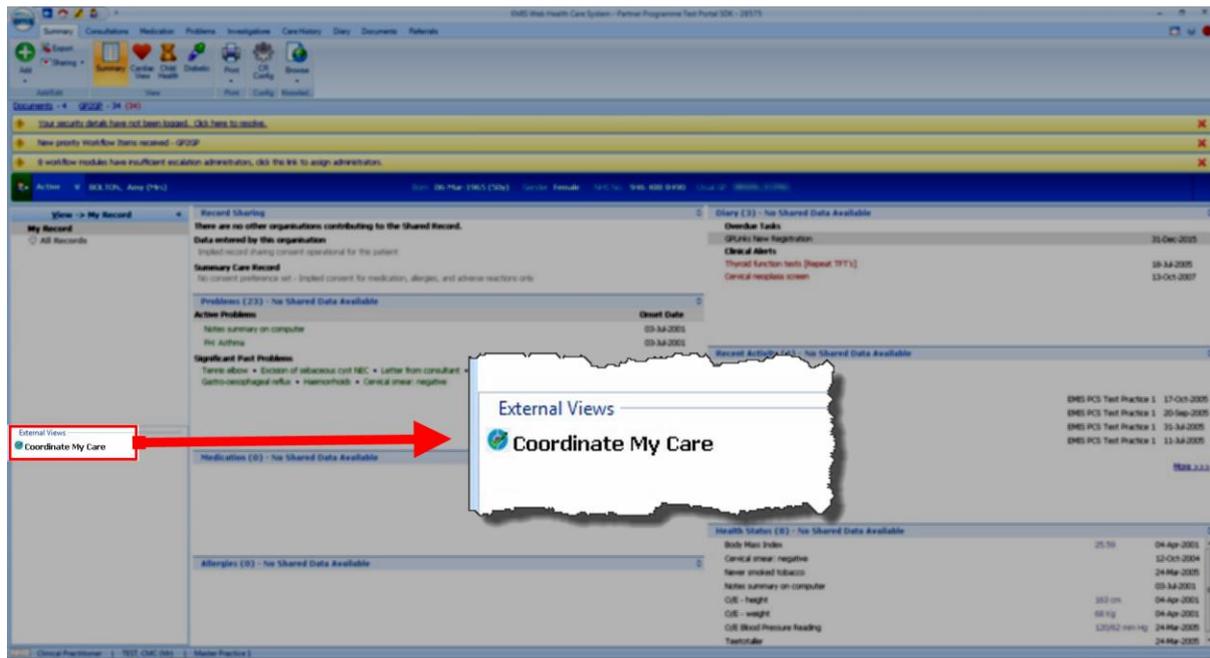
1.1 Accessing the CMC System

1.1.1 Link to Coordinate My Care (text/image)

To access the Coordinate My Care system from EMIS Web, expand the **View My Record** option.



The link to the CMC system is found on the **External Views** list.



