Feebris Integration Guide

For Norfolk & Waveney GP Practices
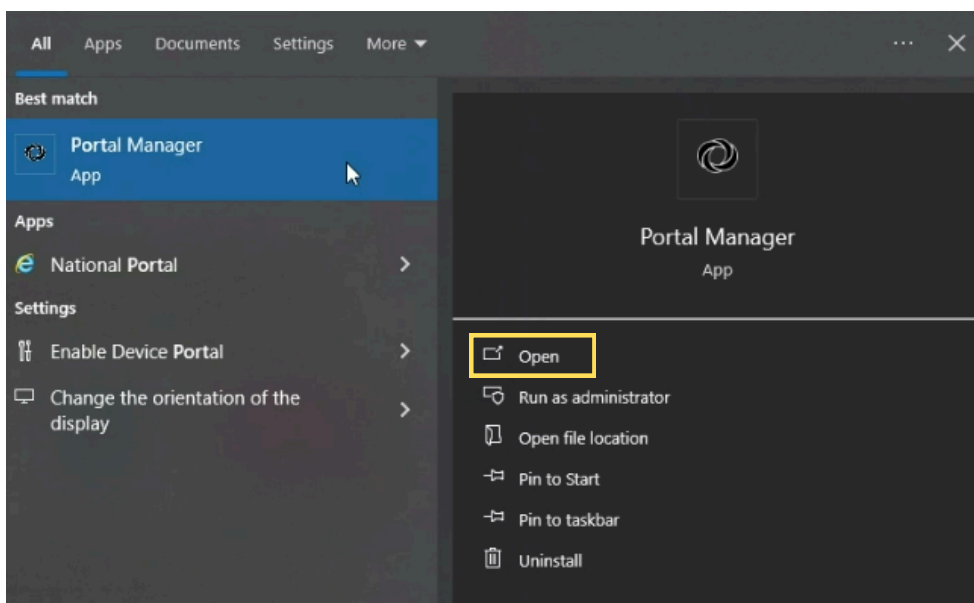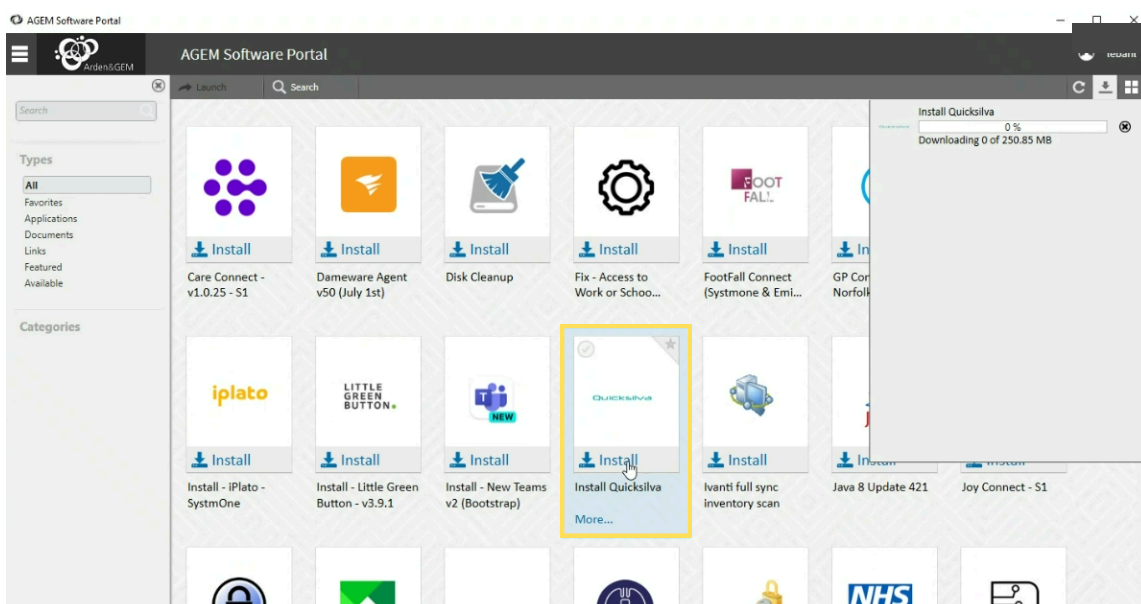
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Installing the Quicksilva Toolbar

