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'**
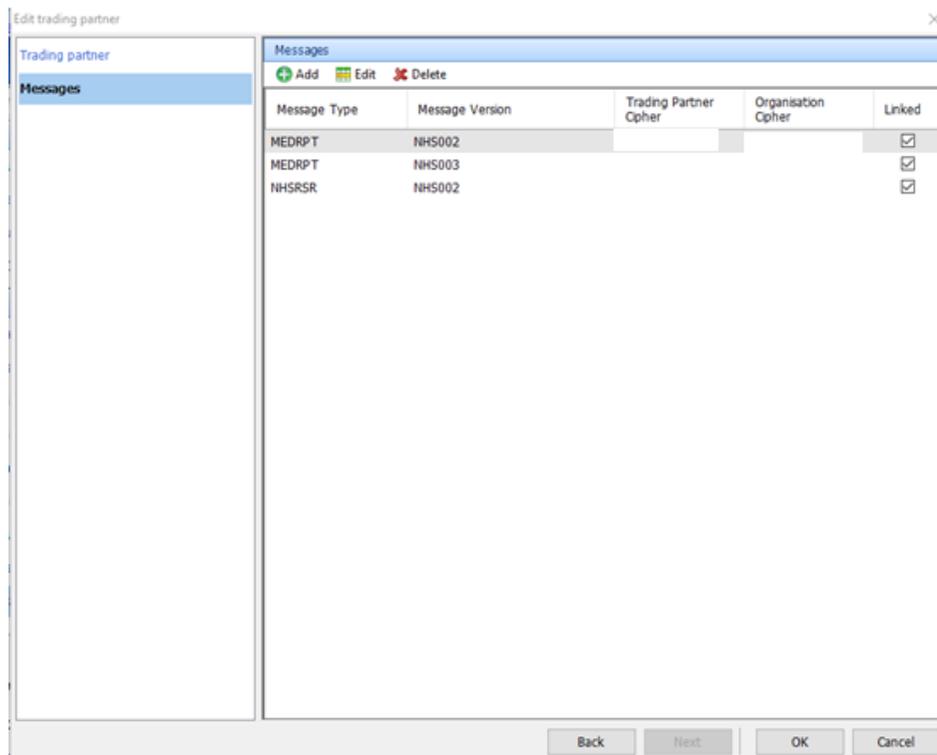
2. Click on **'Lab reports'**

3. Click on **'Config'**

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.

Edit trading partner ✕

Trading partner
Messages

Messages
● Add 　▦ Edit 　✖ Delete

Message Type	Message Version	Trading Partner Cipher	Organisation Cipher	Linked
MEDRPT	NHS002			☑
MEDRPT	NHS003			☑
NHSRSR	NHS002			☑

Back　　Next　　OK　　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'**
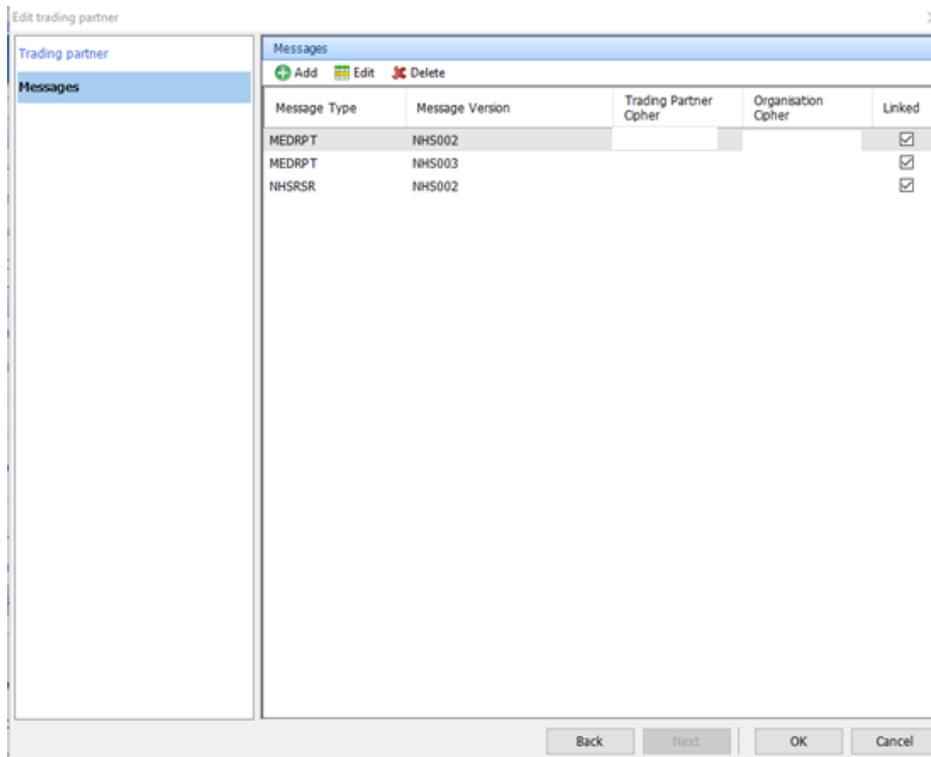
15. Now click on **'Add'** again

