

# Getting photos from a phone (or camera) onto EMIS Web

Improvements to smart phone cameras mean that it is possible to get pretty good pictures on your phone. So, if you don't have a good camera try this.

*There are information governance risks associated with taking and storing photos you should consider. Before continuing, please read the Dermatology guidance document available by [clicking here](#).*

If you have not done so set up your nhs.net account on your phone. You should only need your username and password to do this. You may also have to set a security code on your phone if you have not already done so. On the NHSnet web pages there is help with doing this. From the web mail log in ([www.nhs.net](http://www.nhs.net)), choose the tools icon in top panel, then guidance (bottom left side menu), training (left side menu), then mobile devices, applications and email programmes (middle option left side menu). The IT helpdesk can help you with this if needs be.

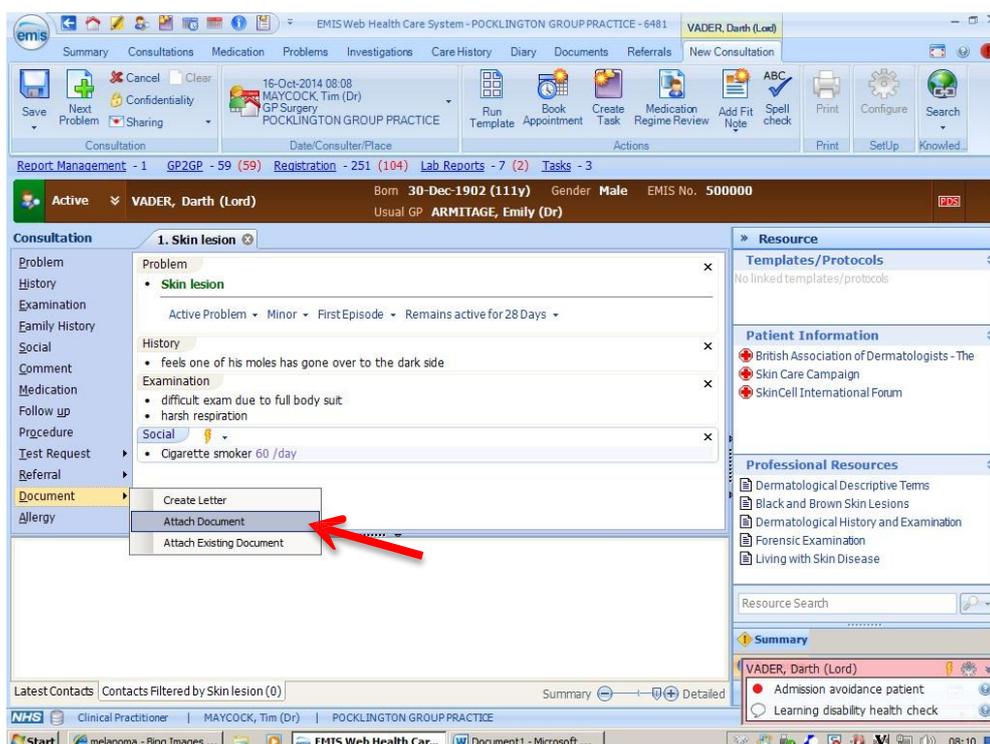
When emailing, for information governance reasons you should only do this from an nhs.net account to an nhs.net account, i.e to yourself.

You should ensure that your photos are not automatically backed up to the cloud as you will then be storing photos that you do not have permission to store, and if your itunes photos synchronise with other users you will be breaching confidentiality by inadvertently sharing the photos. Delete the photo from your phone after you have emailed it to yourself.