The **Quicksilva Toolbar** simplifies access to Feebris data directly within the Electronic Health Record (EHR.) Once logged in, the Quicksilva toolbar allows you to manage Feebris patient observations without needing to switch platforms.
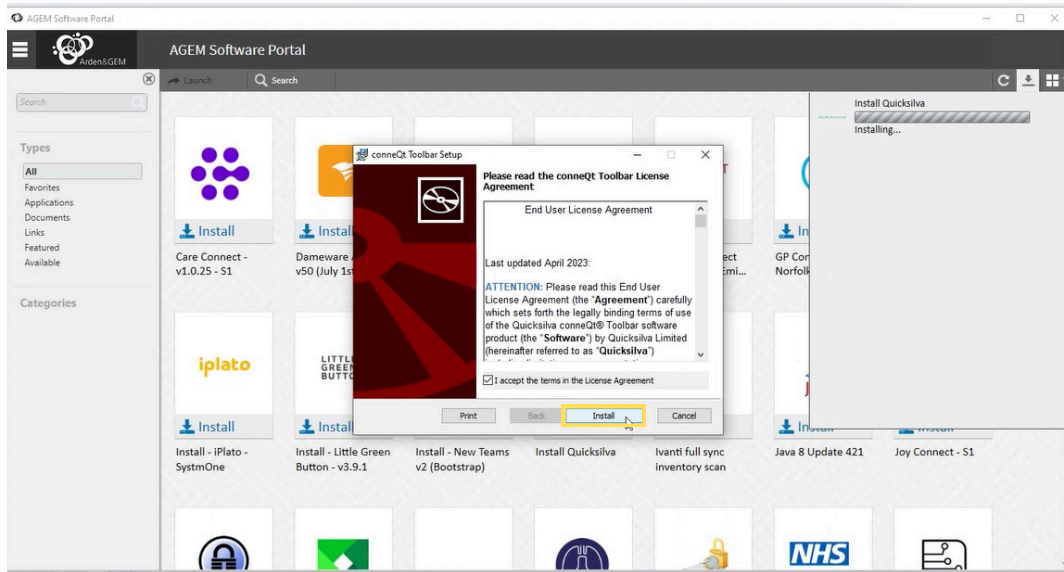
1) Open your Windows Menu and open the **Portal Manager** app
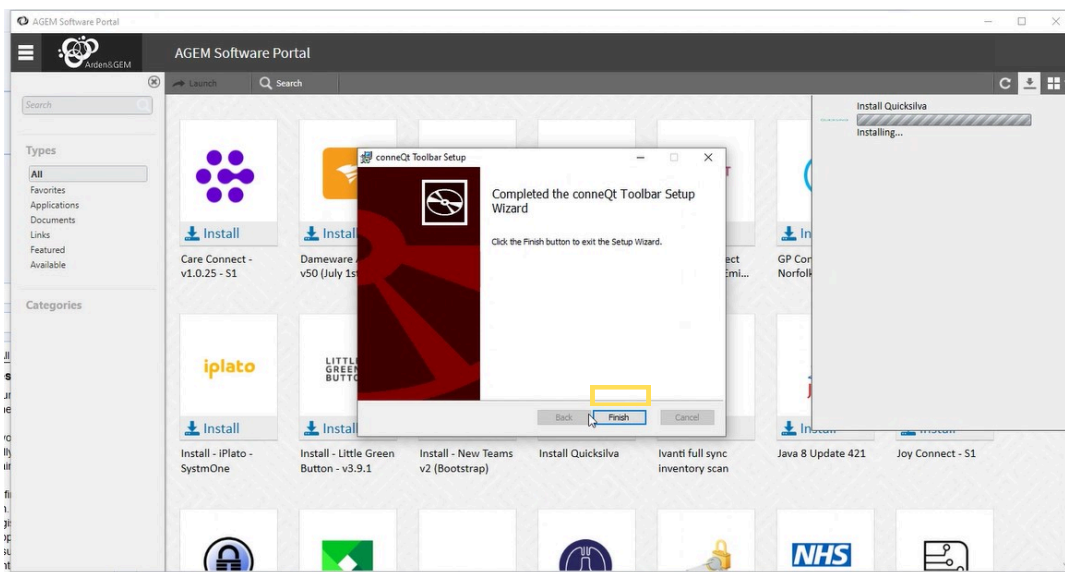

2) Install the **Quicksilva** app

3) After a few minutes a new window will appear. Click the **Install** button

4) Select the **Finish** button to complete set up

5) Open the Windows menu then type **conneQt Toolbar** and open the app
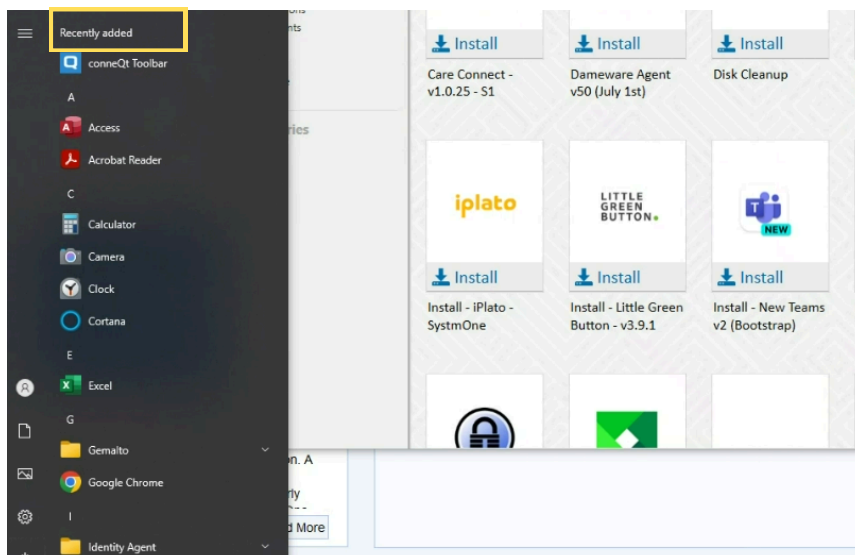
6) The Registration pop up window will open. Your organisation Identifier is your ODS code. Enter the key codes part 1 and 2 and select **Register**

