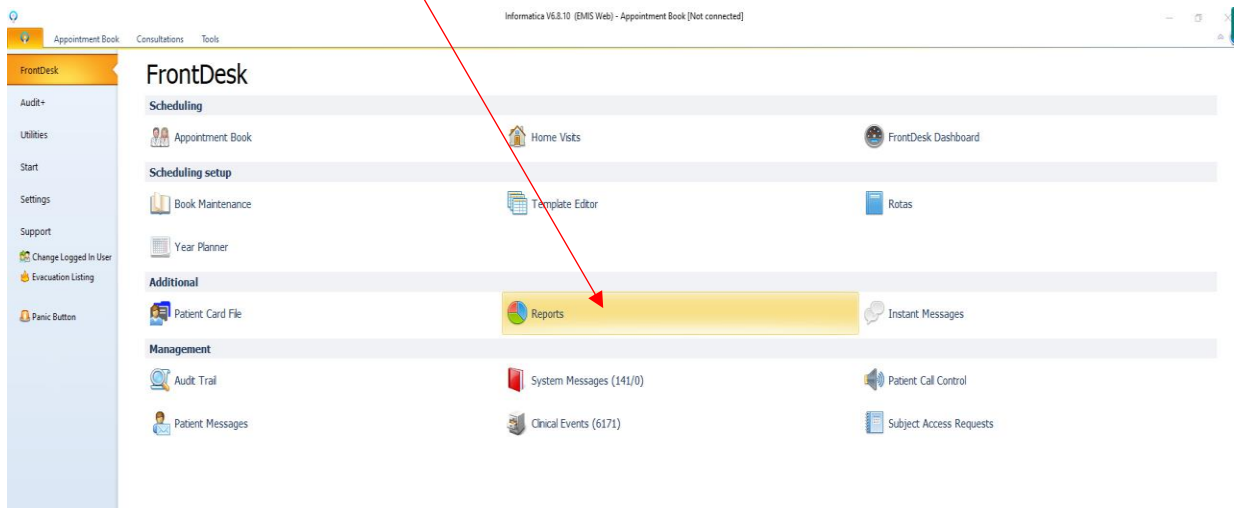
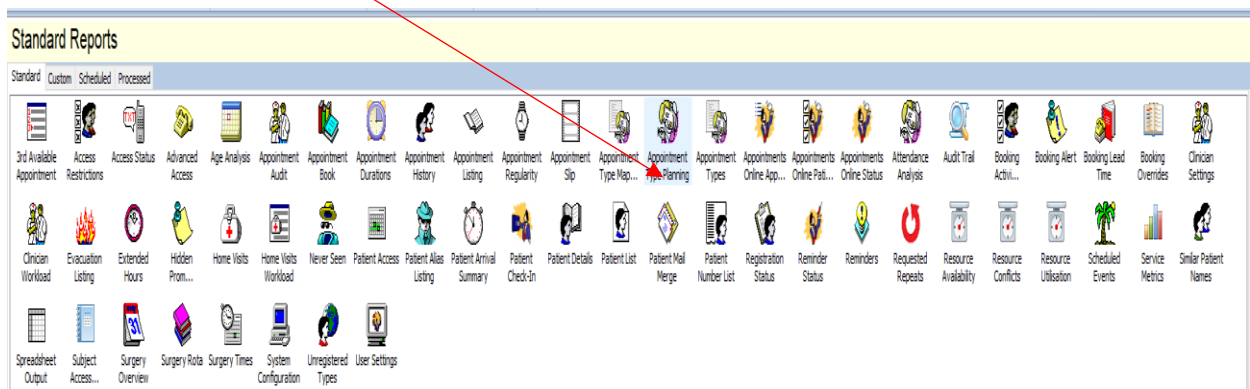


