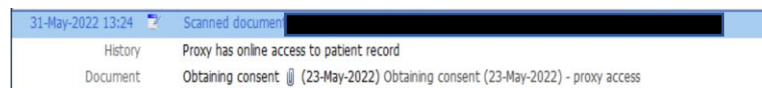
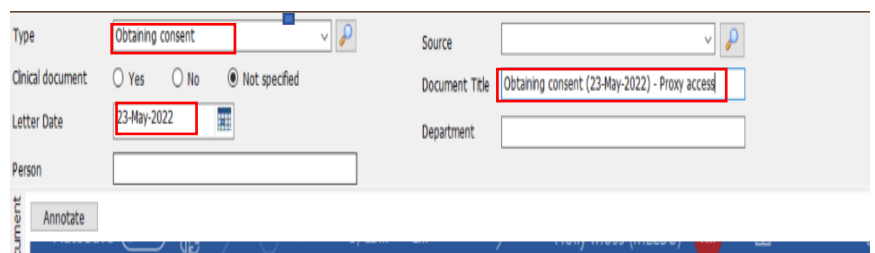
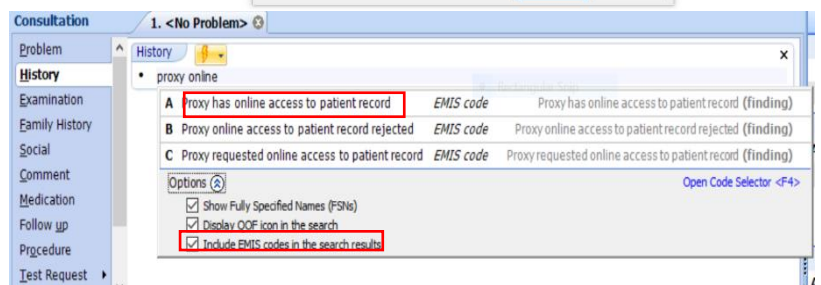
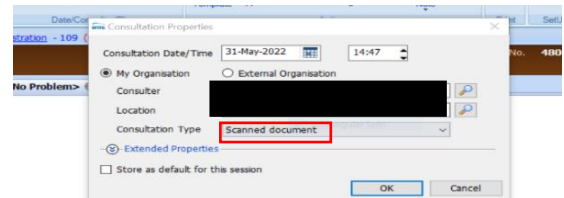


Prescribing tip for information
Proxy Ordering in Care Homes-EMIS coding and record keeping

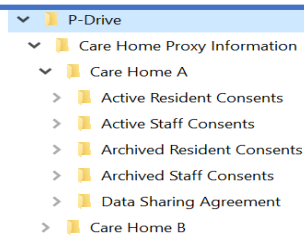
As outlined in prescribing tip 351, circulated 10th March 2022, to support the implementation of Proxy Access across our CCG localities, the ICS have developed a range of resources which are located on the Lancashire & South Cumbria Medicines Management Group (LSCMMG) website- <https://www.lancsmmg.nhs.uk/lancashire-and-south-cumbria-resources/proxy-ordering-of-medication-in-care-homes/>

Within EMIS web, care home residents who have been set up for Proxy Access can be coded as follows:

- Use Add button on the consultation screen.
- On the “Consultation Type” drop-down, select “Scanned document” and OK.
- Select “History” tab and type “proxy online” to bring Emis code options (please note: if your settings do not default to finding Emis codes, in the “Options” section , click to open the drop down settings and tick “Include Emis codes in the search results”.
- Use the code “Proxy has online access to patient record”.
- Select “document” tab then select “attach document” and upload the patient consent.
- The screen shown across will appear. In “Type”, select “Obtaining consent”.
- Use the date the consent was obtained in the “Letter date” field.
- In the “Document Type”, add in free text “ – Proxy Access”
- Select “File” in the bottom right corner of the screen.
- Select “save” in the upper left hand corner and the consultation will appear as across.



It is good practice to keep Proxy documentation on the P-Drive (or practice equivalent). Please see the filing suggestion across for the P-drive option for the safe keeping of scanned documents before they are returned to the care/nursing home team. (Please note that it is optional to store a copy of the resident consents, in addition to them being uploaded onto the Patient Medical Records).



Moving forward as more care home residents across our localities are set up for Proxy Access, this will form an integral part of this process and is recommended to be included on the PMR of all care home residents who have Proxy Access.

To contact the Medicines Optimisation Team please phone 01772 214302

If you have any suggestions for future topics to cover in our prescribing tips please contact Nicola.schaffel@nhs.net