7) Select the **Login to Toolbar** button

8) Select the **Approve** button

9) The **Quicksilva Toolbar** will then appear

Logging into the Quicksilva Toolbar

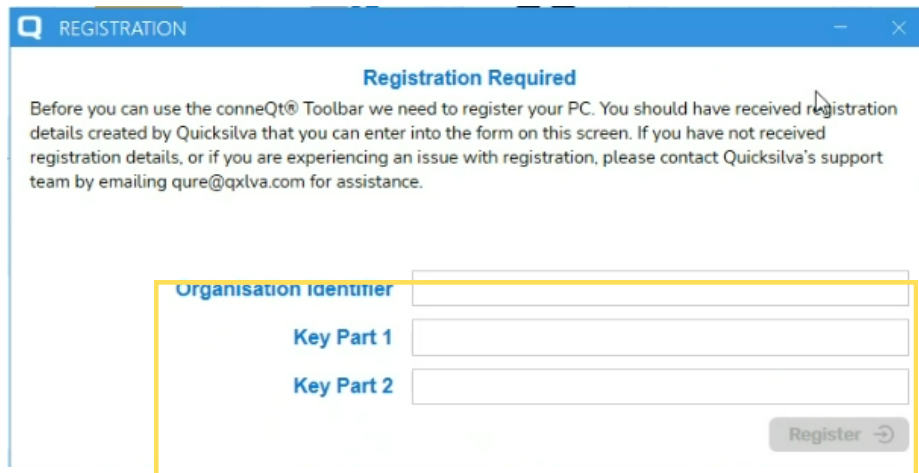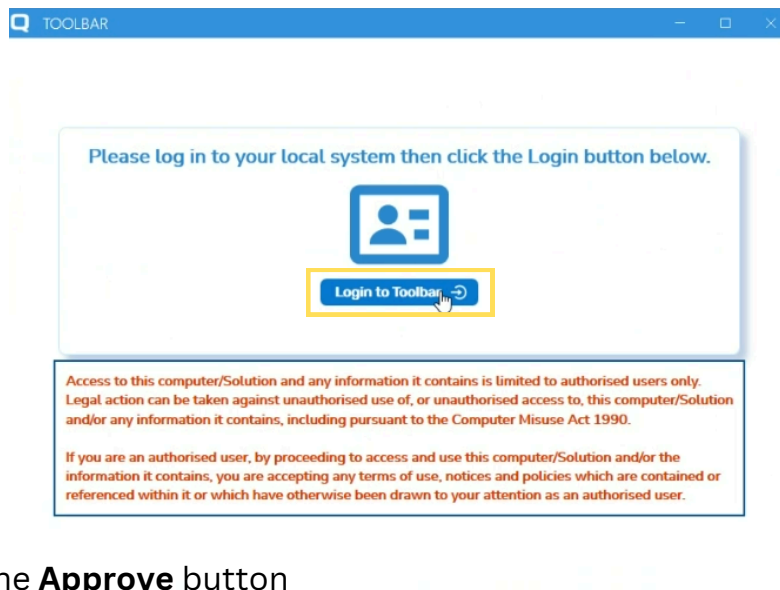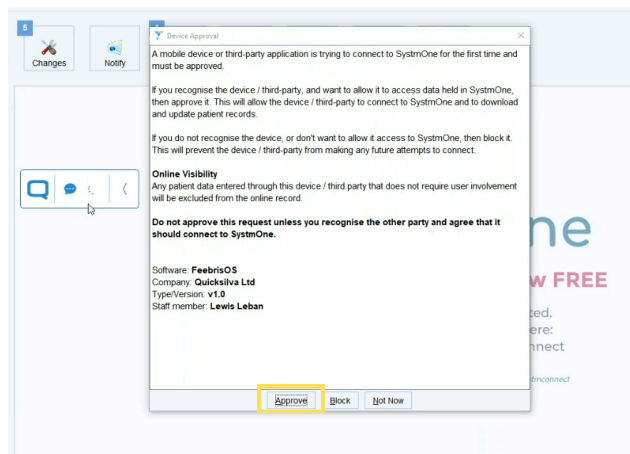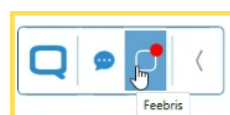**Overview:** The Quicksilva Toolbar simplifies access to Feebris patient data directly within your EHR. Once logged in, the Quicksilva toolbar allows you to manage Feebris patient observations without needing to switch platforms.

Steps:

Accessing the Quicksilva Toolbar:

- Open your EHR system (EMIS Web or SystmOne) first and log in as usual.
- Then open the Quicksilva Toolbar.

- Click **Login to Toolbar.** You will automatically be logged in based on your open EHR session. No seperate credentials are needed.
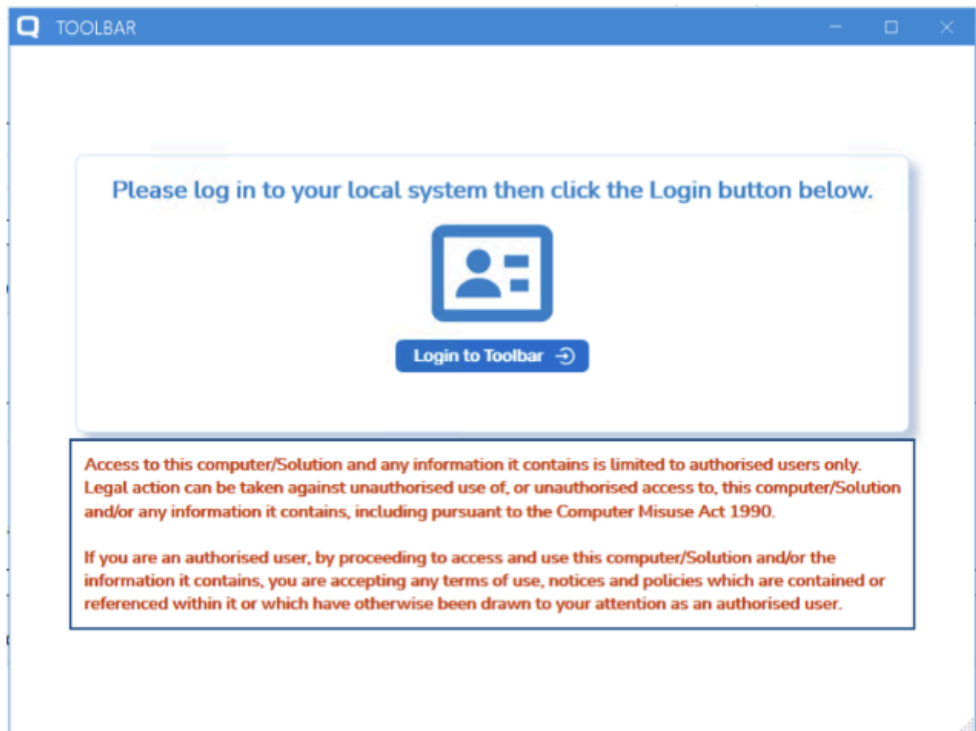
Quicksilva Toolbar Display:

