Create "GP Access" folder in Population Reporting module at the position you want e.g. this is creating the folder in local library > Working...

Population Reporting | Enquiry Manager | FP34D | Batch Data Manager

Add / Edit: Add, Properties, Cut, Copy, Paste, Delete, Export, Import

Actions: Run, Edit, View Results, Export Results, Print, Mail Merge, Batch Add, Check Patient

Run Report: Patient List, Patient + Address, Age / Sex, Auto

View: Full Hierarchy, Folder Hierarchy

Find: Find

SCR - 42   Registration - 100 (1)

OAK TREE HEALTH CENTRE

- 📁 David Corps
- 📁 EMIS Reports
- 📁 Jacqui
- 📁 Justine Geddes
- 📁 Kay
- ◢ 📁 OTHC Library
  - ◢ 📁 Approved
    - 📁 Cardiovascular Disease
    - 📁 Cervical Cytology
    - 📁 Childhood Immunisations
    - 📁 Chronic Kidney Disease
    - 📁 Consultations
    - 📁 Demographics
    - 📁 Diabetes ODESS
    - 📁 Enhanced Services
    - ▷ 📁 Enhanced Services CQRS 2013-14
    - ▷ 📁 Health Visitors
    - 📁 NHS Health Checks 2013-14
    - ▷ 📁 Patient Communications
    - 📁 QOF 2011-12
    - 📁 QOF 2012-13
    - 📁 QOF 2013-14
    - 📁 Routines
    - 📁 Seasonal Flu & Pneumo 2012-13
    - ▷ 📁 Seasonal Flu & Pneumo 2013-14
  - 📁 Trash
  - ◢ 📁 Working
    - 📁 Bryony

OAK TREE HEALTH CENTRE

GP Contract - QOF

EMIS Library

Name	Patient Count	%	Last Run	Scheduled
📁 Bryony				
📁 Searches transferred from LV				
🔍 2 year olds - Eligible children for 2 year old immunisation targets	188	2%	01-Oct-2013	
📊 2 year old patient list immunisation targets	188		01-Oct-2013	🕐
🔍 65I	2580	30%	01-Oct-2012	
🔍 657M				
📊 657M				
🔍 All Currently Registered Patients				
🔍 Patients aged 15 years and over for Smoking				
🔍 [SMOK004]				
🔍 SMOK00				
🔍 Appointments	159	1%	20-May-2013	
📊 Appointments	159		20-May-2013	
🔍 Attachment Letter				
📊 Attachment Letter 498521000006119				
🔍 Montelukast Singulair in FY 2013-14	1	1%	02-Sep-2013	
🔍 NHS Health Check Result Letter sent	2451	12%	06-Jun-2013	

Add Folder   ? ✕

Name Patient Access

OK   Cancel

Details | Definition | Age / Sex | Trend | Patients Included | Patients Excluded

No report selected

Start | NHSmail - Windows Inter... | Monthly Check Sheets | EMIS Web Health Car... | Screen Captures & Proce... | 14:45

Highlight the newly created GP Access folder and then import (Import > Enquiry Document > …) the XML file "Navigator GPA extract v3" from where you saved it e.g. this is importing from the Desktop…

(filename is now different here, GP Access Navigator extract)

The GP Access folder now contains the imported list report…

The report is now available for you to edit the date range to the period of interest and to export the results of the search in a csv format. First, edit the date range; highlight the search and then hit Edit…

When open, hit Edit again to see this page (heading is now GP Access Navigator extract)

Clinician Appointment Data for Patient Access Simply transformed

Appointments

Columns

| Appointment Date | Appointment Time | Patient Details' EMIS Number | Patient Details' Age | Patient Details' Gender | Session Holder's Mnemonic | Slot Type | Current Slot Status | Boo |

Criteria

Include **Appointments** where:

the **Appointment Date** is after or on 29-Jun-2013 and before or on 21-Nov-2013

Sorting

Drag columns here to sort

Under "Criteria" hover over "the **Appointment Date** is" and hit Edit...

Open the calendar on the start and end dates to set to the period you require e.g. here the period is being set as 01/10/2013 to 31/10/2013…

List Report Builder

EMIS Web Health Care System

Population Reporting | Enquiry Manager | FP34D | Batch Data Manager | Clinician Appointment Data for Patient Access Simply transformed

Action: Save | Save and Run | Save and Close | Close | Properties
Table: Add | Rename
Criteria: Add | Edit | Delete

SCR - 42   Registration - 100 (1)

Appointments

- ⊙ Columns
- ○ Count
- ○ Exists

- ☑ Appointment Date
- ☑ Appointment Time
- ▷ **Session Holder**
- ☑ Current Slot Status
- ☑ Slot Type
- ☐ Session Category
- ☐ Service
- ☐ Appointment Reason
- ☐ Booking Method
- ☐ External Bookable Level
- ☐ External Booking Organisation
- ▷ **Location**
- ▷ **Patient Details**
- ▷ **Wait / Consult Times**

Clinicia...

Click he...
At present...
Click here t...

