EMIS Guidance – CCAS

This guidance is specifically for the CCAS Worklist Set-Up

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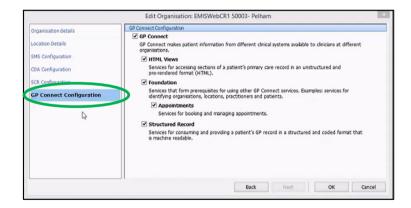
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Prerequisites:

- 1. You must know your **Practice ODS Code**
- 2. CCAS ODS Code <u>RYEA3</u>

Step 1: Review Config (EMIS will be completing this step in a phased approach)

- 1. Select Configuration from the EMIS Ball
- 2. Select Organisation Configuration
- 3. In the navigation tab, click **Organisation** *[towards the bottom of the screen on the left-hand side]*, highlight your practice
- 4. On the ribbon, Click edit
- 5. Click on GP Connect Configuration (last on the list on the left-hand side)
- 6. Tick the boxes highlighted including the Foundation and appointments sub boxes.
- 7. Click OK and restart EMIS



Step 2. Set-Up Organisation Groups (to share appointments with the CCAS)

- 1. Select Configuration from the **EMIS Ball**
- 2. Select Organisation Configuration
- 3. Select **Organisation Groups** from the navigation pane [towards the bottom of the screen on the left-hand side]
- 4. Click Add on ribbon to add
- 5. The Add Organisation Group screen is displayed (As Below)

Add Organisation Group		×
* Organisation group name]
Description		
Organisations	Click search button	
	OK Canc	el

- 6. Name your organisation group [practicename_COVID-19]
- 7. Click on the magnifying glass
- 8. Type your GP practice ODS code and press search
- 9. Double click to add it to the organisation group
- 10. Click on the **magnifying glass**
- 11. Type **<u>RYEA3</u>**: The ODS code for the '**TRUST HQ**' (AKA the CCAS) & press **search**
- 12. Double click on 'TRUST HQ' to add to group
- 13. Click **OK** to create the group

Edit Organisation Group		×
* Organisation group name	QueensRoadSurgery_Covid-19	
Description	1	·
Organisations	LONDON AMBULANCE SERVICE NHS TRUST QUEENS ROAD PRACTICE	
-	OK Cance	el 🛛

<u>NB</u>: Your organisation group name must be unique and therefore you must include your practice name to the organisation group name created.

The below will appear in the organisation group

Name	Created By
QueensRoadSurgery_Covid-19	QUEENS ROAD PRACTICE
LONDON AMBULANCE SERVICE NHS TRUST	

V5.0

Step 3. Create CCAS Specific Sessions

- 1. Click Appointment Book on the top ribbon
- 2. Click Create Session
 - Session Name: CCAS COVID-19
 - Session Type: **Timed Appointments**
 - Timed Appointments: From Practice Opening time to Practice Close time
 - Start Date: Immediate (today)
 - Slot Duration: 20 or 30 Minutes
 - Session Category: Default Non-List Category
- 3. You must add a Session Holder by clicking on the ribbon below



4. Click Add at the bottom of the screen and select a Clinician from your Practice.

Group Type	Session Holders	
Single	ILYAS, ambreen (Miss)	

<u>NB</u>: You must not attach a Location to an Appointment and please ensure your Clinician is Live on the System. A Dummy Clinician is recommended as clinicians cannot hold simultaneous clinics throughout a day. If either of these notes are not followed the appointments will not be viewable to the CCAS.

5. All Slots GP Connect Bookable: SET ALL

NB: You will not be able to make slots GP Connect Bookable until a session holder is attached.

Create Session				
	Session Details			
Session Name				
Session Type	Timed appointments \checkmark			
Start Date	27-Nov-2018 from			
	to			
Slot Duration	10 🜩 minutes			
Session Category	Please select a category $\qquad \checkmark$			
All slots GP Connect bookable?				
	Set all Unset all Apply Filter			

6. GP Connect Bookable Appointments will now have a '**Globe**' icon viewable next to the Appointment Slots.

	Session Preview			
111 Direct E	111 Direct Booking			
Time	Description			
08:00	10 mins			
08:10	10 mins			
08:20	10 mins			
08:30	10 mins			
08:40	10 mins			
08:50	10 mins			
09:00	10 mins			
09:10	10 mins			
09:20	10 mins			
09:30	10 mins			
09:40	10 mins			
09:50	10 mins			
0:00	10 mins			
10:10	10 mins			
0 10:20	10 mins			
10:30	10 mins			
0 10:40	10 mins			
3 10:50	10 mins			

7. Click Apply Filter

- Filter Type: Organisation Group
- Name: [practicename_COVID-19] (as Created in previous section)
- Number of Slots: **Input the TOTAL Number of slots created for the session** (*this can be found at the top of the Pop-Up as identified below*)
- Kind: Limit

Apply Filter				Х
This session has 6 slots				
Filter 1				×
* Filter Type	Organisation Group		\sim	
* Name			\sim	
* Number of slots				
* Kind	Select a kind $\qquad \lor$			
Add Filter		ОК	Cancel Remove	All

8. Click Save as Template...

Load from template	Save as template	Save Template

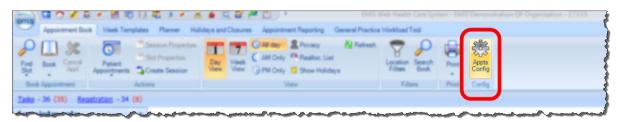
9. **Apply temp**late for the foreseeable future.

<u>NB</u>: The CCAS will only be able to book into the Appointments Session that has been created as per instructions above.

Step 4: Slot Types

If you already have Telephone Slot Type, please skip to step 5.

- 1. Select Appointments from the EMIS Ball
- 2. Select Appointment Config from the top ribbon



- 3. Select Slot Types
- 4. Click Add Telephone Appointments

Appointments Configuration	×			
User Options	Not have			
General	Ball. /10. Elles Exclusion Annual Annual			
Your Session Holder Filters	The second secon	Appointments Configuration		×
	And the A	User Options	Columna and Columna an	
Organisation Options	take toroldate the	General	C Add	
General	Tagino malera la la	Your Session Holder Filters	and the second s	Archived
DNA Management	The loss of the lo	Tour Session Holder Pilters	Book a telephone appointment while COVID 19 outbreak is ongoing DO NOT ATTEND SUR Debotic Slot	100
Reasons			Health Check	No
Slot Types		Organisation Options	Home Valt Online Canaultation	No.
National Slot Mapping		General	Telephone consultation	No.
Session Holder Filters		DNA Management	Tideo Cansult	No.
Embargo Types		Reasons		
Opening Times		Slot Types		
Session Categories			and the second	
LED Screens				
Organisation Templates				
Session Location Filters				
Notification Reminders				
Transformer				
L Deperal	OK Cancel			

- 5. Select your COVID-19 slots or whole Session.
- 6. Edit the **slot type** to Telephone.

Slot Type Details		Х
* Name	Test	
Bookable Slot		
Status Type	Telephone \vee	
Embargo Type	Appointments Telephone	
Foreground colour	Video Conference	
Background colour		
Slot Alert		
Allow auto DNA		
Send Notification	\checkmark	
Icon	🖀 Phone 🖉	
	OK Cancel	

NB: Patients will not be informed of a Slot Type, and will not be advised to contact or visit the practice