Front Desk Extraction procedure for GPAS data

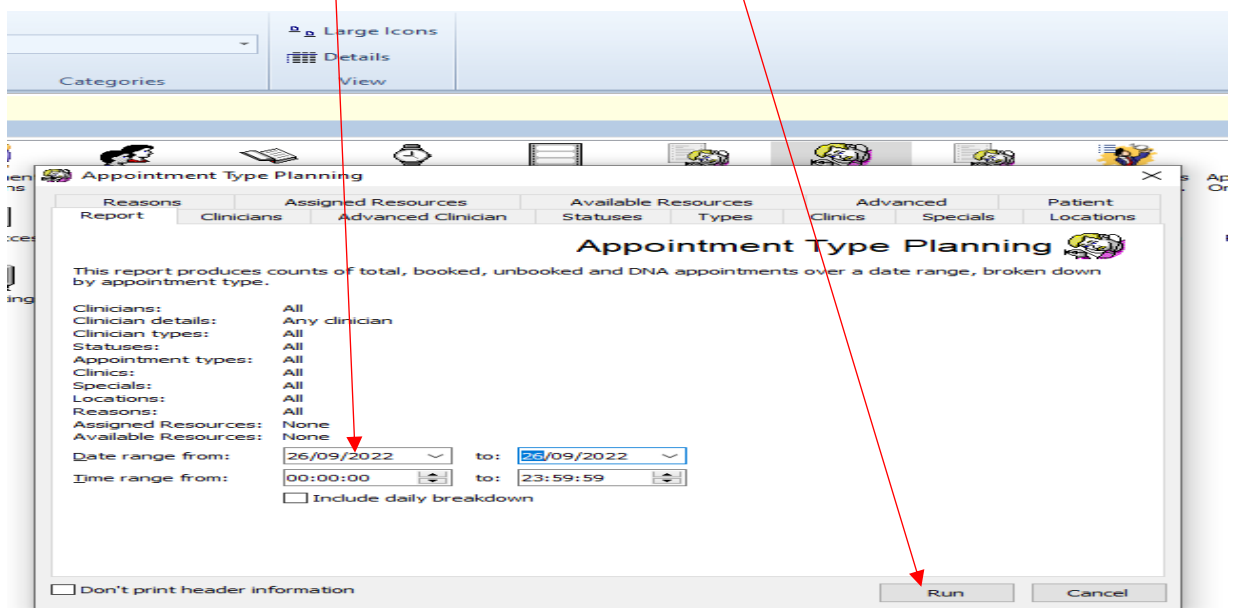
Open Front and select “Reports”



Select “Appointment Type Planning”



Select date range as both the from and to dates and hit RUN, e.g. Monday’s date



Example below

The screenshot shows the 'Appointment Type Planning' window. The 'Report' tab is selected. The window title is 'Appointment Type Planning'. Below the title bar, there are several tabs: 'Report', 'Clinicians', 'Advanced Clinician', 'Statuses', 'Types', 'Clinics', 'Specials', and 'Locations'. The 'Report' tab is active, displaying the following text: 'This report produces counts of total, booked, unbooked and DNA appointments over a date range, broken down by appointment type.' Below this text, there are several filter options: 'Clinicians: All', 'Clinician details: Any clinician', 'Clinician types: All', 'Statuses: All', 'Appointment types: All', 'Clinics: All', 'Specials: All', 'Locations: All', 'Reasons: All', 'Assigned Resources: None', and 'Available Resources: None'. At the bottom, there are date and time range selectors: 'Date range from: 26/09/2022 to: 26/09/2022' and 'Time range from: 00:00:00 to: 23:59:59'. There is also a checkbox for 'Include daily breakdown' which is currently unchecked.

Select Clinicians tab and select ALL

The screenshot shows the 'Appointment Type Planning' window with the 'Clinicians' tab selected. The window title is 'Appointment Type Planning'. Below the title bar, there are several tabs: 'Report', 'Clinicians', 'Advanced Clinician', 'Statuses', 'Types', 'Clinics', 'Specials', and 'Locations'. The 'Clinicians' tab is active, displaying the following text: 'Select clinicians whose appointments are to be included. Any further clinician filtering will be applied to this selection.' Below this text, there is a table with columns: 'Initials', 'Name', 'Gender', 'Type', 'Grade', and 'Languages'. The table contains the following data:

Initials	Name	Gender	Type	Grade	Languages
<input checked="" type="checkbox"/> PA	Dr Peter Aird		Doctor		
<input checked="" type="checkbox"/> ARG	Dr Alexandra Glendinning	Female	Doctor		
<input checked="" type="checkbox"/> NP	Dr Nicola Power	Female	Doctor		
<input checked="" type="checkbox"/> SW	Dr Sophie Wood		Doctor		
<input checked="" type="checkbox"/> JEP	Dr Jennifer Powell		Doctor		
<input checked="" type="checkbox"/> SS	Dr. Sally Silsby		Doctor		
<input checked="" type="checkbox"/> TH	Dr Tim Horlock		Doctor		
<input checked="" type="checkbox"/> NJ	Dr Nick Jestico		Doctor		
<input checked="" type="checkbox"/> AS	Dr Alison Bateson	Female	Doctor		
<input checked="" type="checkbox"/> JD	Dr Jessica Dungworth		Doctor		
<input checked="" type="checkbox"/> CS	Dr Coral Stark		Doctor		
<input checked="" type="checkbox"/> MPB	PA's Message Book		Other Heal...		
<input checked="" type="checkbox"/> MQB	GO Message Book		Other Heal...		
<input checked="" type="checkbox"/> JH	Dr Locum	Male	Doctor		
<input checked="" type="checkbox"/> TL	Dr Locum 2		Doctor		
<input checked="" type="checkbox"/> DL3	Dr Locum 3		Doctor		
<input checked="" type="checkbox"/> LOC4	Dr Locum 4		Doctor		
<input checked="" type="checkbox"/> DL	Dr Danielle Lawson		Doctor		

At the bottom of the window, there are several checkboxes: 'Show deleted clinicians', 'Display in random order', and 'Don't print header information'. There are also buttons for 'Select None', 'Select All', 'Run', and 'Cancel'.

