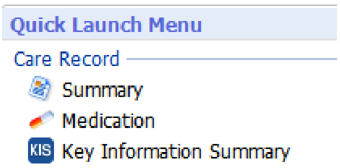
Key Information Summary – User Notes

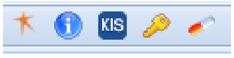
1. Accessing Key Information Summary

The Key Information Summary can be accessed using three methods:-

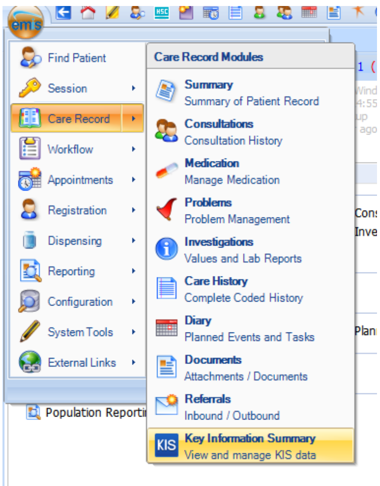
Quick launch ribbon



KIS in the shortcut ribbon



EMIS home button > Care Records > Key Information Summary



2. Patient Search

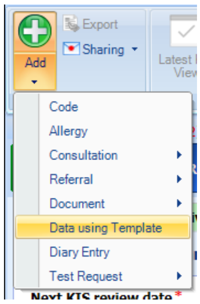
You will then be asked to find a patient. Select the patient you wish to complete a KIS for. The Key Information Summary home screen will then open.

3. KIS Home screen

The KIS home screen is broken down into 5 tabs.

4. Accessing Data Entry Template

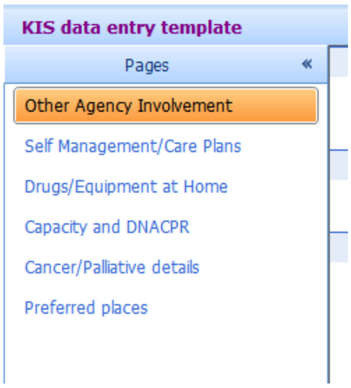
To access the Key Information Summary template to add data click on the following;



(Add ↓ - Data Using Template - KIS data entry template)

5. KIS Data Entry Template

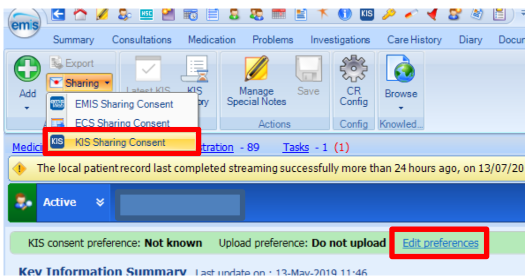
The Key Information Summary template is broken into 6 tabs, all with read codes and associated free text boxes, tick boxes and drop down menus.



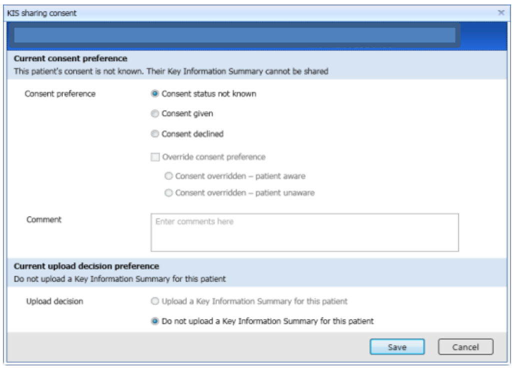
Anything that is coded already in the patient's record will automatically pull through into the record. Once you have completed the template, hit the **SAVE** icon on the top banner. You will return to the KIS Home screen where you will now include and exclude information you wish to share to NIECR.

6. Consent Status/Upload Decision

To edit KIS Sharing Consent, you can do so by clicking on the Sharing button, followed by **KIS Sharing Consent** or by clicking Edit Preferences on the preferences banner as pictured below.

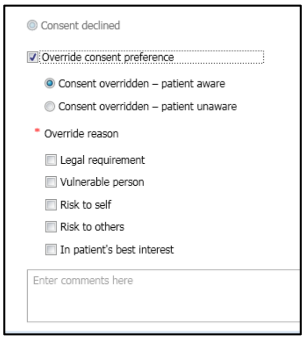


The consent screen will then open as follows;



If consent is given, select **Consent Given** and then select '**Upload a Key Information Summary for this patient'**.

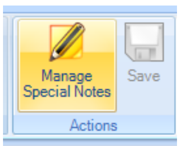
If consent is not given or it has been declined, there is an option to override dissent. A list of options will be provided as followed. Select the appropriate reason and add a comment in the free text box.



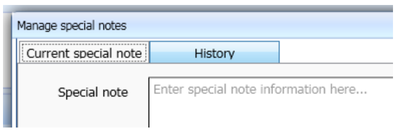
Remember to ensure you have select to Upload a KIS and then select **Save**.

7. Manage Special Notes

To add a special note to the patient's NIECR account, click on the Manage Special Note button in the top banner of the KIS Home screen.



You can also see previous special notes for a patient by clicking on the History tab.



8. Inputting Carer/Next of Kin Details

Carer/Next of Kin details can be added by going to:

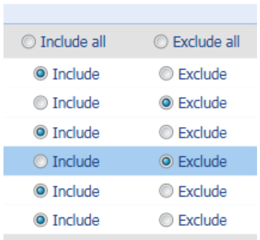
- **Registration**
- **3. Family/Relationship Links**
- **Add Relationship**

CARER LOGIC – for carer to show in KIS Template:
Can discuss record – **YES**
Cares for – **YES**
Main Carer – **YES**
Add permission date

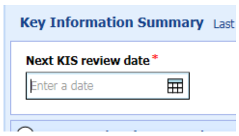
NEXT OF KIN LOGIC – for NOK to show in KIS Template:
Next of Kin – **YES**
Can discuss record – **YES**
Cares for – **YES**
Main Carer – **NO**
Add permission date

9. Include/Exclude & Next KIS Review Date/Save

Once you have added data to the template, you then have to review the information you wish to share to NIECR prior to uploading. Down the right-hand side, there is an Include/Exclude option. Review the information you wish to upload.



Once you are happy with all the information you want to share, you must add a Next KIS Review Date.



Finally, to upload the KIS, select **SAVE** in the Actions tab.