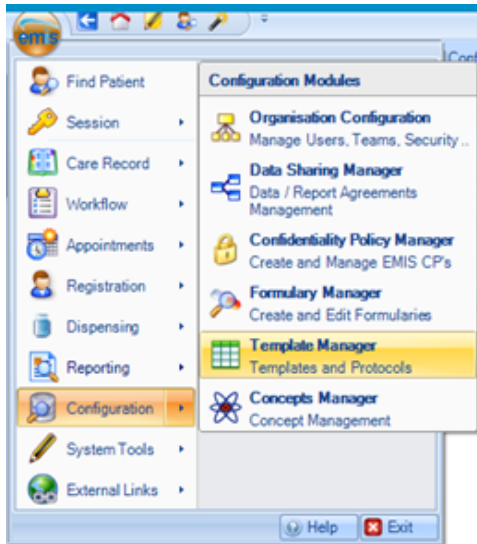
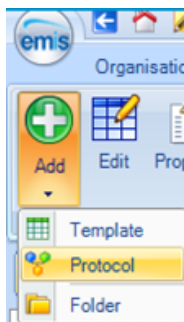


Create EMIS Protocol

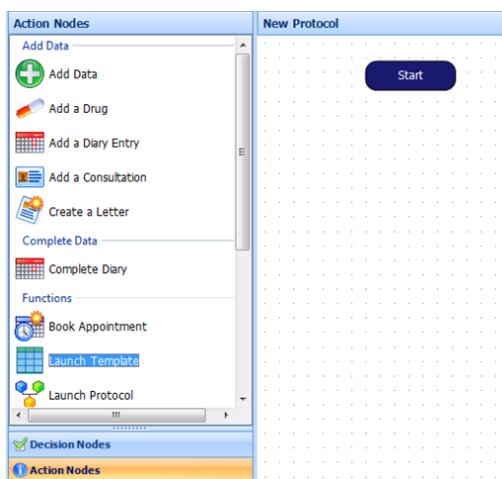
1. Load EMIS
2. Click on the top left EMIS icon, and find **Template Manager**



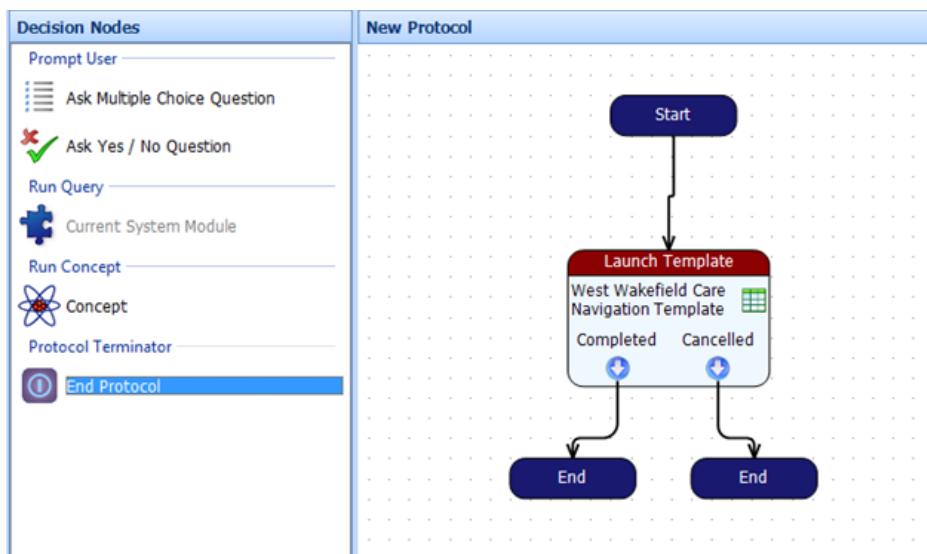
1. Find the folder your care navigation template in is in, or create a new folder and call it 'Care Navigation protocol'
2. Then, in the top left-hand corner, click on **Add** and then select **Protocol**



