

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'**

The screenshot shows the EMIS Workflow Manager interface. The 'Edit trading partner' dialog box is open, displaying the following fields:

- Message Type: MEDRPT
- Message Version: NHS002
- Trading Partner Cpher: 130000077400002
- Organisation Cpher: 130004107200005
- Linked:

The 'Messages' table in the background shows the following data:

Message Type	Message Version	Trading Partner Cpher	Organisation Cpher	Linked
MEDRPT	NHS002	130000077400002	130004107200005	<input checked="" type="checkbox"/>
MEDRPT	NHS003	130000077400002	130004107200005	<input checked="" type="checkbox"/>

The 'Edit Message' dialog box is also open, showing the following fields:

- ToHealth Ltd
- UCLH
- Contact Details
- Main Contact
- Telephone
- Fax
- Email
- Address Details

The 'Escalation Report' is also visible, showing the following data:

Assigned User	Modules	Escalation Reason	Total
DASOAR, Arun (Dr)	Referral Management	Overdue	5
FRERIS, Nicole (Dr)	Referral Management	Overdue	2
GUPTA, Virender (Dr)	Referral Management	Overdue	13
HENRY, James (Mr)	Referral Management	Overdue	6
HUGHES, Elaine (Miss)	Referral Management	Overdue	18
MUNOGE, Dheera (Mr)	Referral Management	Overdue	16
NIEMANZE, V (Dr)	Referral Management	Overdue	1
PATEL, Anjal (Miss)	Referral Management	Overdue	1
...

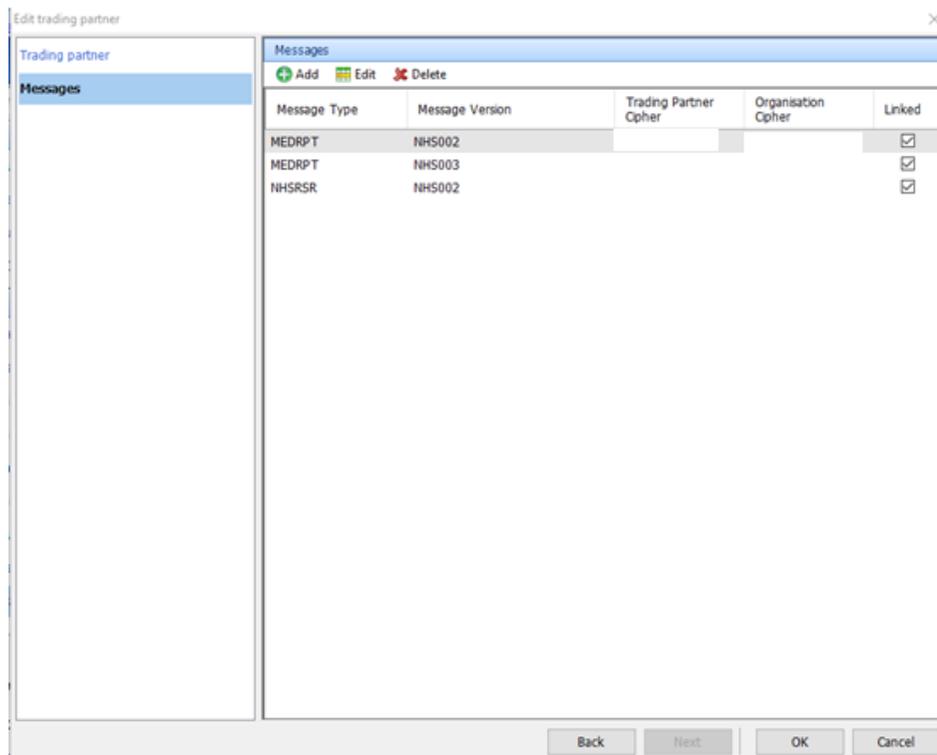
4. Select Trading partner from Organisation options.
5. Click on '**Add**'
6. Complete the mandatory fields as per below.

The screenshot shows a software window titled "Edit trading partner" with a close button (X) in the top right corner. On the left side, there is a navigation menu with "Trading partner" selected and "Messages" below it. The main area contains a form with the following fields:

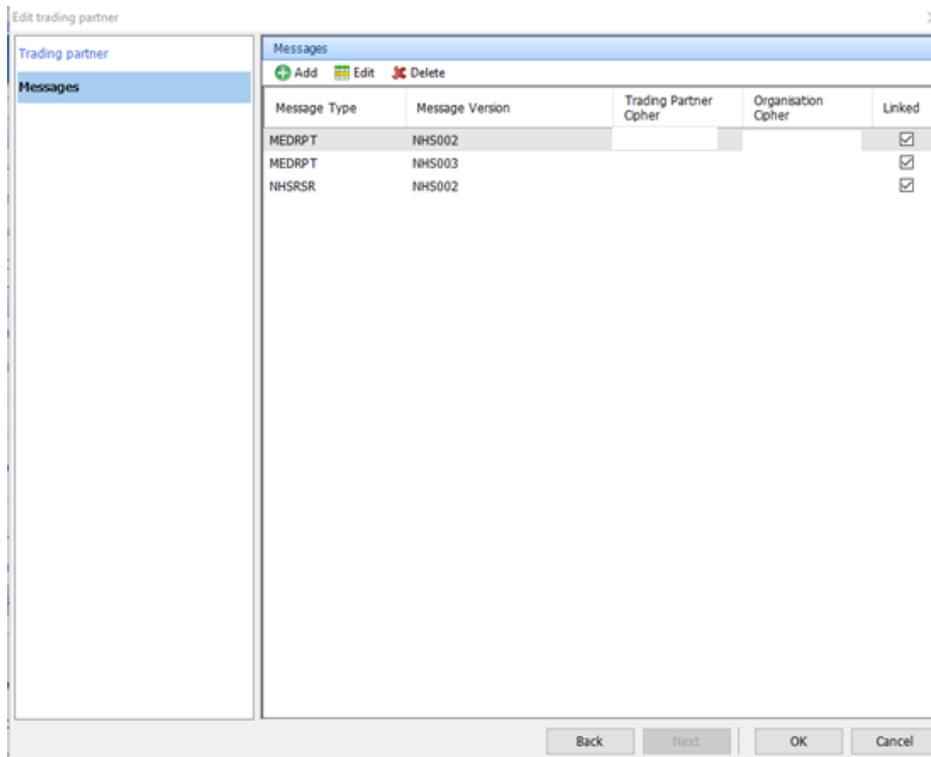
- Trading Partner Type**: A dropdown menu with a red asterisk indicating it is a required field. An arrow points to a box labeled "Laboratory".
- Trading Partner Name**: A text input field with a red asterisk. An arrow points to a box labeled "Whittington Pathology".
- Trading Partner Code**: A text input field.
- DTS Mailbox**: A dropdown menu with a red asterisk. An arrow points to a box labeled "RKEPM".
- Main Contact**: A text input field with a red asterisk. An arrow points to a box labeled "Unknown".
- Telephone**: A text input field with a red asterisk. An arrow points to a box labeled "Unknown".
- Fax**: A text input field.
- Email**: A text input field.
- Address Details**: A large text area.

