

GP Connect in TPP SystemOne

HTML Local Configuration

1. Users need to go to **Setup** on the top menu bar > **Users & Policy** > **Organisation Preferences**.
2. Then in the Organisation Preferences dialog that opens, navigate to **Interoperability** > **Third Party Patient Record Settings** in the tree on the left-hand side.
3. You will see a checkbox labelled “**Enable Access Record: HTML**”. Users should tick this to switch on viewing HTML (Providing and Consuming) for GP Connect.
4. Click **OK**

NB: This will only work provided that the necessary SDS configuration and sharing agreements are all set up.

HTML Viewing

1. Once the check box is ticked, users who want to view HTML will need to add the “**Third Party Patient Record**” node to their Clinical Tree. You can do this by retrieving a patient, then right-clicking on the clinical tree at the left-hand side.
2. Then click “**Customise Tree**”.
3. In the “**Amend Tree Configuration**” dialog that pops up, the “**Third Party Patient Record Node**” is under “**Record Management**”. To add it, you should double click on it and then click **OK**.

NB: This way of adding nodes to the tree should be familiar to most SystemOne users.

Appointments Configuration

Create a Slot

1. Create a new slot type – **Setup > Appointments > Slot Type > New Slot Type**
2. In the **Name** box type in *NHS 111 Practice Name and Postcode* e.g. NHS 111 Somewhere Surgery LS11 6AE (this will then show in the text message the patient receives).
3. Select **Bookable** and **Bookable through Remote Booking** alongside **Type**

New Slot Type [Close]

Name: NHS 111 - Somewhere Surgery LS11 6AE

Letter: [Dropdown] Patients per slot: 1

Type: Bookable Bookable through remote booking
 Embargo Enable SMS reminders
 Blocked

Description: [Text Area]

Colour: Use rota colour Use specific colour [Color Picker]

Colour once embargo expires: [Color Picker]

Flags to set	Set	Flag
<input type="checkbox"/>		Annual Review
<input type="checkbox"/>		Appointment Confirmed
<input type="checkbox"/>		Appointment Rebooked
<input type="checkbox"/>		Blood Test
<input type="checkbox"/>		Booked Admission
<input type="checkbox"/>		Booked via Patient Partner
<input type="checkbox"/>		Booked via Touch Screen
<input type="checkbox"/>		Choose and Book Appointment
<input type="checkbox"/>		Daycase
<input type="checkbox"/>		Embargoed Slot
<input type="checkbox"/>		Emergency Appointment
<input type="checkbox"/>		Exempt from Payment
<input type="checkbox"/>		Follow-up Appointment
<input type="checkbox"/>		GP Referral
<input type="checkbox"/>		Has QOF Alerts
<input type="checkbox"/>		High Risk
<input type="checkbox"/>		Home Visit

Default for sending SMS confirmations: Send confirmation Do not send confirmation Use unit default

Default for sending SMS cancellation messages: Send confirmation Do not send confirmation Use unit default

[Ok] [Cancel]

4 Click **OK**

5 Go to Setup on the top menu bar > Users & Policy > Organisation Preferences.

6 Select **Appointments > GP Connect > Provider**

Enabling the following option allows you to make rotas available to other organisations for booking via GP Connect. Further settings to control which organisations can send GP Connect messages are set on Spine by NHS Digital.

Enable GP Connect Appointments: Provider

Allow booking in to all slot types

Specify bookable slot types

Rota Booking Rules

Rota types that can be booked into via GP Connect.

Rota Type	Status
GP AM	Anyone can book into, unless they have a specific rule preventing them

Organisation and organisation type specific rules.

Type	Name	Rota Type	Number of Appointments per day
Organisation	Yorkshire Ambulance Service..	GP AM	Unlimited

GP Connect Staff

Only staff members with a GP Connect staff role can have their appointments booked into.

Staff Member	GP Connect Role
AHMAD, Imran	GP Registrar
AKID, Monika	Clinical Psychologist
AKINSANYA, Samuel (Mr)	General Medical Practitioner
ALLEN, Sue	
ANGELL, Joanne (Mrs)	

Default GPs for patients registered via third party

Registered GP:

Usual GP:

7 Enable **GP Connect Appointments Provider**

Select **Specify bookable slot types** and search (🔍) for the slot you have created

NOTE: If Allow booking in to all slot types is selected, then 111 will be able to book into any slot available, unless you add specific rules stopping them from doing this

8 Select **New (+)** under the **Rota Booking Rules**

The screenshot shows a 'Rota Booking Rule' window. It is divided into several sections:

- Rota Types:**
 - Available:** A list box containing the text 'Nothing remaining'.
 - Selected:** A list box containing 'GP AM'.
 - Between the two list boxes are two arrow buttons: a right-pointing arrow and a left-pointing arrow.
- Number of bookable appointments per day:** A field with 'Number per day' set to '0' and an 'Unlimited' checkbox.
- Organisations:** A table with columns 'Name' and 'Type'. It contains one entry: 'Yorkshire Ambulance Service NHS 111'.
- Organisation types:** A table with a column 'Organisation Type'. It is currently empty.

At the bottom of the window are 'Ok' and 'Cancel' buttons.

9 Select every **Rota Type** where NHS 111 Appointments are to be made available

NOTE: Please ensure that the Rota Type selected for a 111 appointment in the appointment ledger is entered in the Rota Type below

10 **Select New (+)** under the **Organisation and Organisation type specific rules**

11 Ensure the correct **Rota Type** has been selected

12 **Select New (+)** under the **Organisations** and search for Yorkshire Ambulance Service NHS 111 and select

13 Click **OK**

NOTE: IF YOUR NHS 111 provider is not Yorkshire Ambulance Service search for NHS 111 provider in your area.

14 For each staff member who can have 111 appointments booked select them from the list under **GP Connect Staff** and click the  button, then on the **Local Settings** tab select an appropriate role from the **GP Connect role** dropdown list and click **OK**

Amend Staff Details

Global Settings Local Settings Local Access Rights Skill Sets Additional Languages

Employment Details

Employment role

GP Connect role

Telephone no. / ext.

Pager number

Employment start date

GP local codes

PPA ID

Using PPA ID

Using GMC Number

Preferred appointment duration Minutes

Start/end location

Activation

Logon at this organisation is enabled

Automatically disable this logon if not used for hours (this number can be changed via preferences)

15 Enter a **Registered** and Usual GP

16 Select OK

NOTE: It is recommended that appointment slots for 111 are entered near the end of a session. This allows you to reclaim the slot 90 minutes before, if it has not been used.