



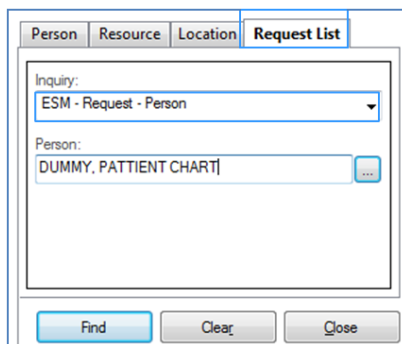
ESM – View documentation in ieMR

Click on the *appointment inquiry* button from the banner bar.



Option 1. Search patient via request list

1. Click on the *request list* tab and ensure the *inquiry* is set to *ESM – request - person*. Click the *ellipsis* button next to the person box to commence a patient search.
2. Enter the TTH patient unique reference number (*URN*). When the results appear, select the correct patient from the results pane (ensuring the URN commences with a TTH, checking name and DOB) then *ok*. Click *find*.

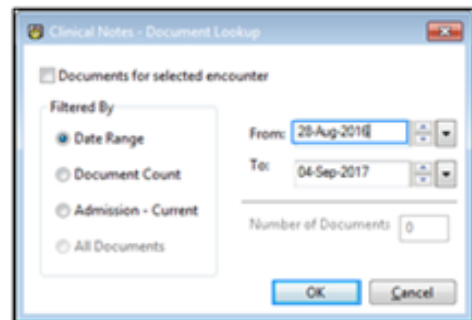
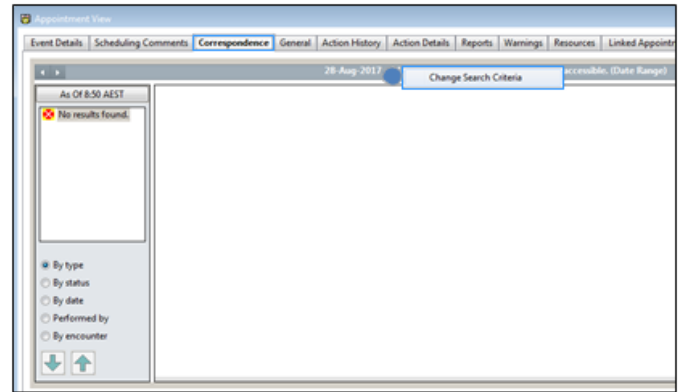


Option 2. Search patient via appointment list

1. Click on the *person* tab and ensure the *inquiry* is set to *ESM person*. Click the *ellipsis* button next to the person box to commence a patient search.
2. Enter the TTH patient unique reference number (*URN*). When the results appear, select the correct patient from the results pane (ensuring the URN commences with a TTH, checking name and DOB) then *ok*. Click *find*.
3. Click on the drop-down arrow next to the *start date* field. When the calendar appears, change the year back one year and click on the highlighted date. This will ensure you are searching for all previous appointments for the last 12 months in addition to all future booked appointments.

Search ieMR documentation

1. Double-click the request located via the above search to bring up the *appointment view* screen. Click on the *correspondence* tab.
2. Right click on the date bar, *change search criteria*. Select *from* date as one year in the past, click *OK*.



3. Double click on each title until you get to the documentation you wish to read.

