Key Information Summary Quick Reference Guide

What is the Key Information Summary

The Key Information Summary (KIS) is an extension to the ECS. It is intended to replace the manually faxed Special Notes currently sent by practices. The data uploaded via KIS consists of:

- **Special Note** - This is for use during weekend care and is the direct replacement for the 'Special Note' faxed.

- **Summaries for Out of Hours (OOH) agencies** - This can consist of information from the patient's medical history, if deemed clinically relevant and administration information, such as keypad numbers to assist OOH staff in gaining access to the patient's home in an emergency.

KIS is designed to be used for patients with:

- Long term conditions

- Mental health issues

- Unusual conditions. For patients who may have difficulty in remembering crucial details if they become ill

There is an overlap in some of the information that can be extracted for KIS and PCS. The ECS Summary Management screen shares this information so it only has to be recorded once and it is shared across extracts.

KIS Summary and Consent Status

To view the patient consent status, from Consultation Manager, select **List - ECS Summary Management**. The full patient's summary and consent status is initially hidden, but a summary for each service is indicated by the consent status traffic lights.

Summary and Consent Status traffic lights

The Consent Status traffic lights indicate the following:

- (inactive) ECS not enabled, or if ECS is enabled the patient does not have:

    – a KIS consent record

    – a decision to send

    – a special note

Note - This does not indicate an error, but suggests that the patient is probably not a 'KIS patient'.
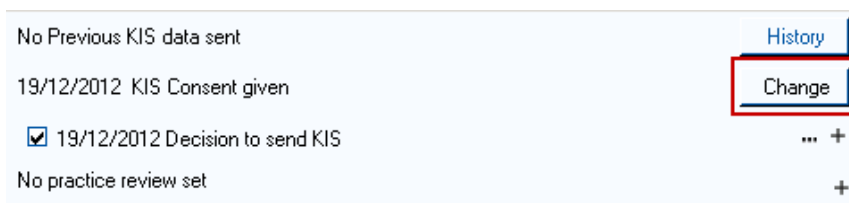
(green) KIS data will be sent

- ● (yellow) This status does not occur

- ● (red) KIS data will not be sent. If data has been sent previously a blank record is sent to clear the record.

Adding Consent for KIS

In order for a KIS extract to be uploaded, the last ECS consent status recorded for the patient must be Consent Given and there must be patient consent recorded for KIS.
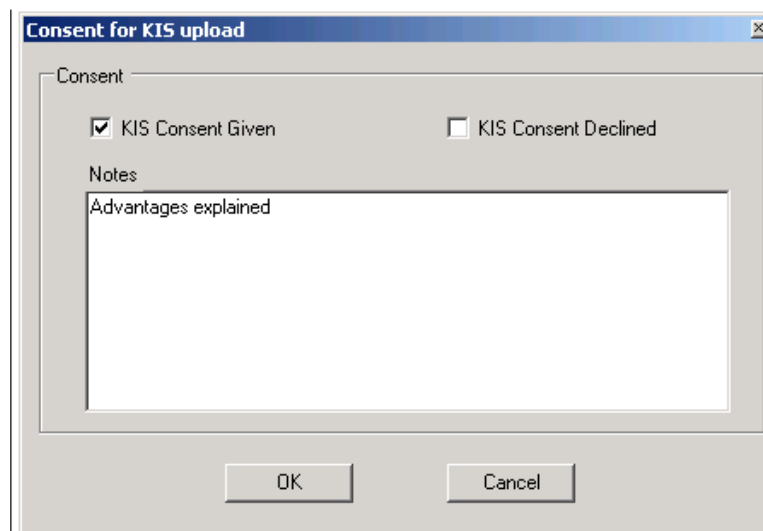
Recording Consent for KIS

1. From Consultation Manager, select **List - ECS/PCS/KIS Summary Management.**

2. Select **Summary and Consent Status - More.**

3. Click **Change** within the KIS column.

Summary and Consent Status - KIS - Change

4. **Consent for KIS upload** is displayed.

Consent for KIS upload

5. Complete as required:

   - **KIS Consent Given** – Tick if the patient agrees to a KIS upload

   - **KIS Consent Declined** – Tick if the patient refuses a KIS upload

   - **Notes** – Enter as required

6. Click **OK** to save and close.

   Note - The KIS Status traffic light automatically turns Green if consent has been given or Red if consent has been refused.

Key Information Summary Screen

You can easily access the KIS screen from **Consultation Manager - List - ECS Management** and selecting the **Key Information Summary** tab.

Key Information Summary