



iGPR Docman Import

iGPR version 2

Amendment date: 5th June 2017

iGPR Support: 01527 570 005

www.igpr.uk



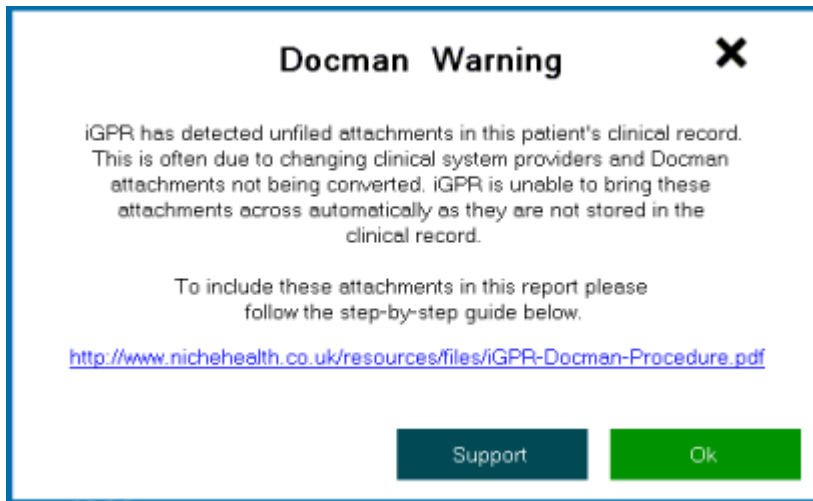


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Document attachment notification

If you receive the following notification message when generating a report then you will be required to run through an import process. You are receiving this message because the patient's record contains documents that were filed in Docman using the file format of 'xxx'.



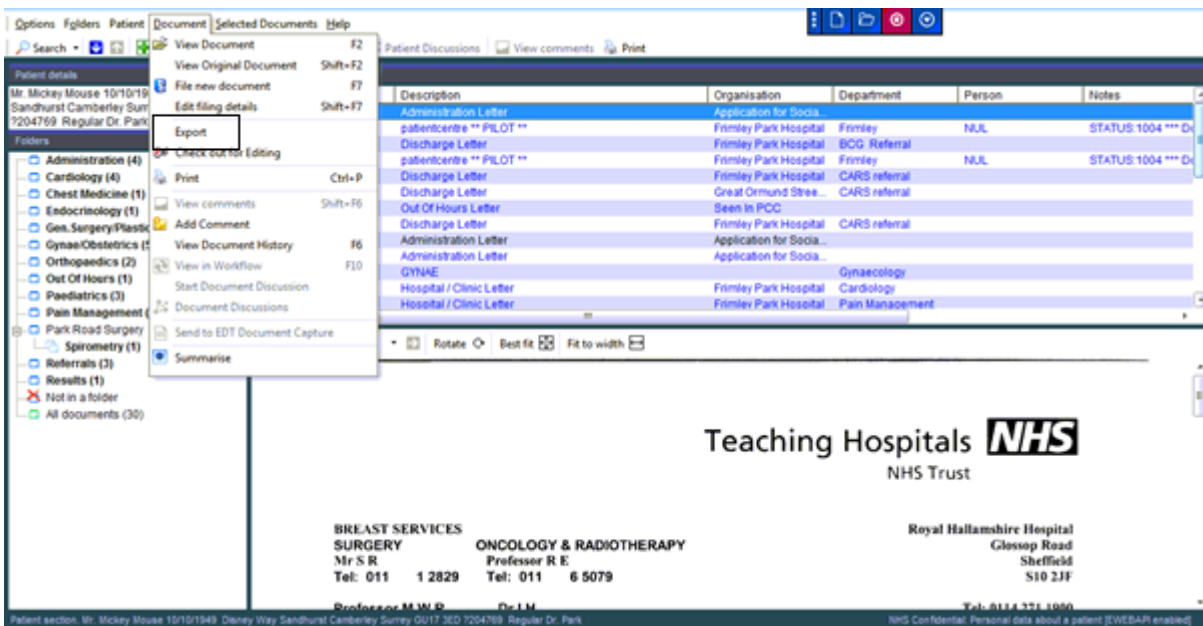
Stage 1 – Docman Export Process (England)



Open the patient's record in Docman and click on the 'Document tab' at the top of the screen.




