

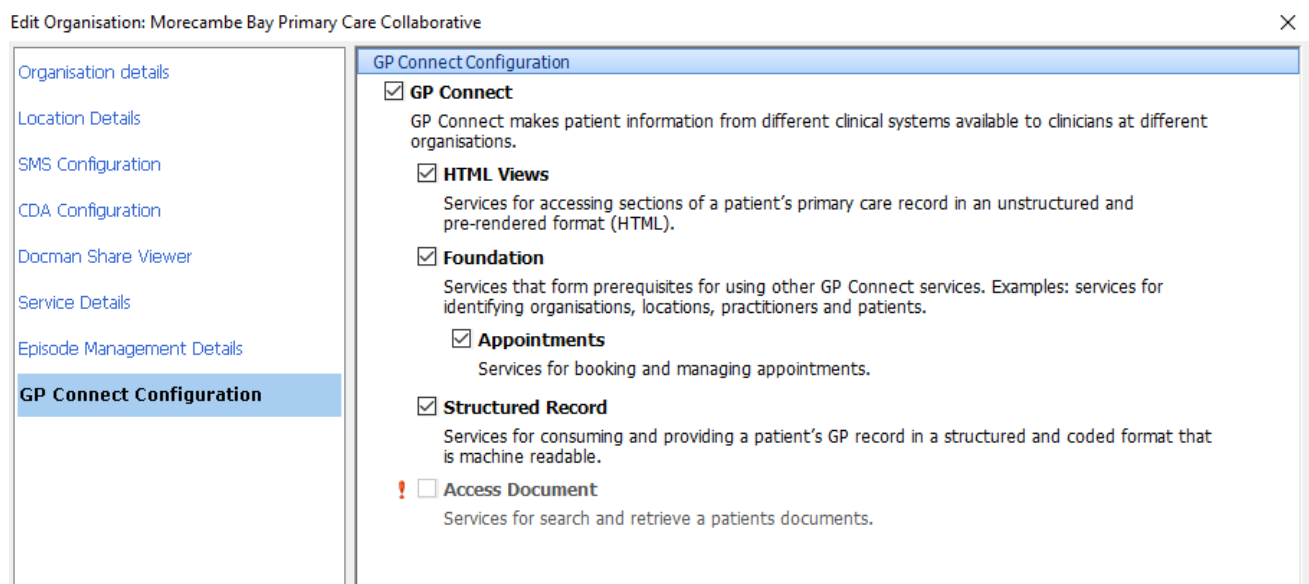
Extended Access Training Guides

Support: mbpcc.extendedaccess@nhs.net

Appointments (GP Connect booking)

Pre-requisites

You will most likely already have GP Connect enabled as you already have to allow direct booking from GP Connect. You can check by going to Organisation Configuration and choosing to edit your practice Organisation. Go to the GP Connect Configuration section and check everything possible is ticked. Click on Cancel or OK as appropriate.



Next you will need to subscribe to the relevant Organisation Groups that we have setup. From Organisation Configuration, select Organisation Groups from the menu bars on the left. You will see a list of the Organisation Groups that you are a member of (your list may differ to the one in the picture here).

Select your PCN name and click the Subscribe Organisation Group button on the toolbar.

In the image to the left, we are already subscribed to the highlighted group, which is why the button gives the option to Unsubscribe.



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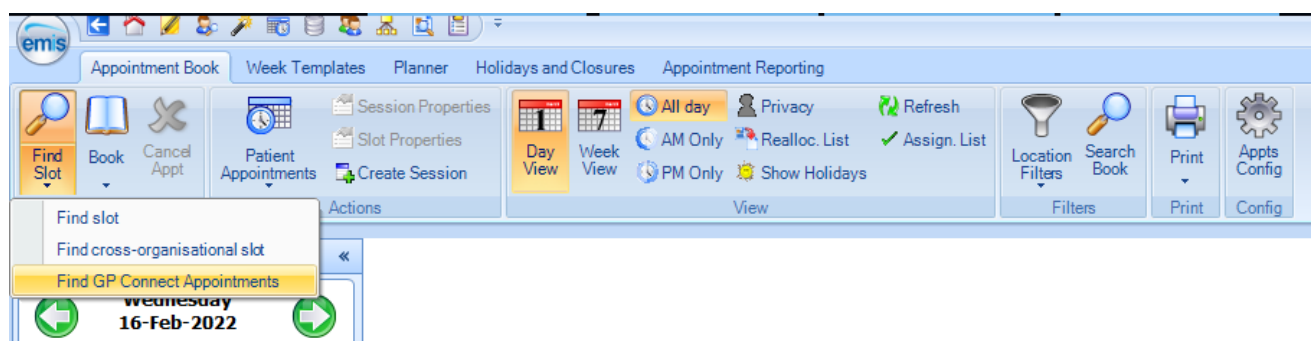
Searching and booking

Users need to be logged on with a smartcard in order to search and book GP Connect appointments.

