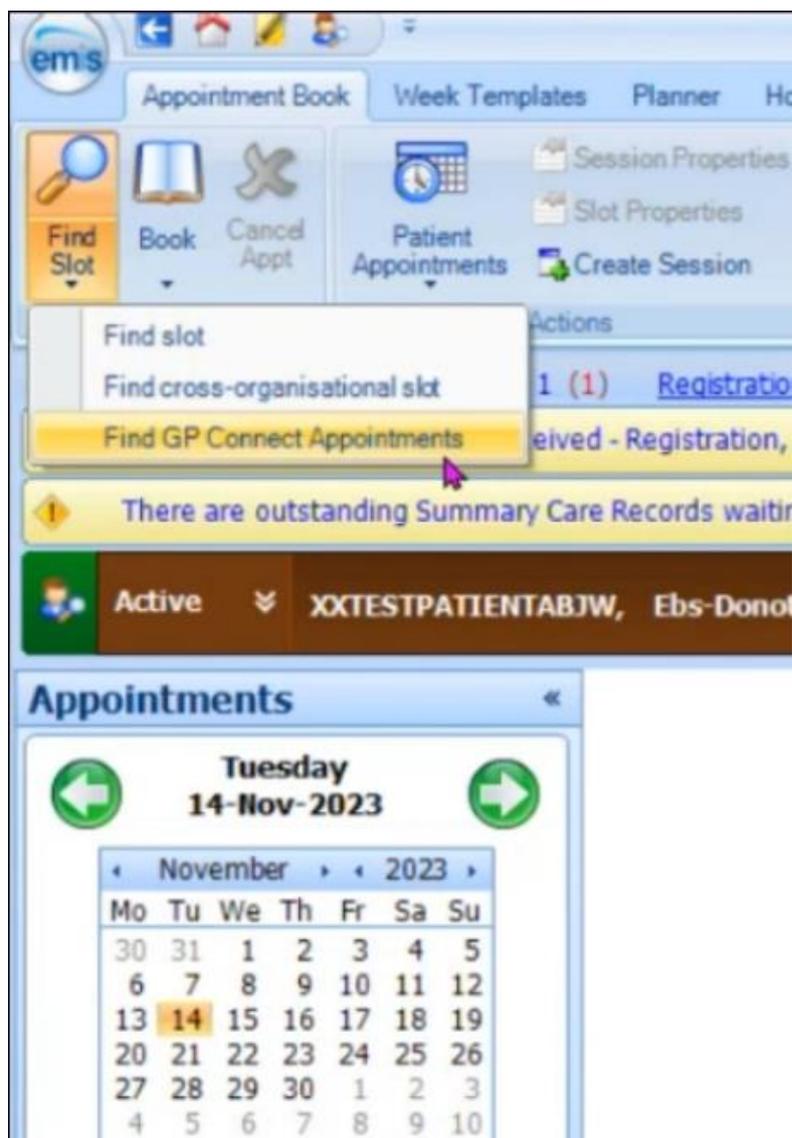# Booking patient into PCN services
(GP Connect type)

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.

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

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

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

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

Done!!