EMIS Writeback configuration

Connecting your clinical system to Evergreen Connect

askmyGP uses the Evergreen Connect API to integrate with your clinical system, allowing you to writeback patient request summaries, attachment files and coded data. To take advantage of this functionality, the steps below must be undertaken by someone in the practice with full admin rights:

To enable writeback you must have:

- The service activated (step 1)
- A dedicated evergreen user (step 2)
- Linked account between systems (step 3)

and for each case to be filed:

- A patient with an NHS number and verified identity
- Matching Surname and DoB between askmyGP and the clinical record.

We recommend you test with a simple example, with a small number of people (i.e. one or two individuals) before rolling out within the practice.

Step One - Service Activation

Email service@askmygp.uk to request activation of the writeback feature. Once this is confirmed, follow these steps in the practice:

Step Two – Create a dedicated user in EMIS

This user is intended for the sole use of the API interface and no person should be given the capability to log in. No-one should be given the password.

1. Log into your EMIS account.
   Go to Configuration -> Organisation Configuration

2. Add -> New User
   2.1. First screen
      Change title, name, gender to Mr Evergreen Connect - Male
      Add the practice manager's email address.
      Username – Evergreen
      Password – Set a complex password and do not disclose it to anyone; keep it temporarily for the next step.
   2.2. Second Screen – populate with the below. For any not mentioned, please leave blank or as default.
      Job category – General Medical Practitioner
      Appointment Session Holder, Consulter – No
      User Mnemonic 'EG' – or other if you prefer, not critical.
      Other Role section options to 'No' or empty.
      Contractual relationship – Employed by Practice
      Contract Start Date – Today

Contract End Date – leave blank

Professional number – leave blank. *Ignore the warning about these upon filing.*

2.3. Third Screen (Languages)

Leave blank

2.4. Fourth Screen (User Role Profiles)

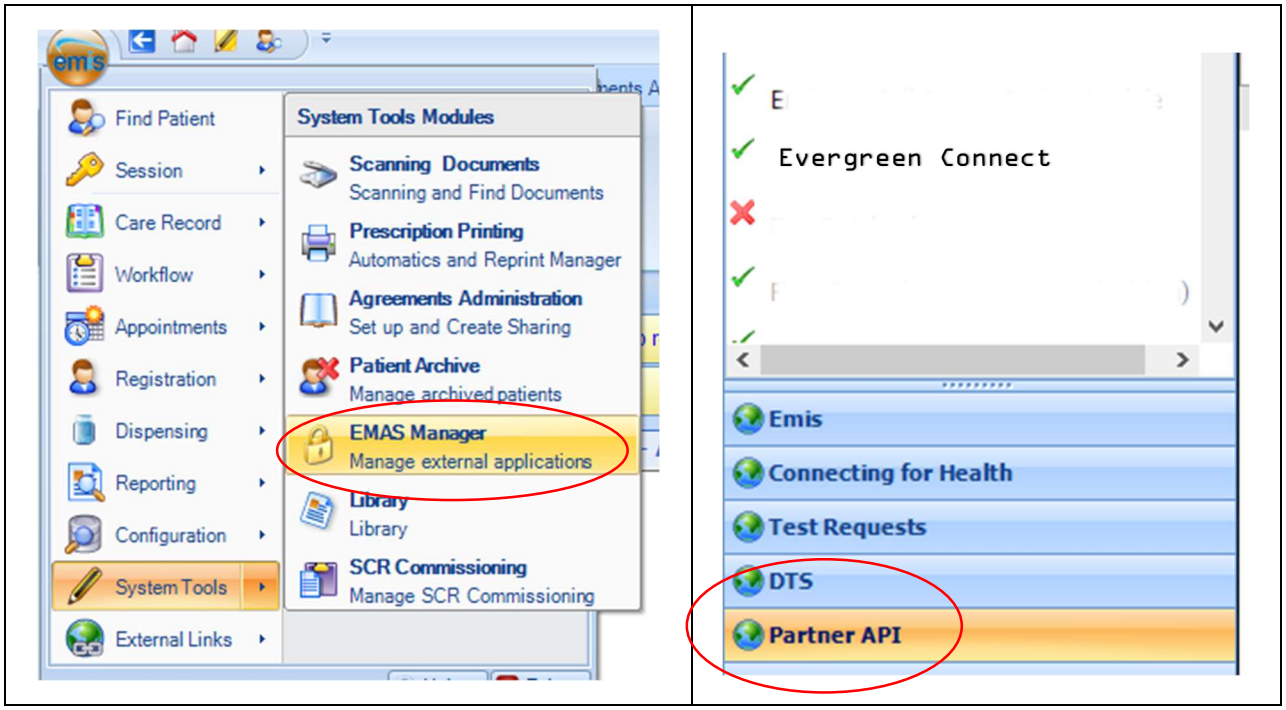
RBAC Role – Clinical Practitioner Access Role