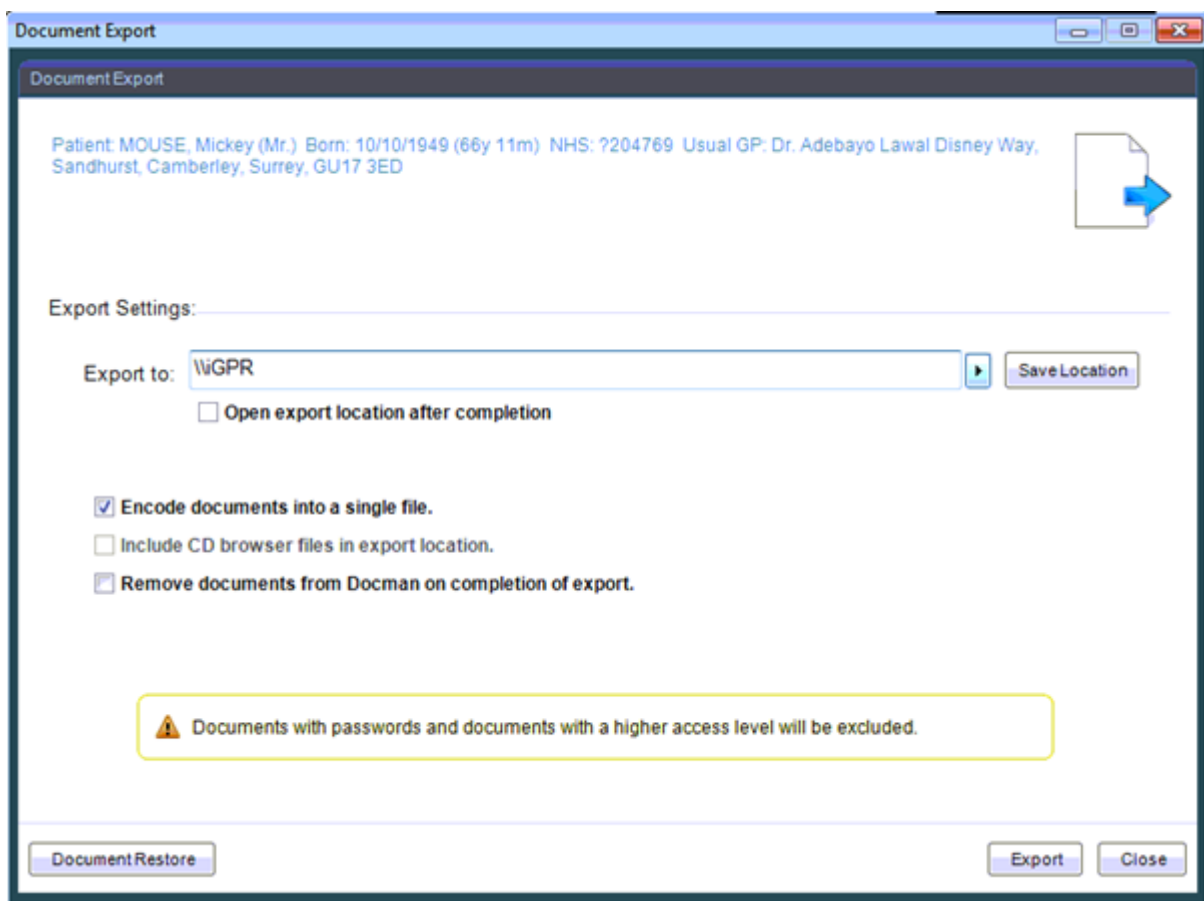
From the drop down menu select the 'Export' option, if this option is not visible on the drop down menu you will need to speak to your Docman administration to grant you access to the 'Archive' functionality.





