

12th May 2018

Updating OCCG Document Templates for EMIS Web and Vision

Dear Colleague,

When a service spots that an out-of-date form has been used by a GP Surgery, I encourage them to feed back to the practice by sending this letter, to help prompt the practice to update their pro forma library.

Our pro formas are no longer published as individual pro formas, but as part of a complete set of our templates which should be installed as a folder, and the previous library folder then archived to ensure only one copy is available in the practice.

EMIS Web practices who have the Resource Publisher upgrade and joined our streamed library should never need to manually update their pro forma library. Please contact us if you have Resource Publisher and something appears out of date, or if you have received the upgrade but not joined our stream so that we can help you join the stream.

Please forward this letter to your practice manager (or practice IT manager), asking them to update your practice to the latest library for your system. The libraries and the guide on how to do so are available here:

<http://occg.info/proformas>

Finding an effective system for automatic updating of pro formas for practices is an important priority for the OCCG and I am most grateful for your patience while we make sure that the solution we are looking into does the job well first time.

Yours sincerely



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