At the bottom left of the form, there is a legend: "* Required field". At the bottom of the window, there are four buttons: "Back", "Next", "OK", and "Cancel".

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



8. Click on **'Add'**
9. Message type is **MEDRPT**
10. Message version is **NHS002**
11. Trading Partner Cpher for Whittington is **130000077400002**
12. Organisation Cpher: This is the practice's organisation cpher, 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'**



15. Now click on **'Add'** again

16. Message type is **MEDRPT**

17. Message version is **NHS003**

18. Trading Partner Cpher for Whittington is **130000077400002**

19. Organisation Cpher: This is the practice's organisation cpher, 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

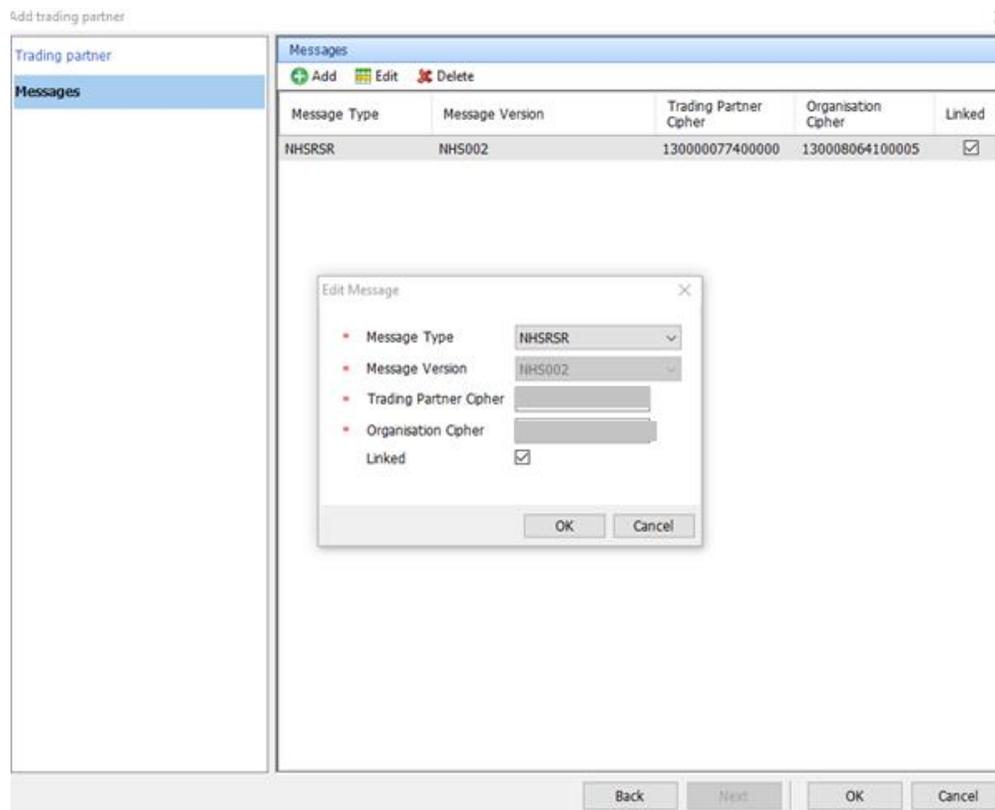
1. Complete the mandatory fields as per below.

The screenshot shows the 'Edit trading partner' window. The form contains the following fields and annotations:

- Trading Partner Type:** Annotated with a box labeled 'Laboratory'.
- Trading Partner Name:** Annotated with a box labeled 'Whittington Imaging'.
- DTS Mailbox:** Annotated with a box labeled 'RKEPM'.
- Telephone:** Annotated with a box labeled 'Unknown'.

Other fields include Trading Partner Code, Main Contact, Fax, Email, and Address Details. A legend at the bottom left indicates that a red asterisk (*) denotes a 'Required field'. Navigation buttons 'Back', 'Next', 'OK', and 'Cancel' are located at the bottom of the window.

2. Then select messages from menu on the left.



1. Click on **'Add'**
2. Message type is **NHSRSR**
3. Message version is **NHS002**
4. Trading Partner Cpher for Whittington is **130000077400000**
5. Organisation Cpher: This is the practice's organisation cpher, 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