

cybermedia

EMIS Theseus Practice Activation

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Once you have received confirmation that your practice has been enabled to use the Theseus portal, it then needs to be activated at practice level.

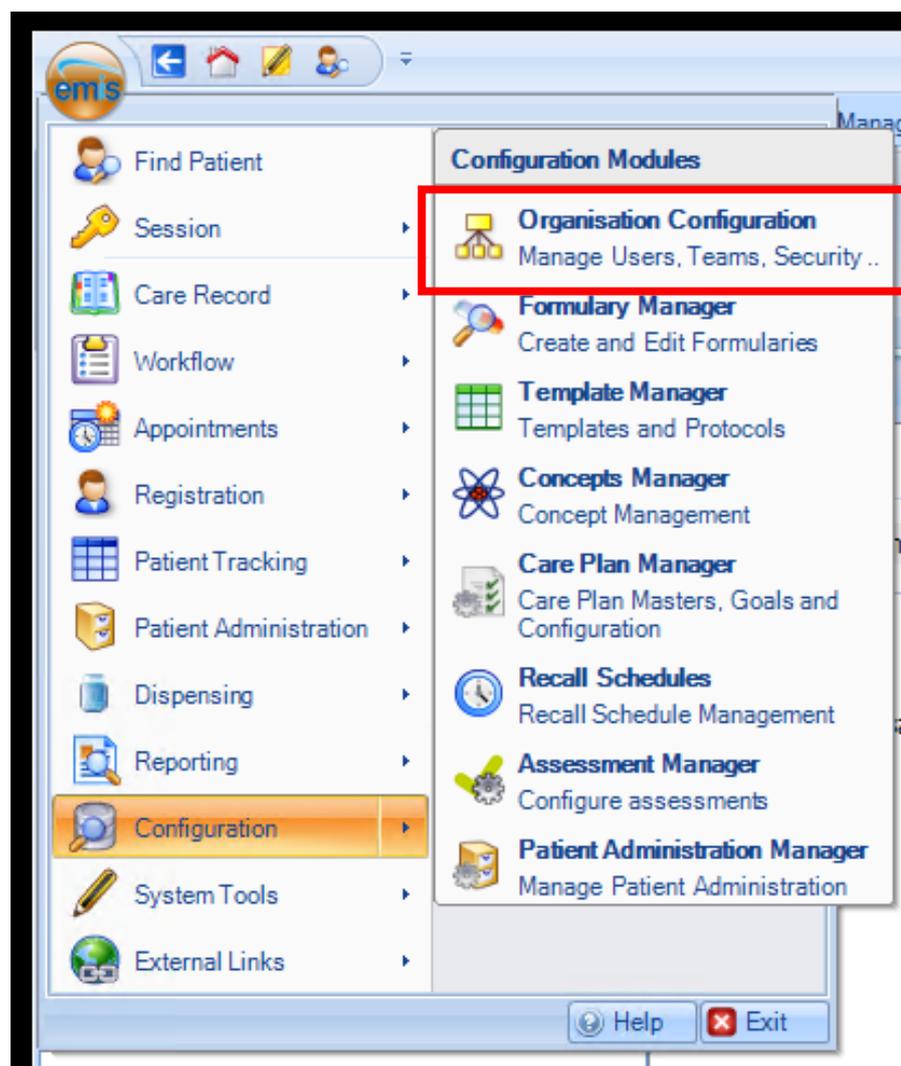
This document guides you through the one-time setup steps for your practice. All users will have access to the Theseus Portal at your practice once activated.

Activating the Theseus Portal

There are several features to check to confirm that your EMIS system and Theseus are configured correctly.

1. In EMIS Web, go to:

EMIS Ball → Configuration → Organisation Configuration



2. Click on “Organisation” from the menu in the bottom left of the screen

The screenshot displays the EMIS Theseus Practice Activation interface. At the top, there is a navigation bar with tabs for 'Organisation Configuration', 'Formulary Manager', 'Template Manager', 'Concepts Manager', and 'Care Plan Manager'. Below this is an 'Actions' toolbar with icons for 'Add', 'Edit User', 'Search', 'Activate', 'Deactivate', 'Reset Password', 'Mark Out of Office', 'Mark In Office', 'Disassociate Smart Card', 'Re-Sync Smart Card', 'Synchronise Users Details', and 'Change Job Category'.