Appointme...

Columns

Appointmen...

Criteria

Include App...
the...

Sorting

Drag column...

Feature Builder

Clear | Edit | Delete | Exclude | Linked Feature ▾ | # Count ▾

Include **Appointments** where:

Appointment Date Criteria

Appointment Date is [After or On ▾]

- ○ The search date
- ⊙ [date ▾] of [29-Jun-2013] 📅
- ○ [1] [years ▾] be...

☑ and [Before or On ▾]

- ○ The search date
- ⊙ [date ▾] of
- ○ [1] [years ▾] be...

<	October	>	<	2013	>

Mo	Tu	We	Th	Fr	Sa	Su
30	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	31	1	2	3
4	5	6	7	8	9	10

Today | Close

If this was run on 25-Nov-2013, this would becom...
before or on 21-Nov-2013"

OK | Cancel

Session Holder's Mnemonic | Slot Type | Current Slot Status | Boo...

OK | Cancel

List Report Builder

Population Reporting | Enquiry Manager | FP34D | Batch Data Manager | Clinician Appointment Data for Patient Access Simply transformed

Save | Save and Run | Save and Close | Close | Properties | Add | Rename | Add | Edit | Delete

Action | Table | Criteria

SCR - 42   Registration - 100 (1)

Appointments «

- ◉ Columns
- ○ Count
- ○ Exists

- ☑ Appointment Date
- ☑ Appointment Time
- ▷ **Session Holder**
- ☑ Current Slot Status
- ☑ Slot Type
- ☐ Session Category
- ☐ Service
- ☐ Appointment Reason
- ☐ Booking Method
- ☐ External Bookable Level
- ☐ External Booking Organisation
- ▷ **Location**
- ▷ **Patient Details**
- ▷ **Wait / Consult Times**

Clinicia...

th...

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Appointme...

Columns

Appointmen...

Criteria

Include **App...**

the...

Sorting

Drag column...

Feature Builder

✏ Clear | ✏ Edit | ✖ Delete | ❗ Exclude | ▦ Linked Feature ▾ | # Count ▾

Include **Appointments** where:

Appointment Date Criteria

Appointment Date is [After or On ▾]

- ○ The search date
- ◉ [date ▾] of [01-Oct-2013] 📅
- ○ [1] [years ▾] [before ▾] the search date
- ○ [last ▾] [week ▾]

☑ and [Before or On ▾]

- ○ The search date
- ◉ [date ▾] of [21-Nov-2013] 📅
- ○ [1] [years ▾] [be...

If this was run on 25-Nov-2013, this would becom...
before or on 21-Nov-2013"

sion Holder's Mnemonic | Slot Type | Current Slot Status | Boo...

<	October	>	<	2013	>
Mo	Tu	We	Th	Fr	Sa	Su
30	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	31	1	2	3
4	5	6	7	8	9	10

Today | Close

Cancel

Start | NHSmail - Windows Inter... | Monthly Check Sheets | EMIS Web Health Car... | Screen Captures & Proce... | 14:58

Population Reporting | Enquiry Manager | FP34D | Batch Data Manager | Clinician Appointment Data for Patient Access Simply transformed

Action
Save | Save and Run | Save and Close | Close | Properties

Table
Add | Rename

Criteria
Add | Edit | Delete

SCR - 42   Registration - 100 (1)

Appointments «

- ○ Columns
- ○ Count
- ○ Exists

- ☑ Appointment Date
- ☑ Appointment Time
- ▷ **Session Holder**
  - ☑ Current Slot Status
  - ☑ Slot Type
  - ☐ Session Category
  - ☐ Service
  - ☐ Appointment Reason
  - ☐ Booking Method
  - ☐ External Bookable Level
  - ☐ External Booking Organisation
- ▷ **Location**
- ▷ **Patient Details**
- ▷ **Wait / Consult Times**

Clinici...

Appointme...

Columns

Appointme...

Criteria

Include **App...**
the...

Sorting

Drag column...

Feature Builder   ? X

Clear | Edit | Delete | Exclude | Linked Feature ▾ | # Count ▾

Include **Appointments** where:

the **Appointment Date** is after or on 01-Oct-2013 and before or on 31-Oct-2013

📇 Click here to add Criteria to this Feature
At present this feature will include all Appointments that meet the criteria defined above.
Click here to order, restrict and/or perform checks on the resulting Appointments.

OK | Cancel

...sion Holder's Mnemonic | Slot Type | Current Slot Status | Boo...