Once the 'Export' screen has loaded ensure the following is selected:-


- Select a location where you are saving the file to, it is recommended that the file is saved in a network folder rather than locally on your machine. To choose the location click on the arrow  at the end of the 'Export to:' field.
- Select the folder you wish to save the export file to, once selected click on the 'Save Location' button.
- Ensure that the only box that is ticked is 'Encode Documents into a single file'
** ENSURE THE OTHER BOXES ARE NOT TICKED **
- Click on 'Export'.
- Click 'Yes' to confirm the export without removing the documents from Docman on completion.
- Click 'No Paper Medical Record'.
- The Docman export file will now be created.



The screenshot shows a window titled "Document Export" with the following content:

Patient: MOUSE, Mickey (Mr.) Born: 10/10/1949 (66y 11m) NHS: ?204769 Usual GP: Dr. Adebayo Lawal Disney Way, Sandhurst, Camberley, Surrey, GU17 3ED

Export Settings:


Export to: 

Open export location after completion

Encode documents into a single file.

Include CD browser files in export location.

Remove documents from Docman on completion of export.

 Documents with passwords and documents with a higher access level will be excluded.

Stage 2 - Import Docman documents into iGPR (England)



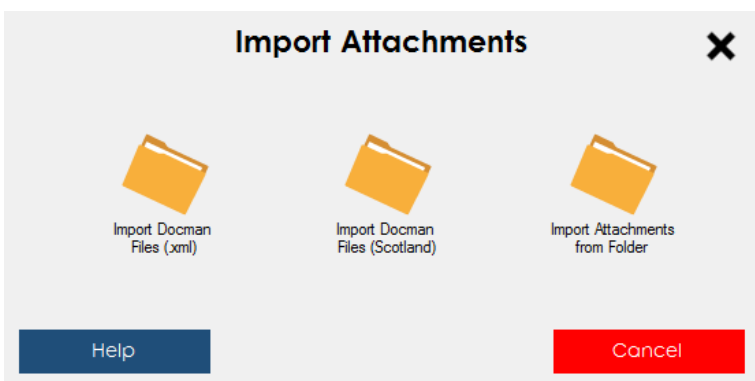
Open the iGPR report for the patient and click on the 'Attachments' tab.



Click on the 'Import Attachments' button.

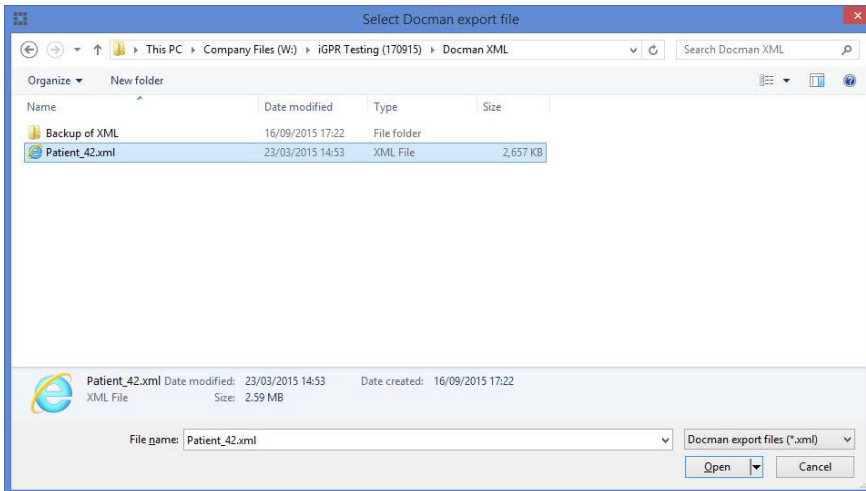


Select the 'Import Docman Files (xml)' button.