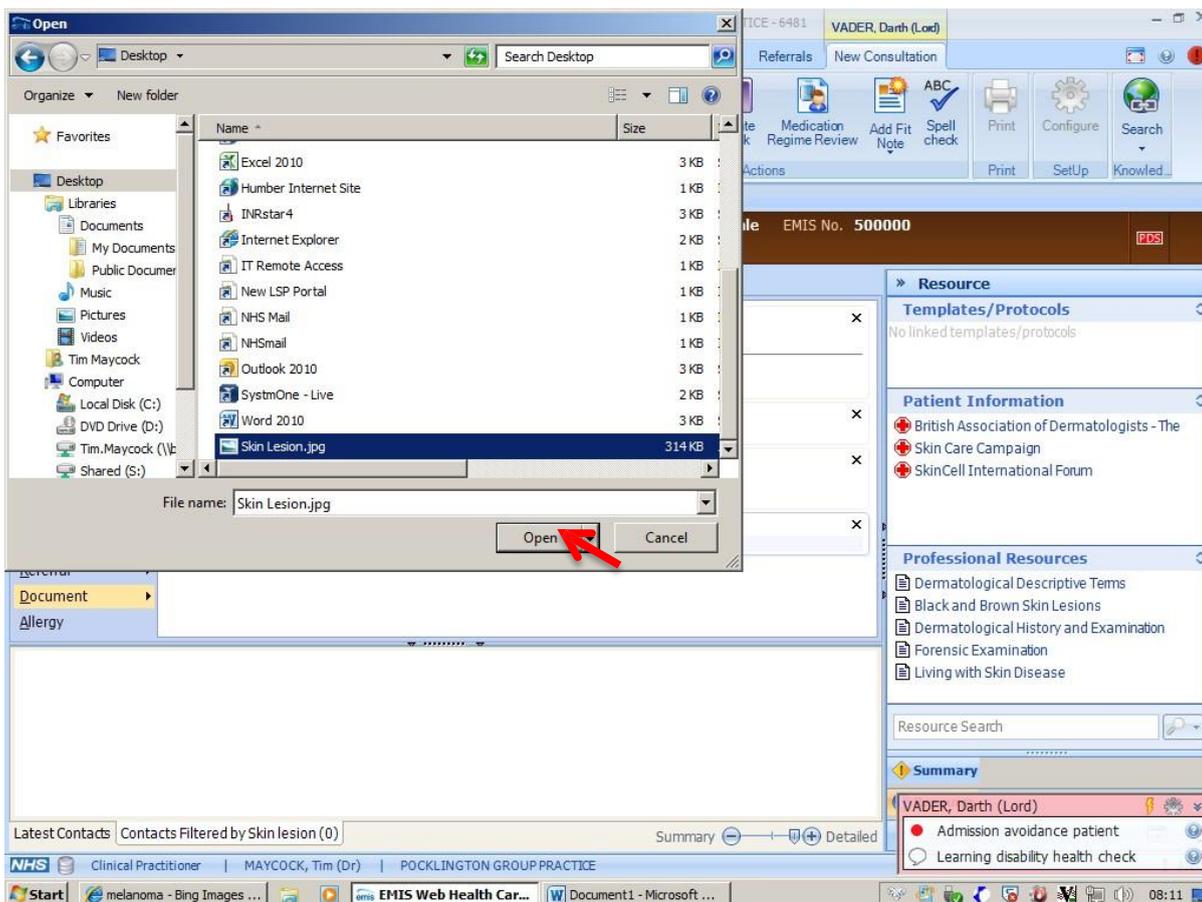
Send the original actual size of the photo because this will ensure the maximum detail can be saved and if needed sent to the dermatologists.

When you receive photos in Outlook on your PC you should copy the photo to a folder on a secure local network drive before importing them into EMIS. Do not save files to the C drive of your local machine as this machine is not likely to be backed up and if stolen could represent a greater information governance risk than other networked drives.

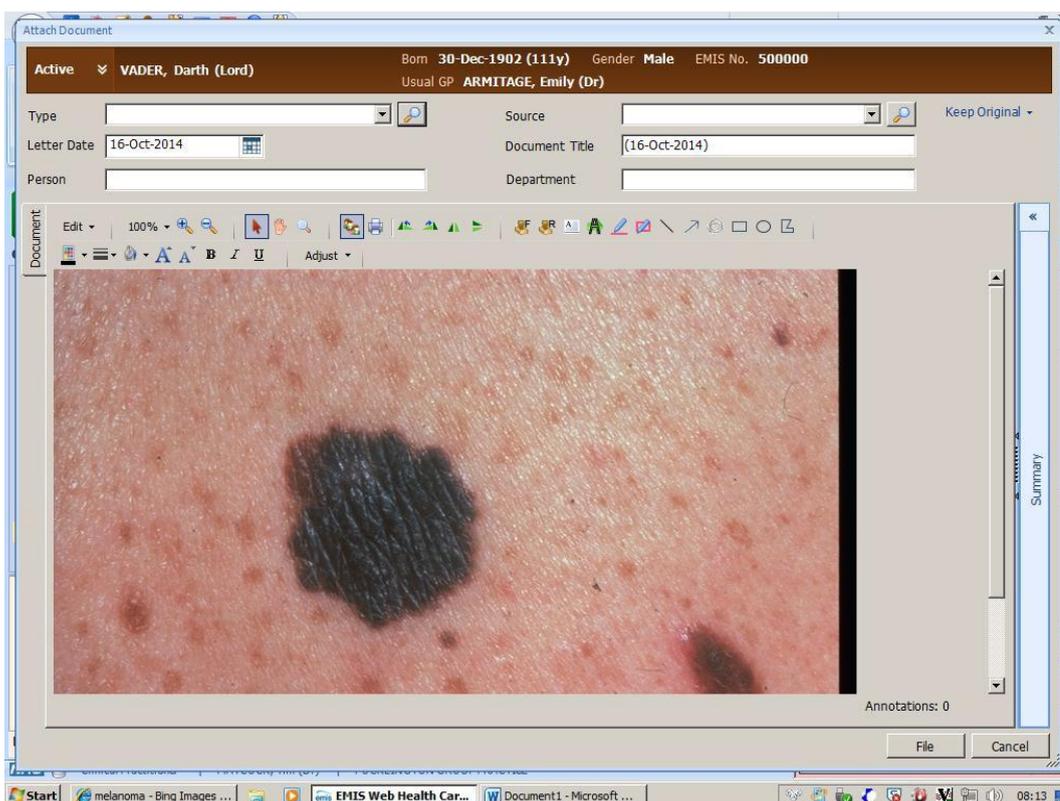
- 1) Open a consultation and the click on the attach document tab as highlighted



