

# How to add photos along side a referral letter for patients via eRS where EMIS limits the size of attachments

- Currently EMIS limits the size of attachments including photos which can be sent with a referral letter if performed through EMIS
- There is no limit to the size of photo attachments or numbers attached as long as they are attached alongside the referral letter together **outside** of EMIS.
- This will explain how to do this

- Make the referral booking as usual to eRS through EMIS for the patient
- In this case you will be making an appointment to dermatology
- The next step will be writing the referral letter/proforma and saving this and the photos you need to send into a working file on your desktop (can also be saved in EMIS for your records)

Launch a consultation for appropriate patient and select **Document** and **Create Letter**. Can create referral letter which may be a traditional letter or an OCCG proforma

The screenshot displays the NHS EMIS software interface. The top menu bar includes options like Summary, Consultations, Medication, Problems, Investigations, Care History, Diary, Documents, Referrals, and New Consultation. The patient's name, Glenda (Mrs), is visible in the header. The left sidebar shows a list of consultation types, with 'Document' selected. A dropdown menu is open under 'Document', showing options: 'Create Letter', 'Attach Document', and 'Attach Existing Document'. The main area shows a list of consultations, including a recent one from 07-Jun-2016 for GP Surgery (HOLLOW WAY MEDICAL CENTRE) and a previous one from 13-Apr-2016. The bottom status bar shows the user is a Clinical Practitioner at HOLLOW WAY MEDICAL CENTRE.

Summary Consultations Medication Problems Investigations Care History Diary Documents Referrals New Consultation

Save Next Problem Confidentiality Sharing Online Visibility

06-Dec-2016 14:56  
CHAPMAN, D E (Dr)  
GP Surgery  
HOLLOW WAY MEDICAL CENTRE

Run Book Create Medication Add Fit Spell Print Configure Search

Mail Inbox - 5 (2) SCR - 3 Test Requests - 180 Referrals - 23 (2) GP2GP

Active XXTESTPATIENTRBVF, Glenda (Mrs)

Consultation 1. <No Problem>

Problem  
Procedure  
History  
Examination  
Comment  
Social  
Family History  
Medication  
Follow up  
Referral  
Test Request  
Allergy  
Document

Create Letter  
Attach Document  
Attach Existing Document

07-Jun-2016 GP Surgery (HOLLOW WAY MEDICAL CENTRE) CHAPMAN, D E (Dr)

Test Request Radiography - Unknown specimen  
Test Request : XR Chest Sample taken on Tue 07-Jun-2016  
Ultrasound - Unknown specimen  
Test Request : US Abdomen Sample taken on Tue 07-Jun-2016

13-Apr-2016 Externally Entered CHAPMAN, D E (Dr)

Lab Results Other diagnostic ultrasound (DEC3611) - Normal - no action

Latest Contacts

Summary

XXTESTPATIENTRBVF, Glenda  
Needs invite for NHS health check

NHS Clinical Practitioner | CHAPMAN, D E (Dr) | HOLLOW WAY MEDICAL CENTRE

14:56 06/12/2016

Summary Consultations Medication Problems Investigations Care History Diary Documents Referrals New Consultation

Mail Inbox - 5 (2) SCR - 3 Test Requests - 180 Referrals - 23 (2) GP2GP - 197 (197) Medicine Management - 187 (187) Registration - 586 (2) Lab Reports - 145 (52) Tasks - 155 (6)

Active XXTESTPATIENTRBVF, Glenda (Mrs) Born 21-Jun-1956 (60y) Gender Female NHS No. 999 026 2225 Usual GP CHAPMAN, D E (Dr)

Mail Merge Fields

File Properties

Print

Save and Close

Save As

Save

Close

Given Name

Middle Name

Surname

Previous Surname

Title Initial Last Name

Title Last Name

Age

Date of Birth

Gender

Gender(full)

Date of Registration

Patient Type

NHS Number

Hospital Number

EMIS Number

PAS Number

Contact Details

Patient Details

Clinical Content

Organisation Details

Miscellaneous Items

View -> My Record (No shared data.)

