



eMR Quick Setup Guide for TPP SystemOne Surgeries

'Process SARs and Medical Reports in minutes'

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1 Important information

Please read the following information before proceeding with the setup process.

You may require approval from your CCG/ICB or IT services provider to install new applications. Please ensure that you have approval from all relevant parties before proceeding.

If a DPIA is required, email us on customerservice@medi2data.com. We can provide our own DPIA or help answer any questions you may have.

1.1 Technical requirements

- **Gateway Machine** - In order to use eMR, eMR Connector and SystmOne need to be logged in and running on the same computer. As such, we recommend that eMR Connector is installed on the "Gateway" computer. If you do not have a dedicated "Gateway" computer, please speak to your IT.

"TPP requires that your 'Gateway' computer is a dedicated machine running in a server room or back office. It is not recommended to be used as a terminal by end-users. This is to ensure that the computer is available 24/7 and to facilitate technical requirements of SystmOne and third-party product architecture."

- **Windows Administrator Rights** - A local Windows account with Administrator privileges is required to install the eMR Connector. Please ensure that you have administrator privileges or have someone who does, available to help you.
- **Run on Startup** - We recommend that following the installation, the eMR Connector is set to run at startup.
- **Antivirus Requirements** - Local antivirus services may block the connection. You will need to ensure that the eMR Connector is white-listed by any security software you may have installed, including Windows Defender. Default installation location:
C:\Program Files (x86)\eMR Connector\eMR Connector.exe

- **Firewall Requirements** - Firewall may block eMR Connector from being able to communicate with eMR. Please ensure that the following is whitelisted for incoming and outgoing communications
 - Public IPv4 address: 35.179.58.217
 - Public IPv4 address: 18.168.245.112
 - Public IPv4 DNS: ec2-35-179-58-217.eu-west-2.compute.amazonaws.com
 - Public IPv4 DNS: ec2-18-168-245-112.eu-west-2.compute.amazonaws.com

1.2 Hardware requirements

eMR communicates with the clinical system using a small application called eMR Connector. This facilitates the transfer of data between your TPP SystmOne and eMR. Our hardware requirements are specified below:

Hardware	Minimum Specification	Recommended Specification
CPU	4 core 2Ghz processor or equivalent	8 core 2.5Ghz processor or equivalent
Hard Drive Space	250MB of free space	250MB of free space
Operating Systems	Windows 11 (eMR Connector is compatible with all versions of Windows that are currently supported by Microsoft)	Windows 11 (eMR Connector is compatible with all versions of Windows that are currently supported by Microsoft)
Memory	256MB dedicated to eMR Connector (if not dedicated, we recommend 16GB system RAM)	512MB dedicated to eMR Connector (if not dedicated, we recommend 16GB system RAM)
Connectivity	Reliable connection with 10MB Download 10MB Upload	Reliable connection with 25MB Download 25MB Upload

Please note that whilst these are our general requirements, other applications installed on the device should also be considered as they will increase the overall specifications required for the device to run smoothly. Additionally, we are depending on the transfer of data from TPP SystmOne, as such the TPP SystmOne application running on the Gateway Machine must be running smoothly and have a stable connection.

2 Create the surgery account

Please note: if you require any assistance with the installation of eMR or the creation of user accounts, a member of support will be happy to assist, please contact us on 03333055774, selecting option 1 or email us at customerservice@medi2data.com

Head over to emr.medi2data.com/onboarding/step-1/, this will take you to the first step required to begin the onboarding process. Change the “Primary Care System” to “SystmOne” then fill out the form below entering your practice code first, it will auto-fill most of the other information required.

About your surgery

To be completed by an authorised member of the practice

You can use your Practice Code or Surgery name to search for your Surgery, but if any information is incorrect please feel free to overwrite with the correct details.

Surgery details

Practice Code *	<input type="text"/>	Surgery Name *	<input type="text"/>
Postcode *	<input type="text"/>	Find Address	<input type="text"/>
Address Line 1 *	<input type="text"/>	Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>	City *	<input type="text"/>
County	<input type="text"/>	Contact Number *	<input type="text"/>
Primary Care System*	EMIS Web	Clinical System Code*	<input type="text"/>
Country*	England		

Once you have filled out the form, enter the centralized email for the surgery in the “Surgery email” field and accept the terms and conditions once you’ve read over them.