You will now be presented with a Windows browse screen, navigate to the same location that you saved the export file in stage 1, select the exported file (this will be labelled as patient_number.xml) and click on 'Open'.



You will be presented with the Docman Import screen, from here you can untick documents that you do not wish to include as part of the report. It is recommended that you ensure that 'Delete file after import?' is ticked - this will automatically remove the exported file after the import has been completed. Click 'Confirm' to start the import.

Import Docman Attachments

No changes will be made to your clinical system

Name: John Test
0 "xxx" attachments, 0 "xx2" attachments out of 7 total

Delete file after import?

Attachment list:

Description	Size	Event Date	File Date
<input type="checkbox"/> Clinic Ltr GP Warwick Hospital Trauma ...	33.9 KB	21-Nov-2014	24-Nov-2014
<input checked="" type="checkbox"/> A and E Discharge Letter South Warwic...	16.3 KB	21-Nov-2014	21-Nov-2014
<input checked="" type="checkbox"/> Clinical letter Rother House Medical C...	23.2 KB	06-Oct-2014	13-Oct-2014
<input checked="" type="checkbox"/> Discharge Summary Warwick Hospital ...	61.8 KB	16-Sep-2014	19-Sep-2014
<input checked="" type="checkbox"/> Referral Letter/IA/DW Warwick Hospita...	2.29 KB	13-Jun-2014	13-Jun-2014
<input checked="" type="checkbox"/> Clinic Ltr GP Warwick Hospital General...	35.2 KB	10-Apr-2014	22-Apr-2014
<input checked="" type="checkbox"/> Referral Letter.ia.pe Warwick Hospital ...	41.1 KB	23-Jan-2014	23-Jan-2014
<input checked="" type="checkbox"/> Hospital Letter Warwick Hospital Mach...	23.8 KB	17-Sep-2013	19-Sep-2013
<input checked="" type="checkbox"/> hospital letter Warwick Hospital Mach...	27.8 KB	07-Aug-2012	09-Aug-2012
<input checked="" type="checkbox"/> hospital letter Stratford Hospital Hearin...	46.4 KB	10-Jul-2012	12-Jul-2012
<input checked="" type="checkbox"/> Referral Letter.ia.pe Audiologv Warwic...	2.29 KB	28-May-2012	28-May-2012

Stage 1 – Docman Export Process (Scotland)

Prior to running the following export process you must ensure that your local Health Board have installed and configured the PDF Creator software allowing you to export the documents into PDF format. Your Health Board also need to make you aware of the folder location these files will get saved to.



Open the patient's record in Docman and click on the 'Selected Documents' item at the top of the screen and click on 'Select Mode' from the drop down list.

Description	Organisation	Department
Clinical Letter	Community	Accident & Emergen
Ann Test RTF.rtf	Belford Hospital	Dietetics
Referral	Belford Hospital	Dietetics
Referral	Caithness General ...	Clinical Radiology
Referral	Belford Hospital	General Medicine
Referral	Belford Hospital	General Medicine
Advice Response	Raigmore Hospital	General Medicine
Advice Response	Raigmore Hospital	Allergy
Advice Request	Raigmore Hospital	
Attach 3 (.html).htm	Raigmore Hospital	Cardiology
Referral	Raigmore Hospital	Cardiology
Referral	Raigmore Hospital	General Surgery
Referral	Raigmore Hospital	General Surgery