Select "Status" tab and choose, Available, DNA and Seen

Appointment Type Planning

Reasons Assigned Resources Available Resources Advanced Patient
Report Clinicians Advanced Clinician **Statuses** Types Clinics Specials Locations

Statuses

Appointments will be included if they have one of the selected statuses.

<input type="checkbox"/>	Book Comment
<input type="checkbox"/>	End Of Surgery
<input type="checkbox"/>	Cancelled
<input checked="" type="checkbox"/>	Available
<input type="checkbox"/>	Not Available
<input type="checkbox"/>	Scheduled
<input type="checkbox"/>	Embargoed
<input checked="" type="checkbox"/>	DNA
<input type="checkbox"/>	Called
<input type="checkbox"/>	Consulting
<input checked="" type="checkbox"/>	Seen
<input type="checkbox"/>	Late
<input type="checkbox"/>	Waiting

☐ Don't print header information

Select None Select All

Run Cancel

Now select all appointments (you will know your practice appointment types, please remove any you don't think should be included), if not sure include all.

Appointment Type Planning

Reasons Assigned Resources Available Resources Advanced Patient
Report Clinicians Advanced Clinician Statuses **Appointment Types** Types Clinics Specials Locations

Select the types of appointments to be included.

Name	Code
<input checked="" type="checkbox"/> Flex	Flex
<input checked="" type="checkbox"/> Consultation	Cons
<input checked="" type="checkbox"/> Telephone Consultation	TelC
<input checked="" type="checkbox"/> Urgents Face To Face	URG
<input checked="" type="checkbox"/> Extra Face To Face	Extra
<input checked="" type="checkbox"/> Duty Face To Face	DutyF
<input checked="" type="checkbox"/> Urgent Phone Call	UrgCall
<input checked="" type="checkbox"/> Extras	Extra
<input checked="" type="checkbox"/> Duty Phone	DutyP
<input checked="" type="checkbox"/> Home Visit	HV
<input checked="" type="checkbox"/> Follow-up Home Visit	F Vis
<input checked="" type="checkbox"/> Message	Mess
<input checked="" type="checkbox"/> URGENT And Video Consultation	Video
<input checked="" type="checkbox"/> NP Urgents	NP Urg
<input checked="" type="checkbox"/> Clinic	Clin
<input checked="" type="checkbox"/> MH Review	MHR
<input checked="" type="checkbox"/> Complex Clinic	CompCli
<input checked="" type="checkbox"/> Urgent Nurse Clinic	UNC

☐ Don't print header information

Select None Select All

Run Cancel

Run report, the report below will then be produced.

Save as an Excel spreadsheet file (F7)					
Appointment Type Planning Report					
Parameters					
Date range	Monday 26 September 2022				
Clinicians	All				
Statuses	Available,DNA,Seen				
Appointment types	All				
Clinics	All				
Specials	All				
Locations	All				
Reasons	All				
Resources	All				
Available Resources	All				
Minimum duration	None				
Maximum duration	None				
Include consecutive appointments	No				
Appointment Type	Total Appointments	Booked	Unbooked	DNA	Cancelled
Urgents Face To Face	47	47	0	3	0
Treatment Room	37	34	3	1	0
Bloods - Routine	63	63	0	6	0
NP Urgents	18	15	3	0	0
Urgent Blood	27	18	9	3	0
Cervical Smear	9	8	1	1	0
Extra Face To Face	2	2	0	0	0
Catch Up	6	0	6	0	0
Admin	70	40	30	3	0
Message	5	5	0	0	0
Urgent Phone Call	63	55	8	0	0
Flex	14	12	2	3	0
Extras	16	3	13	0	0
Duty Face To Face	11	6	5	0	0
Duty Phone	75	70	5	0	0
Urgent Message	30	7	23	0	0
Same Day Complex Px	16	6	10	0	0
Nexplanon	3	3	0	0	0
Routine VIDEO Consultation	4	4	0	0	0
Consultation	89	89	0	6	0
Martyn	17	15	2	0	0
Home Visit	5	5	0	0	0
Urgent Flex Video Consultation	7	5	2	0	0
Telephone Consultation	52	52	0	0	0

Export to Excel and total the columns these are the numbers to report are

- Total Booked Appointments
- Total Available appointments