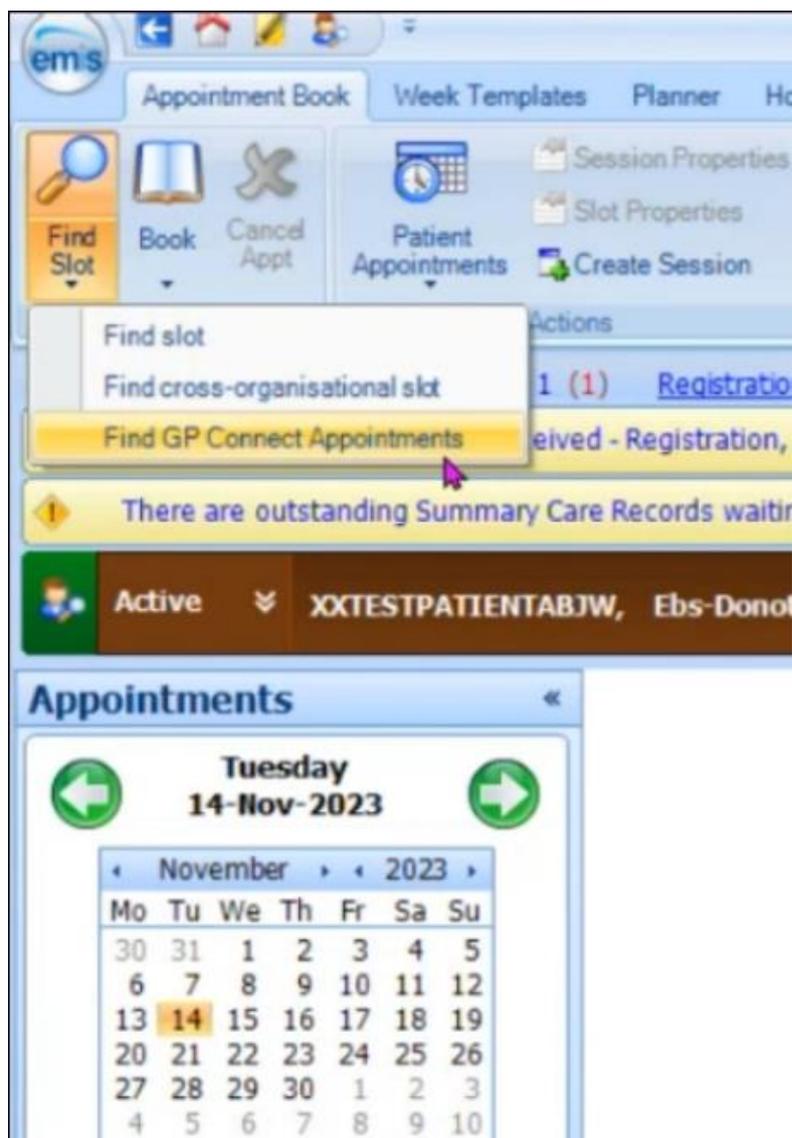


Booking patient into PCN services (GP Connect type)

Once you have searched the patient and they are shown in the **top blue bar**
Click the Find Slot arrow – choose **Find GP Connect Appointments**



In this new window, we have **2 sections** to modify/search in:

- **Organisation Group** – must be the **network** you are booking the patient into.
- **Organisation** – This will show the PCN you selected and available session types.
- **Appointment Date & Time** – Select the date and time if you choose.

The screenshot shows the 'Find GP Connect Appointments' window. At the top, patient information is displayed: 'XXTESTPATIENTABJW, Ebs-Donotuse (Ms)', Born 17-May-1990 (33y), Gender Female, NHS No. 999 000 2436. The search criteria are: Patient: XXTESTPATIENTABJW, Ebs-Donotuse (Ms); From: 14-Nov-2023 17:00; To: 27-Nov-2023 23:59; Use time: . The 'Organisation group' dropdown is open, showing options: 01 - Rochdale North PCN & YSS, 02 - RHA PCN & Yorkshire St Surgery, 03 - PCNs & Practices > Global Search, whitehallclinic -Yorkshire Street Surgery, and Yorkshire Street Surgery-Covid19 and NHS 111. The 'Available appointments' section is empty, displaying 'There are no appointments available'. At the bottom, there are 'Book appointment' and 'Cancel' buttons.