Central contact email for the Surgery

Please provide a central contact email for the Surgery, where all instructions and notifications will be sent (in addition to notification choices of the individual users)

Surgery email

Confirm email

[Click here](#) to view and accept all T&Cs, End User Licence and data policy.
These will appear in a pop-up, so please make sure any pop-up blockers are disabled temporarily to enable this.

I consent to MediData Exchange contacting the surgery regarding our services.

3 Create your user account

The next step will ask you to begin setting up your personal user account. A few basic details are required in the form below such as personal email address and phone number.

For added security, two factor authentication is required when logging in from outside the surgery, such as when working from home. The phone number provided will only be used for the purpose of our two factor authentication.

Create your account

Please add your details below to continue your registration

Title *

First Name *

Surname *

Your email address will be your username when you log into eMR. Please note that usernames are case sensitive.

Email address *

Confirm email *

Choose password *

Password must be at least 8 characters long and must not contain common words or be related to your username.

Confirm password *

Mobile phone *

Mobile Phone number is max 11 characters.

Once you have entered the above information, scroll down.

You may now add further users to join your surgery in the “Additional users” form below. This is optional, you will always be able to add more users through the “Surgery Management” section once you have completed the setup.

Additional users

You can set up additional users of eMR within this step. Alternatively you can skip this step and add users later if you wish.

Title*	First Name*	Surname*	Email*	Role (GP, Other)	Mobile Phone* (required to set up two factor authentication)
<input type="text" value="----"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="----"/>	<input type="text" value="+44"/> <small>Mobile Phone number is max 11 characters.</small>
<input type="text" value="----"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="----"/>	<input type="text" value="+44"/> <small>Mobile Phone number is max 11 characters.</small>
<input type="text" value="----"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="----"/>	<input type="text" value="+44"/> <small>Mobile Phone number is max 11 characters.</small>
<input type="text" value="----"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="----"/>	<input type="text" value="+44"/> <small>Mobile Phone number is max 11 characters.</small>

When ready, click “continue” and head over to the next step.

4 Setup eMR

From here on, there will be step by step instructions on the website, however, this guide will also provide you with everything you need to do. Just make sure you progress the installation steps on the computer as you complete each step.

4.1 Install eMR Connector

If this is the first time you are setting up eMR:

1. At this stage you will be setting up the eMR Connector application on your computer. This allows eMR to connect to your SystemOne account in order to retrieve patient data. You should see a blue “Download” button, click that and download the eMR Connector application.
2. Once you have the Connector installer downloaded, navigate to wherever you stored it and double click on it. You may get a security warning from Windows, if you do just click “more info” and click “proceed” - this happens simply because the application is yet to be certificated by Microsoft.
3. Go through the installation process, when asked, make sure to tick the “Create desktop shortcut” option so you can easily access the connector in the future. And tick “Start application when user logs in” so that eMR Connector will start automatically.

Once the install has completed, you may now launch the connector.

4.2 Login to SystemOne

You will only be able to use eMR when both eMR Connector and SystemOne are logged in and running.