- After logging in, the toolbar will open, displaying notifications if there is any Feebris data available for review in the current patient's record.

How to link your Feebris login to the Quicksilva Toolbar

Linking your Feebris account to the Quicksilva Toolbar is a straightforward process that ensures you won't have to log in manually each time you access Feebris from the toolbar. Here's how to do it:

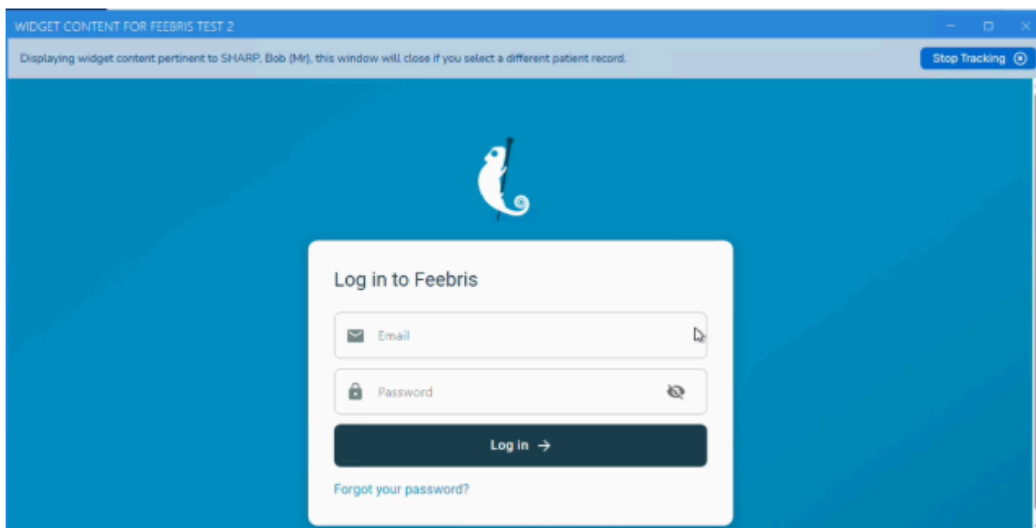- When you first open a notification to view data in Feebris, you will need to login to your Feebris account. If you have forgotten your password, you can click "Forgot your password?" to reset it. Alternatively you can click **here** to reset your password.

- After logging in, a prompt will appear saying **Link Feebris to your Quicksilva Toolbar**. Click on **Link Account** to proceed with the linking process.
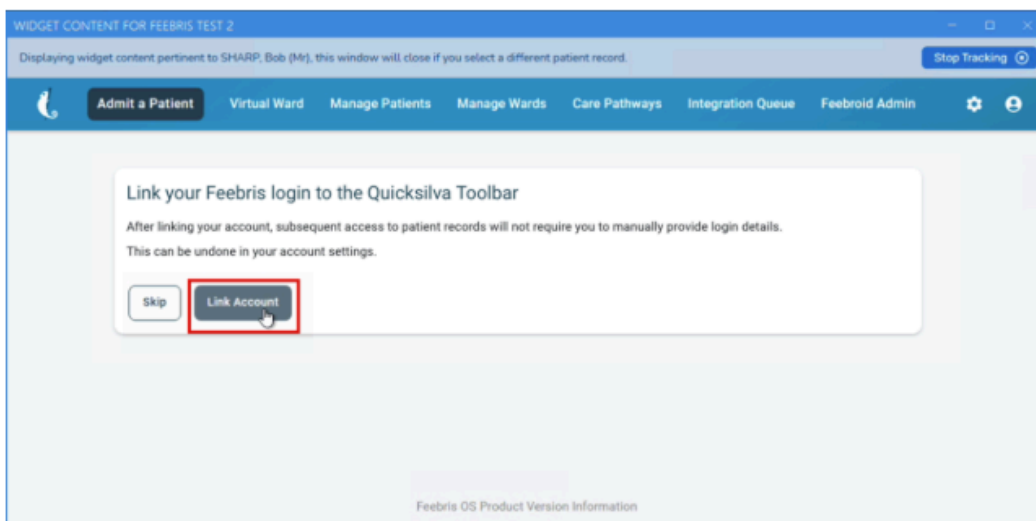
Overview of the Quicksilva Toolbar

Overview: The Quicksilva toolbar has three main icons and a collapse arrow, offering simple functionality while keeping a low profile on your screen.
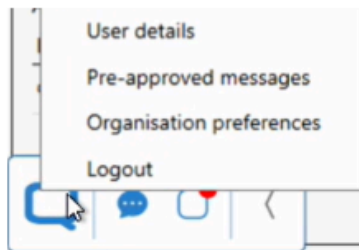
First Icon – Quicksilva Toolbar Settings:

Right-clicking on the Quicksilva logo gives you access to user settings and preferences. From here, you can:

- Review your user details.
- Set up pre-approved messages to streamline the importing of Feebris data to the Electronic Health Record (EHR).
- View your organisation's preferences.
- Logout of the Quicksilva toolbar.