File Home Insert Page Layout References Mailings Review View Developer Add-Ins

Paste

Clipboard

Font

Once complete referral letter or proforma **Save and Close**

2 week Urgent Referral for **Suspected Breast Cancer** or **Benign Breast Symptoms**

GP Pro forma Oxfordshire v4.4m EMIS Web May 2016

Incorporating NICE guidelines NG12 June 2015 <http://tinyurl.com/hw4acjf>

Please send as an attachment via the Electronic Referral System (eRS)  
If eRS is unavailable please email to [PCC2wwOxford@nhs.net](mailto:PCC2wwOxford@nhs.net)  
and request a Read Receipt when sending

Referral Category (choose one)

☐ Referral for **suspected breast cancer**

**Refer via eRS**  
Priority "2WW"  
Directory "2WW Breast"

**Please send as an attachment within 24hrs**

☐ Referral for **symptomatic breast issues (cancer not suspected)**

**Refer via eRS**  
Priority "Routine" or "Urgent",  
Directory "Surgery - Breast"  
- "Other Symptomatic Breast (2WW)"

Patient's details

Surname Xtestpatientrbvf

Forename Glenda

Patient's background and culture

Ethnicity

1st language unknown

Page: 1 of 3 Words: 1/1,045

100%

XXTESTPATIENTRBVF, Glenda

Needs invite for NHS health check

NHS Clinical Practitioner | CHAPMAN, D E (Dr) | HOLLOW WAY MEDICAL CENTRE

14:59 06/12/2016

It is useful to add some useful code for document type such as **Referral to..** or just **Administration** – use the search tool to find

Document Properties

Document Type: Referral to breast clinic

Source: Dr D E Chapman, General Medical Practitioner at HOLLOW WAY MED

Document Title: 2WW Breast Clinic (EMIS Web) v4.4m

Date: 06-Dec-2016

Person:

Department:

☐ Send email

OK Cancel

Refer via eRS

Priority "2WW"

Directory "2WW Breast"

Please send as an attachment within 24hrs

Refer via eRS

Priority "Routine" or "Urgent",

Directory "Surgery – Breast"

– "Other Symptomatic Breast (2WW)"

Summary

View -> My Record (No shared data.)

Mail Merge Fields

File Properties

Patient Details

Full Name

Full Name(inc. middle)

Title

Calling Name

Given Name

Middle Name

Surname

Previous Surname

Title Initial Last Name

Title Last Name

Age

Date of Birth

Gender

Gender(full)

Date of Registration

Patient Type

NHS Number

Hospital Number

EMIS Number

PAS Number

Contact Details

Patient Details

Clinical Content

Organisation Details

Miscellaneous Items

Latest Contacts

Summary

Page: 1 of 3 Words: 1/1,045 100%

NHS Clinical Practitioner | CHAPMAN, D E (Dr) | HOLLOW WAY MEDICAL CENTRE

XXTESTPATIENTRBVF, Glenda

Needs invite for NHS health check

15:00 06/12/2016

The screenshot displays the EMIS Web Health Care interface. At the top, a navigation bar includes tabs for Summary, Consultations, Medication, Problems, Investigations, Care History, Diary, Documents, and Referrals. Below this is a toolbar with icons for Add, Delete, List Attachments, Explore Attachments, Full Screen View, Filters, Search View, View/Print, Export, and CR Config. A blue arrow points from the 'Documents' tab to a text box. The main area shows a patient record for 'XXTESTPATIENTRBVF, Glenda (Mrs)' with a table of documents. One document, dated '06-Dec-2016' and titled 'Referral to breast clinic', is highlighted. A right-click context menu is open over this document, with a blue arrow pointing from a text box to the 'Export Document' option. The right sidebar contains a 'Detailed View' section with fields for Source, Date, Type, Format, Filename, Size, and Pages. The bottom status bar shows the user is 'CHAPMAN, D E (Dr)' at 'HOLLOW WAY MEDICAL CENTRE'.