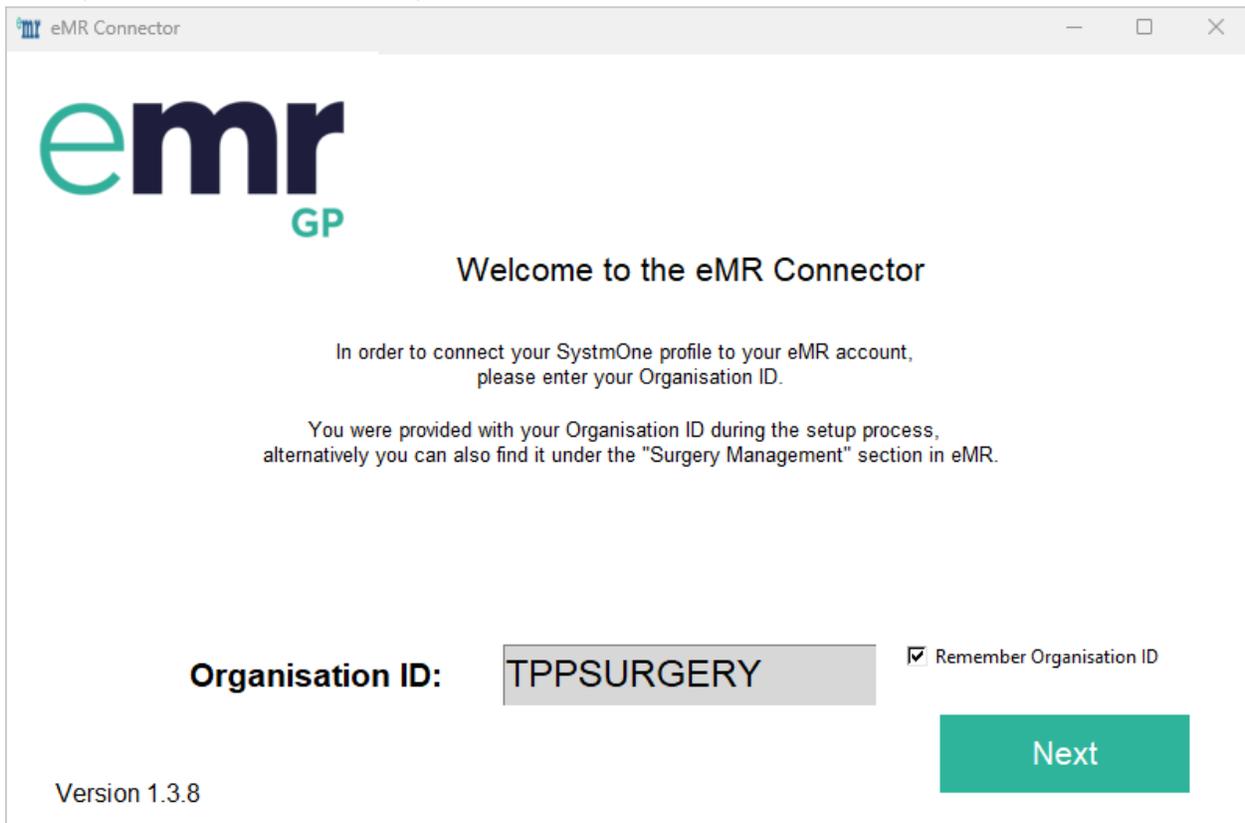
Please make sure a SystemOne account is logged in and running.

4.3 Check the connection

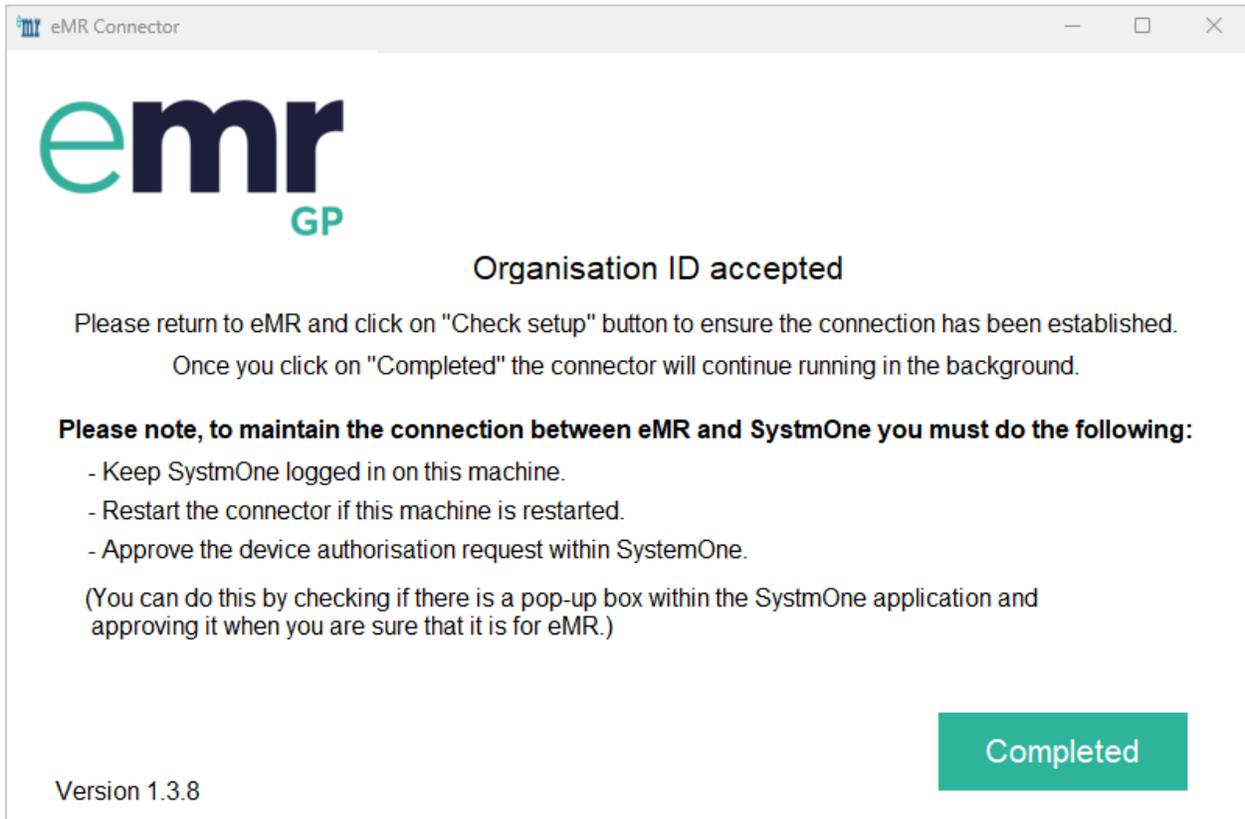
When SystemOne is logged in, head over to the web browser. You will see an "Organisation ID", this ID is a unique ID assigned to your surgery, so make sure to make a note of this somewhere accessible as you will need to enter it each time you restart the eMR Connector.