Second Icon – Message Notifications:
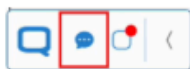
The second icon is dedicated to messages regarding data notifications. When clinical data is sent from a Feebris patient record, it will appear here for your approval. If there is new data awaiting approval, a red dot notification will appear on this icon to alert you.

Third Icon – Feebris Patient Access:
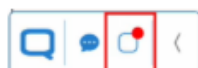
The third icon allows you to access the Feebris record for the patient currently open in your EHR system. If the patient has data for review in Feebris, a red dot notification will appear on the icon. Clicking the icon will open this patient's record in Feebris.

Note: You must have an active patient record open in the EHR for this icon to work; otherwise, you'll see an error message indicating no active patient record:

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Collapsing the Toolbar:

If the toolbar gets in your way, you can use the arrow located on the right to collapse it. When collapsed, only the Quicksilva icon will remain visible. You can click the arrow again to expand it back to the full toolbar.

Note: Collapsing the Quicksilva toolbar will hide notification dots, so it's best to keep it expanded to ensure you don't miss anything!

How to set up your Feebris account to pre-approve messages sent to the Quicksilva Toolbar

Overview: Setting up your account so that data can be sent directly from Feebris to the patient's Electronic Health Record (EHR) without requiring additional approval. Follow these steps to configure your account for pre-approved messages

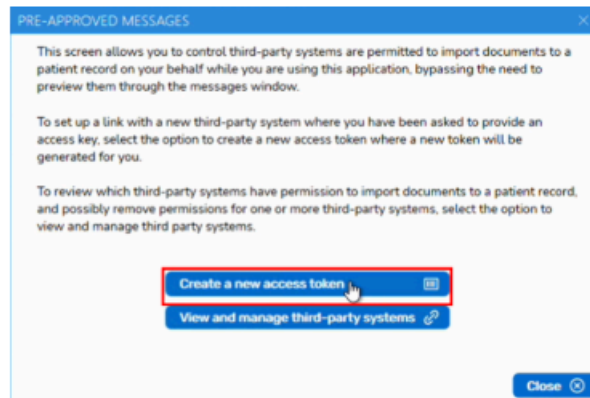**Steps to Set Up Pre-Approved Messages:**

Access the Quicksilva Toolbar:

- Ensure you have the EHR and the Quicksilva toolbar open.
- Right-click the Quicksilva logo. From the menu, select **Pre-approved messages**.
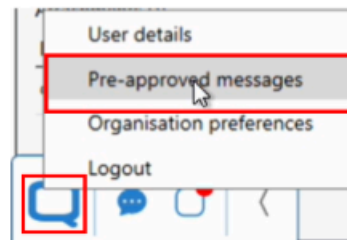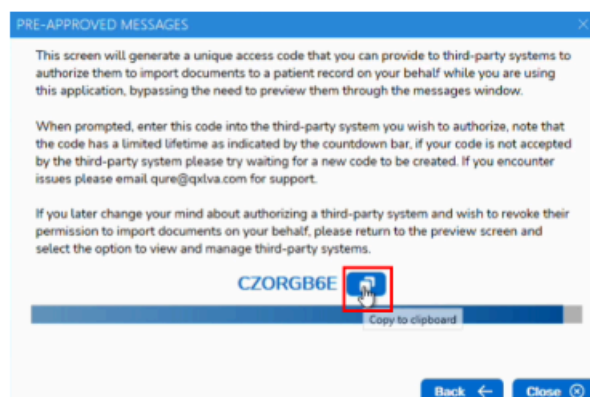

Create an Access Token:

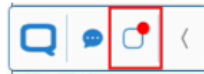- Click on **Create a new access token**. Allow the system to generate the token.

- Once generated, click the copy icon in the pre-approved messages modal to copy your access token.
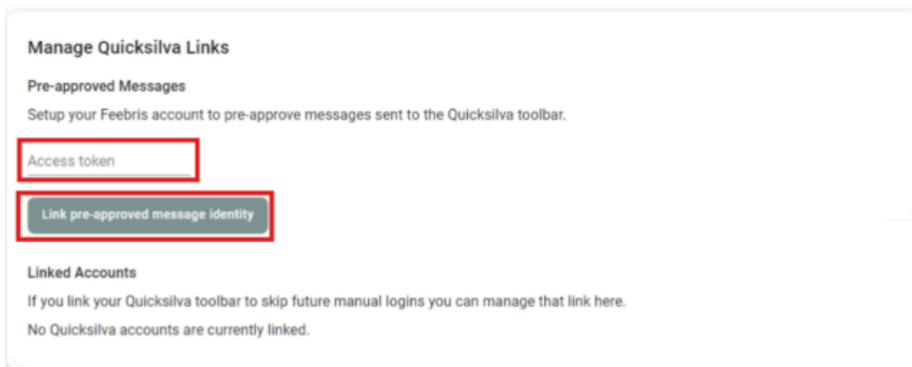
Open the Feebris Widget:

- Click on the **Feebris Patient Access** icon to launch the Feebris widget.