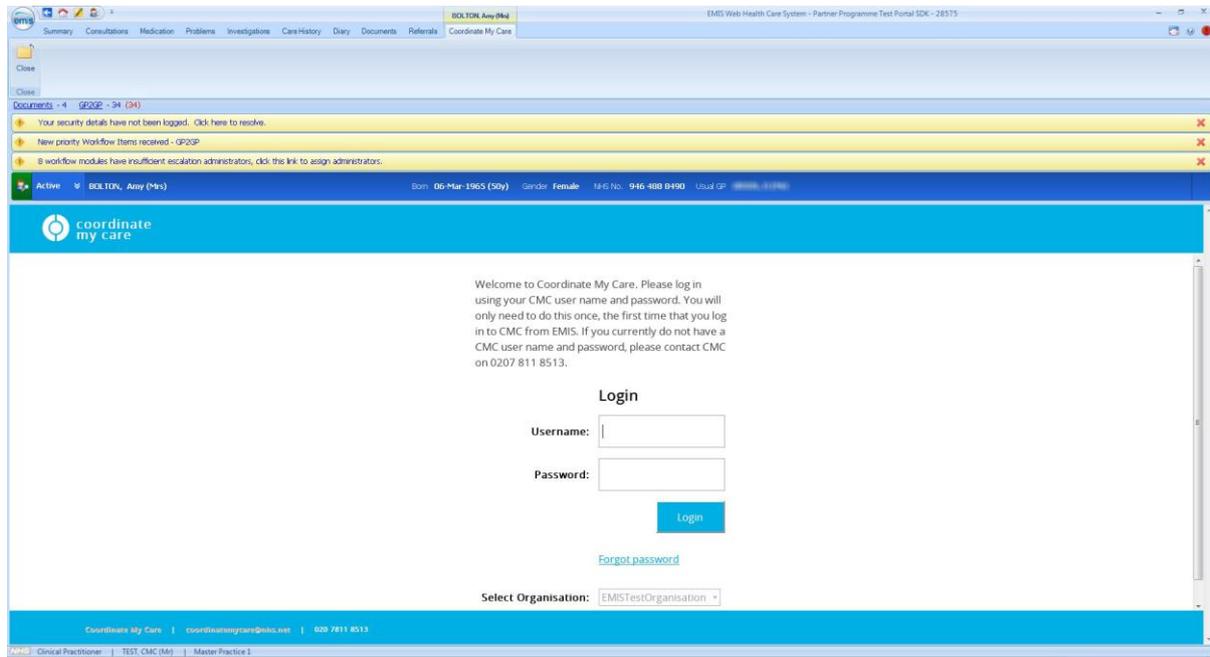
When a patient record is opened in EMIS Web, the CMC system is queried to determine if the patient has a CMC care plan. If the patient does have a care plan, the CMC link in the External Views list will display a green tick (✓). If the patient does not have a care plan, the link will display a red x.



1.1.2 Logging In to the CMC System

The first time you access the CMC system from EMIS Web, you will need to log in to the CMC system using your username and password. EMIS will store your credentials and automatically log you in to the CMC system for all subsequent access requests.

Note: If you use EMIS Web from more than one organisation (e.g. if you work with more than one GP practice), then you will need to provide your CMC username and password the first time you access the system from each organisation.