Please note: Slot types will be listed in the session details dropdown – so you can define the type here...

The screenshot shows the 'Find GP Connect Appointments' window with search results. The search criteria are: Patient: XXTESTPATIENTABJW, Ebs-Donotuse (Ms); From: 14-Nov-2023 17:00; To: 27-Nov-2023 23:59; Use time: . The 'Organisation group' is set to '02 - RHA PCN & Yorkshire St Surgery' and 'Organisation' is set to 'All'. The 'Available appointments' section shows '2 search results found' and 'Show all slots' is selected. The results table is as follows:

Date/Time	Duration	Type	Session details	Organisation name/Location address	Practitioner name/Gender	Practitioner roles
Tue 14-Nov-2023 at 18:00	1 hr 30 mins	TEST GPC DNU (1 GP ONLY SCRIPT SLOTS)		Rochdale Health Alliance A&E Whitehall St Clinic, 90 Whitehall St, Rochdale, OL12 0ND	GPC Doctor GP Connect	[M] General Medical Practitioner
Tue 14-Nov-2023 at 19:30	1 hr 30 mins	TEST GPC DNU (1 GP ONLY SCRIPT SLOTS)		Rochdale Health Alliance A&E Whitehall St Clinic, 90 Whitehall St, Rochdale, OL12 0ND	GPC Doctor GP Connect	[M] General Medical Practitioner

The 'Session details' dropdown in the first row is highlighted with a green circle. At the bottom, there are 'Book appointment' and 'Cancel' buttons.

Select the appointment from the options then click **Book appointment** – and fill in the relevant information on the pop-up window... then click **Book**

Book Slot

XXTESTPATIENTKAMP, Nic-Donotuse (Mr) Born **26-Sep-1942 (81y)**

Tue 14-Nov-2023 at 10:20, 10 mins

Date/Time: **Tue 14-Nov-2023 at 10:20**
Duration: **10 mins**
Type: **Face to face**
Session details: **Training Only (Joe Training Only)**
Organisation name: **Rochdale Health Alliance A&E**
Location name: **Rochdale Health Alliance A&E**
Location address: **The Old Post Office
No 2 The Esplanade
Rochdale
OL16 1AE**
Practitioners: **Mrs Sheila McNamee** Female
Practitioner roles: **Community Nurse**

Booking Details

* Description: **TEST GP CONNECT**

Comment:

Book **Cancel**

It will bring up a confirmation window. Click **Close**.

Tue 14-Nov-2023 at 10:20, 10 mins

Date/Time: **Tue 14-Nov-2023 at 10:20**
Duration: **10 mins**
Type: **Face to face**

GP Connect book appointments

An appointment has been booked.

Patient Name: **Mr. Nic-Donotuse Xxtestpatientkamp**
Date/Time: **Tue 14-Nov-2023 at 10:20**
Duration: **10 mins**
Organisation: **Rochdale Health Alliance A&E**
Location address: **The Old Post Office, No 2 The Esplanade, Rochdale, OL16 1AE**
Practitioners: **Mrs Sheila McNamee** Female

Close

* Description: **TEST GP CONNECT**

Comment:

Then click **Cancel** on the window that *doesn't auto close*. This doesn't cancel the appointment!!

Find GP Connect Appointments

XXTESTPATIENTKAMP, Nic-Donotuse (Mr) Born 26-Sep-1942 (81y) Gender Male
NHS No. 999 012 3268

Search appointments

Patient: XXTESTPATIENTKAMP, Nic-Donotuse (Mr) From: 13-Nov-2023 9:00 To: 26-Nov-2023 23:59 Use time

Organisation group: 02 - RHA PCN & Heywood Health Organisation: All Search appointments Clear appointments

Available appointments

There are no appointments available

Book appointment Cancel

Done!!