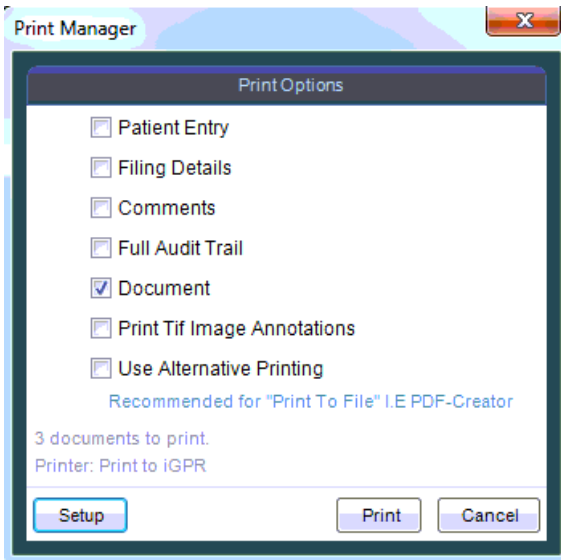


Each document will now have a tick box displayed on the left, click on the relevant documents you wish to include within the insurance report.

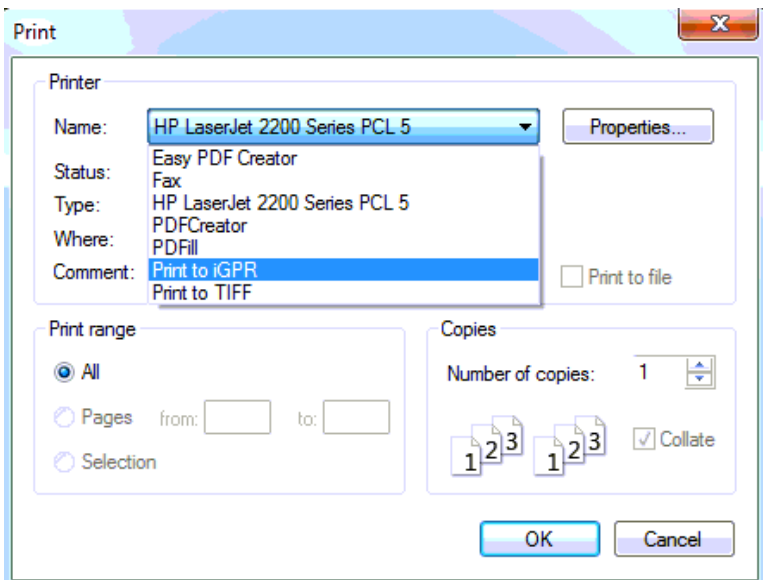
Event	Description	Organisation	Department
<input type="checkbox"/>	04 Jun 15 Clinical Letter	Community	Accident & Emergen
<input type="checkbox"/>	13 Oct 10 Ann Test RTF.rtf	Belford Hospital	Dietetics
<input type="checkbox"/>	13 Oct 10 Referral	Belford Hospital	Dietetics
<input type="checkbox"/>	12 Oct 10 Referral	Caithness General ...	Clinical Radiology
<input type="checkbox"/>	29 Sep 10 Referral	Belford Hospital	General Medicine
<input type="checkbox"/>	29 Sep 10 Referral	Belford Hospital	General Medicine
<input type="checkbox"/>	17 Sep 10 Advice Response	Raigmore Hospital	General Medicine
<input checked="" type="checkbox"/>	17 Sep 10 Advice Response	Raigmore Hospital	Allergy
<input type="checkbox"/>	17 Sep 10 Advice Request	Raigmore Hospital	
<input type="checkbox"/>	27 Jul 10 Attach 3 (.html).htm	Raigmore Hospital	Cardiology
<input type="checkbox"/>	27 Jul 10 Referral	Raigmore Hospital	Cardiology
<input type="checkbox"/>	25 Jun 10 Referral	Raigmore Hospital	General Surgery
<input type="checkbox"/>	25 Jun 10 Referral	Raigmore Hospital	General Surgery
<input type="checkbox"/>	10 Jun 10 Referral	Raigmore Hospital	Ear, Nose & Throat
<input type="checkbox"/>	10 Jun 10 Referral	Raigmore Hospital	Womens Health



Once you have selected the documents, click on 'Selected Documents' at the top of the screen and select 'Print' from the drop down menu. Once the print screen has loaded, click on 'Setup'.