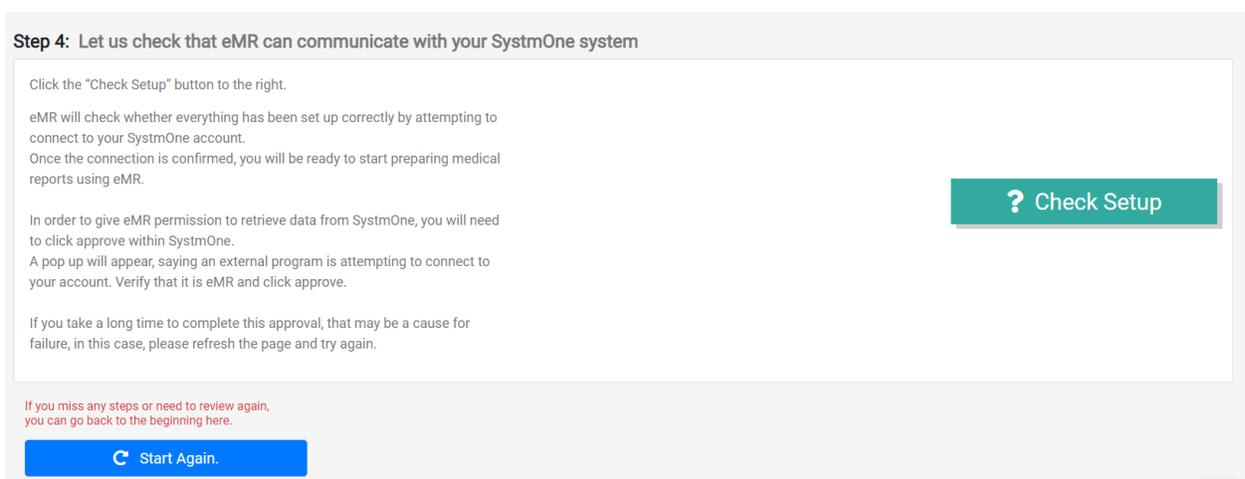
Once you have it, enter it into your eMR Connector.



