

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

The screenshot shows the 'New Slot Type' configuration window. The 'Name' field is 'NHS 111 - Somewhere Surgery LS11 6AE'. The 'Letter' field is empty. The 'Patients per slot' is set to '1'. Under 'Type', the 'Bookable' and 'Bookable through remote booking' options are selected. The 'Enable SMS reminders' checkbox is unchecked. A callout box points to this checkbox with the text: 'Ensure you do not have the "Enable SMS reminders" box ticked. Otherwise the patient will receive an SMS -which will contain details which may be misleading to them'. The 'Flags to set' list includes various appointment types, with 'Telephone Appointment', 'Telephone Review', and 'Telephone Screening' being ticked. The 'Default for sending SMS confirmations' and 'Default for sending SMS cancellation messages' are both set to 'Use unit default'.

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**

Type	Duration	Start	Finish
Covid-19	30	08:00	08:30
Covid-19	30	08:30	09:00
Covid-19	30	09:00	09:30
Covid-19	30	09:30	10:00
Covid-19	30	10:00	10:30
Covid-19	30	10:30	11:00
Covid-19	30	11:00	11:30
Covid-19	30	11:30	12:00
Covid-19	30	12:00	12:30
Covid-19	30	12:30	13:00
Covid-19	30	13:00	13:30
Covid-19	30	13:30	14:00

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**

The image shows a 'New Slot(s)' dialog box with the following fields:

- Type: Covid-19 (dropdown menu)
- Duration: 30 Minutes (spinners)
- Quantity: 20 (spinners)
- Buttons: OK, Cancel

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

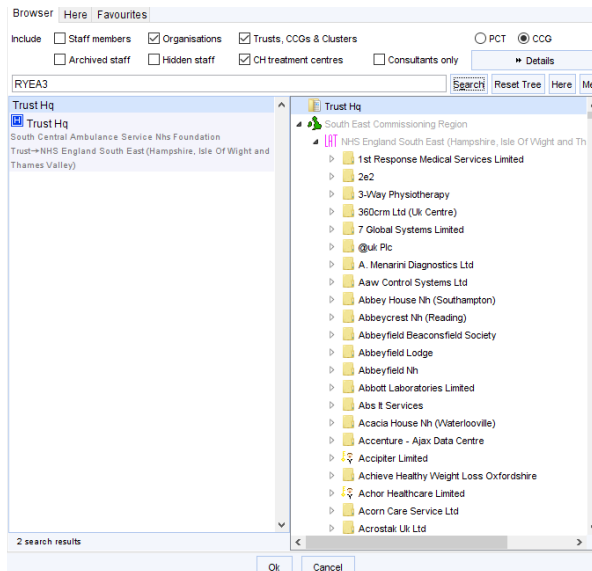
NOTE: if slots are to am and pm then two templates may need to be created

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**

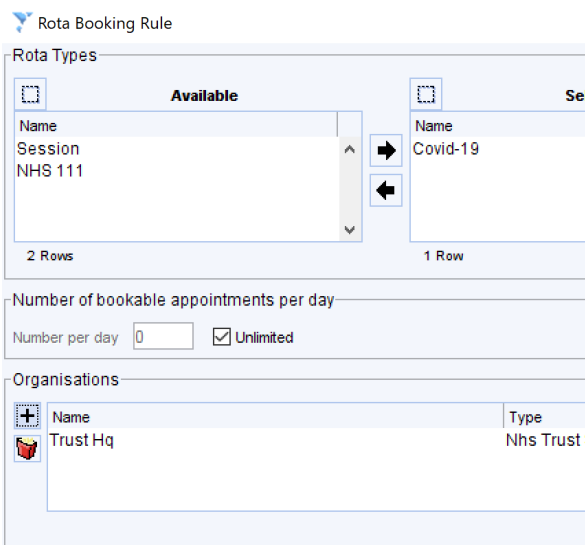
Setup GP Connect

- 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**



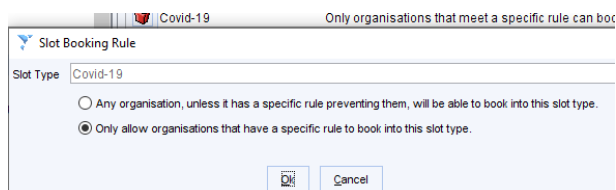
10 Select Trust HQ

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 **RYE3**
- 20 Select **Trust HQ**
- 21 Select **Ok**

Rota Booking Rule

Rota Types


Available	Selected
Name Session NHS 111	Name Covid-19
2 Rows	1 Row

Number of bookable appointments per day

Number per day Unlimited

Organisations

Name	Type
Trust Hq	Nhs Trust!

- 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**

Amend Staff Details

Global Settings | Local Settings | Local Access Rights | Skill Sets | Additional Languages

Employment Details

Employment role:

GP Connect role:

Telephone no. / ext.:

Pager number:

Employment start date:

GP local codes:

PPA ID:

Using PPA ID:

Using GMC Number:

Preferred appointment duration: Minutes

Start/end location:

Activation

Logon at this organisation is enabled

Automatically disable this logon if not used for hours (this number can be changed via preferences)

This logon will not be disabled automatically

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

Default GPs for patients registered via third party

Registered GP Mr Ed Parry

Usual GP Mr Ed Parry

Restore Defaults OK Cancel

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 SystemOne

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