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

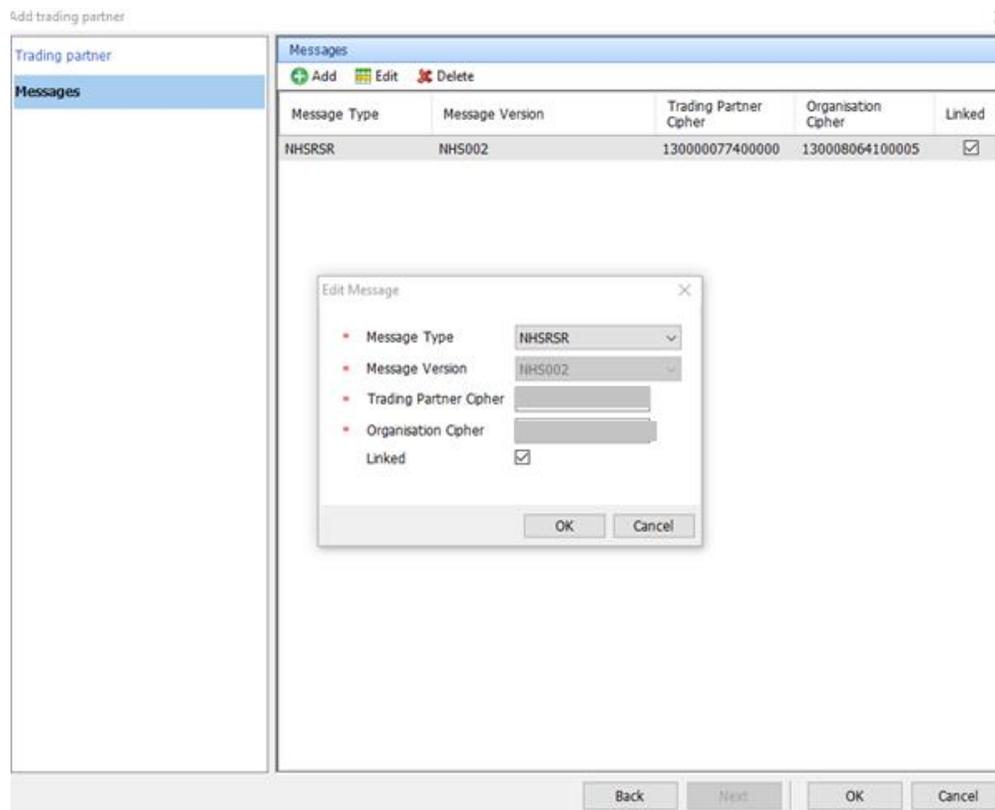## B. Set up a second trading partner for Whittington Imaging

1. Complete the mandatory fields as per below.

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 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