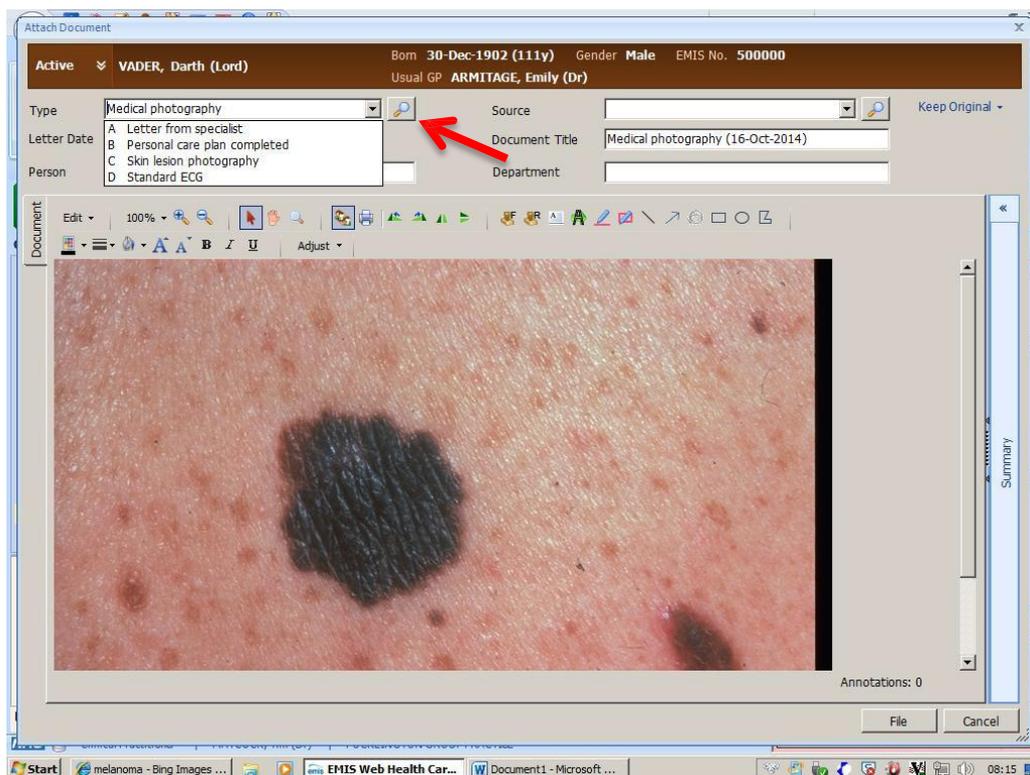
- 2) Locate desired photo in this case I have saved the photo on the desktop and renamed it to aid quick location. Then click open or double click the file



- 3) You will then find yourself in the attach document window, at this stage you can use the toolbar to edit or annotate the photo if you wish.



- 4) You then need to select a code for the type of attachment. To do this a click on the magnifying glass and select an appropriate code such as “58c medical photography”. once this process has been completed the code will appear in the drop down list on future occasions



Then click file and you're done!

Your photo will be attached and represented with a paper clip icon which may be clicked on to view.

The screenshot displays the EMIS Web Health Care System interface for a consultation with VADER, Darth (Lord). The patient's details are: Born 30-Dec-1902 (111y), Gender Male, EMIS No. 500000, Usual GP ARMITAGE, Emily (Dr).

The consultation is titled "1. Skin lesion" and is an active problem. The history notes that one of the patient's moles has turned dark. Examination notes mention difficulty due to a full body suit and harsh respiration. The patient is a social cigarette smoker (60/day). A document titled "Medical photography" is attached, dated 16-Oct-2014.

The right sidebar contains a "Resource" section with "Patient Information" (British Association of Dermatologists, Skin Care Campaign, SkinCell International Forum) and "Professional Resources" (Dermatological Descriptive Terms, Black and Brown Skin Lesions, etc.).

Date	Procedure/Problem	GP Surgery (POCKLINGTON GROUP PRACTICE)	CLARK, Helen (Mrs)
13-Oct-2014	Problem	Has influenza vaccination at work (First)	CLARK, Helen (Mrs)
13-Oct-2014	Procedure	Seasonal influenza vaccination Inluvac BN G18N exp 6/2015	CLARK, Helen (Mrs)
08-Aug-2014	Problem	Inguinal hernia (Review)	ANTILL, Shanthi (Dr) [Draft]
08-Aug-2014	GP Surgery		ANTILL, Shanthi (Dr)

At the bottom, a "Summary" section highlights "Admission avoidance patient" and "Learning disability health check".

Remember to delete the original from the desk top and your camera /phone after attaching to prevent breaches in confidentiality