NHS   Admin/Clinical Support | DALLING, Mark(Mr) | OAK TREE HEALTH CENTRE

Start | NHSmail - Windows Inter... | Monthly Check Sheets | EMIS Web Health Car... | Screen Captures & Proce...   14:58

Hit OK and then Save and Run…

Hit Yes, the search will then run (Queued) and will return a patient count when finished…

Highlight the search, hit View Results. IMPORTANT: do not hit Export Results at this point

See the screenful of data like this, then hit Export…

Clinician Appointment Data for Patient Access Simply transformed

Parent Population: All patients (including deducted, deceased, emergency etc.)
Last Run: 25-Nov-2013 14:57   **Relative Date**: 25-Nov-2013 15:00

Patient Count	Males	Females
20494	9988	10506

Appointments

Appointment Date	Appointment Time	Patient Details' EMIS Number	Patient Details' Age	Patient Details' Gender	Session Holder's Mnemonic	Slot Type	Current Slot Status	Booked Time to Slot Time	Consultation Time	Arrive Time to Send In Time	Slot Time to Send In Time	Slot Time to Arrive Time
18-Oct-2013	20:17	6	83	Male	DRCL	TELEPHONE CONSULTATION	Telephone – Complete	696				
31-Oct-2013	14:51	6	83	Male	JP	H3	Left	20379	0	3	−5	−8
01-Oct-2013	10:00	7	78	Female	JP	Default	Left	40310	11	3	0	−4
28-Oct-2013	20:30	7	78	Female	DRCL	TELEPHONE CONSULTATION	Telephone – Complete	680				
29-Oct-2013	10:00	7	78	Female	JP	Default	Left	40311	8	1	−4	−5
31-Oct-2013	14:54	7	78	Female	JP	H3	Left	20382	0	4	−7	−11
31-Oct-2013	12:40	19	50	Male	JP	Default	Left	18549	15	4	−1	−5
31-Oct-2013	20:37	29	43	Male	DRCL	TELEPHONE CONSULTATION	Telephone – Complete	555				
29-Oct-2013	11:24	45	49	Female	HCO	H3	Left	21553	1	2	−6	−8
08-Oct-2013	11:00	51	47	Female	AG	Default	Left	1540	11	7	5	−2
08-Oct-2013	11:40	51	47	Female	DCO	Default	Left	29	11	27	−2	−29
04-Oct-2013	12:00	54	28	Female	DELL	Default	Left	65	22	1	2	1
14-Oct-2013	22:49	56	62	Female	DRCL	TELEPHONE CONSULTATION	Telephone – Complete	427				

Page 1 of 299

Choose csv format and hit OK. Tick "Omit Header" and "Override hidden patients".
Choose where you want the file to be saved and give it a name e.g. "GPA October Data" and save. After a few seconds / minutes the save will be complete. You may get a dialogue box when ended advising that some patients are hidden – just dismiss this. Your Desktop now has the file saved on it, ready for uploading to GP Access Navigator.

To generate new data for uploading, you just need to change the date range of the search, re-run and re-export.

Report Viewer

Population Reporting | Enquiry Manager | FP34D | Batch Data Manager | Clinician Appointment Data for Patient Access Simply transformed

Edit Report | Print | Export | Flat | Hierarchy | Close

Edit | Actions | View | Close

SCR - 42   Registration - 100 (1)

Clinician Appointment Data for Patient Access Simply transformed

Parent Population: All patients (including deducted, deceased, emergency etc.)
Last Run: 25-Nov-2013 14:57   **Relative Date**: 25-Nov-2013 15:00

Patient Count	Males	Female
20494	9988	10506

Save As

Save in: Desktop

My Recent Documents
Desktop
My Documents
My Computer
My Network Places

- My Documents
- My Computer
- My Network Places
- Applications on Frontdesk
- K84624_30-10-2013
- old files
- Email address list exported 20130812
- Monthly Check Sheets
- MSWDocs3671 on Emis3671a
- MSWDocs on Emis3671a
- OTHC Monthly Clinician Appointments 20130629-20131121
- Quest Queries Mark
- shared on Emis3671b

File name: PA October Data   [Save]
Save as type: Excel File (*.xls)   [Cancel]

Appointment Date	Appointment Time	Patient Details' EMIS Number	Patient Details'						Time to	Consultation Time	Arrive Time to Send In Time	Slot Time to Send In Time	Slot Time to Arrive Time
18-Oct-2013	20:17	6	83										
31-Oct-2013	14:51	6	83							0	3	-5	-8
01-Oct-2013	10:00	7	78							11	3	0	-4
28-Oct-2013	20:30	7	78										
29-Oct-2013	10:00	7	78							8	1	-4	-5
31-Oct-2013	14:54	7	78							0	4	-7	-11
31-Oct-2013	12:40	19	50							15	4	-1	-5
31-Oct-2013	20:37	29	43										
29-Oct-2013	11:24	45	49	Female	HCO	H3	Left	21553	1	2	-6	-8
08-Oct-2013	11:00	51	47	Female	AG	Default	Left	1540	11	7	5	-2
08-Oct-2013	11:40	51	47	Female	DCO	Default	Left	29	11	27	-2	-29
04-Oct-2013	12:00	54	28	Female	DELL	Default	Left	65	22	1	2	1
14-Oct-2013	22:49	56	62	Female	DRCL	TELEPHONE CONSULTATION	Telephone – Complete	427				

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Start | NHSmail - Windows Inter... | Monthly Check Sheets | EMIS Web Health Car... | Screen Captures & Proce... | 15:06