Note: if you have any problems following this guide then please email you local Implementation Manager or gpconnect@nhs.net.

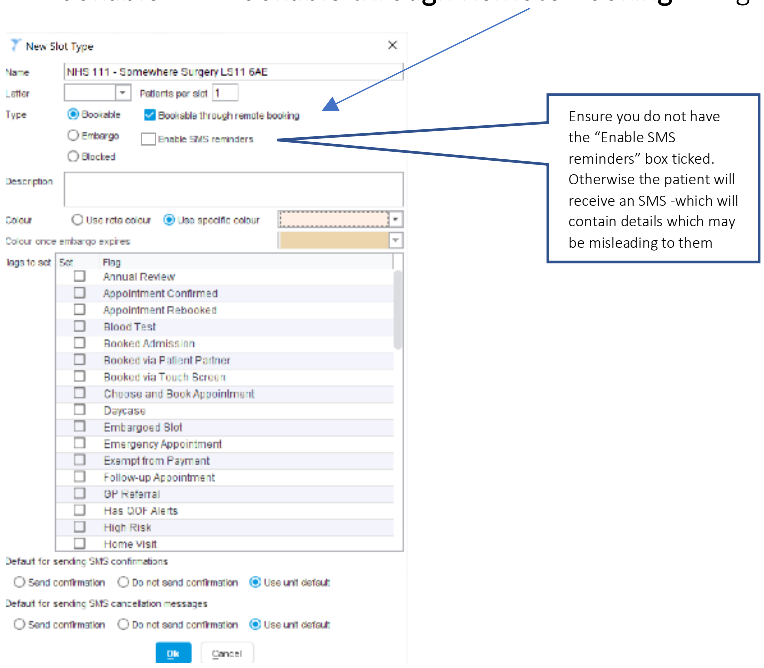
More information can be found on our website

https://digital.nhs.uk/services/gp-connect/set-up-gp-connect-in-your-gp-practice-clinical-system

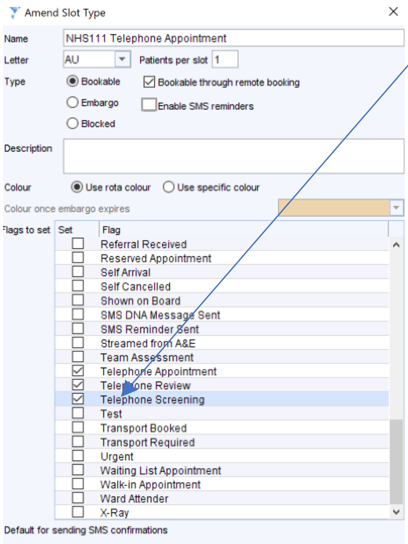
Appointments Configuration for Covid Clinical Assessment Service

Create a Worklist Slot

1. Create a new slot type – Setup > Appointments >Slot Type >New
2. Give the slot a name e.g. CCAS Covid-19
3. Select Bookable and Bookable through Remote Booking alongside Type



