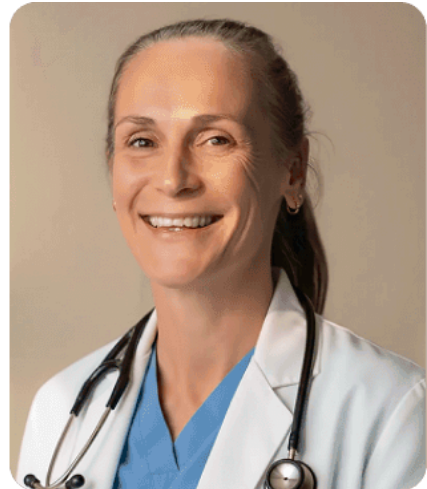


SECOND
NATURE

EMIS Setup and Referral Guide



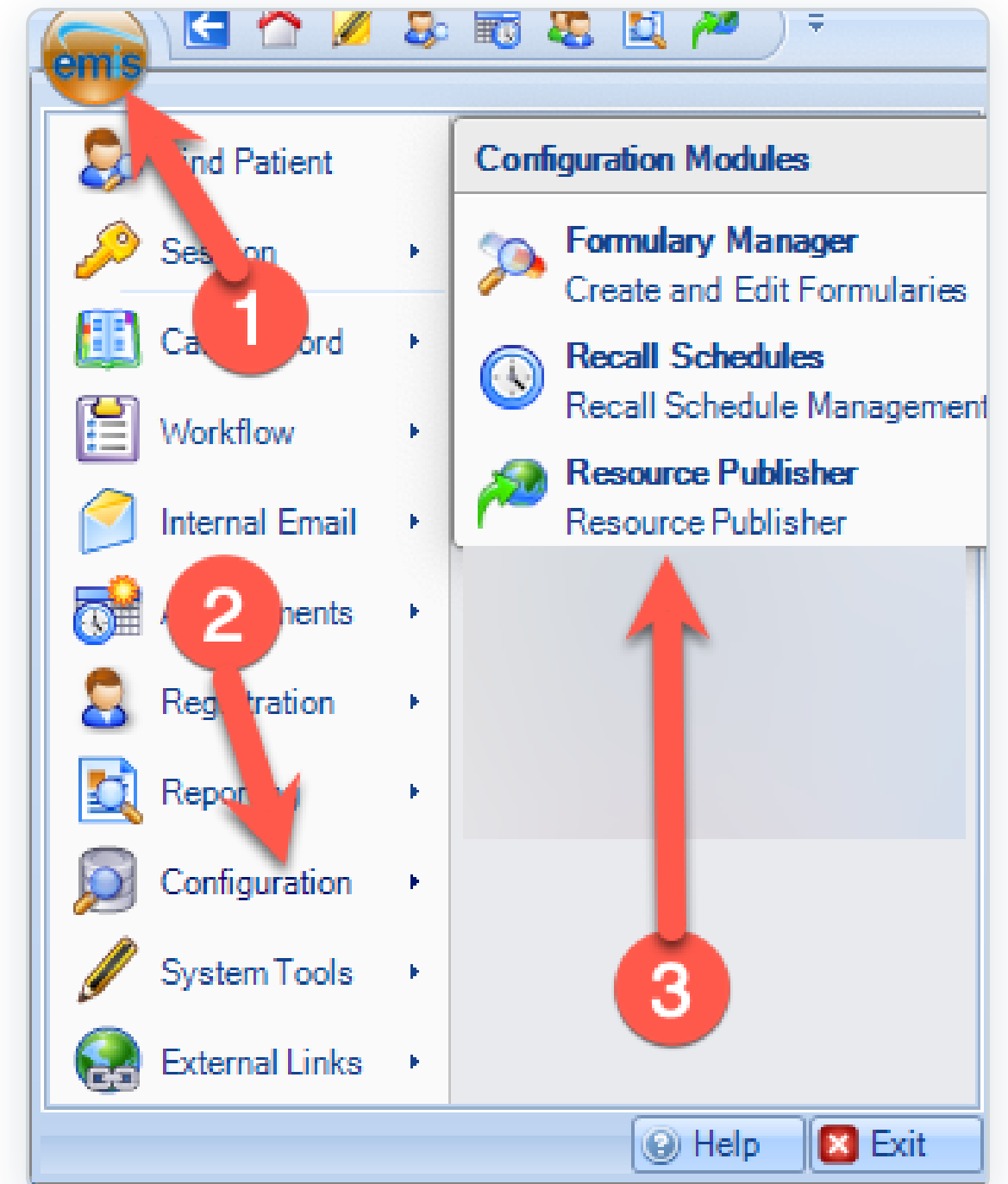
1

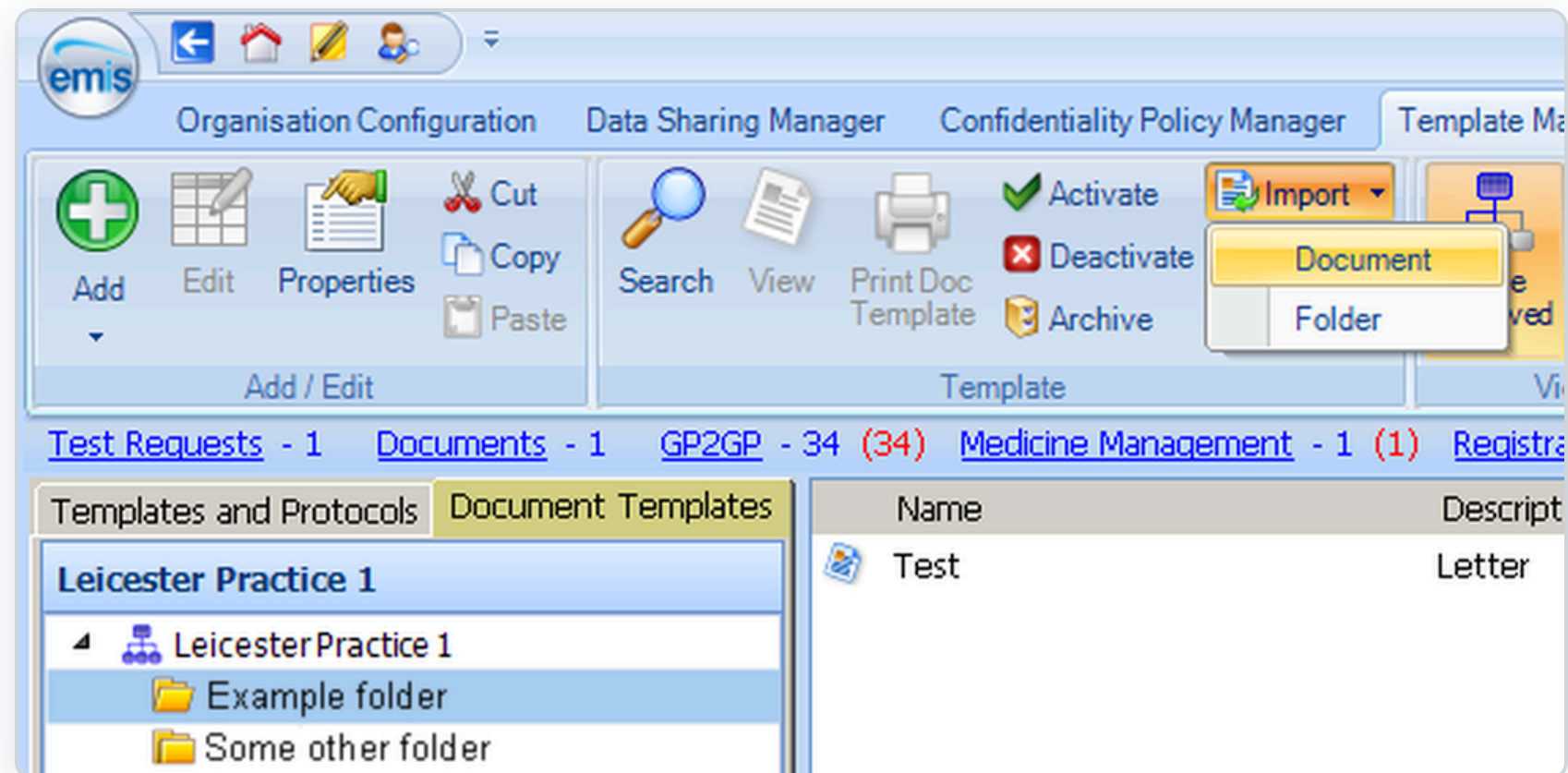
Open Resource Publisher

- 1 Click the **EMIS ball** in the top left.
- 2 Point to **Configuration**.
- 3 Click **Resource Publisher**.

SEEING TEMPLATE MANAGER?

Use that instead. It is the older version of the same tool and the next steps are identical.





2

Import the file

- 1 Click the **Document Templates** tab.
- 2 Pick a folder to import the file to.
- 3 Click **Import**, then **Document**.
- 4 Find the Second Nature **.ewdt** file and click **Open**.

