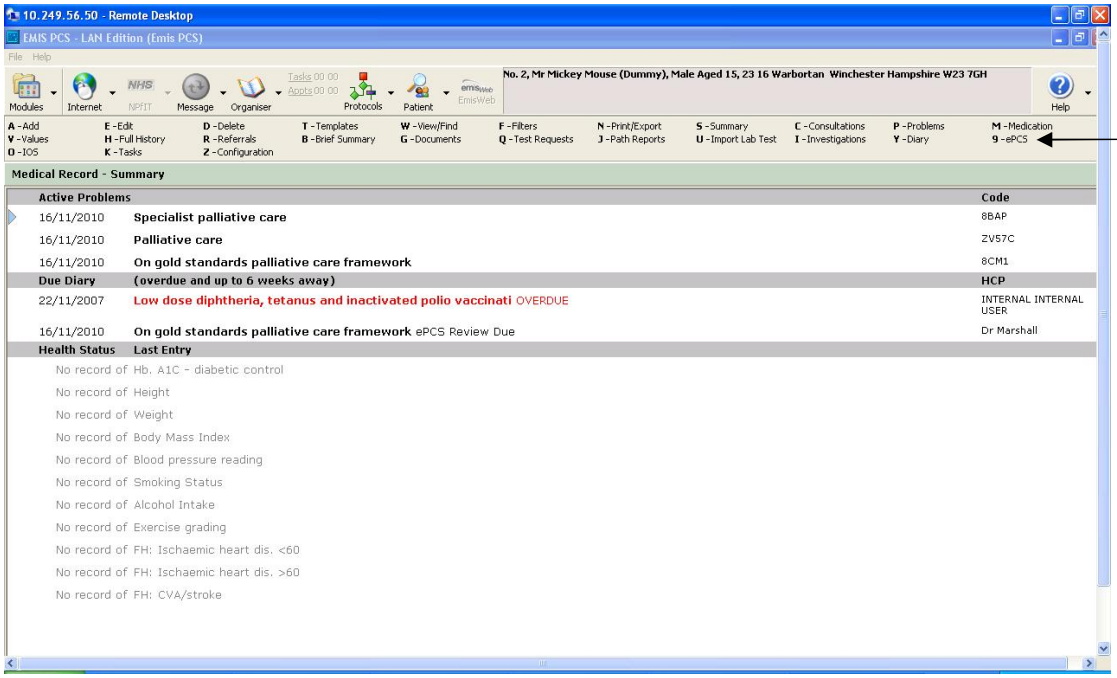
# "Quick Guide" - Attaching an ePCS report (electronic palliative care summary) to a SCI Gateway Referral

**Please Note:** To attach an ePCS report to a SCI Gateway referral it is necessary to use the "Microsoft Office Document Image Writer".

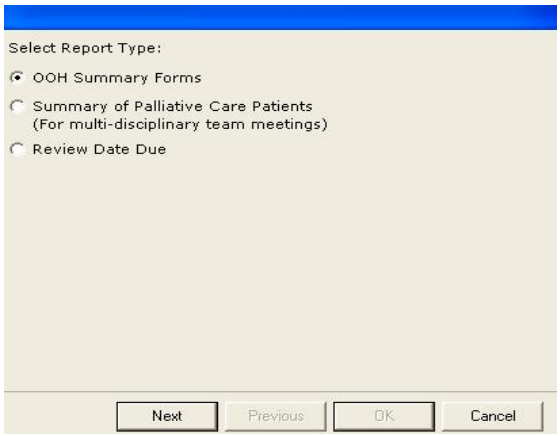
## EMIS

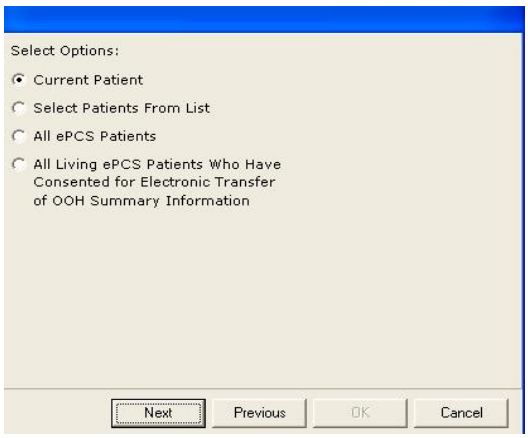
- Open the patient record
- Select "9" ePCS