Link Your Pre-Approved Message Identity:

- **Navigate to Account Settings:** In the top right corner, click the head and shoulders icon, then select **Account** from the dropdown menu.

- Under **Manage Quiksilva Links**, right-click in the designated area ("Access token") and paste the access token you copied earlier.

- Click on **Link pre-approved message identity** to complete the setup.

Manage Quicksilva Links

Pre-approved Messages
Setup your Feebris account to pre-approve messages sent to the Quicksilva toolbar.

Access token
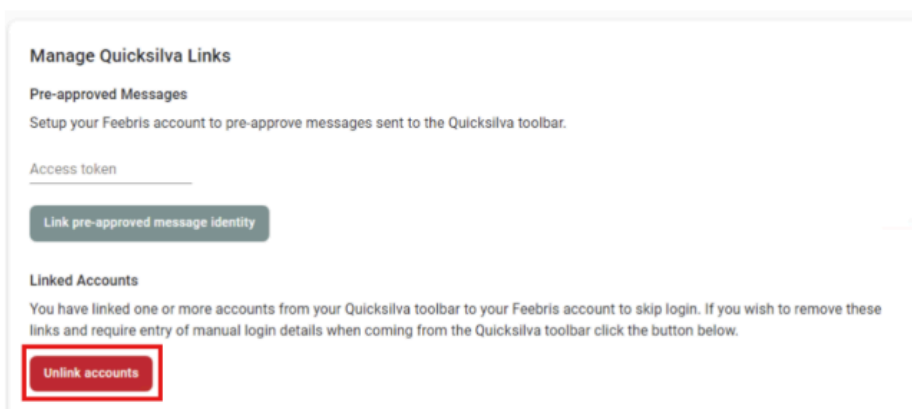
Link pre-approved message identity

Linked Accounts
If you link your Quicksilva toolbar to skip future manual logins you can manage that link here.
No Quicksilva accounts are currently linked.

Please note that this needs to be done within a short time frame. If the access token expires due to a significant time lapse, simply generate a new one using the same steps and paste it here.

Your account is now successfully configured for pre-approved messages to the Quicksilva toolbar.

Unlinking Your Identity:

If you ever need to unlink your Quicksilva identities from Feebris, you can do so at any time from the same account settings section by simply clicking on **Unlink pre-approved message identity**.

Manage Quicksilva Links

Pre-approved Messages
Setup your Feebris account to pre-approve messages sent to the Quicksilva toolbar.

Access token

Link pre-approved message identity

Linked Accounts
You have linked one or more accounts from your Quicksilva toolbar to your Feebris account to skip login. If you wish to remove these links and require entry of manual login details when coming from the Quicksilva toolbar click the button below.

Unlink accounts

Viewing Patient Data in Feebris via the Toolbar

Overview: Once logged in, the Feebris Toolbar allows you to view patient data, if available, without logging into a separate platform.
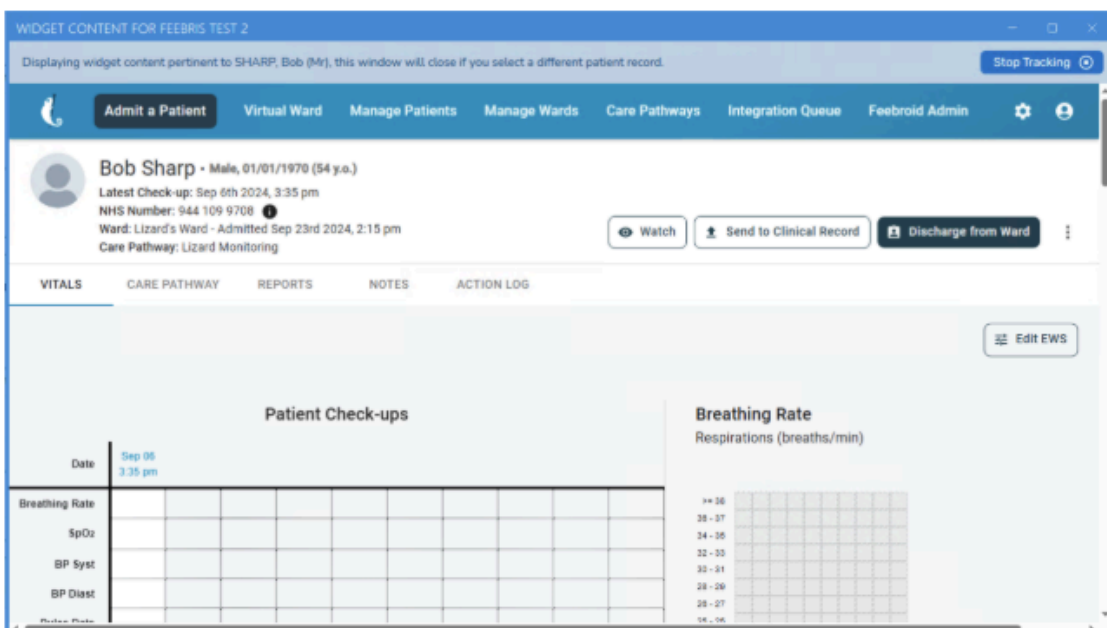
Steps:

Accessing a Patient:

