

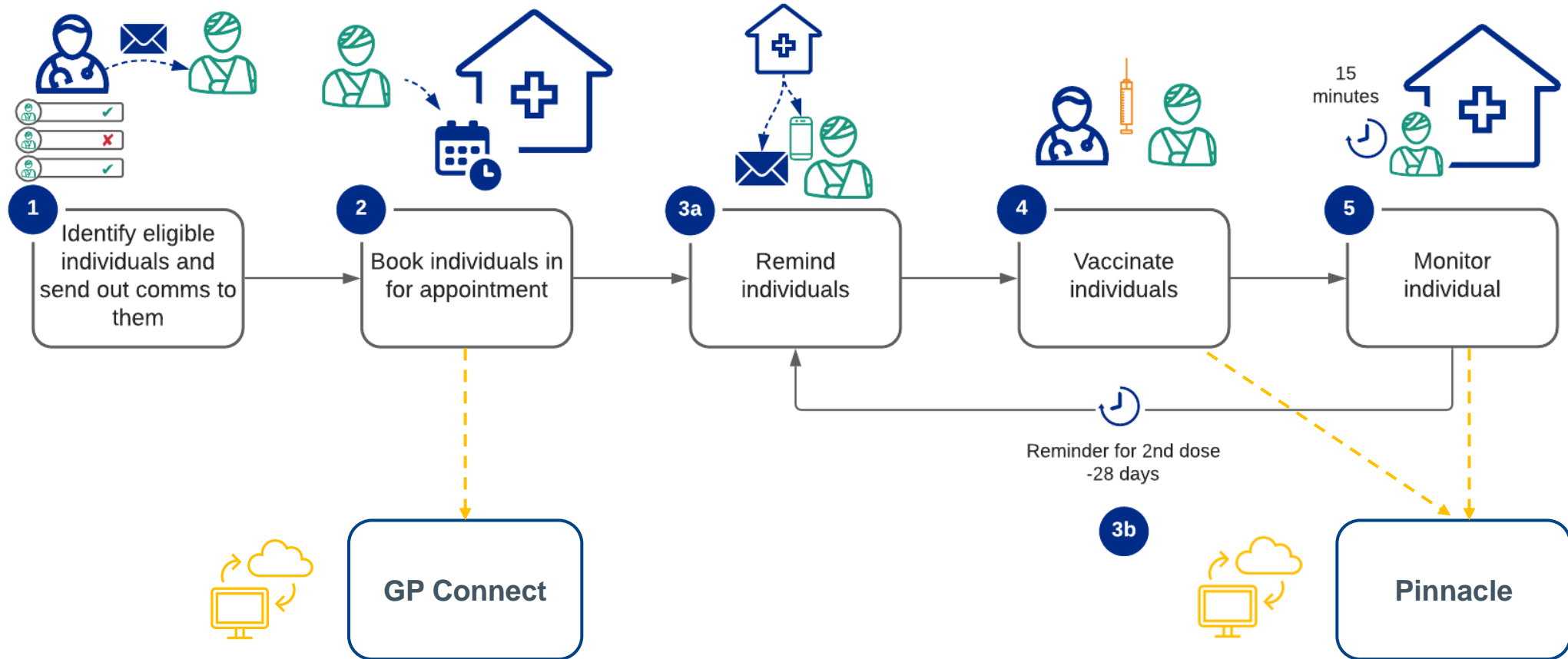
COVID-19 Vaccinations

Vaccination Appointments for PCN Delivery Model

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COVID-19 Vaccination Process



