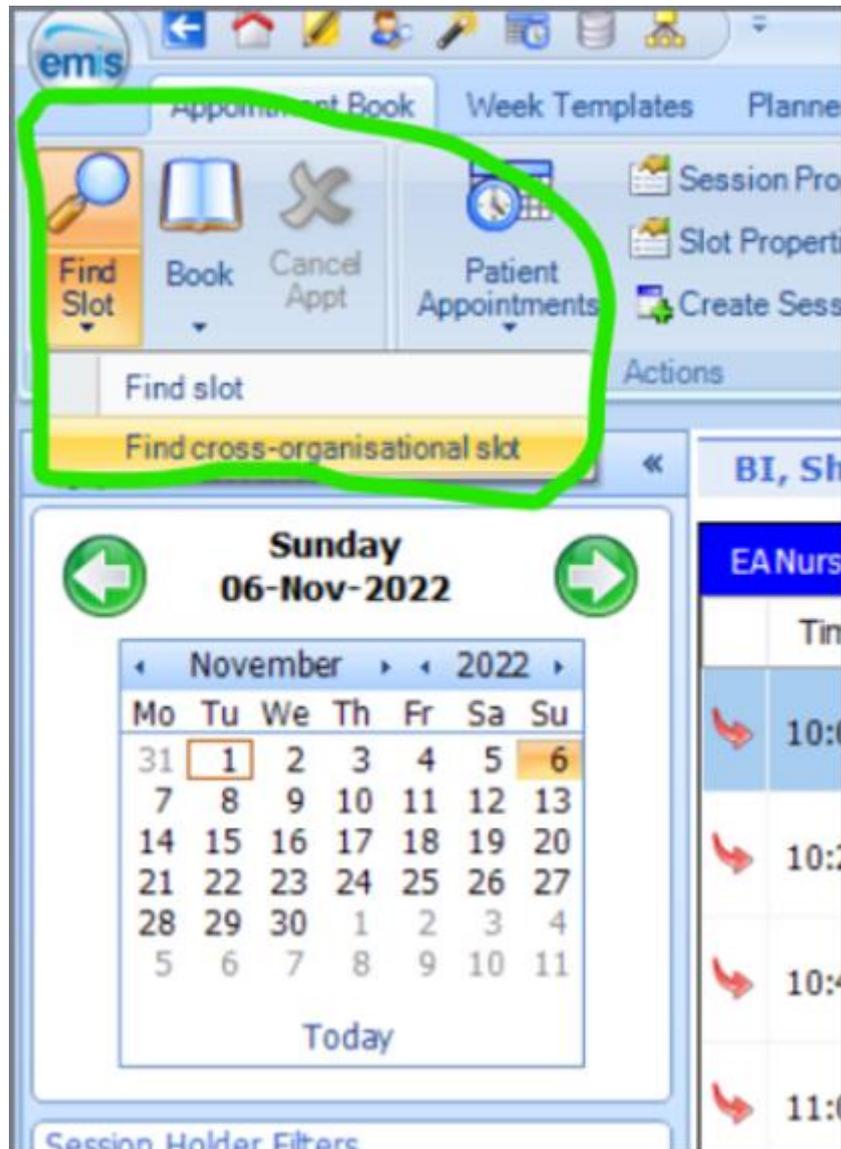


Booking patient into PCN services (Cross-Organisation type)

Once you have searched the patient and they are shown in the **top blue bar**
Click the Find slot arrow – choose **Find cross-organisation slot**



The screenshot shows the emis Appointment Book interface. A green circle highlights the 'Find Slot' dropdown menu, which is open and showing the option 'Find cross-organisational slot' selected. Below the menu, a calendar for Sunday, 06-Nov-2022, is visible, showing the date 06 highlighted. To the right, a list of session times is partially visible, including 10:00, 10:20, 10:40, and 11:00.

Mo	Tu	We	Th	Fr	Sa	Su
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

In this new window, we have **2 sections** to fill in:

- **Patient** – The patient's practice and the patient info will be prefilled.
- **Appointment criteria** – Organisation must be the **network** you are booking the patient into – Slot type will be the type of appointment needed or available.
- **Available appointments** – This is where the appointments will be listed to be booked, please choose the one you require.

Find cross-organisational appointments

Patient

Organisation: PETERLOO MEDICAL CENTRE

Patient: MOUSE, Merve (Mac)

Appointment information

Appointment criteria

Search from: Fri 07-Oct-2022

Urgents: Include, Exclude, Urgent only

Time of day: Any

Organisation: Middletown PCN

Slot type: Enhanced Access Face to Face

Languages: All Languages

Advanced criteria

Available appointments

Date	At	Duration	Session holder(s)	Slot type	Session name	Location
Sat 08-Oct-2022	12:15	15 mins	JivA, Muhammad (Dr)	Enhanced Access Face...	Enhanced Access Sat GP	Middletown PCN

Clear appointment criteria Book appointment Cancel

Please note: Slot types will only list the appointments available to book! So choose a slot type that's available for the day you require on the correct PCN level

Appointment criteria

Search from: Tue 01-Nov-2022

Urgents: Include, Exclude, Urgent only

Time of day: Any

Organisation: Rochdale Health Alliance A&E

Slot type: All slot types

Languages: [dropdown]

Available appointments

Date	At	Duration	Session holder(s)	Slot type	Session name	Location
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Then click **Book appointment** – and fill in the relevant information on the pop-up window...

But please remember to add a contact phone number for the patient in the booking notes or reason!! (This allows us to contact the patient, without needing medical record access)

Done!!