## How to set up Whittington Health as a Trading Partner in EMIS

To get reports electronically from Whittington Health NHS Trust, GP practices must set up Whittington as a trading partner. This process needs to be completed for Whittington Pathology and Imaging. Please follow the instructions below. Any queries please contact GP IT.

- A. Setting up Whittington as a trading partner for Pathology
  - 1. Go to 'Workflow Manager'
  - 2. Click on 'Lab reports'
  - 3. Click on 'Config'

Viorkflow Manager	i⊊i25 m 0 0 0 × 0 11 4 2°	>		0	: 🖂 @	Control of the Medical Co	entre - 5531			× C • • 5
Workflow View Admin Acti	View History High Priority Print Print Task Task Task Task Filter	Open Reply Forward Complete D Task Menu	Note Batch Processing							
Report Management - 37 SCR - 1	Test Requests - 140 GP2GP - 42 (42)	Medicine Management - 581 (5	1) Repistration	Edit trading partner					×	1
New priority Workflow Items rea	ceived - Tasks, Registration, Medicine Managem	ent, GP2GP		can meany period	1					×
			_	Trading partner	Messages	1 Delete				
No patient selected			_	Messages	Con the con	. Vocic	Tradice Onteres	Oversiteties		
Clobal Man	Cublert	Workflow Manager Configuration			Message Type	Message Version	Cipher	Cipher	Linked	
Tacks 142.44	Subject	User Options	Trading Part		MEDRPT	NH5002	130000077400002	130004107200005		
Task Management	_	Out of Office	🕒 Add 🗮 Ed		MEDRPT	NHS003	130000077400002	130004107200005		i i i i i i i i i i i i i i i i i i i
To-Do List (142, 44)		Default Soud To	Trading Partner							1
Sent Tasks		Deradic Send To	Kensington, Chel							8
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Deleted		SCR Settings	Whittington Hos	Edit Message	×					8
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Inbox Completed Mercaner		Lask escalation seconds	Contrat Data b	Message Version NHS002	~					8
Deleted Messages		Mailboxes	Contact Details	<ul> <li>Trading Partner Cipher 1300000</li> </ul>	77400002					8
Services Requests		Inbound User Matches	Main Contact	- Organisation Cipher 1300041	07200005					8 c
		Inbound Code Matches	Telephone	Linked 🗹						8
		Lab Departs Configuration	relephone							8
		Lab Reports Configuration	Fax	OK	Cancel					
		Inbound Document Tasks	Email		Cancer					i i i i i i i i i i i i i i i i i i i
		Quick codes and text	Address Detai							n ~
		Medicine Management								III II Page 1 of 3
	Escalation Report (Oct 20 2022) - Esca	Tradice entrees								
	EMIS, Emis ()	riading partiers								
	Sector 20-04-2022 00-10		-							
	To: GRANT, Maureen (Ms)									1
Lab Reports 1.1				-						
Registration 698.11	Escalation Report - Report generated Oct 2	0 2022 12:10AM.					Back	OX	Concel	
Medicine Managemen 581,581	The tasks below are escalated. These may re-	quire immediate attention.					Datk	UK	Cancer	
GP2GP 1205,1205	Assigned User	Modules Referal Management	Escalation	Reason Total						
Document Management 0,0	FRERIS, Nicole (Dr)	Referral Management	Overdue	2						
Referral Management 86,21	HENRY, James (Mr)	Referral Management	Overdue	13 6						
Test Requests 140,0	HUGHES, Elaine (Miss) MUNOGEE, Dheera (Mr)	Referral Management Referral Management	Overdue	18 16						
Report Management 37.0	NJEMANZE, V (Dr) PATEL, Antal (Miss)	Referral Management Referral Management	Overdue	1						
Clerical   VALENTE, MAI	RIA HELENA (Ms)   Location: Sobell Medical C	entre	2000	5						🖌 Available

- 4. Select Trading partner from Organisation options.
- 5. Click on 'Add'
- 6. Complete the mandatory fields as per below.



7. Then select 'Messages' from menu on the left.

t trading partner					
rading partner	Messages				
	🛟 Add 🐺 Edit	🗶 Delete			
essages	Message Type	Message Version	Trading Partner Opher	Organisation Opher	Linked
	MEDRPT	NH5002			
	MEDRPT	NHS003			
	NHSRSR	NH5002			Ø
			Back Next	ОК	Cancel

- 8. Click on 'Add'
- 9. Message type is **MEDRPT**
- 10. Message version is **NHS002**
- 11. Trading Partner Cipher for Whittington is **130000077400002**
- 12. Organisation Cipher: This is the practice's organisation cipher, it can be found from a previously added trading partner and will be specific to your practice.
- 13. Please ensure that the Linked box is checked.
- 14. Click 'OK'

ding partner	Messages								
Messages	🗘 Add 🗮 Edit 🗶 Delete								
	Message Type	Message Version	Trading Partner Cipher	Organisation Opher	1 Linke				
	MEDRPT	NH5002							
	MEDRPT	NHS003			P				
	NHSRSR	NH5002			F				

- 15. Now click on 'Add' again
- 16. Message type is **MEDRPT**
- 17. Message version is NHS003
- 18. Trading Partner Cipher for Whittington is **130000077400002**
- 19. Organisation Cipher: This is the practice's organisation cipher, it can be found from a previously added trading partner and will be specific to your practice.
- 20. Please ensure that the Linked box is checked.
- 21. Then click '**OK**' to complete

## **B.** Set up a second trading partner for Whittington Imaging

1. Complete the mandatory fields as per below.

Edit trading partner			×	
Trading partner	Trading partner			Laboratory
Messages	<ul> <li>Trading Partner Type</li> </ul>			
	Trading Partner Name			Whittington Imaging
	Trading Partner Code			
	DTS Mailbox			RKEPM
	* Main Contact			
	* Telephone			Unknown
	Fax		l	
	Email			
	Address Details			
	* Required field			
		Back Next OK	Cancel	

2. Then select messages from menu on the left.

Messages	Add III Edit Message Type NHSRSR	Message V NHS002	/ersion	Trading Partner Opher	Organisation	1 March
ricoayo	Message Type NHSRSR	Message V NHS002	/ersion	Trading Partner Opher	Organisation	a hadron of
	NHSRSR	NHS002			Cpher	Linked
				130000077400000	130008064100005	
	Edit Message Message Type Message Version Trading Partner Opher Organisation Opher Linked		NHSRSR NHS002	×		
			Bad			Cancel

- 1. Click on 'Add'
- 2. Message type is **NHSRSR**
- 3. Message version is **NHS002**
- 4. Trading Partner Cipher for Whittington is **130000077400000**
- 5. Organisation Cipher: This is the practice's organisation cipher, it can be found from a previously added trading partner and will be specific to your practice.
- 6. Please ensure that the Linked box is checked.
- 7. Then click '**OK**' to complete