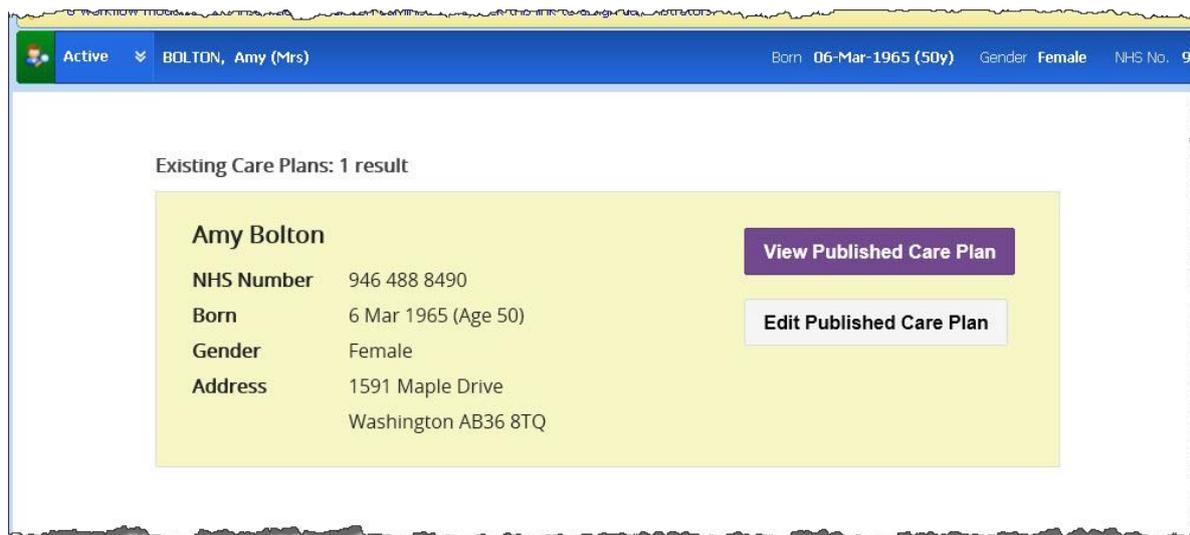
2 Working with CMC Care Plans from EMIS

2.1 Working with CMC Care Plans

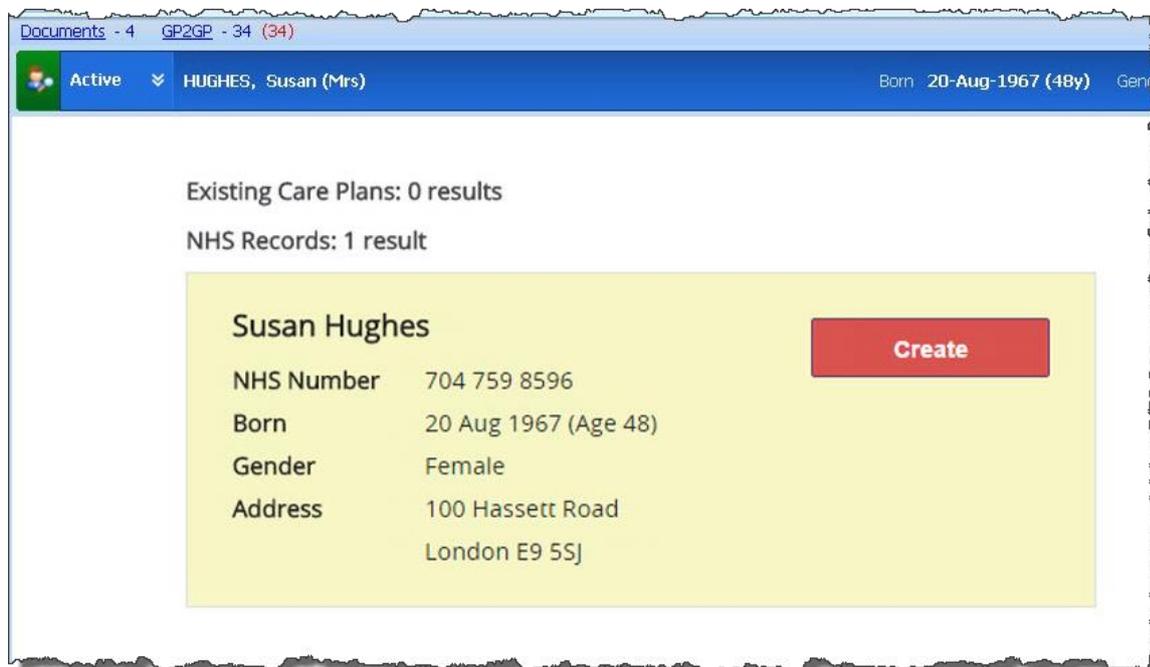
2.1.1 Opening a Care Plan

When you open the CMC system from an EMIS Web patient record, you will have access only to the care plan of the patient you are viewing in EMIS; you will not be able to search for care plans for other patients. If you need to search for a care plan, you can do so from the full CMC system.

If a care plan exists for the open EMIS patient record, you will have the option of viewing or editing it.

