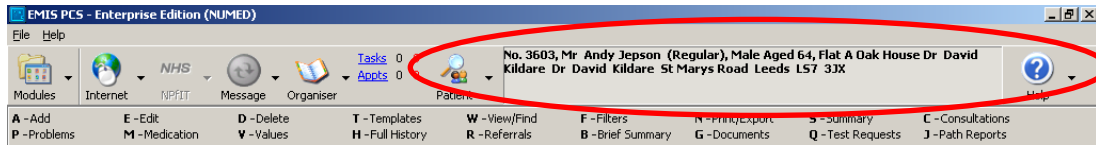


The **Call Active Patient Module** allows you to call the patient currently active in EMIS. The active patient name is shown across the top of the screen:

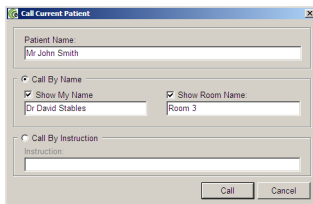


To initialise the Call Patient module:

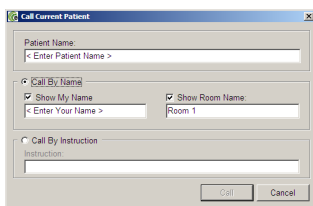
As the computer starts up, an Envisage icon should appear in bottom right corner of screen, near the clock (known as the ‘tray’). The software will try and initialise a connection with EMIS PCS. This is denoted by the Envisage icon being a grey* colour. As PCS will not be running at this stage, a connection will not be made. This is denoted by the icon being a red* colour.

- Once you are logged on to PCS, right click on the Envisage tray icon and click ‘**Connect to PCS**’. If the Call Patient module connects successfully to the PCS session, the icon should go green*. You are now ready to call patients.
- If the software fails to connect to PCS, a message notifying you will appear and the icon will remain red*. You can still call patients by manually – see the details below.

To call the active patient, click on the Envisage tray icon. You can also call by using the keyboard shortcut (CTRL+ALT+N by default – see Setting and Options section)



If the icon is **green***, the call confirmation window should open as shown here. The currently loaded patient name should be shown, along with the staff name (who is currently logged in to PCS) and the room name. You can overwrite any of the fields by clicking in the appropriate box.



If the icon is **red***, the call confirmation window should open in manual call mode – no patient name or clinician name will initially be shown. The patient name should be typed in the box. Your name, as you want it to be displayed on the Envisage waiting room screen, should be typed in the marked box. This will be remembered for the duration of the session (until the module is closed and started again).

With ‘**Call by Name**’ selected, the message displayed on the Envisage waiting room screen will be in the format ‘Mr John Smith to Dr David Stables in Room 3’. You can disable either the clinician name or the room name (but not both). If you change your clinician name, this will be remembered for the duration of the session (until the module is closed and started again). The Room Name is permanently stored even when the software is closed. The display format of the patient name can be adjusted – see **Settings and Options** section.

With ‘**Call by Instruction**’ selected, the message displayed on the Envisage screen will be in the format ‘Mr John Smith’ followed by the instruction message. No clinician or room name will be displayed unless included in the instruction text.

Calling the patient does not alter the patient appointment status in PCS

***Note:** The icon will only change colour on PCs running Windows XP. On Windows 2000 systems the icon remains green at all times.

Settings and Options

By right clicking on the Envisage tray icon, you can access the following Settings and Options.

Connect to PCS – If the Envisage tray icon is red, you can initiate a link to the PCS session so that the patient and clinician names will automatically be populated. If PCS is running and logged on, clicking on ‘Connect to PCS’ should turn the icon green, indicating the link has been made. If automatic linking to the PCS session fails, you may need to enter your PCS username and password in the configuration settings – see below.

Configuration – This gives access to the following configuration settings:

EMIS settings tab

Connection allows input of the PCS clinical server IP address and database name.

Use Manual Login allows input of the clinician’s PCS logon username and password should the automatic linking to PCS fail.

Settings tab

Call Message Path – this is the output directory that the call message will be sent to. The Envisage software should be set to look in the same location for call messages to be displayed. Once set up, this should not be altered without contacting support.

Call with Hot Key – allows the call message to be initiated with the specific key strokes instead of clicking on the tray icon.

Patient Name Format – allows the user to specify how the patient name will be displayed when a call is made. Various options are available from the drop-down box. The formats rely on data being correctly entered in to PCS. If the patient name displayed is not as expected, choose a different format.

Summary of Tray Icon colours

*Note: The icon will only change colour on PCs running Windows XP. On Windows 2000 systems the icon remains green at all times.

Grey Icon



An attempt is being made to initialise a connection with EMIS PCS. After a few seconds, the icon should change colour to red or green dependent upon whether the initialisation was successful.

Green Icon



The software has initialised with EMIS PCS and is ready to call patients. See the section above on how to call patients.

Red Icon



The software has failed to initialise with EMIS LV. Once you are logged in to LV, right click on the icon and left click ‘Connect to LV’. If successful, the icon will go green after a few seconds. You can still call patients when the icon is red, but you will need to type in the patients name after clicking the icon.