GP Connect Appointments

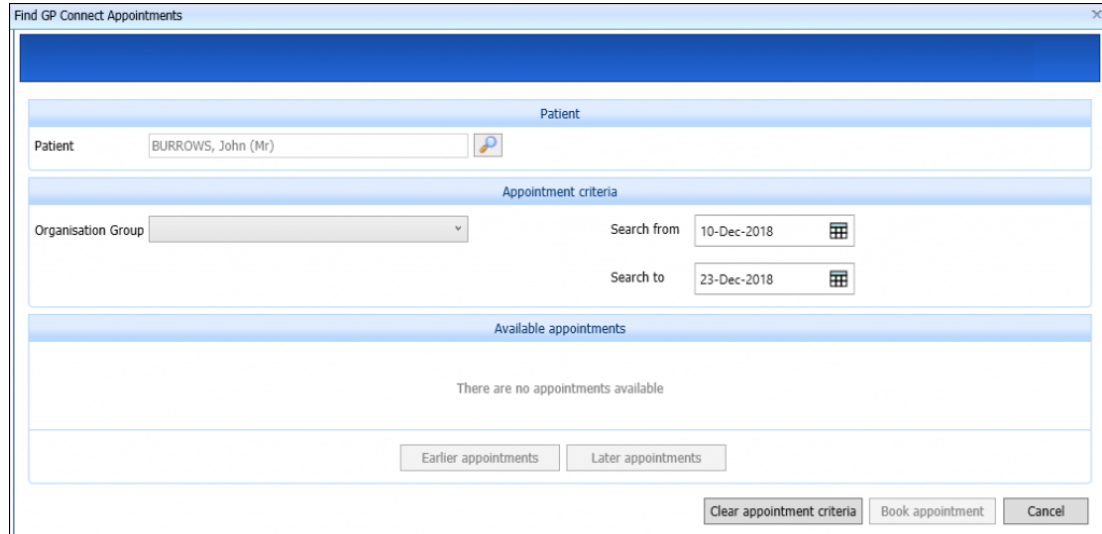
Booking a patient into a Vaccination appointment within a PCN
– EMIS Web

Booking a vaccination appointment– EMIS Web

- Appointments Configuration
 - Select Configuration from the **EMIS Ball**
 - Select **Organisation Configuration**
 - Select **Organisation Groups** from the navigation pane *[towards the bottom of the screen on the left-hand side]*
 - Search for the Organisation Group that the Vaccination site has created (e.g. C19 Vaccination_QueenswoodYO12AA)
 - Check that you are subscribed to the group

Booking a vaccination appointment– EMIS Web

- Making a booking
 - Click **EMIS button**, point to **Appointments**, and then select **Appointment Book**.
 - The Appointment Book screen is displayed.
 - On the ribbon, click **Find Slot**, and then click **Find GP Connect Appointments**.
 - The Find GP Connect Appointments screen is displayed.
 - Beside the Patient field, click the **magnifying glass** and select the required patient using Patient Find



The screenshot shows the 'Find GP Connect Appointments' window. It has a blue header bar. Below it, the 'Patient' section contains a text box with 'BURROWS, John (Mr)' and a magnifying glass icon. The 'Appointment criteria' section includes a dropdown for 'Organisation Group', a 'Search from' date field set to '10-Dec-2018', and a 'Search to' date field set to '23-Dec-2018'. The 'Available appointments' section is currently empty, displaying the message 'There are no appointments available'. At the bottom, there are buttons for 'Earlier appointments', 'Later appointments', 'Clear appointment criteria', 'Book appointment', and 'Cancel'.

Booking a vaccination appointment– EMIS Web

- Making a booking
 - Select from the dropdown list the Organisation Group, where you wish to search for appointment slots
 - It is mandatory to select at least one organisation group for this functionality to work.
 - Only Organisation Groups you are subscribed to will be displayed
 - The Available appointments section is automatically populated with available appointment slots from the chosen Organisation Group
 - Select the appointment you want, and then click **Book appointment**.

Find GP Connect Appointments

Patient: BURROWS, John (Mr)

Appointment criteria

Organisation Group: sample

Search from: 10-Dec-2018

Search to: 23-Dec-2018

Available appointments

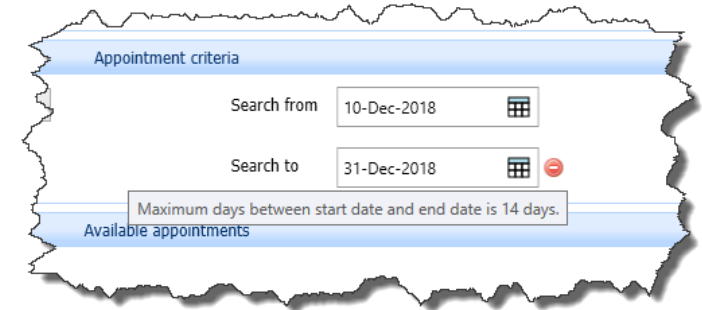
Date/Time	Duration	Organisation	Location Address	Practitioner Name	Practitioner Role	Delivery Channel	Session Comment
Tue 11-Dec-2018 at 10:10	10 mins	EMISWebCR1 50003	Fulford Grange,, Fulford Grange, Howard,Cas, Fulford Grange,, Fulford, LS19 6BA		GP Registrar	Appointments	Vinitest1
Tue 11-Dec-2018 at 10:20	10 mins	EMISWebCR1 50003	Fulford Grange,, Fulford Grange, Howard,Cas, Fulford Grange,, Fulford, LS19 6BA		GP Registrar	Appointments	Vinitest1

Earlier appointments Later appointments

Clear appointment criteria Book appointment Cancel

Booking a vaccination appointment– EMIS Web

- Making a booking
 - You are only able to search across 14 days.
 - When you select a Search from date, the Search to date is automatically filled out. If you exceed 14 days, an error icon is displayed. The Search From date can be changed
- When you click **Book appointment**. The Book Slot screen is displayed.
- Complete the Description and Comment fields.
- Click **Book**.
- The Appointment booking screen is displayed.



