

Adding CSL as a new trading partner in EMIS



Advice and Support

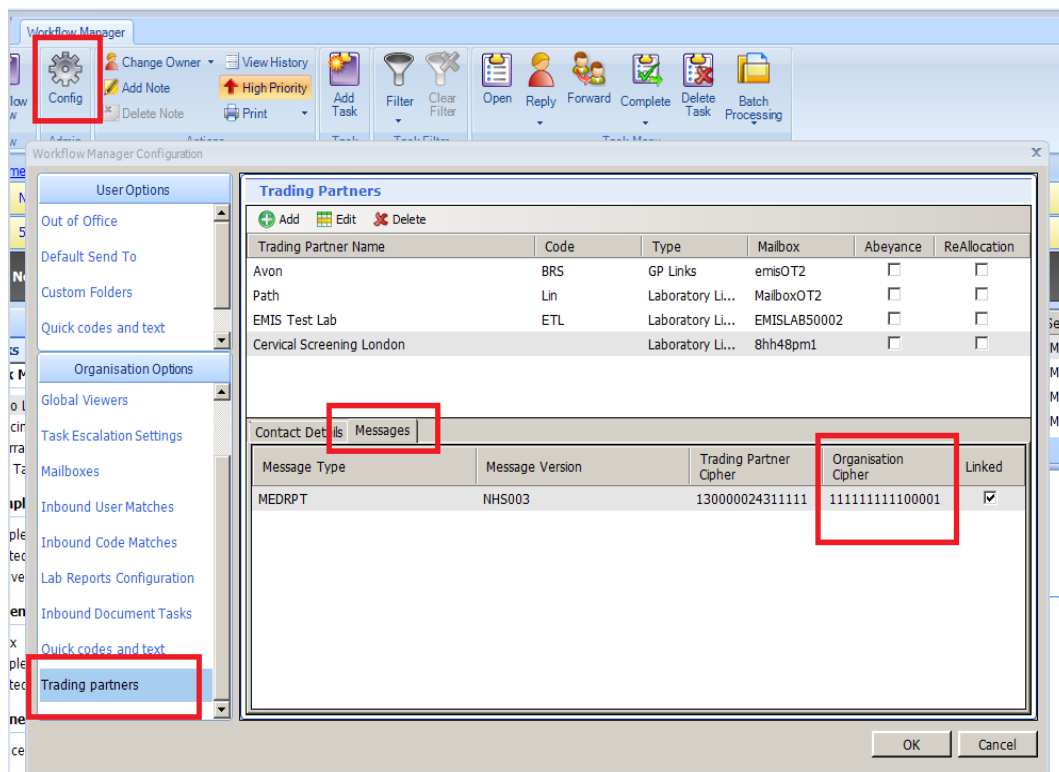
This document is for use in the context of changes to be made on EMIS systems with regards to the setup of Cervical Screening.

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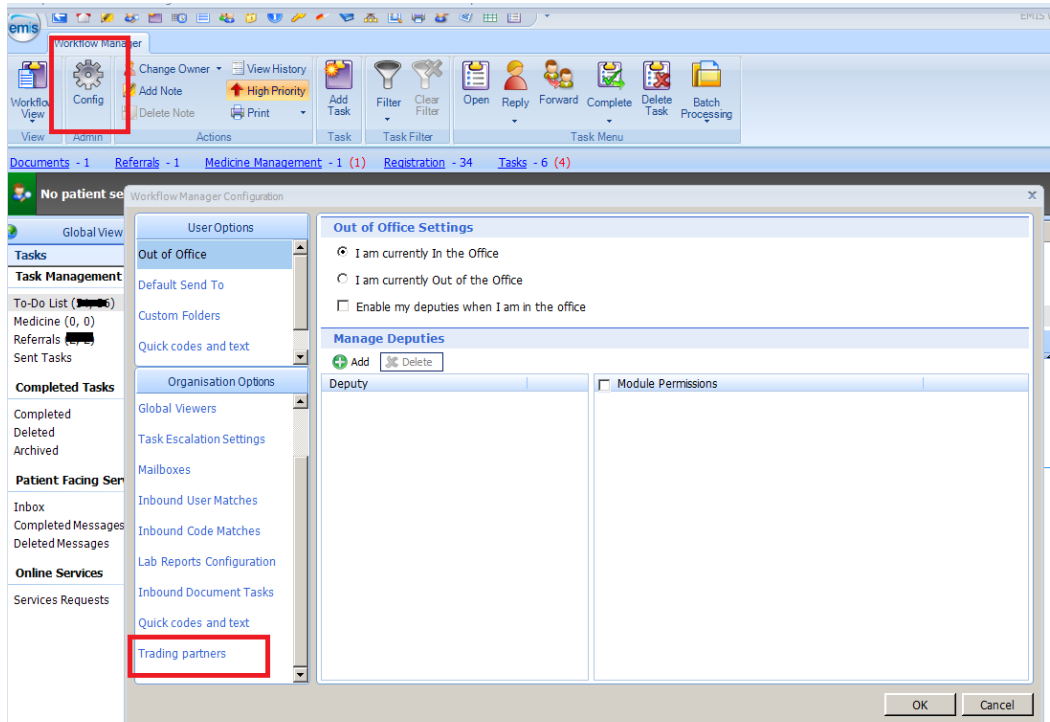
Part one: How to locate your Organisation Cipher:

