

## EMIS Users FAQ #7 Adding Drugs/Codes

### What is the priority for adding non-prescription drugs into EMIS?

Drug addition priorities as of November 2008:

**Priority #1:** include all prescription brand and generic drugs (Completed)

**Priority #2:** addition of over the counter (otc) drugs (current and ongoing)

**Priority #3:** addition of homeopathic drugs once otc additions are completed

**Ongoing:** New prescription drugs are added monthly as they come on the market

### What do I do if a drug or code is missing in EMIS?

If a drug or code needs to be added to EMIS:

#### **Option 1:**

- Submit the information via [www.emis.ca](http://www.emis.ca) under Common Room\*.
- Click Drug Database for drug requests
- Click Coding Online for code requests.

\* To access the Common Room in EMIS PCS, go to the top of the screen and click on the down arrow next to the internet icon or click on Help. Select EMIS Online -> Client Zone. When finished, select Modules to return to EMIS PCS.

#### **Option 2:**

- Go to [www.emis.ca](http://www.emis.ca); Services; Coding and Drug Information
- Click on Drugs to send your request to [drugdb@emis.ca](mailto:drugdb@emis.ca)
- Click on Coding to send your request to [clinical.terms@emis.ca](mailto:clinical.terms@emis.ca)

### How do I request changes to spellings (from UK to Canadian) for clinical terms?

- Go to [www.emis.ca](http://www.emis.ca) -> Services -> Coding and Drug Information
- Click on Coding to send your request to [clinical.terms@emis.ca](mailto:clinical.terms@emis.ca)

## What is the Process for large drug requests?

Access **CANQF007** (CDI Work Request Sheet) via EMIS Quality Assurance:  
<http://emis:102/docs.asp>

There is a link added to the document titled QF825 which has 3 tabs at the bottom.

1 – Code Request Information. Use this for large numbers of code requests. This is used for the **conversion of local codes**.

2 – New PCS Template Request.

3 – Local PCS Template Request. This is used for the **conversion of live templates to the EMIS Template Repository**.