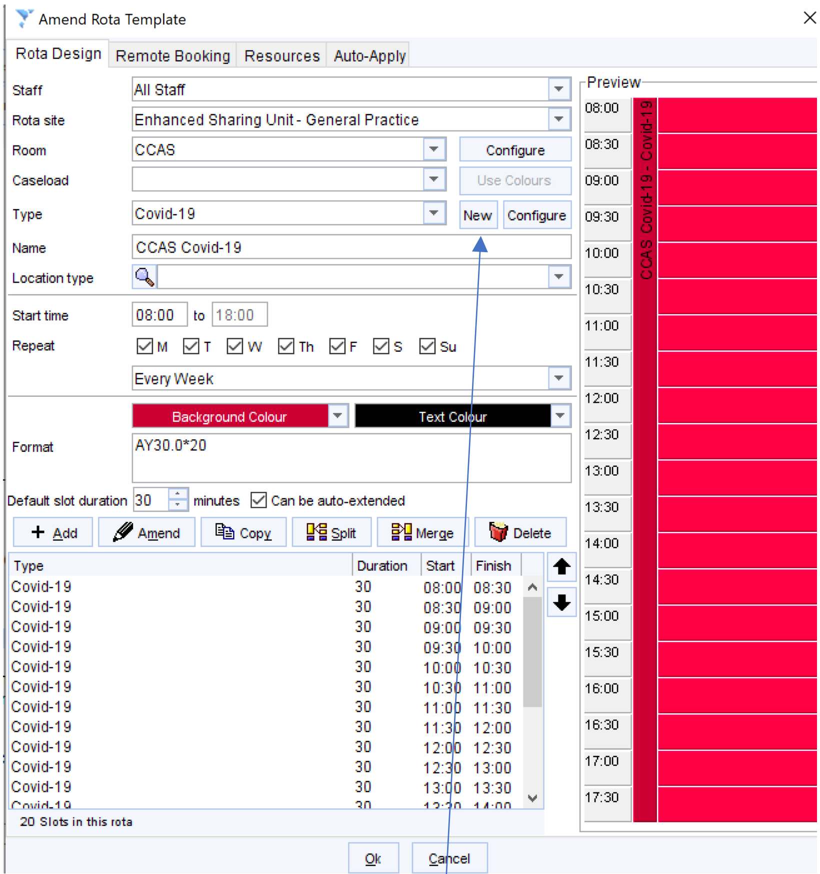
4 Tick the Telephone Appointment, Telephone Review and Telephone Screening Flags as in the screenshot below.



Create a Worklist Rota

5 Create a new rota template type – **Setup > Appointments >Rota Template**

6 Select **New** Template

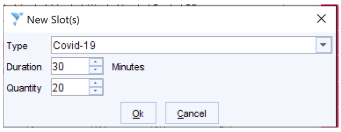


7 In the **Staff** field select **All Staff,** then anybody can access the list

8 In the **Rota Site** field select your practice

9 Alongside the **Type** box select **New** and in the **Create Rota Type** dialogue box enter a description in the “Name” field e.g. Covid-19 and **Ok**

10. In the **Name** field give the rota a name which is relevant and identifiable – such as "CCAS Covid-19"
11. Enter the **Start Time** (the end time will automatically be entered once the slots are entered)
12. Select a background colour to make the rota easily identifiable to staff
13. Enter the required slot duration
14. Select **Add**



15. Select the slot previously created in the **Type** field
16. Enter the required **Quantity** of slots to be allocated, select **Ok**

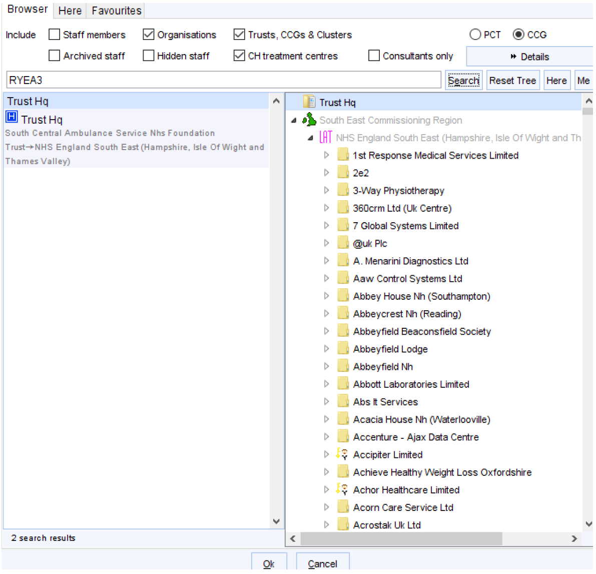
NOTE: if slots are to am and pm then two templates may need to be created

Applying the Template

1. Go to **Setup > Appointments > Rota Planner**
2. Select **Apply Rota Template**
3. Enter dates in the **Apply from and to** boxes and select **Ok**