- 1: Navigate to **Workflow Manager**
- 2: Select **Config** on the ribbon
- 3: Scroll down on the page, select **Trading Partners**, select one of your existing pathology trading partners, click on **Messages** tab - you can locate your **Organisation Cipher** heading (please make a note of the 15 digit code).

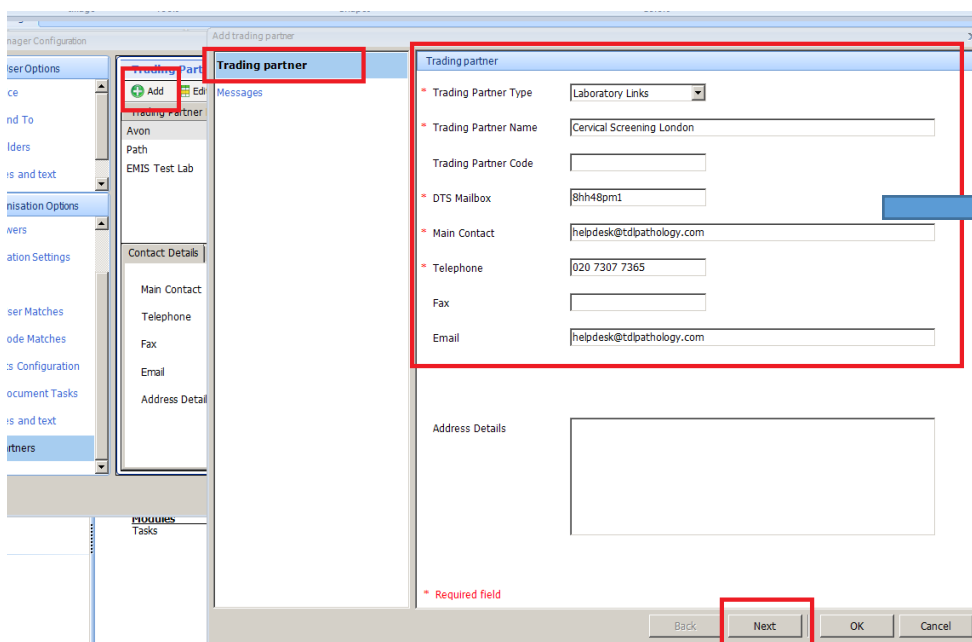


Part two: How to add Cervical Screen London Trading Partner

- 1: Navigate to EMIS **Workflow Manager**
- 2: Select **Config** on the ribbon
- 3: In Workflow Manager Configuration screen select **Trading Partners**



- 4: Select **Add** in the **Trading Partner Screen**. On the Trading Partner Type menu select **Laboratory Links** then enter the information provided by Cervical Screening London as below. Once completed select **Next**.



Laboratory Links
Cervical Screening London
8hh48pm1
helpdesk@tdlpathology.com
020 7307 7365
helpdesk@tdlpathology.com

5: Select **Add** in the **Add Message** screen add the below information.

