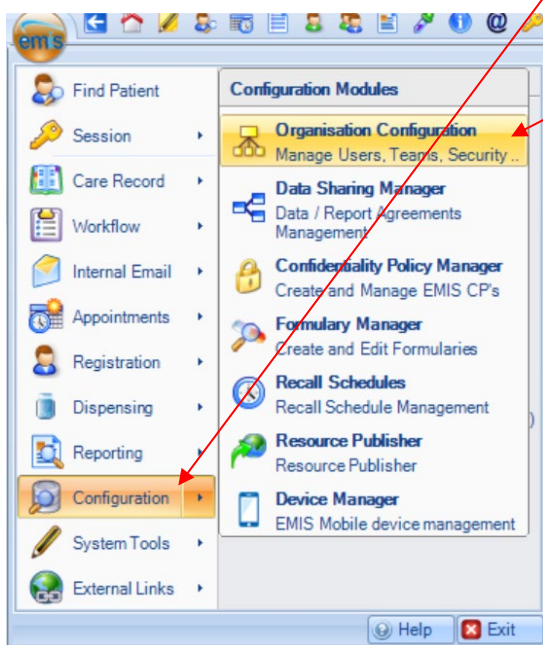
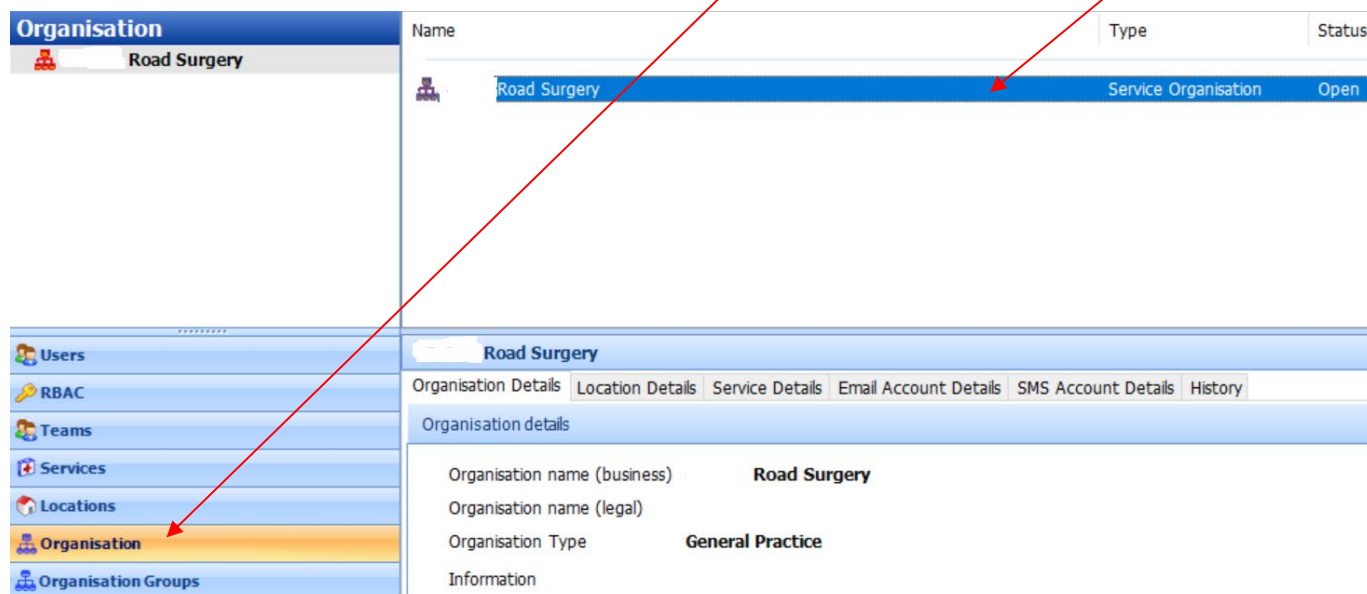


How to activate auto-file for flu vaccine messages at your organisation, using EMIS:

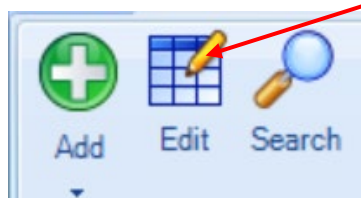
1. Click on your EMIS ball and go to **Configuration** and **Organisation Configuration**:



2. In the navigation section on the left, click the **Organisation** tab, and select the required organisation:



3. On the top ribbon, click '**Edit**' and the Edit Organisation screen is displayed:



4. In the Organisation details section, scroll down to the **Auto-file vaccination from FHIR message** option and select **'Yes'** and then **'OK'**:

The screenshot shows the 'Organisation details' configuration window. The left sidebar lists various configuration categories, and the main area displays a list of settings. The 'Auto-file vaccination from FHIR message?' option is highlighted with a red circle, and its 'Yes' radio button is selected. Other settings include 'Allow scheduled appointments?', 'Separate community problems?', 'Practice contract', 'Restrict users to patients on their service?', 'Shared practice', 'Dispensing organisation?', 'Registration organisation', 'Allow Mobile access?', 'Display EMIS codes in the code picker?', 'Default to the SNOMED CT preferred term in the code picker', 'Display middle names (Patient Find, Banner)?', 'Allow Alliance Surgical private referrals?', 'Allow users to edit their profile information?', and 'Document Management functionality'.

Setting	Selected Option	Other Options
Allow scheduled appointments?	<input checked="" type="radio"/> No	<input type="radio"/> Yes
Separate community problems?	<input type="radio"/> No	<input checked="" type="radio"/> Yes
Practice contract	Not Specified	
Restrict users to patients on their service?	<input checked="" type="radio"/> No	<input type="radio"/> Yes
Shared practice	<input checked="" type="radio"/> No	<input type="radio"/> Yes
Dispensing organisation?	<input checked="" type="radio"/> No	<input type="radio"/> Yes
Registration organisation	<input checked="" type="radio"/> own	<input type="radio"/> NHS Redbridge CCG
Allow Mobile access?	<input checked="" type="radio"/> No	<input type="radio"/> Yes
Display EMIS codes in the code picker?	<input type="radio"/> No	<input checked="" type="radio"/> Yes
Default to the SNOMED CT preferred term in the code picker	<input type="radio"/> No	<input checked="" type="radio"/> Yes
Display middle names (Patient Find, Banner)?	<input checked="" type="radio"/> No	<input type="radio"/> Yes
Allow Alliance Surgical private referrals?	<input checked="" type="radio"/> No	<input type="radio"/> Yes
Allow users to edit their profile information?	<input checked="" type="radio"/> No	<input type="radio"/> Yes
Document Management functionality	<input checked="" type="radio"/> Full	<input type="radio"/> Partial
Auto-file vaccination from FHIR message?	<input type="radio"/> No	<input checked="" type="radio"/> Yes

5. You will then need to **log out and back into EMIS Web** for the change to take effect.