The main content area shows the 'Users' management screen for 'Partner Programme Test 17'. On the left, a tree view lists various user roles such as 'Admin/Clinical Support', 'Biomedical Scientist', 'Clerical', 'Clerical Manager', 'Clinical Practitioner', 'Health Professional', 'Health Records Manager', 'Healthcare Student', 'Nurse', 'Receptionist', and 'Systems Support'. On the right, a list of user names is displayed, including 'Admin/Clinical Support', 'Biomedical Scientist', 'Clerical', 'Clerical Manager', 'Clinical Practitioner', 'Health Professional', 'Health Records Manager', 'Healthcare Student', 'Nurse', 'Receptionist', and 'Systeme Support'. Below the list, there is a navigation bar for 'MAXIMS OCS MIG' with tabs for 'Organisation Details', 'Location Details', 'Service Details', and 'SMS A'. The 'Organisation Details' tab is selected, showing the following information:

Organisation details	
Organisation name (business)	Partner Programme Tes
Organisation name (legal)	
Organisation Type	General Practice
Information	Please do not change N
National Code	A00005

At the bottom of the screen, there is a status bar with the following information: 'NHS Higher Level GP (SJR002) | MEDIA, Cyber (Mr) | Organisation: Partner Programme Test 17 | Locati'.

3. Click the “Edit” button from the ribbon menu at the top of the screen

The screenshot displays the EMIS Web Health Care System interface. At the top, the ribbon menu includes tabs for 'Organisation Configuration', 'Formulary Manager', 'Template Manager', 'Concepts Manager', 'Care Plan Manager', 'Recall Schedules', 'Assessment Manager', and 'Patient Management'. The 'Organisation Configuration' tab is active, and the 'Edit' button is highlighted with a red box. Other buttons in the ribbon include 'Add', 'Search', 'Paste', 'Close', 'Swap Organisation', 'Synchronise Organisation', 'Open Organisations', and 'All Organisations'.

The main content area shows a tree view of organisations under 'Partner Programme Test 17', including 'CTS Test Org', 'OCS Test Org', and 'SP Test Organisation'. Below this, the 'MAXIMS OCS MIG' section is visible, with tabs for 'Organisation Details', 'Location Details', 'Service Details', 'SMS Account Details', and 'History'. The 'Organisation Details' tab is selected, showing the following information:

Organisation details	
Organisation name (business)	Partner Programme Test 17
Organisation name (legal)	
Organisation Type	General Practice
Information	Please do not change NACS code- This is a shared environment.
National Code	A00005

The bottom status bar shows 'NHS Higher Level GP (SJR002) | MEDIA Cyber (Mr) | Organisation: Partner Programme Test 17 | Location: Main Building'.

4. Within the “Edit Organisation” screen, select “Theseus Portal” and then
 - a. Select “Enabled” for the “Portal Access” option
 - b. Select “No” for the option of “Require logon details”
 - c. Click “OK” to save

The screenshot shows a window titled "Edit Organisation: Partner Programme Test 17". On the left is a list of portals, with "Theseus Portal" selected. The main area shows the configuration for "Theseus Portal".

Portal Description	Theseus Referrals and Social Prescribing Connector
Portal access	<input type="radio"/> Disabled <input checked="" type="radio"/> Enabled
Require logon details	<input checked="" type="radio"/> No <input type="radio"/> Yes
Username	<input type="text" value="Type username"/>
Password	<input type="text" value="Type new password"/>
Confirm password	<input type="text" value="Confirm password"/>

EMIS is not responsible for the security of this portal or the data passed through it. Security of this portal and the data passed through it is the responsibility of the portal provider.
Important: By allowing portal access, you are providing consent for NHS numbers to be shared.

At the bottom, there are buttons for "Back", "Next", "OK", and "Cancel". The "OK" button is highlighted with a red box.

Once activated, the Theseus Portal will be available for all users within your practice.

Please note that it may be necessary for users who are already logged in to log out and log back in again for the changes to take effect for their user account.