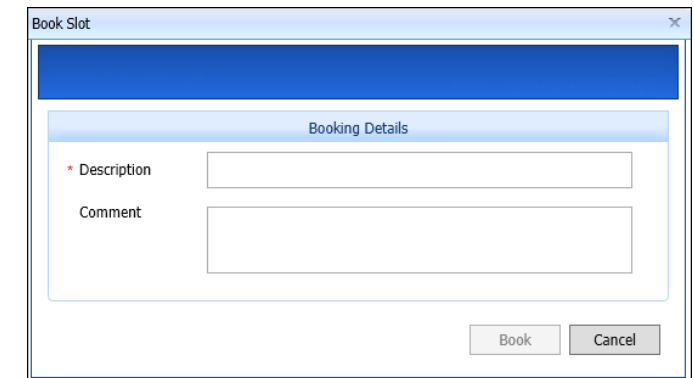
Appointment criteria

Search from 10-Dec-2018

Search to 31-Dec-2018

Maximum days between start date and end date is 14 days.

Available appointments



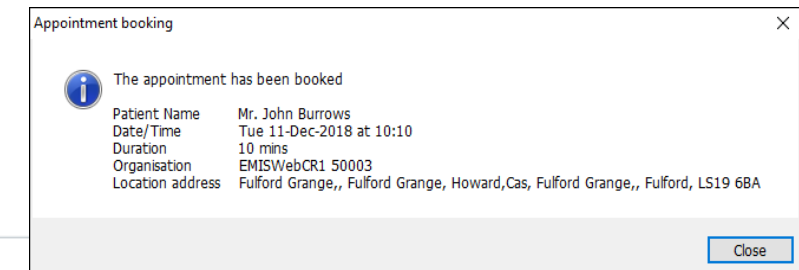
Book Slot

Booking Details

Description

Comment

Book Cancel



Appointment booking

The appointment has been booked

Patient Name	Mr. John Burrows
Date/Time	Tue 11-Dec-2018 at 10:10
Duration	10 mins
Organisation	EMISWebCR1 50003
Location address	Fulford Grange,, Fulford Grange, Howard,Cas, Fulford Grange,, Fulford, LS19 6BA

Close



Viewing a patient's booked appointments

EMIS Web

Booking a vaccination appointment– EMIS Web

- Viewing booked appointments
 - Click **EMIS button**, point to **Appointments**, and then select **Appointment Book**.
 - The Appointment Book screen is displayed.
 - On the ribbon, click **Patient Appointments**, and then select **GP Connect Patient Appointments**.
 - The GP Connect Patient Appointments screen is displayed. Click beside Organisation Group, and select an Organisation Group.
 - It is mandatory to select at least one organisation group for this functionality to work.
 - In the Patient field, select the required patient using Patient Find.
 - Select the Search from date. The default is today's date.
 - The Future Appointments and Cancelled Appointments sections are populated

GP Connect Patient Appointments

Organisation Group

Patient

From Date

To Date

Future appointments

There are no future appointments for this patient.

Cancelled appointments

There are no cancelled appointments for this patient.

Close

Points to Remember

- The patient needs 2 appointments to be booked
 - You can only search for a 2 week period at any given time, to book 2 appointments you need to perform 2 searches
 - You may have disabled text reminders for patients; consider reinstating and amending the text tailored to the vaccine clinic
 - Wait for the Vaccine site to confirm that they have set up their slots before you try to book
 - All sites in the PCN will need to configure their GP Connect system to be able to see your appointments
-
- Further information is available from NHS England here:
<https://www.england.nhs.uk/coronavirus/covid-19-vaccination-programme/primary-care-guidance/>
 - Please sign up to the Primary Care Bulletin:
<https://www.england.nhs.uk/email-bulletins/primary-care-bulletin/>

Any Questions?

- Slides will be sent to you
- Recordings of the sessions will be available
- Our GP Connect website will be updated with this information and where you can get more help
- You will be added to an MS Teams site to allow you to ask us for help directly (if you do not want to be added, please let us know)
- We will share further information via Twitter @mmgpconnect





Thank You



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