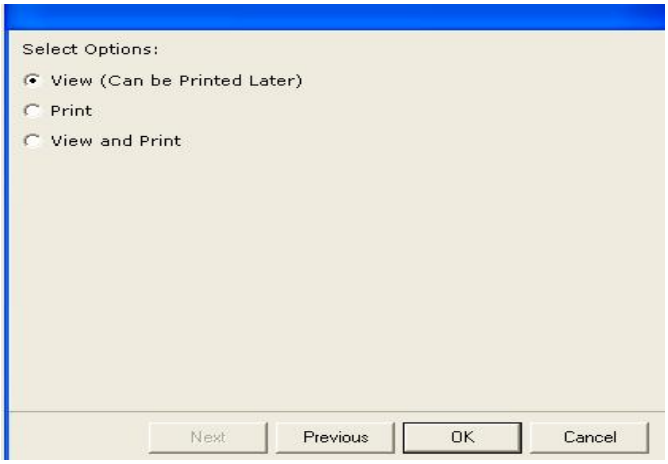

- Select R – Reports

- Select OOH Summary Forms, click Next, Select Current Patient, click Next

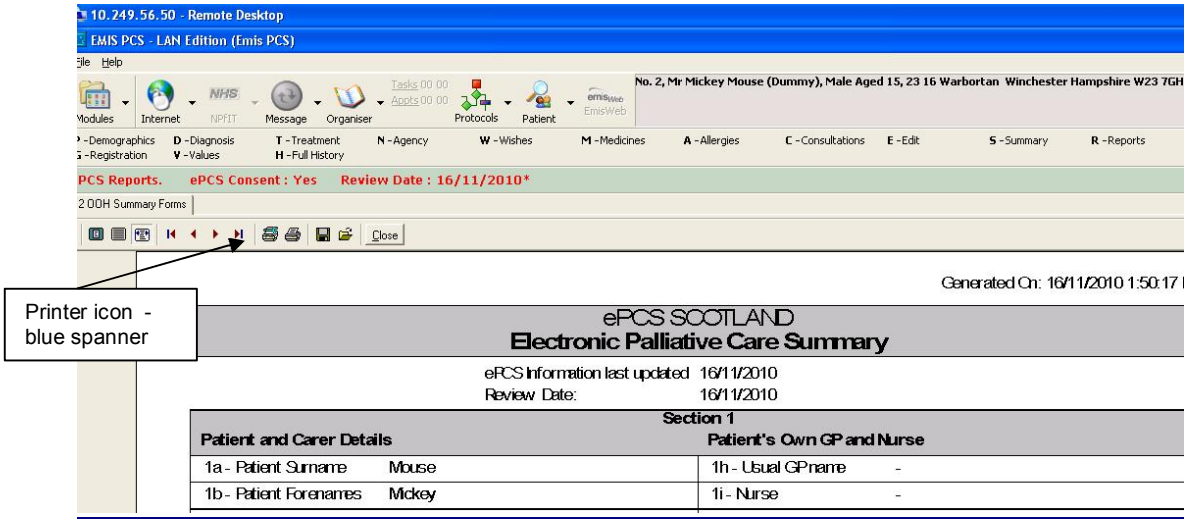


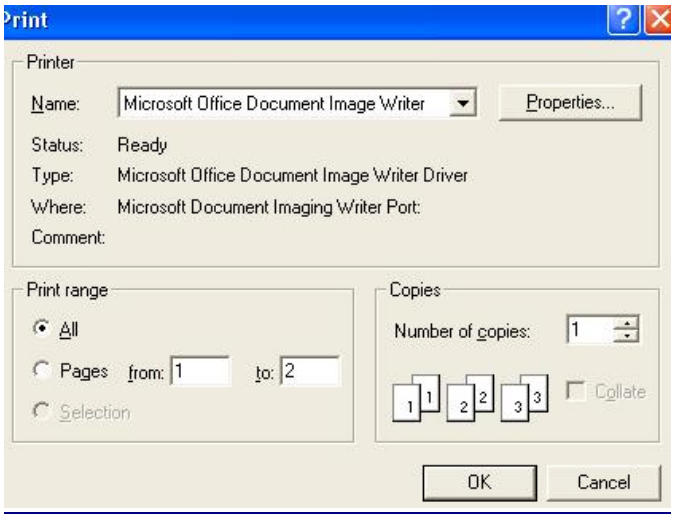
- Select “View (can be printed later) and click Ok