EMIS Web Health Care

Summary Consultations Medication Problems Investigations Care History Diary Documents Referrals

Add Edit Delete List Attachments Explore Attachments Full Screen View Filters Search View View/Print Export CR Config

Mail Inbox - 5 (2) SCR - 3 Test Requests - 180 Referrals - 23 (2) GP2GP - 182 (182) Medicine Manager

Active XXTESTPATIENTRBVF, Glenda (Mrs)

Date	Document Type	Document Title
06-Dec-2016	Referral to breast clinic	Referral to breast clinic (EMIS Web) v4.4m

- Edit
- Delete
- Confidentiality
- View Document
- Send Document
- Export Document
- Audit Trail
- Knowledge
- View Original Document

Source Dr D E Chapman, General Medical Practitioner at...  
Date 06-Dec-2016  
Type Referral to breast clinic  
Format Rich Text Format  
Filename Referral to breast clinicXXTESTPATIENTRBVF, G...  
Size 358.0 kb Pages 1  
Person  
Department  
Comments

Linked Problems [Edit Links](#) ⚙  
No Linked Problems

Linked Referrals [Edit Links](#) ⚙  
No Linked Referrals

XXTESTPATIENTRBVF, Glenda  
Needs invite for NHS health check

NHS Clinical Practitioner | CHAPMAN, D E (Dr) | HOLLOW WAY MEDICAL CENTRE

15:06 06/12/2016

The saved document can be found under the document tab

If you right click over the document you can **Edit** it or perform other actions including exporting it

EMIS Web Health Care System

Summary Consultations Medication Problems Investigations Care History Diary Documents Referrals

Active XXTESTPATIENTRBVF, Glenda (Mrs) Born 21-Jun-

Date	Document Type	Document Title
06-Dec-2016	Referral to breast clinic	2WW Breast Clinic (EMIS Web) v4.4m
06-Dec-2016	Referral to breast clinic	2WW Breast Clinic (E

View -> My Record (No shared data.)

Desktop

Libraries

Chapman David (K84048) Holl

Computer

Network

Control Panel

Recycle Bin

Cookies

Make New Folder OK

XXTESTPATIENTRBVF, Glenda

Needs invite for NHS health check

15:10 06/12/2016

If you are going to refer outside of emis Web for this patient you will need to save a copy of the referral on your desktop.

It is useful to create a working folder on your desktop to store these items along with any photos.

Select **Export** and save in desktop folder where you can easily access it and add photos to the folder

# Saving photos

- At this point if not already done it is useful to save the photos you wish to attach in the same folder on the desktop
- This means that the letter and the photos can easily be attached in the next step
- You now need to launch eRS directly so you can attach the letter and photos directly to the referral



# Launching the external access to eRS

Now click emis icon and select  
**External Links** and select **NHS e-Referral Service** to launch eRS

Browser address bar: <https://nww.ebs.ncrs.nhs.uk/main/>

Page Title: e-Referral Service

Navigation Bar: Help | Alerts (12) | Chapman, David | Referring Clinician | HOLLOW WAY MEDICAL CENTRE | Preferences | Log Out

Section Header: e-Referral Service

Sub-headers: Patient | Worklists | Directory of Services | Enquiries | Reports | Alerts

Search By: ☒ NHS Number ☐ UBRN ☐ Demographics

NHS Number:

Buttons: Clear Search

In eRS module type in **NHS number of the patient** and **Search**



Browser address bar: <https://nww.ebs.ncrs.nhs.uk/main/>

Page Title: e-Referral Service

Navigation: Help, Alerts (12), Chapman, David, Referring Clinician, HOLLOW WAY MEDICAL CENTRE, Preferences, Log Out

Section: e-Referral Service

Sub-navigation: Patient, Worklists, Directory of Services, Enquiries, Reports, Alerts

Search By: ☒ NHS Number ☐ UBRN ☐ Demographics

NHS Number: 999 028 2225

Buttons: Clear, Search

Patient Information:

Name:	XXTESTPATIENTRBVF, Granville Do Not Use (Mr)	Contact Information:	None	Address:	C/O Npfit Test Data Mgr, Prinoes Exchange Prinoes Square Leeds West Yorkshire LS1 4HY
NHS Number:	999 028 2225				
Date of Birth:	21/06/1956				
Age:	60 years				
Gender:	Male				

Buttons: Update Person, Refer/Advice

Patient Activity List - Displaying patient activity within the last 18 months only.