- With a patient open in your EHR, click on the Feebris icon in the toolbar.
- A pop-up will appear confirming patient selection. You need to select "Yes" to proceed.
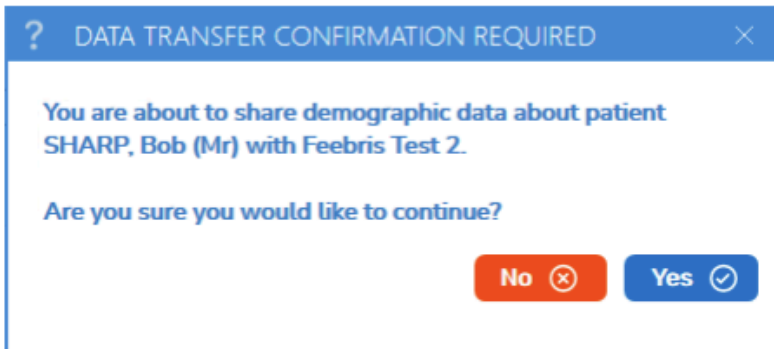
Viewing Data:

- After confirming, the Feebris widget will open, showing the patient's Feebris record in a browser window. You can navigate around the patient's record as required for viewing purposes. If you need more help please see relevant articles: **Navigate the Portal as a GP.**

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Sending Feebris Data to the Patient's EHR

Overview: Once logged into the Feebris Toolbar and viewing patient data, you can send relevant observations within a specified date range directly to the patient's Electronic Health Record (EHR).

Steps:

Accessing the Feebris Record from the EHR:

- Ensure you are viewing an open patient record within your EHR system.

- Click on the **Feebris Patient Access** icon (the third icon on the Quicksilva toolbar).
  - This will open the patient's Feebris record if they have one. If they do not, a "patient not found" message will be displayed.
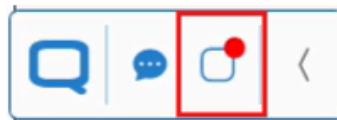
- From here, you can view the patient's Feebris record.

Sending Data from the Feebris Record to the EHR:

- To send notes, soft signs and vital signs to the EHR, click the **Send to Clinical Record** button.

- Use the dropdown menu to select the data you want to send:
  - **Lastest Check-up:** Automatically selects the most recent check-up, with the date displayed in the dropdown.
  - **Last 24 hours:** Will include all check-ups conducted within the past 24 hours.
  - **Custom:** Expands to reveal hidden date pickers where you can manually set a date range.

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- Once chosen, press **Send to Clinical Record**.

Note: if the chosen date range contains no data, the data push will be skipped and nothing will be sent to the clinical record.

- If you have set up your account for pre-approved messages to Quicksilva's toolbar, the data will be sent straight to the patients EHR without needing additional approval.

  - *If required, please see: How to setup your Quicksilva account for pre-approved messages.*

- If you have not set this up, a manual approval step will be required within your EHR system. Please see below.

**Approving and Handling the Data Within the EHR:**

- Navigate back to your EHR window.

- It may take a few moments for the data to come through. When it does, you will see a red notification on the messages icon, indicating that data is pending approval.
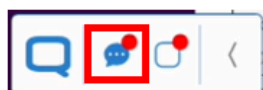