- Select Printer icon with blue spanner

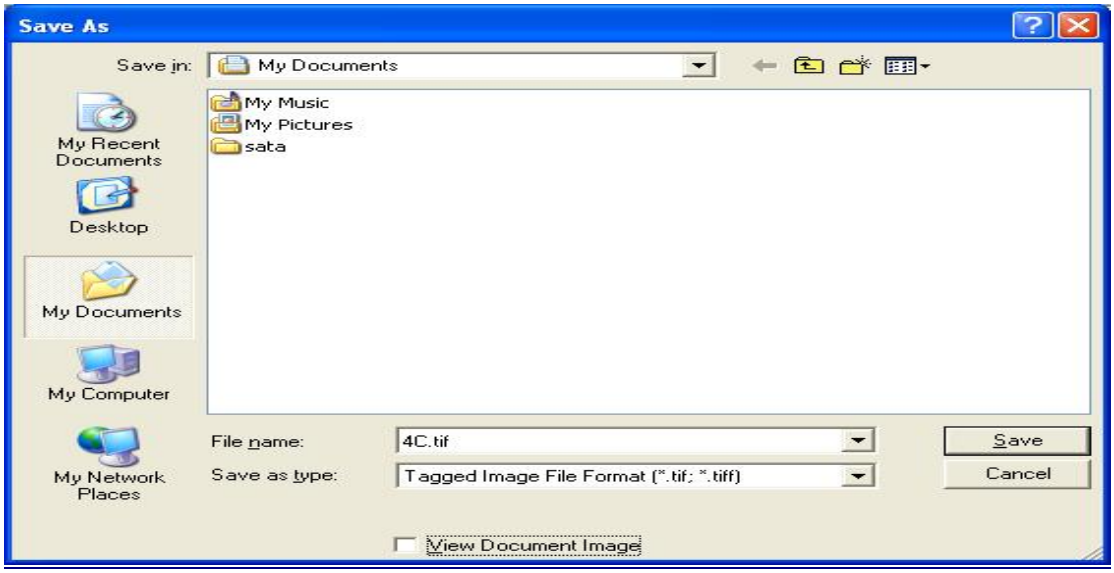



- Select Microsoft Office Document Image Writer and click Ok




- Select the printer icon

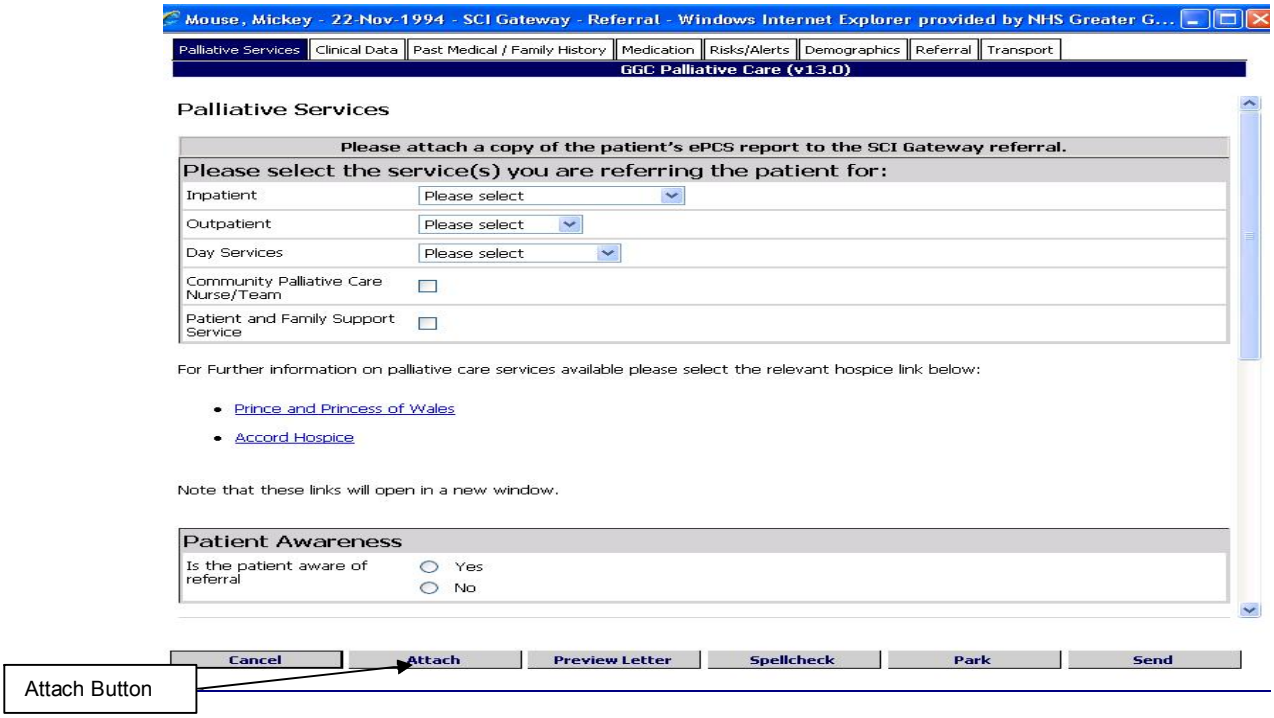
- Remove tick from View Document Image and save a copy of the ePCS report to an easily identifiable location (i.e. practice shared drive, desktop etc)**