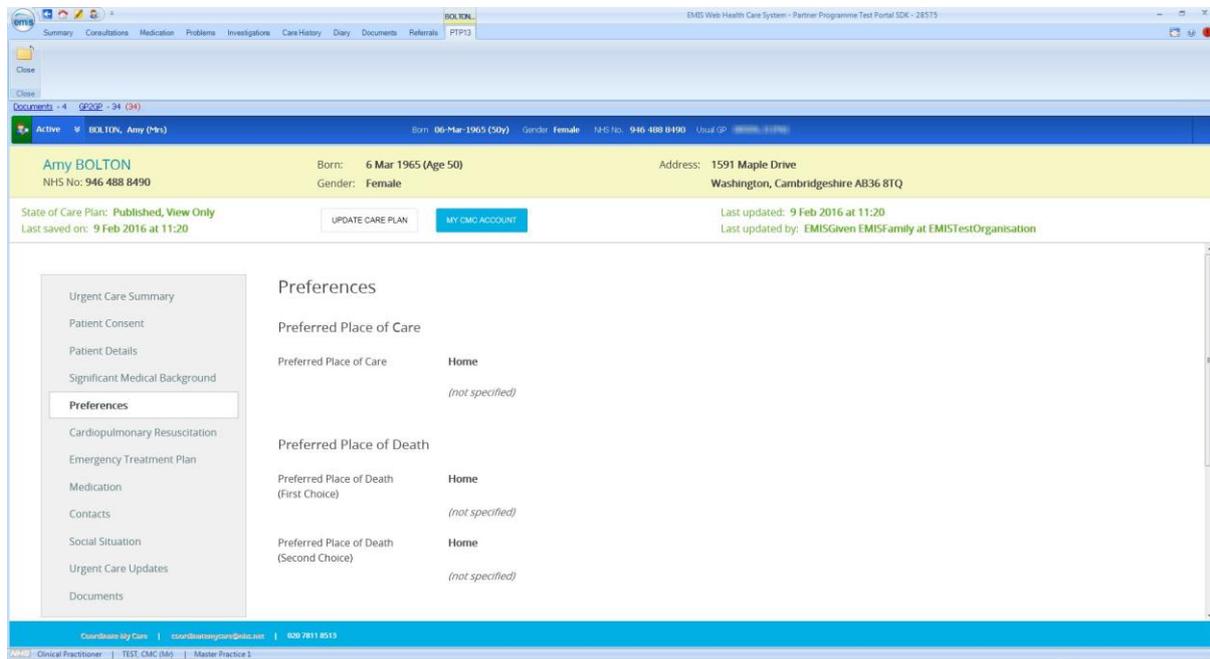


If no care plan exists, you will be able to create one.



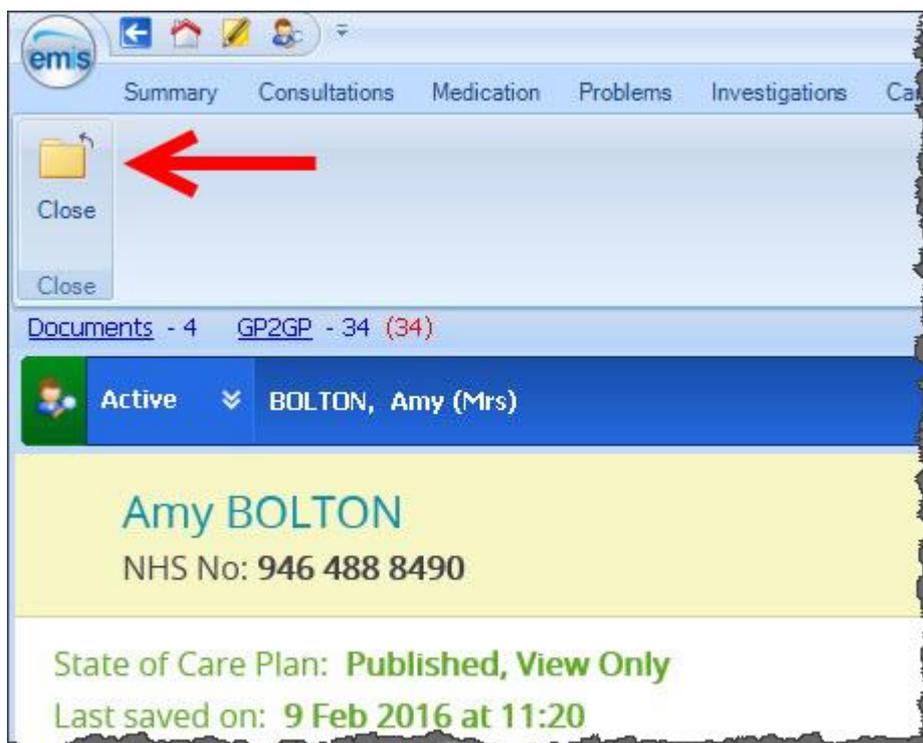
2.1.2 Care Plans Accessed Through EMIS Web