- Click the messages icon to see a summary of the data sent through. You can click directly on the row to open up the **Import Document Preview**.
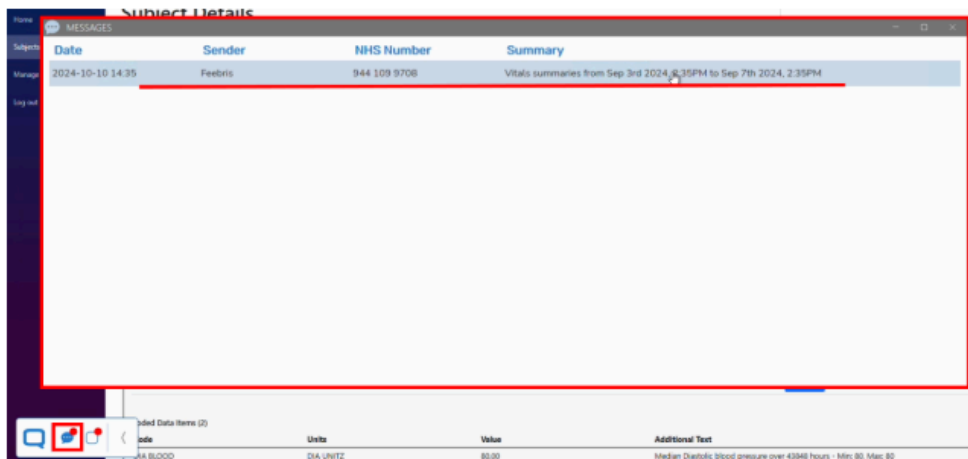
- You can choose to either:
  - **Import attachment**: You will be prompted to confirm the import. Click **Confirm attachment import** and then **Import** to finalise.
  - **Reject attachment:** If you chose to reject the attachment by mistake, you will still be able to resend the data from Feebris again.
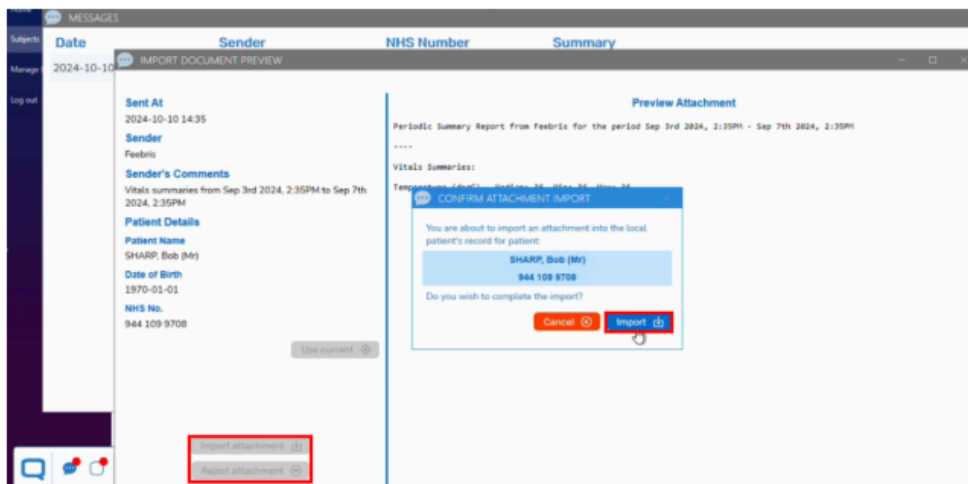
- Once the process is complete, the notification on the messages icon should disappear, and you will see a message stating,*"The document has been imported successfully and you may now close the window"*.
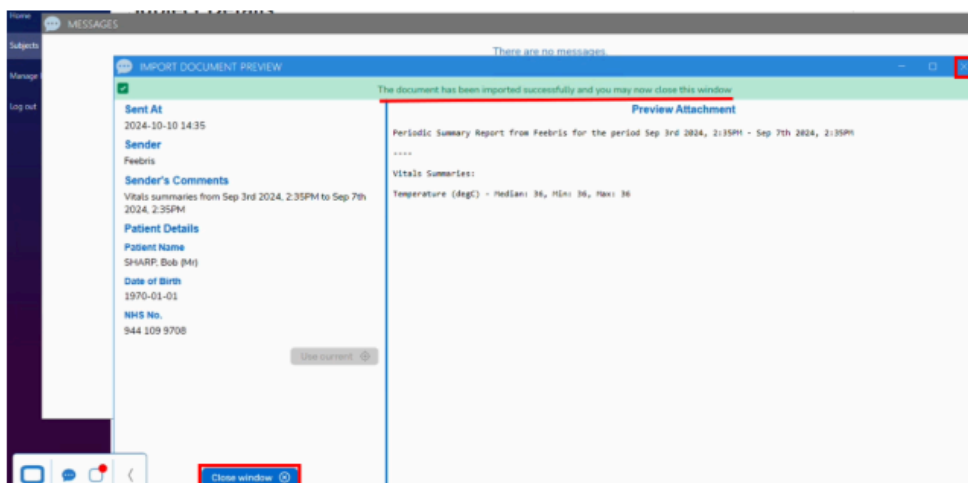
How to check the status of a Transfer in the Integration queue in Feebris

Overview: After sending data to the Electronic Health Record from Feebris, you can verify the status of your transfer via the integration queue. This can be useful for troubleshooting any issues that may arise during the data transfer process.

Steps to Access the Integration Queue:

- **Open the Patient's Feebris Record:** Start by ensuring you are viewing the Feebris record for the patient whose data you sent.

- **Navigate to the Integration Queue:** From the top banner of the Feebris page, locate and click on the **Integration Queue**. This section displays the status of data transfers.
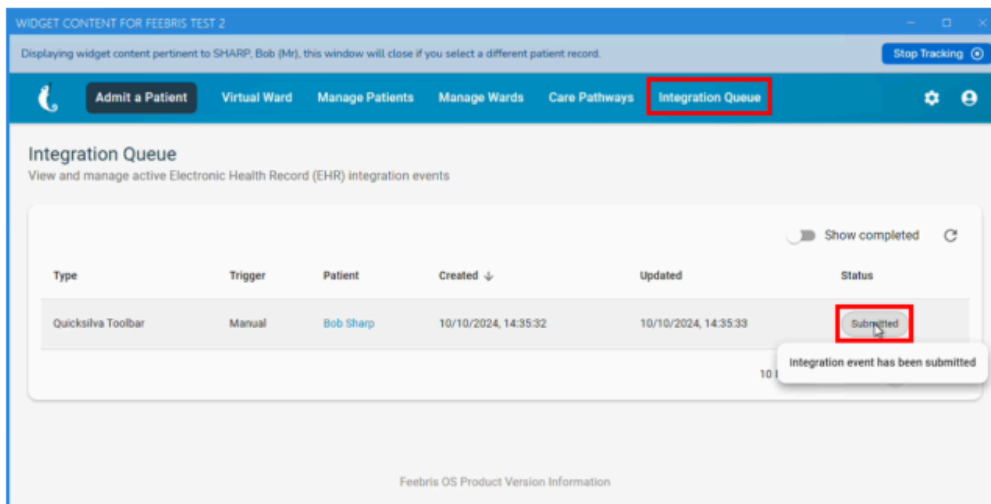
- **Review Transfer Status:** In the Integration Queue, you can see the status of your recent data transfers. If there were any issues with the transfer, this is where you can identify them.

Further support

You can seek further support & help through the Feebris dashboard.

On the dashboard, if cookies have been enabled, there will be a chat icon in the lower right hand side. You can click on this to bring up a chat option direct with Feebris who can help with your request.

Feebris can also be emailed directly at **support@feebris.com**

Alternatively, you can contact the NWICB Digital Care Homes and Social Care Team via MS Teams by **clicking here** to start a conversation, or you can emailing us: **nwicb.digitalsocialcare@nhs.net**