☐ Show All Non-Archived Referrals

Last Refresh: 06-Dec-2016 14:53

Buttons: Refresh List, Print List, View Archive

UBRN	Requested DateTime	Appointment	Referred By	Category	Referral Type	Referral Sent	Clinical Context
0002 8568 2862	06-Dec-2016 14:51	-	CHAPMAN, David	Unbooked	Referral	-	2WWW/2WW Breast

Annotation: The request or appointment has been made but you need to now attach the referral proforma or letter and the photos  
Double click on the UBRN number

Taskbar: Release Info, 14:53 06/12/2016

Browser window showing the NHS e-Referral Service interface. The URL is <https://www.ebs.ncrs.nhs.uk/main#/>. The page title is "e-Referral Service".

Navigation tabs: Patient, Worklists, Directory of Services, Enquiries, Reports, Alerts. The Alerts tab is active, showing 12 alerts.

Search By: ☒ NHS Number ☐ UBRN ☐ Demographics

NHS Number: 999 026 2225

Buttons: Clear, Search

Form fields:

- Name: XXTESTPATIENTRBVF, Granville Do Not Use (Mr)
- NHS Number: 999 026 2225
- Date of Birth: 21/06/1956
- Age: 60 years
- Gender: Male
- Contact Information: None
- Address: C/O Npft Test Data Mgr, Princes Exchange, Princes Square, Leeds, West Yorkshire, LS1 4HY

Buttons: Update Person, Refer/Advice

**Patient Activity List** - Displaying patient activity within the last 18 months only.

☐ Show All Non-Archived Referrals

Last Refresh: 06-Dec-2016 14:53

Buttons: Refresh List, Print List, View Archive

UBRN	Requested Date/Time	Appointment	Referral	Referral Type
0002 8569 2862	16-Dec-2016 14:51	-	CHAPMAN, David	Unbooked Referral - 2WW/2WW Breast

Click on the **Actions** arrow

Actions dropdown menu:

- Actions -
- Service: Suspected Breast Cancer-2ww-Breast Surgery-Oxford University Hospitals-RTH
- Specialty: 2WW
- Clinic Type: 2WW Breast
- Priority: 2 Week Wait

Release Info

Taskbar: Windows 8.1, various applications (In..., Do..., Inb..., dm, eB..., Go..., ems E..., DX..., dm D..., dm Do..., Links, 14:54 06/12/2016)

https://www.ebs.ncrs.nhs.uk/main#/e-Referral Service

HelpAlerts (12)Chapman, DavidReferring ClinicianHOLLOW WAY MEDICAL CENTREPreferencesLog Out

e-Referral ServiceNHS

PatientWorklistsDirectory of ServicesEnquiriesReportsAlerts

Search By☒ NHS Number☐ UBRN☐ Demographics

NHS Number

999

026

2225

ClearSearch

Name:XXTESTPATIENTRBVF, Granville Do Not Use (Mr)

NHS Number:999 026 2225

Date of Birth:21/06/1956

Age:60 years

Gender:Male

Update Person

Contact Information:None

Address:C/O Npft Test Data Mgr, Princes Exchange  
Princes Square  
Leeds  
West Yorkshire  
LS1 4HY

Refer/Advice

Patient Activity List - Displaying patient activity within the last 18 months only.

☐ Show All Non-Archived Referrals

Last Refresh: 06-Dec-2016 14:53

Refresh ListPrint ListView Archive

UBRN	Requested Date/Time	Appointment	Referred By	Category	Referral Type	Referral Sent	Clinical Context
0002 8569 2862	16-Dec-2016 14:51	-	CHAPMAN, David	Unbooked	Referral	-	2WW/2WW Breast