Go to your normal appointment book.

Ensure you have the patient you want to book loaded in your own EMIS system, and the PDS is reconciled.

Click the bottom part of the Find Slot button and then click Find GP Connect Appointments.



You will be presented with the GP Connect appointment search dialogue box. Your patient should already be selected. Using the Organisation Group drop down menu, choose the group whose appointments you want to search, this will normally be your PCN group. In the Organisation drop down, untick the All to deselect all practices, then tick just Morecambe Bay Primary Care Collaborative. You only want to search for appointments on the Federation system.

Find GP Connect Appointments

XXTESTPATIENT-TISE, Donotuse (Mr) Born 23-Oct-1966 (55y) Gender Male
EMIS No. 167

Search appointments

Patient: XXTESTPATIENT-TISE, Donotuse (Mr) From: 26-Sep-2022 To: 09-Oct-2022

Organisation group: Barrow & Millom PCN Organisation: Morecambe Bay Primary Care Colla...(Y07184)

☐ All
☐ Abbey Road Surgery (A82010)
☐ Atkinson Health Centre Practice (A82062)
☐ Bridgegate Medical Centre (A82009)
☐ BURNETT EDGAR MEDICAL CTR (A82071)
☐ Duke Street Surgery (A82007)
☐ Liverpool House (A82077)
☒ Morecambe Bay Primary Care Collaborative (Y07184)
☐ Norwood Medical Centre (A82008)
☐ RISEDALE SURGERY (A82072)
☐ The Family Practice (A82630)

Search appointments Clear appointments

Book appointment Cancel



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Click on Search appointments. The system might appear to have frozen temporarily, but be patient and the available appointments will be displayed.

Find GP Connect Appointments

SQUAREPANTS, Spongebob (Mr) Born **01-Oct-1990 (31y)** Gender **Male**
Preferred Name **Sponge** NHS No. **111 111 1111**

Search appointments

Patient: From: To:
Organisation group: Organisation:

Available appointments

136 search results found ☒ Show all slots ☐ Show consecutive slots

Date/Time	Duration	Type	Session details	Organisation name/Location address	Practitioner name/Gender	Practitioner roles
Sat 01-Oct-2022 at 09:00	30 mins		MBPCC BAM Pharmacist F2F Consultations (EAS Pharmacist Medication R...	Morecambe Bay Primary Care Collaborative Moor Lane Mills, Moor Lane, Lancaster, LA1 1QD	Mr Stephen Lee [M]	Community Practitioner
Sat 01-Oct-2022 at 09:30	30 mins		MBPCC BAM Paramedic F2F Consultations (EAS Paramedic Acute Ambul...	Morecambe Bay Primary Care Collaborative Moor Lane Mills, Moor Lane, Lancaster, LA1 1QD	Mr Paul Carruthers [M]	Community Practitioner
Sat 01-Oct-2022 at 09:30	30 mins		MBPCC BAM Pharmacist F2F Consultations (EAS Pharmacist Medication R...	Morecambe Bay Primary Care Collaborative Moor Lane Mills, Moor Lane, Lancaster, LA1 1QD	Mr Stephen Lee [M]	Community Practitioner
Sat 01-Oct-2022 at 09:30	30 mins		MBPCC BAM Nurse F2F Consultations (BAM PCN SMEARS ONLY)	Morecambe Bay Primary Care Collaborative Moor Lane Mills, Moor Lane, Lancaster, LA1 1QD	Ms Debbie Glover [F]	Community Nurse
Sat 01-Oct-2022 at 10:00	30 mins		MBPCC BAM Paramedic F2F Consultations (EAS Paramedic Acute Ambul...	Morecambe Bay Primary Care Collaborative Moor Lane Mills, Moor Lane, Lancaster, LA1 1QD	Mr Paul Carruthers [M]	Community Practitioner

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Pay attention to the columns which will give you information about what the appointment is. The most useful is the Session details column which will tell you which site the appointment is at, the clinician type and whether it is face to face or telephone.