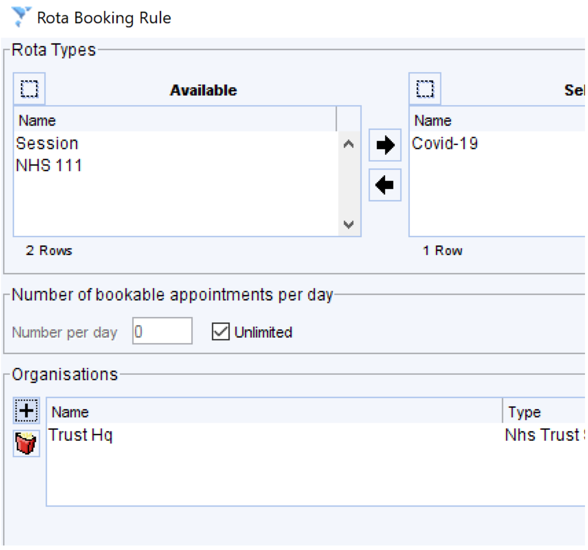
Setup GP Connect

1. Go to **Setup** on the top menu bar > **Users & Policy** > **Organisation Preferences**.
2. Select **Appointments > GP Connect > Provider**
3. Ensure that the tickbox **Enable GP Connect Appointments Provider is selected**
4. **Select New (+)** under the **Rota Booking Rules**
5. Select the **Rota Type** you've just created
6. Select the button alongside **Only allow organisations that have a specific rule to book into this rota type**
7. **Select New (+)** under the **Organisation and Organisation type specific rules**
8. Select the **Rota Type you've just created**
9. **Select New (+)** under the Organisations and search for RYEA3



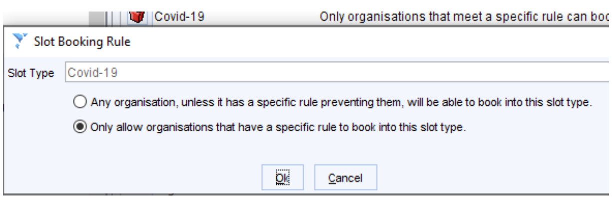
10 Select **Trust HQ**

11 Select **Ok**



12 Select **Ok** for **Rota Booking Rule.**

13 **Select New (+)** under the Slot Types



14 Select the Slot Type created from the dropdown list

15 Select the button alongside **"Only allow organisations that have a specific rule to book into this slot type"**

16 Select **Ok**

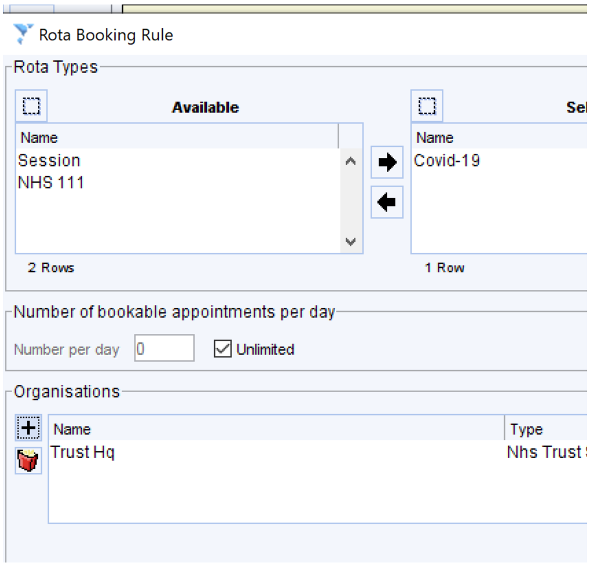
17 **Select New (+)** under the **Organisation and Organisation Type**