Actions -

Add Additional Requirements

Add Referral Letter

Cancel Request

Make Content Sensitive

Update/Book

View History

View Request

Priority2 Week Wait

Click on Add Referral Letter

Release Info

Windows Taskbar

14:54 06/12/2016

HelpAlerts (12)Chapman, DavidReferring ClinicianHOLLOW WAY MEDICAL CENTREPreferencesLog Out

e-Referral ServicePatient: XXTESTPATIENTRBVF, Granville Do not use (Mr) Gender: Male Date of birth: 21/06/1956 Age: 60 years NHS: 999 026 2225NHS

Clinical Referral Information

Referred By

Name

CHAPMAN, David (Dr)

Organisation Name

HOLLOW WAY MEDICAL CENTRE

Organisation Address

18 IVY CLOSE  
COWLEY  
OXFORD  
OXFORDSHIRE  
England  
OX4 2NB

Organisation Phone

01865 777495

Priority

2 Week Wait

Referral Attachments




























Add Attachment

File Name	File Description	Remove
None Found		

Click on Add Attachments

CancelSubmit

Release Info



14:55  
06/12/2016

Open File

> This PC > Documents > email correspondence >

Search email correspondence

Organise New folder

Name	Date modified	Type	Size
jkdermatology referral.pdf	04/01/2021 15:27	Adobe Acrobat D...	817 KB
jk7.pdf	04/01/2021 15:07	Adobe Acrobat D...	120 KB
jk6.pdf	04/01/2021 15:07	Adobe Acrobat D...	101 KB
jk5.pdf	04/01/2021 15:06	Adobe Acrobat D...	93 KB
jk4.pdf	04/01/2021 15:06	Adobe Acrobat D...	93 KB
jk3.pdf	04/01/2021 15:05	Adobe Acrobat D...	147 KB
jk2.pdf	04/01/2021 15:05	Adobe Acrobat D...	143 KB
JK1.pdf	04/01/2021 15:04	Adobe Acrobat D...	108 KB
xx.pdf	23/12/2020 18:26	Adobe Acrobat D...	189 KB
xxx.pdf	23/12/2020 19:25	Adobe Acrobat D...	190 KB
x1.pdf	23/12/2020 17:37	Adobe Acrobat D...	1,232 KB
xxxxx.pdf	23/12/2020 17:29	Adobe Acrobat D...	191 KB
x.pdf	23/12/2020 17:29	Adobe Acrobat D...	192 KB
xxe.pdf	23/12/2020 16:59	Adobe Acrobat D...	194 KB
xxee.pdf	23/11/2020 18:22	Adobe Acrobat D...	194 KB

File name:  All Files (\*.\*)

Open Cancel

None Found

Remove

years (03-Feb-1996)

Help Alerts Chapman, David

Donotuse

accination

on

rsed

alcohol screening

Cancel Submit

Release Info

Referral UBRN : 000358107101

User Team Retry Defer Please select an action: OK

Latest Contacts

CHAPMAN, David E (Dr) Location: HOLLOW WAY MEDICAL CENTRE

Type here to search

17:09 13/01/2021

Find the appropriate folder on your desktop containing the referral letter and photos and start adding the attachments (referral letter/proforma first) one at a time

NHS e-Referral Service

Active ▾ XXTESTPATIENT-TGJX, Donotuse (Mrs) Born 03-Feb-199 dm patches male NHS No. 999 054 7548  
Usual GP FLEMING, David (Dr) View

NHS e-Referral Service Help Alerts Chapman, David ▾

UBRN: 0003 5810 7101 Patient: ▾ XXTESTPATIENT-TGJX, Donotuse (Mrs) Gender: Female 24 years (03-Feb-1996)


### Add Referral Letter

**Referred By**

Name	CHAPMAN, David (Dr)
Organisation Name	HOLLOW WAY MEDICAL CENTRE
Organisation Address	18 IVY CLOSE COWLEY OXFORDSHIRE England OX4 2NB
Organisation Phone	01865 777485
Priority	Routine

**Referral Attachments**

[Add Attachment](#)

File Name	File Description	Remove
jdkdermatology referral.pdf	<a href="#">Click here to add File Description</a>	

The letter has been attached – you can add some description. Now add the photos as attachments (**Add Attachment**) one by one