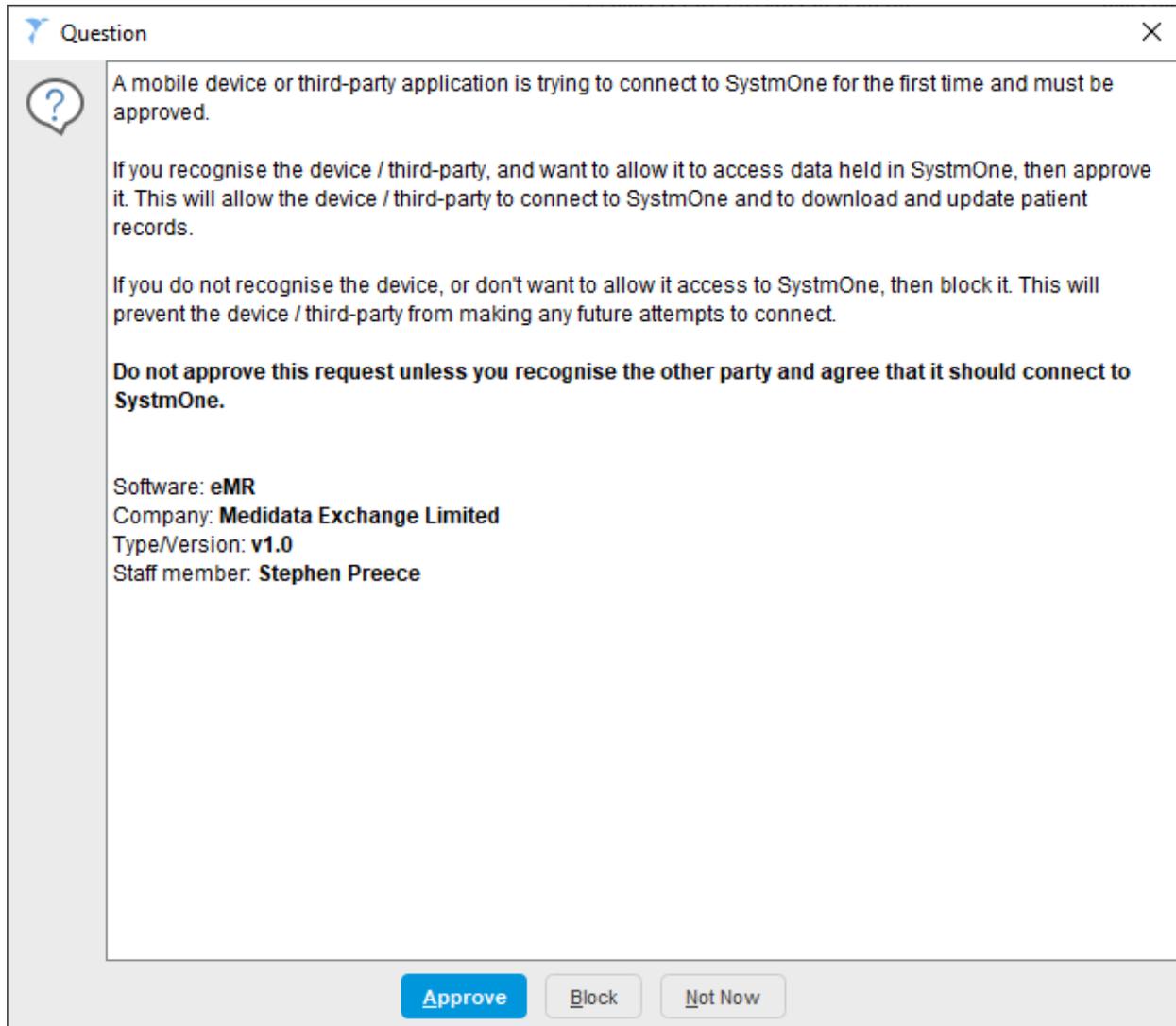
Tick “Remember Organisation ID” and click “Next”. You should see the next screen (if you do not, please check the troubleshooting section at the end of this document).



If you see the above screen, go back to your web browser and click “Check Setup”.



In order to give eMR permission to retrieve data from SystemOne, you will need to click approve within SystemOne. A pop up may appear, saying an external program is attempting to connect to your account. Verify that it is eMR and click approve.



If you take a long time to complete this approval setup check may fail, in this case, please refresh the page and try again.

Please note: Always click “check setup” on eMR once you have entered the organisation ID, otherwise the connection may not be established.

Once the connection is confirmed, you may be redirected back to the eMR Login page.