Practitioner Role is mapped from Role on an EMIS User profile.

Delivery Channel is mapped from Status Type defined for the slot type assigned to the slot.

Session Details is mapped from the Session Name and in brackets the name of the slot type.

Type will show the modality (eg face to face, telephone) if hovered over.

You can select the appointment you want and click Book appointment or just double click on it.



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Book Slot

XXTESTPATIENTKAMP, Nic-Donotuse (Mr)

Born 26-Sep-1942 (79y)

Sun 20-Feb-2022 at 09:00, 15 mins

Start date/time: Sun 20-Feb-2022 at 09:00

Duration: 15 mins

Organisation: Morecambe Bay Primary Care Collaborative

Location address: Moor Lane Mills
Moor Lane
Lancaster
LA1 1QD

Delivery channel: Appointments

Session comment: EAS GP (GP EAS face to face consultation)

Practitioners: Dr Arun Thimmiahmale

Practitioner roles: General Medical Practitioner

Booking Details

* Description

Comment

Book

Cancel

You need to enter details in the Description box in order to complete the booking. This could be some clinical details.

If the patient is not already registered on the MBPCC EMIS system, then GP Connect will first register the patient and then book the appointment. This means you do not have to provide patient details in the booking information as they will be available via the registration.

Once ready, click Book and you will get a confirmation.



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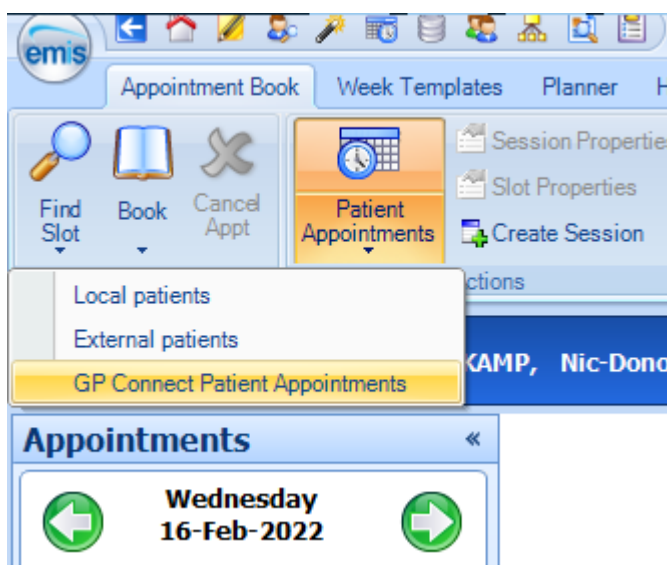
Click on Close.

You will be returned to the list of appointments and you can click on Cancel to exit.

Verifying and cancelling

You can search for existing appointments for your patients to check times or to cancel them. Go to your appointment book.

Click on the bottom part of the Patient Appointments button, and then choose GP Connection Patient Appointments.



Choose the relevant Organisation Group on the next screen to see a list of booked appointments.



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GP Connect Patient Appointments

XXTESTPATIENTKAMP, Nic-Donotuse (Mr) Born **26-Sep-1942 (79y)** Gender **Male**
NHS No. **999 012 3268**

Organisation Group: MBPCC_Extended_Access From Date: 16-Feb-2022
Patient: XXTESTPATIENTKAMP, Nic-Donotuse (Mr) To Date: 01-Mar-2022

Future appointments

Date/Time	Duration	Booking Organisation	Location	Practitioner Roles	Delivery Channel	Session Comment
Sun 20-Feb-2022 at 09:00	10 mins	Primary Care	Morecambe Bay PCC Access	Healthcare Assistant	Appointments	EAS HCA (HCA EAS appointment)

Right-click context menu:

- Edit Appointment
- Cancel Appointment
- View Appointment

Cancelled appointments

Date/Time	Duration	Booking Organisation	Location	Practitioner Roles	Delivery Channel	Session Comment
Sun 20-Feb-2022 at 09:00	15 mins	Primary Care Manchester	Morecambe Bay PCC – Extended Access	General Medical Practitioner	Appointments	EAS GP (GP EAS face to face consultation)

Close

Right click on any appointment to access a menu to Edit, Cancel or View the appointment.