

EMIS Guidance – CCAS

This guidance is specifically for the CCAS Worklist Set-Up

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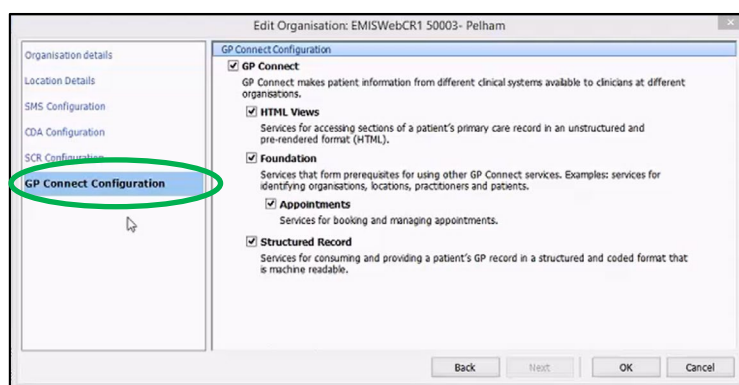
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Prerequisites:

1. You must know your **Practice ODS Code**
2. CCAS ODS Code – **RYEA3**

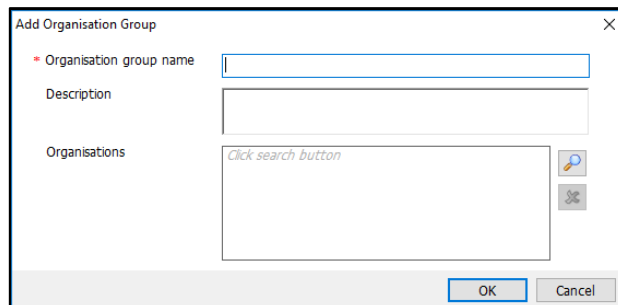
Step 1: Review Config (EMIS will be completing this step in a phased approach)

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

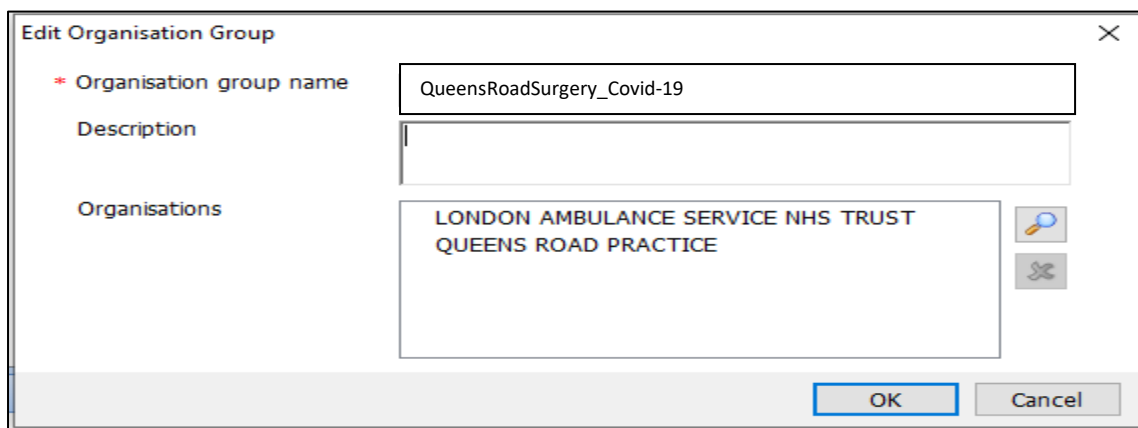


Step 2. Set-Up Organisation Groups (to share appointments with the CCAS)

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)





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 **RYEA3**: 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



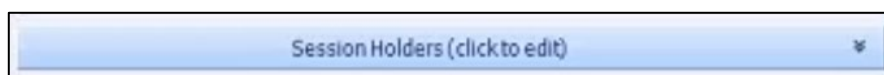
NB: Your organisation group name must be unique and therefore you must include your practice name to the organisation group name created.

The below will appear in the organisation group

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

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.



NB: 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

Start Date 27-Nov-2018 from
to

Slot Duration 10 minutes



















Session Category Please select a category

All slots GP Connect bookable?