2.5. All other screen – leave unpopulated/accept defaults.

Step Three - Link accounts between systems

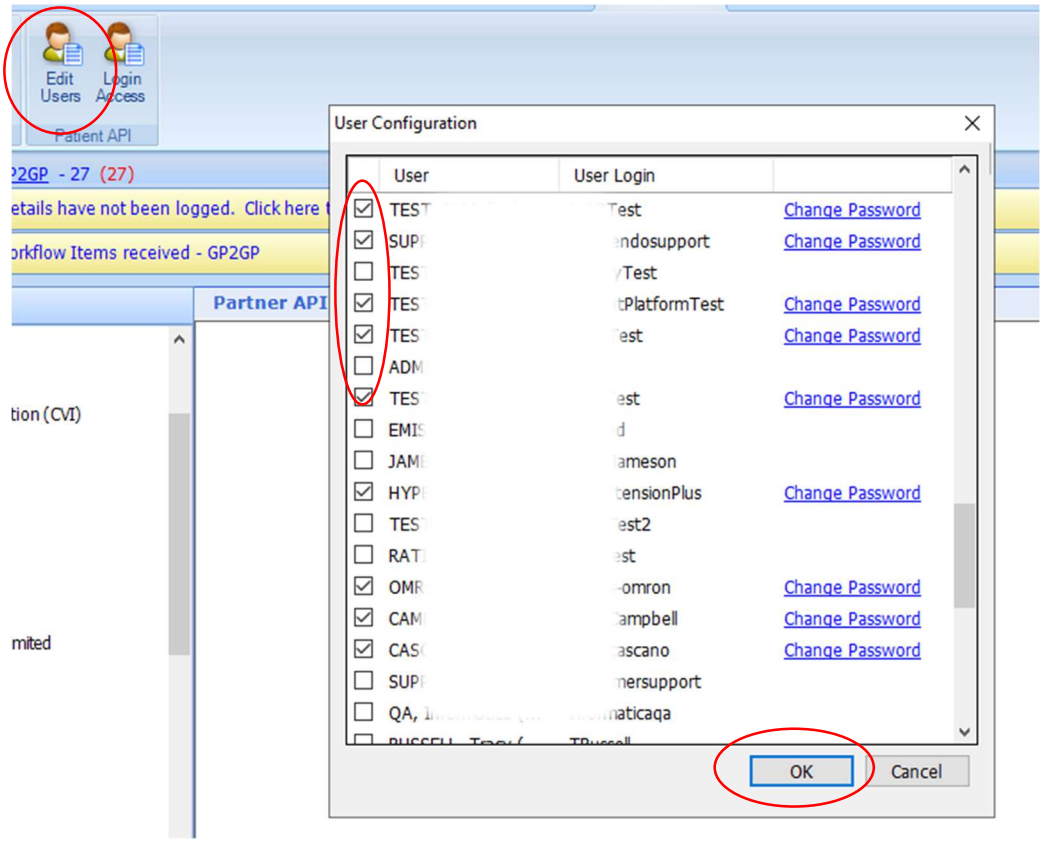
From the EMIS System

a. Go to EMAS Manager then select the 'Partner API' tab from the bottom left.



b. Find and select the 'Evergreen Connect' application in the left-hand column (the name may differ slightly, but begin with Evergreen – please tell us if it differs in your system)

c. With Evergreen Connect selected, click ‘Edit Users’ on the top row, third from the left.



d. Find the “Evergreen” user you created above and check the box next to their name.

e. Enter the password you created above when prompted.

f. Whilst in the ‘**Edit users**’ section, also find and check the names of all users that you wish to be able to use the writeback feature.

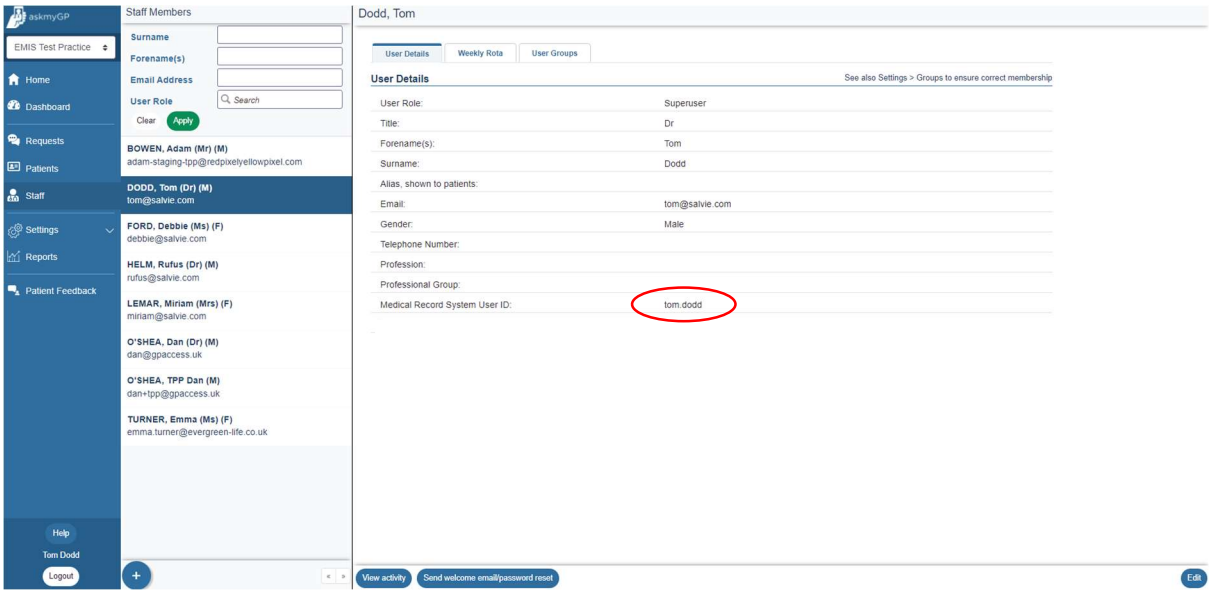
(you will shortly need the EMIS username for each person who will use the writeback service)

g. Click OK

Your EMIS interface should now be configured for use. Now go to askmyGP to complete the final step.

From the askmyGP Provider Portal

a. Go to Staff
b. Search for the person who will use the writeback feature.



c. Click Edit (lower right) and then add their EMIS username into the box labelled 'Medical Record System User ID'
d. Click Update
e. Repeat for others who need writeback.

Alternatively, the EMIS user ID can be added via 'Settings > My Profile' by each person themselves.