1. Left hand side click **Action Nodes**
2. Drag **Launch Template** into the gridded area

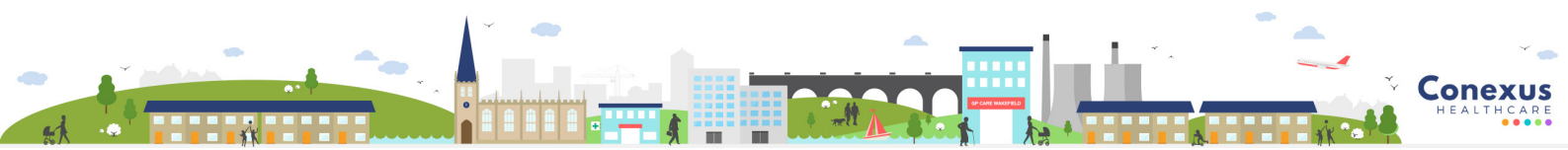


1. Search for **your** care navigation template (If you don't have this or you don't know the name of it, please consult your local care navigation lead)
2. Click and hold the mouse from **START** to the top of the **Launch Template** box. This should connect a line between start and the launch template box.
3. On the bottom left-hand side click **Decision Nodes**
4. Drag **End Protocol** into the grid under the **Launch Template** box
5. Click and hold the Completed arrow and drag to END
6. Repeat step nine for **Cancelled**
7. **It should finish looking like this:**



1. In the top left-hand corner click **Save and Close**
2. Choose location to save
3. Name **Care Navigation Protocol**

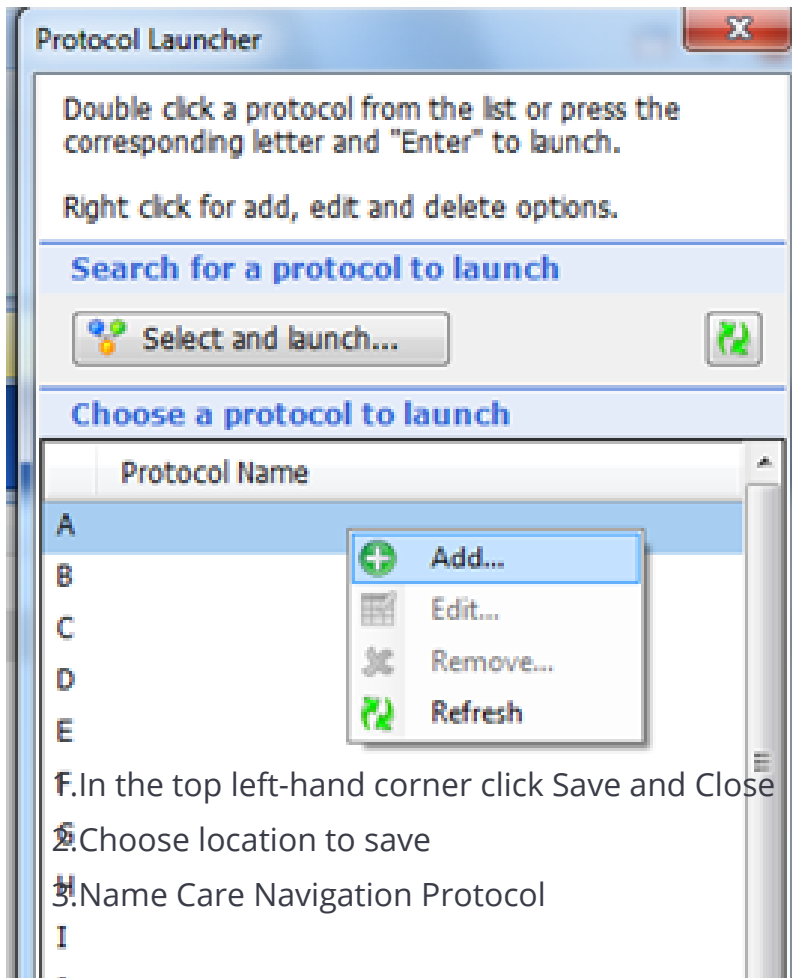
This only needs to be completed once per practice.



How receptionists can quickly active the template

Requires configuration per receptionist

1. Click **F12**
2. Right click any letter
3. Click on add



1. Search and select **Care Navigation Protocol**
2. Double click **Care Navigation Protocol** on the original F12 screen.