**Release Info**

Referral UBRN : 000358107101 [User Team](#)   Please select an action: ▾

Donotuse Vaccination on rised alcohol screening

Latest Contacts

NHS Clinical Practitioner | CHAPMAN, David E (Dr) | Location: HOLLOW WAY MEDICAL CENTRE

Type here to search

17:09 13/01/2021



NHS e-Referral Service

Open File

← → ↑ ↓ This PC > Documents > email correspondence

Search email correspondence

Organise New folder

Name	Date modified	Type	Size
jkdermatology referral.pdf	04/01/2021 15:27	Adobe Acrobat D...	817 KB
jk7.pdf	04/01/2021 15:07	Adobe Acrobat D...	120 KB
jk1.pdf	04/01/2021 15:07	Adobe Acrobat D...	101 KB
jk2.pdf	04/01/2021 15:06	Adobe Acrobat D...	93 KB
jk3.pdf	04/01/2021 15:06	Adobe Acrobat D...	93 KB
jk4.pdf	04/01/2021 15:05	Adobe Acrobat D...	147 KB
jk5.pdf	04/01/2021 15:05	Adobe Acrobat D...	143 KB
jk6.pdf	04/01/2021 15:04	Adobe Acrobat D...	108 KB
xx.pdf	23/12/2020 19:26	Adobe Acrobat D...	189 KB
xxx.pdf	23/12/2020 19:25	Adobe Acrobat D...	190 KB
x1.pdf	23/12/2020 17:37	Adobe Acrobat D...	1,232 KB
xxxxx.pdf	23/12/2020 17:29	Adobe Acrobat D...	191 KB
x.pdf	23/12/2020 16:29	Adobe Acrobat D...	192 KB
xxe.pdf	23/12/2020 16:29	Adobe Acrobat D...	194 KB
xxee.pdf	23/11/2020 18:22	Adobe Acrobat D...	194 KB

File name: All Files (\*.\*)

Open Cancel

jkdermatology referral.pdf

Click here to add File Description

Remove

years (03-Feb-1996)