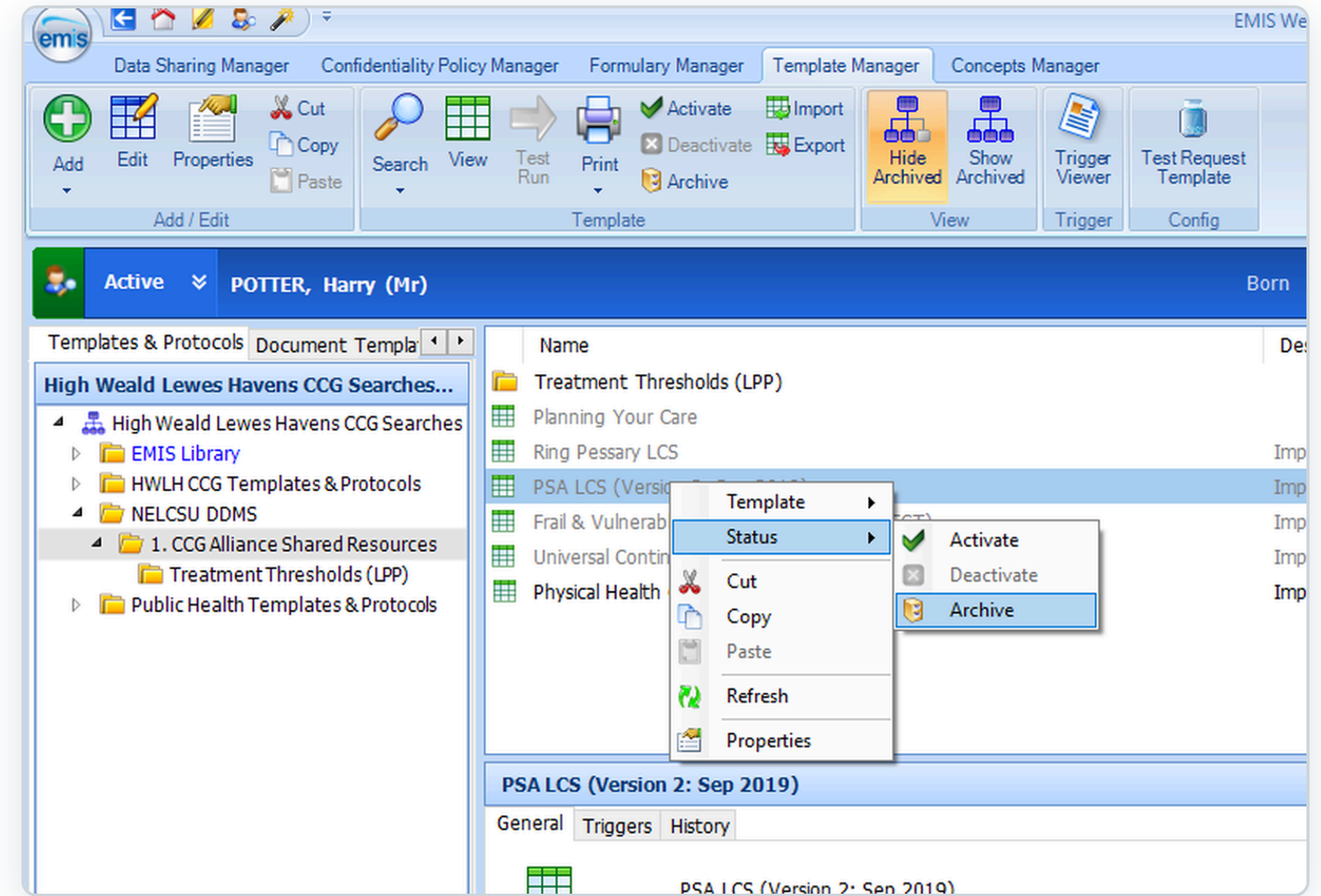
3

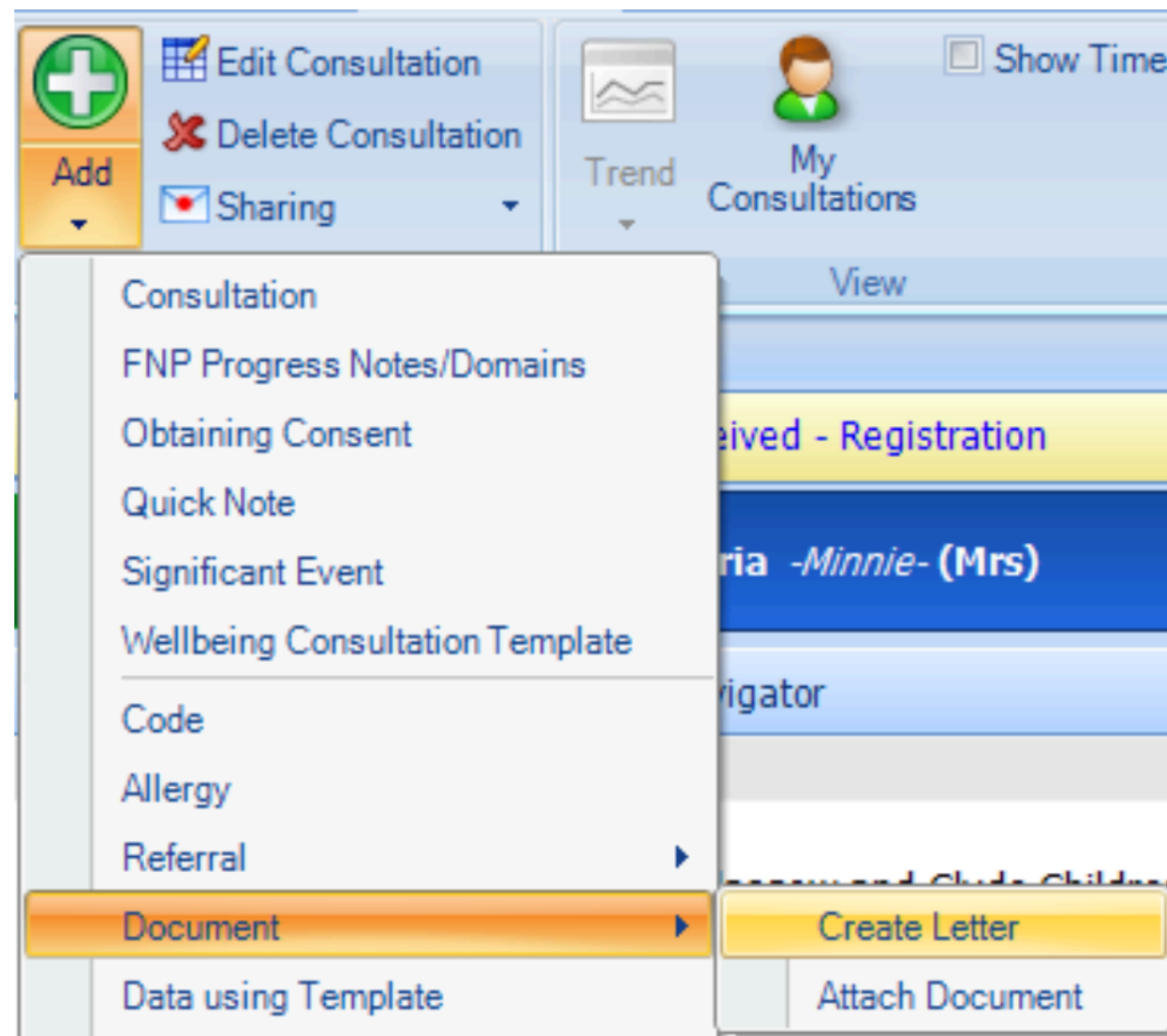
Switch it on

- 1 Select the form you just imported.
- 2 Click **Activate** on the toolbar.
In Resource Publisher this button is called **Complete**.

DO NOT SKIP THIS

Until you activate it, the form is imported but switched off, and no clinician will be able to find it.





4

Create a referral

- 1 Find the patient and open their record.
- 2 On the ribbon click **Add**.
- 3 Point to **Document**, then click **Create Letter**.
- 4 Search for **Second Nature**, then double click.
- 5 This will generate an auto-populated form.

Complete the clinical sections

Pulled from the record

Patient details

Automatic

Practice and GP

Automatic

Weight, height, BMI

Automatic

Bloods and BP

Automatic

Needs a clinician

Eligibility confirmation

Tick

Criteria and
comorbidities

Tick

Weight validated in
clinic

Tick

Retinopathy, if Type 2

Attach

WHAT GETS A REFERRAL RETURNED

Every field marked * is mandatory. Weight, BMI, HbA1c, eGFR, cholesterol and TSH must each be within the last 12 months, and the weight validated in person within 3 months. Attach the medical history and current medication list. Then save to the record with **File > Save As**.

Send the referral to Second Nature

OPTION ONE

secondnature.referrals@nhs.net

Send via NHS mail. Use **Send >**
Via Email

OPTION TWO

Attach it in e-RS

Full instructions available [here](#).

Troubleshooting

Template Manager is not in the Configuration menu	Look for Resource Publisher instead. If neither is there you need access right B1700 (admin privileges).
Clinicians cannot find the form	It might take an overnight automatic update to appear. If that doesn't work, try the process again or contact us below.
The file will not open when I double-click it	That is expected. It only opens inside EMIS.
The form opens but the fields are blank	Open it from inside a patient record, not from the template screen.

STILL STUCK?

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