Click on the drop down arrow on the name within the printer section and select the 'Print to iGPR' printer and click on 'Ok'.



Click on 'Print' and the selected documents will now get converted to PDF and saved to the default location on your network drive. Your Health Board would have made you aware of this default location.

Stage 2 - Import Docman documents into iGPR (Scotland)



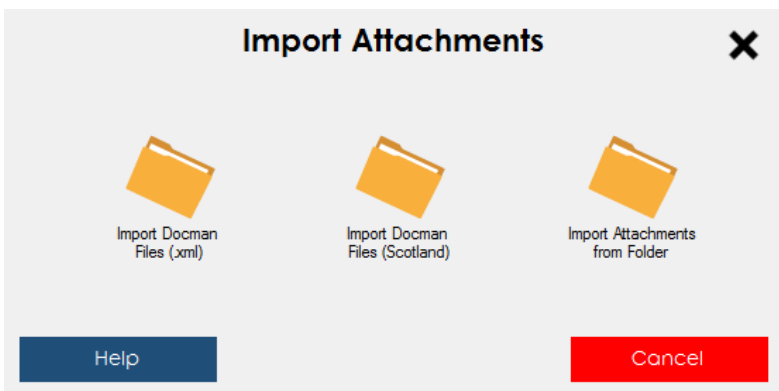
Open the iGPR report for the patient and click on the 'Attachments' tab.



Click on the 'Import Attachments' button.

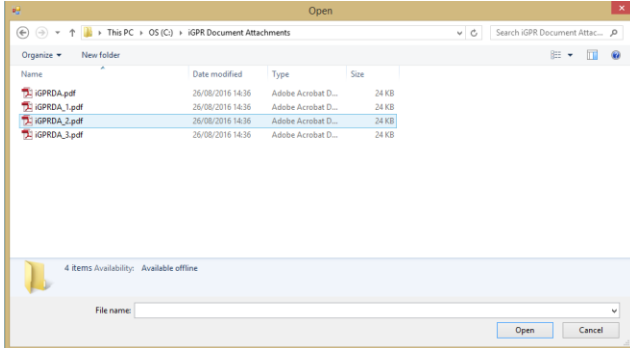


Select the 'Import Docman Files (Scotland)' button.





You will be presented with a Windows browse screen, navigate to the folder location where your documents are saved (Your Health Board would have made you aware of this location).



Select all of the files in this folder by single clicking on a document (this will change the colour) and then pressing CTRL-A on the keyboard, this will then automatically select all documents. Once all documents are selected, click on the 'Open' button.



You will now be presented with the 'Add Attachments' screen, displaying the file names to be imported into iGPR, by default the 'Delete iGPRDA attachments after import' will be ticked, this will automatically remove the files from the folder location once they have been imported into iGPR. Click 'Confirm' to import the files.

Add Attachments

No changes will be made to your clinical system

Date: 01 September 2016 User:

Term: Scanned Document [9b30.]

Text:

Attachment list: Delete iGPRDA attachments after import

Name	Size	Last Changed	Path
iGPRDA.pdf	23.1 KB	26-Aug-2016	C:\iGPR Document At...
iGPRDA_1.pdf	23.1 KB	26-Aug-2016	C:\iGPR Document At...
iGPRDA_2.pdf	23.1 KB	26-Aug-2016	C:\iGPR Document At...
iGPRDA_3.pdf	23.1 KB	26-Aug-2016	C:\iGPR Document At...

Add...

Remove

Cancel

Confirm

It is recommended that you do not untick the 'Delete iGPRDA attachments after import'. If unselected it is down to the practice to manually remove any exported attachments out of the folder location configured by your health board.