Help Alerts Chapman, David

Referral UBRN : 000358107101

User/Team Retry Defer Please select an action: OK

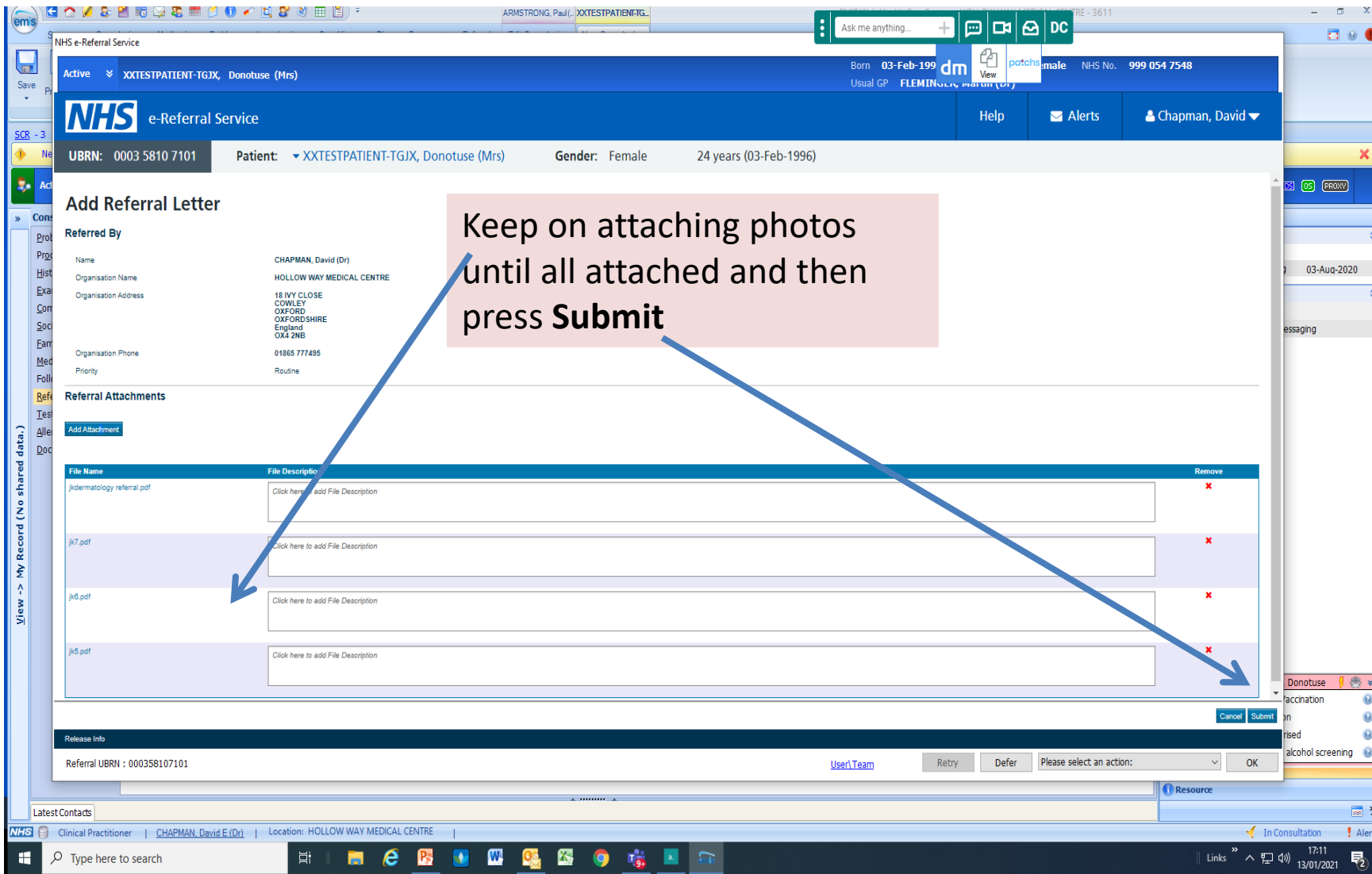
Latest Contacts

NHS Clinical Practitioner | CHAPMAN, David E (Dr) | Location: HOLLOW WAY MEDICAL CENTRE

Type here to search

17:10 13/01/2021

Select photo to attach one by one



ARMSTRONG, Paul (XXTESTPATIENT.TGJX)

Ask me anything... +

DC

3611

NHS e-Referral Service

Active XXTESTPATIENT-TGJX, Donotuse (Mrs)

Born 03-Feb-1996 dm patcha female NHS No. 999 054 7548

Usual GP FLEMING, Martin (Dr)

Help Alerts Chapman, David

UBRN: 0003 5810 7101 Patient: XXTESTPATIENT-TGJX, Donotuse (Mrs) Gender: Female 24 years (03-Feb-1996)

### Clinical Information Summary

Appointment Request Details  
Clinical Information

**Clinical Information**

UBRN Information

Appointment Date/Time: -  
Priority: Routine  
Referral Created Date: 13-Jan-2021 16:38  
Clinical Information First Submitted: 13-Jan-2021 17:11

Patient Information

Name: -  
Gender: -  
Date of Birth: -  
Age: -  
NHS Number: -

Attachments

File Name	File Description	Added By	Date/Time Added
jkdermatology referral.pdf	-	CHAPMAN, David (Dr) (Referring Clinician)	13-Jan-2021 17:09
jk7.pdf	-	CHAPMAN, David (Dr) (Referring Clinician)	13-Jan-2021 17:10
jk6.pdf	-	CHAPMAN, David (Dr) (Referring Clinician)	13-Jan-2021 17:11
jk5.pdf	-	CHAPMAN, David (Dr) (Referring Clinician)	13-Jan-2021 17:11

**You can add more attachments at this point by selecting **Modify Referral Letter****

**When all attached press Close – no more can be added after this and the referral is complete**

Release Info

Referral UBRN : 000358107101

Latest Contacts

Clinical Practitioner | CHAPMAN, David E (Dr) | Location: HOLLOW WAY MEDICAL CENTRE

Client Email Print Update Person Add Additional Requirements **Modify Referral Letter** Close

etry Def Please select an action: OK

Resource

In Consultation Alerts

17:12 13/01/2021