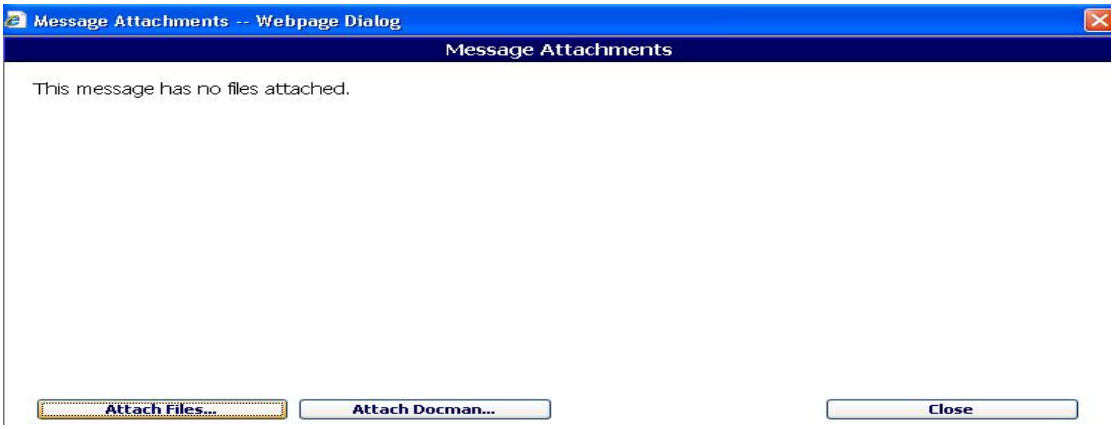

- Close out of ePCS report and open SCI Gateway

## SCI Gateway

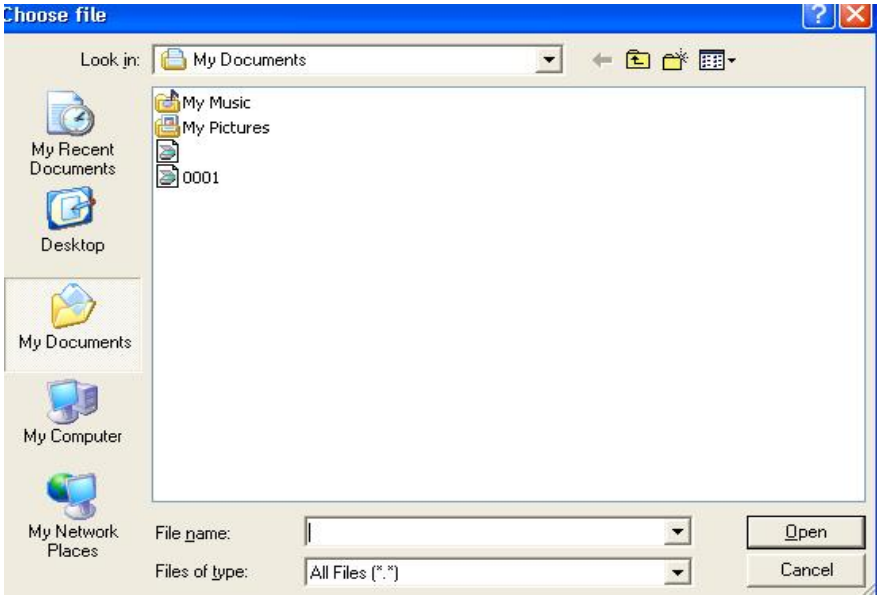
- Within the “In Progress” SCI Gateway referral select “Attach”




- Select “Attach Files”




- Browse to where you saved the ePCS Report earlier and click on Open




- The ePCS Report will be uploaded to SCI Gateway as per standard SCI Gateway functionality

**Please Note, if you save the ePCS summary to your local pc, remember to delete and empty recycle bin