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

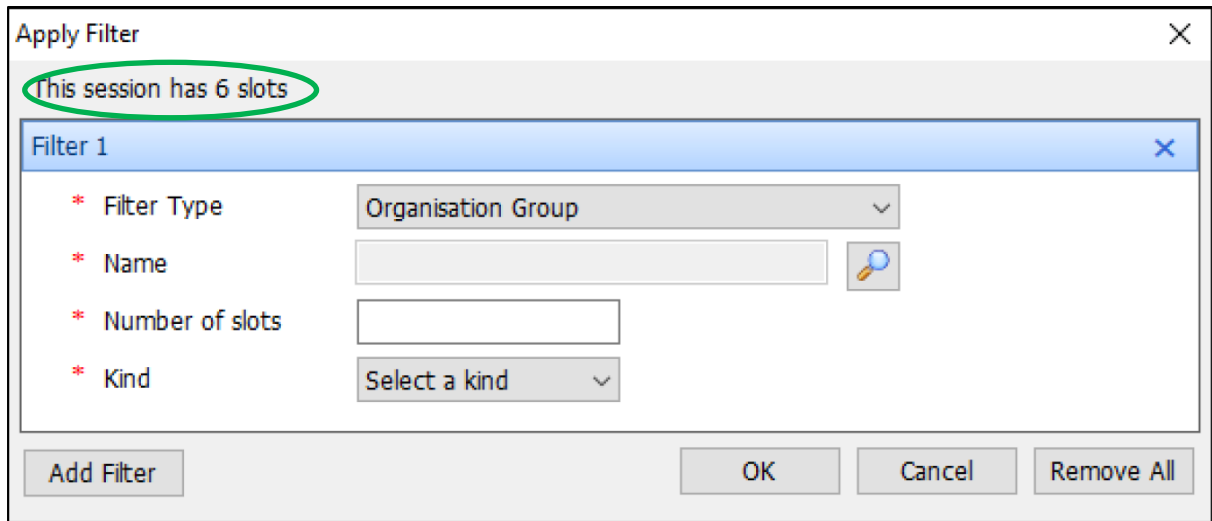
Session Preview

111 DirectBooking

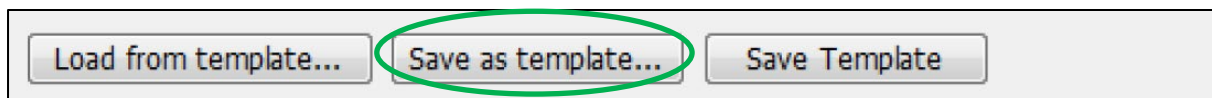
Time	Description
 08:00	10 mins
 08:10	10 mins
 08:20	10 mins
 08:30	10 mins
 08:40	10 mins
 08:50	10 mins
 09:00	10 mins
 09:10	10 mins
 09:20	10 mins
 09:30	10 mins
 09:40	10 mins
 09:50	10 mins
 10:00	10 mins
 10:10	10 mins
 10:20	10 mins
 10:30	10 mins
 10:40	10 mins
 10:50	10 mins

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**



8. Click **Save as Template...**



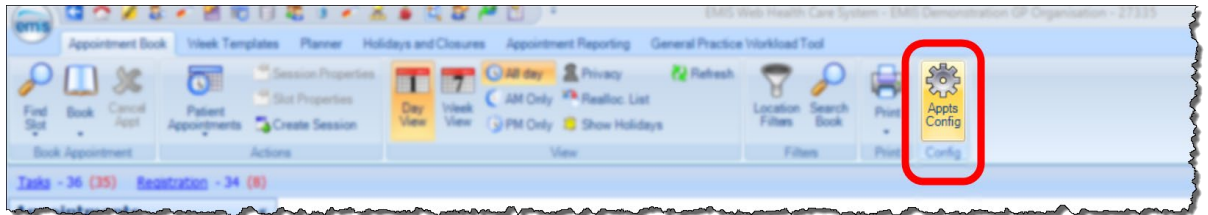
9. **Apply template** for the foreseeable future.

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

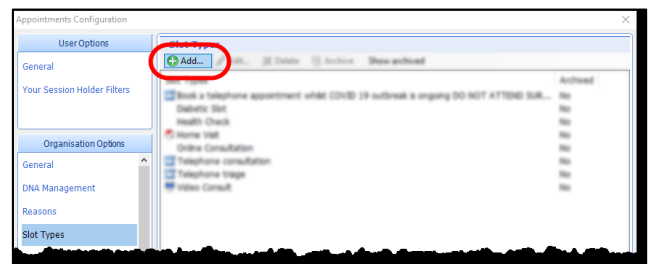
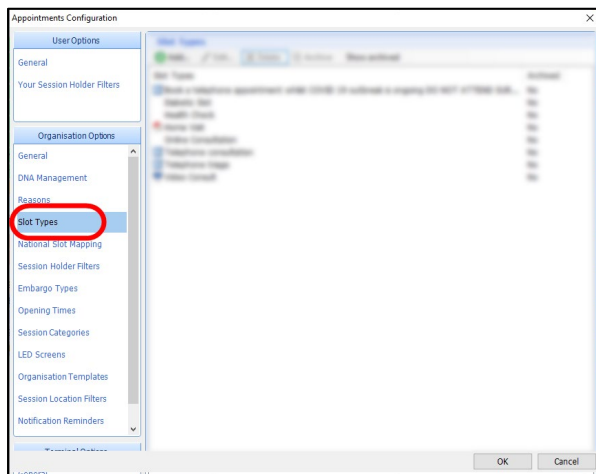
Step 4: Slot Types

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

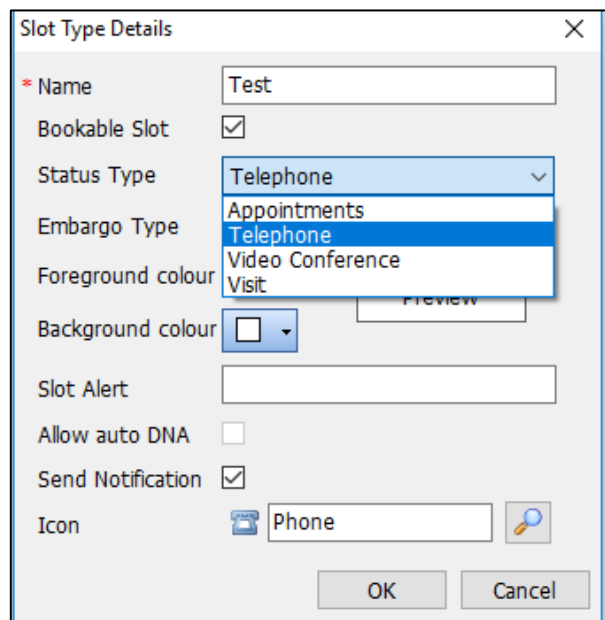
1. Select **Appointments** from the **EMIS Ball**
2. Select **Appointment Config** from the top ribbon



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



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



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