Full functionality for updating and approving a care plan is available when a CMC care plan is opened in EMIS Web. This includes the ability to record a patient's death or withdraw care plan consent.



2.1.3 Closing Care Plans

When you are finished working with a care plan, use the **Close** icon in the top left corner of the screen to return to EMIS Web.



3. Functionality Differences from EMIS

3.1 Functionality Differences

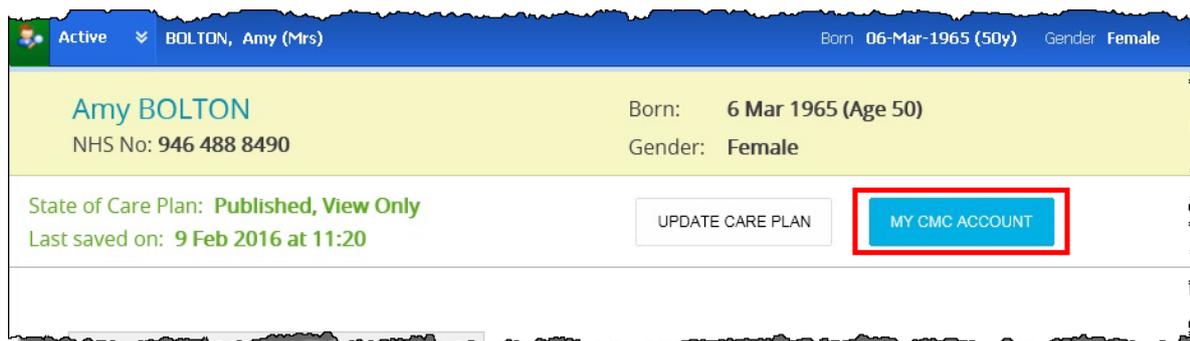
3.1.1 Editing Care Plans

The following restrictions are applied to care plans opened from EMIS Web:

- CMC patient searches cannot be performed from EMIS Web. To find a care plan for a patient, perform an EMIS patient search and open the care plan from the patient's record. Alternatively, you can use the full web-based CMC system.
- The patient's NHS number and date of birth cannot be updated on the Patient Details screen as these are linked to the EMIS Web patient record.
- No new windows or tabs can be opened. This means:
 - Documents attached to the care plan cannot be viewed, though new documents can be uploaded.
 - The care plan cannot be printed.
 - Links to external organisations are disabled.
- List functionality, including your Patient List and Action Needed List, are not available from EMIS Web. Log in to the full CMC system to review these lists.

3.1.2 CMC Account Management

To change your password and security challenge question, access the My CMC Account screen from the Care Plan banner of an open care plan. (In contrast, from the full CMC system, this screen is accessed via the My Account button in the system banner.)



Module Conclusion

C.1 Module Conclusion

C.1.1 Module Conclusion

EMIS Web users who are also registered CMC system users can view, update, create or approve a CMC care plan for an EMIS Web patient. Full functionality including the ability to search for a care plan is available from the web-based CMC system.

A PDF version of this module is available for download [here](#).

To provide feedback on this module, please contact Coordinate My Care via email. cmc_training@nhs.net.