

**Configuring GP Connect appointments on EMIS WEB**

*Version 1 – March 2020*

There are 3 simple steps to configuring the GP Connect Appointments capability within your EMIS WEB system.

1. Access and set up GP Connect Appointments configuration
2. Create the organisation group incorporating 111 as the organisation you would like to share appointments with.
3. Making your selected appointments available and bookable to the 111 service.

**Important Points – PLEASE READ BEFORE SET UP**

* Pre-set up: The Administrator/Receptionist requires their smartcard to be inserted for GP Connect Configuration.
* Which Patients? Only patients from your GP practice are currently able to be booked into your practice using 111 direct booking service.
* Configuration: Please DO NOT tick the HTML option as North East London STP have chosen not to enable HTML at this time.
* How many appointments must we release for 111 use? GP practices are contractually required to release one appointment daily per 3000 patients on their register for 111 to directly book into Mon-Friday. E.g. if the practice population is 7000, the practice must release 2 appointments per day for 111 use. You must ensure at least 1 of your appointments is before 10am
* Types of appointments: Face to face appointments should be offered unless the practice chooses to offer telephone appointments (Slot type can be changed via slot properties by ‘right clicking’ on the slot to be released to 111)
* Release of appointments: Appointments must be released at least 7 days in advance and can be released as far in advance as the Emis allows/as per your appointment schedule
* Appointment slots taken: When appointments have been used by 111, you will simply see the patient’s name in the appointment slot.
* Referrals: 111 triage patients in their system using NHS Pathways to obtain Primary Care dispositions. Referrals for the patient will automatically be sent from the 111 system to your Emis practice system via Documents (Workflow Manager) or by email.
* Taking back of appointments: Appointments can be reclaimed by the practice for practice use two hours before the scheduled time on the day of the appointment if not used by 111.

Note: Before taking back a 111 Bookable appointment, please ensure staff refresh the EMIS system to ensure the appointment is still available. In some instances, the slot may show as available if an appointment has only just been booked by the 111 service.

Read the full guidance below.

