

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

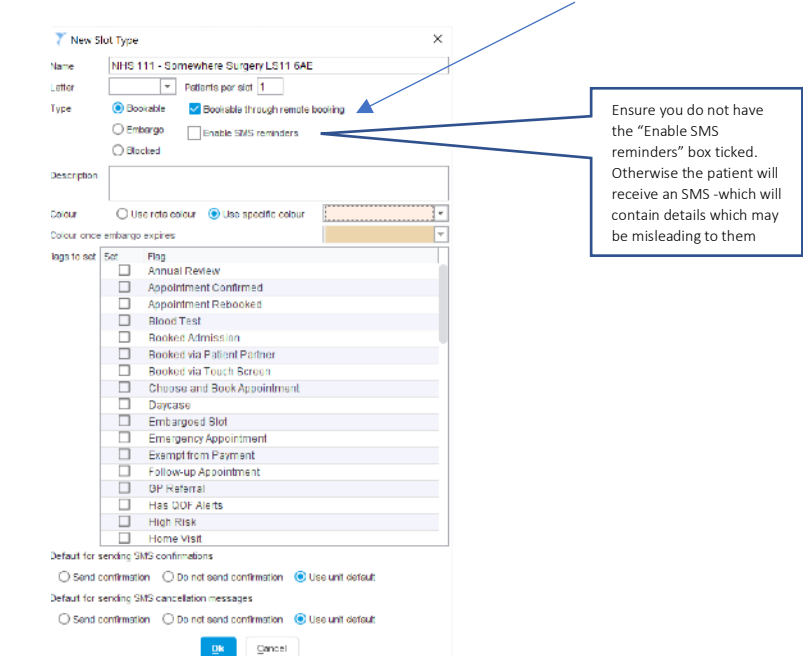
1. Once the check box is ticked, users who want to view HTML will need to add the “**Third Party Patient Record**” node to their Clinical Tree. You can do this by retrieving a patient, then right-clicking on the clinical tree at the left-hand side.
2. Then click “**Customise Tree**”.
3. In the “**Amend 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.

NB: This way of adding nodes to the tree should be familiar to most SystemOne users.

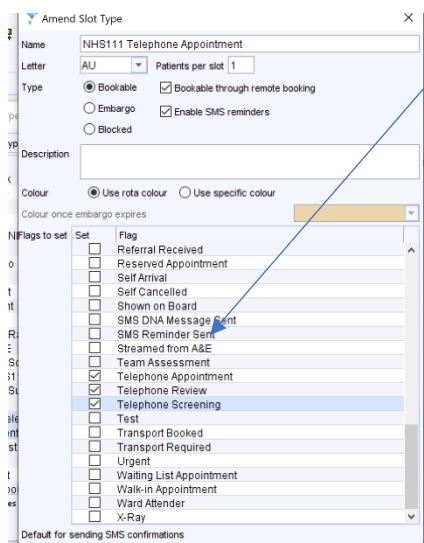
Appointments Configuration for Covid Clinical Assessment Service

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**

Amend Rota Template

Rota Design Remote Booking Resources Auto-Apply

Staff: All Staff

Rota site: Enhanced Sharing Unit - General Practice

Room: CCAS

Caseload: [Empty]

Type: Covid-19

Name: CCAS Covid-19

Location type: [Empty]

Start time: 08:00 to 18:00

Repeat: [M] [T] [W] [Th] [F] [S] [Su] Every Week

Format: AY30.0*20

Default slot duration: 30 minutes

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

20 Slots in this rota

- 7 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**
- 8 In the **Name** field give the Rota a name which is relevant and identifiable
- 9 Enter the **Start Time** (the end time will automatically be entered once the slots are entered)
- 10 Select a background colour to make the rota easily identifiable to staff
- 11 Enter the **30 minute slot duration**
- 12 Select **Add**

New Slot(s)

Type: Covid-19

Duration: 30 Minutes

Quantity: 20

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

NOTE: if slots are to am and pm then 2 templates may need to be created

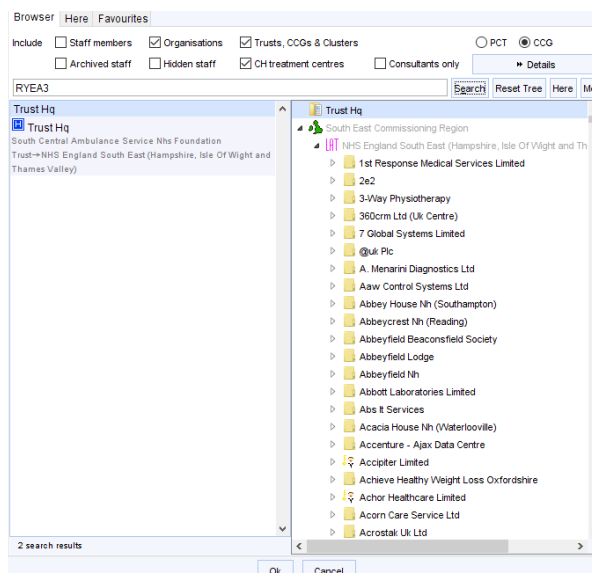
Applying the Template

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 Select **Specify bookable slot types** and search for the slot you have created
- 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**

Rota Booking Rule

Rota Types

Available		Selected	
Name	Session	Name	Session
NHS 111		Covid-19	

2 Rows 1 Row

Number of bookable appointments per day

Number per day Unlimited

Organisations

Name	Type
Trust Hq	Nhs Trust!

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

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

Slot Booking Rule

Slot Type: Covid-19

Any organisation, unless it has a specific rule preventing them, will be able to book into this slot type.

Only allow organisations that have a specific rule to book into this slot type.

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**

- 24 Select **OK**