Monday Contacts Data Extraction – A Step by Step Guide for EMIS Practices



Step 1: Go to your appointment book and click the sixth tab across "General Practice Workload Tool"

Your screen will look a bit like this

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Appointment Book Week Templates Planner	Holidays and Closures Appointment Reporting General Practice Worklos	ad Tool		II 0 0
Print Export				
Report Management - 36 SCR - 20 Test Requ	ests - 1297 Referrals - 17 (7) Documents - 260 (14) GP2GP	- 78 (78) Medicine Management - 55 Lab Reports - 43 (14)	Tasks - 122 (16)	more ¥
Automated updates to the Appointment Book are	currently unavailable. Click the 'Refresh' button regularly to ensure you h	ave the latest view of the Appointment Book.		×
Filters «	22-Nov-2021 to 28-Nov-2021 Report generated on : Sun, Nov 28 2021 19:52:50			
Define filter and then click 'Apply' Apply	Utilisation and DNA rates			* *
Generate based on national slot categories	% Utilisation % DNA			
Date Filter	47.5%		1.2%	
Range	Booked appointments 2040 Available appointments 4293		DNAs 25 Booked appointments 2040	
22-Nov-2021 m to 28-Nov-2021 m	Patients with multiple appointments	Patients with multiple cancellations	Patients with multiple DNAs	
O Last Week.				
O Next Work ~	32%	14.6%	13.6%	
O Current	Patients with multiple appointments 448	Patients with multiple cancellations 19	Patients with multiple DNAs 3	
Session Holder (273/273) ×	Total number of patients 1399	Total number of patients who cancelled 130	Total number of patients who DNA 22	
Session Category (15/15)	Weekly breakdown			^
Slot Type (114/114) 🛛 🕹	1000 501 501 501 454 400 7		5 d d	

Step 2: Change the date range each week, you will need to add the date of Monday of each week. You will need to select both the from and to dates, then hit apply.



Step 3: Look across to the Utilisation and DNA rates section, looking for the "% Utilisation"

Underneath it is "Booked Appointments" – the number here is the number you want to report for GPAS.

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Utilisation and DNA rates					
% Utilisation 39 % Booked appointments 501 Available appointments 547		% DNA 1.2% DNAs 6 Booked appointments 501			
Patients with multiple appointments	Patients with multiple cancellations	Patients with multiple DNAs			
17.2%	12.5%	20%			
Patients with multiple appointments 72	Patients with multiple cancellations 1	Patients with multiple DNAs 1			
Total number of patients 419	Total number of patients who cancelled 8	Total number of patients who DNA 5			
Washinghead					