18 Select the **Slot Type** you've just created and using the arrow move it across to the right hand box

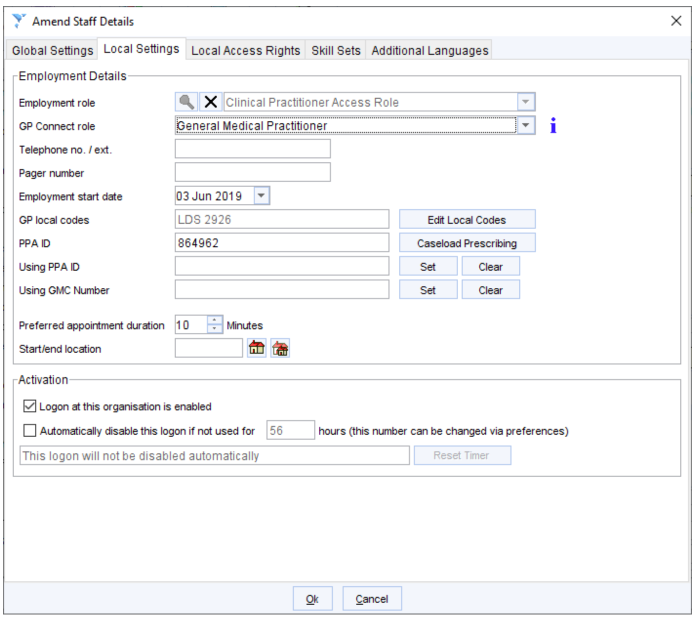
19 **Select New (+)** under the Organisations and search for RYEA3

20 Select **Trust HQ**

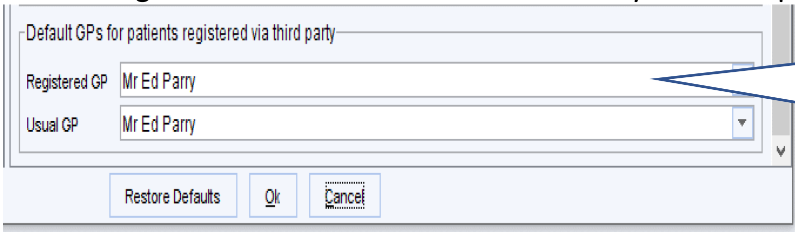
21 Select **Ok**



22 For each staff member who may be dealing with Covid-19 111 appointments, select them from the list under **GP Connect Staff** and click the button, then on the **Local Settings** tab select an appropriate role from the **GP Connect role** dropdown list and click **OK**



23 Enter a **Registered** and **Usual GP – This can be any GP in the practice.**



These details are relevant when a patient needs a temporary registration – for example when the site is seeing patients who are registered elsewhere.

The system requires this section to be completed.

24 Select **OK**

GP Connect in TPP SystmOne

HTML Local Configuration

1. Users need to go to **Setup** on the top menu bar > **Users & Policy** > **Organisation Preferences**.

2. Then in the Organisation Preferences dialog that opens, navigate to **Interoperability** > **Third Party Patient Record Settings** in the tree on the left-hand side.

3. You will see a checkbox labelled "**Enable Access Record: HTML**". Users should tick this to switch on viewing HTML (Providing and Consuming) for GP Connect.

   NB: This will only work provided that the necessary SDS configuration and sharing agreements are all set up.

HTML Viewing

Once the check box is ticked, users who want to view HTML will need to add the "**Third Party Patient Record**" node to their Clinical Tree.

Individual Tree Configuration

1. You can do this by retrieving a patient, then right-clicking on the clinical tree at the left-hand side.

2. Then click "**Customise Tree**".

3. In the "**Amend Tree Configuration**" dialog that pops up, the "**Third Party Patient Record Node**" is under "**Record Management**". To add it, you should double click on it and then click Ok.

Organisation Tree Configuration

1 Go to **Setup** on the top menu bar > **Users & Policy** > **Organisation Preferences**.

2 Select **Clinical Policy>Tree Configuration**

3 Select the Organisations tree and then select **Amend Tree**

4 **Select Record Management>Third Party Patient Record** and move it into the **Clinical Tree** on the right hand side

5 Select