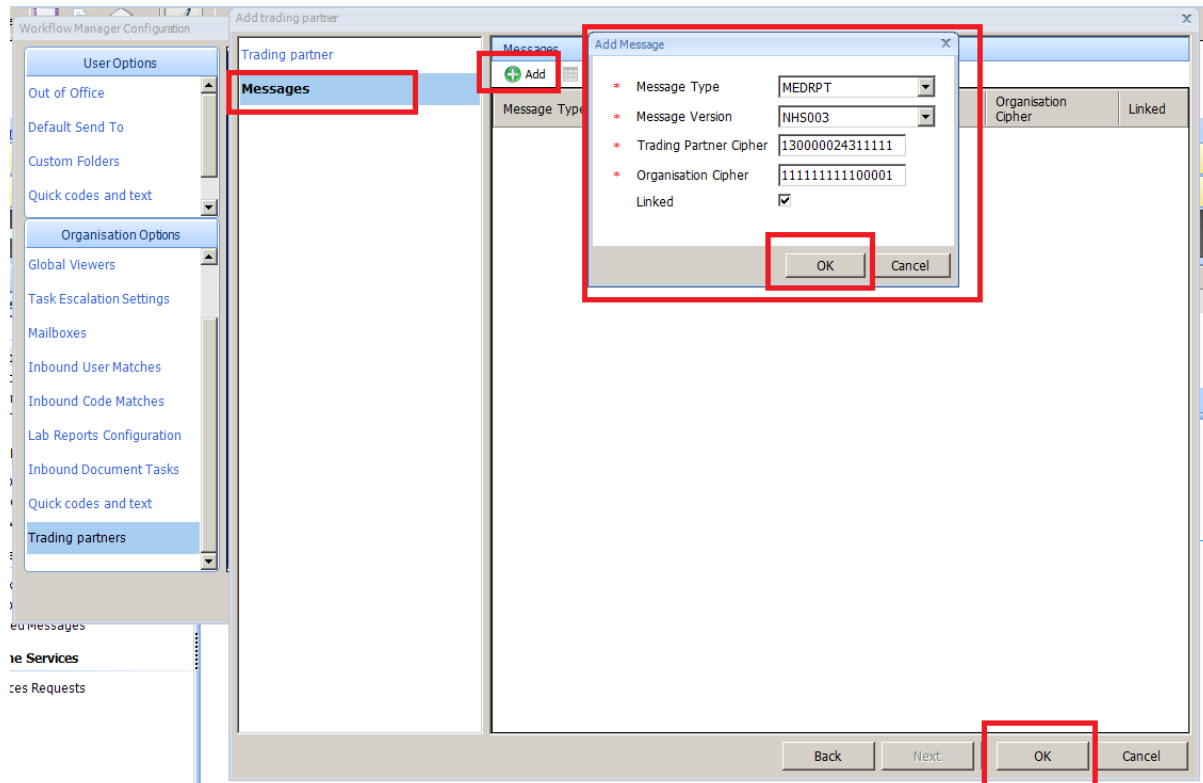
Message Type – Select **MEDRPT**

Message Version – Select **NHS003**

Trading Partner Cipher – add **130000024311111**

Organisation CIPHER – add your **15 digit** code you obtained earlier

Linked – Please tick the box



6: Once all sections have been completed select **ok** and then **ok** to complete the set up.

7: Once completed please notify TDL via email at helpdesk@tdlpathology.com with the subject line **“HPV Keystone Setup – [your practice ODS code, e.g. E12345]”**. Your email should state that you have setup the Trading Partner **and include a screenshot of completed setup displaying the messages tab or failing that the “Organisational cipher” that you took note of earlier.**

Next Steps

1. After emailing HSL at helpdesk@tdlpathology.com you will receive automated confirmation that your email was received.
2. Within 5 working days HSL will send you an email advising that a test result has been sent to the Pathology Inbox
3. When you receive this notification, it is important you check that you have received two test results. Please reply back to your previous correspondence with helpdesk@tdlpathology.com if you have any issues.

If you see the results for “Scooby Doo” in your Workflow >> Lab Reports, you will need to notify HSL via email at helpdesk@tdlpathology.com to your previous helpdesk@tdlpathology.com correspondence.

You can then reject the test results for “Scooby Doo”, to remove them from your system.