

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

The screenshot shows the EMIS Web Health Care System interface. The 'Population Reporting' module is active, and the 'Folder' menu is open, showing a tree structure of folders. The main window displays a table of reports with columns for Name, Patient Count, %, Last Run, and Scheduled. The table contains the following data:

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				
All Currently Registered Patients				
Patients aged 15 years and over for Smoking				
[SMOK004] - Current Smokers Needing Support				
SMOK004 - Current Smokers given Support				
Appointments	159	1%	20-May-2013	
Appointments	159		20-May-2013	
Attachment Letter 498521000006119				
Attachment Letter 498521000006119				
Montelukast Singularair in FY 2013-14	1	1%	02-Sep-2013	
NHS Health Check Result Letter sent	2451	12%	06-Jun-2013	

The interface also shows a navigation pane on the left with a tree structure of folders, including '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', and 'Bryony'. The bottom of the screen shows the NHS logo, user information (Admin/Clinical Support | DALLING, Mark(Mr) | OAK TREE HEALTH CENTRE), and the system tray with the time 14:44.

Population Reporting Enquiry Manager FP34D Batch Data Manager

Add Properties Cut Copy Paste Export Delete Import
Run Edit View Results Export Results Print Mail Merge Batch Add Check Patient
Patient List Patient + Address Age / Sex Auto
Full Hierarchy Folder Hierarchy Find

Add / Edit Actions Run Report View 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

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] Add Folder				
SMOK004				
Appointments	159	1%	20-May-2013	
Appointments	159		20-May-2013	
Attachment Letter 170821000006119				
Attachment Letter 498521000006119				
Montelukast Singular 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					

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...

The screenshot displays the EMIS Web Health Care System interface. The top navigation bar includes tabs for Population Reporting, Enquiry Manager, FP34D, and Batch Data Manager. Below this is a toolbar with various icons for actions like Add, Properties, Cut, Copy, Paste, Export, Import, Run, Edit, View Results, Export Results, Print, Mail Merge, Batch Add, Check Patient, Patient List, Patient + Address, Age / Sex, Auto, Full Hierarchy, Folder Hierarchy, and Find.

The main content area is divided into two sections. On the left is a tree view titled "OAK TREE HEALTH CENTRE" containing several folders, including "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", "Patient Access", "Searches transferred from LV", and "Rachel". The "Patient Access" folder is currently selected.

On the right is a main report area with a table header containing columns: Name, Patient Count, %, Last Run, and Scheduled. Below the header is a large empty table area. At the bottom of this area, there is a section with tabs for "Details", "Definition", "Age / Sex", "Trend", "Patients Included", and "Patients Excluded". The text "No report selected" is displayed in the center of this section.

The bottom status bar shows the NHS logo, "Admin/Clinical Support", "DALLING, Mark(Mr)", "OAK TREE HEALTH CENTRE", and a taskbar with "Start", "NHSmail - Windows Inter...", "Monthly Check Sheets", "EMIS Web Health Car...", "Screen Captures & Proce...", and a system clock showing "14:47".

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

The screenshot displays the EMIS Web Health Care System interface. The main window title is "EMISWeb Health Care System". The top menu bar includes "Population Reporting", "Enquiry Manager", "FP34D", and "Batch Data Manager". The toolbar contains various icons for actions like Add, Properties, Cut, Copy, Paste, Export, Import, Run, Edit, View Results, Export Results, Print, Mail Merge, Batch Add, Check Patient, Patient List, Patient + Address, Age / Sex, Auto, Full Hierarchy, Folder Hierarchy, and Find.

The left sidebar shows a tree view for "OAK TREE HEALTH CENTRE" with folders such as "OTHC Library", "Approved", "Cardiovascular Disease", "Cervical Cytology", "Childhood Immunisations", "Chronic Kidney Disease", "Consultations", "Demographics", "Diabetes ODESS", "Enhanced Services", "Enhanced Services CQRS 2", "Health Visitors", "NHS Health Checks 2013-14", "Patient Communications", "QOF 2011-12", "QOF 2012-13", "QOF 2013-14", "Routines", "Seasonal Flu & Pneumo 2013-14", "Seasonal Flu & Pneumo 2014-15", "Trash", "Working", "Bryony", "Patient Access", and "Searches transferred from Rachel".

An "Enquiry Document Import" dialog box is open, showing "Enquiry Document" and "Destination Folder" (Patient Access). Below it, an "Open" file selection window is active, showing the "Desktop" location. The file list includes "My Documents", "My Computer", "My Network Places", "Applications on Frontdesk", "K84624_30-10-2013", "old files", "Clinician Appointment Data for Patient Access Simply transformed" (highlighted), "MSWDocs3671 on Emis3671a", "MSWDocs on Emis3671a", "Quest Queries Mark", and "shared on Emis3671b". The "File name" field contains "Clinician Appointment Data for Patient Access" and the "Files of type" is set to "Xml Files (*.xml)".

The bottom status bar shows "No report selected". The taskbar at the bottom includes the Start button, "NHSmal - Windows Inter...", "Monthly Check Sheets", "EMIS Web Health Car...", and "Screen Captures & Proce...". The system clock shows "14:48".

The GP Access folder now contains the imported list report...

The screenshot displays the EMIS Web Health Care System interface. The top navigation bar includes tabs for Population Reporting, Enquiry Manager, FP34D, and Batch Data Manager. A toolbar below contains various icons for actions like Add, Properties, Cut, Copy, Paste, Export, Import, Run, Edit, View Results, Export Results, Print, Mail Merge, Batch Add, Check Patient, Patient List, Patient + Address, Age / Sex, Auto, Full Hierarchy, Folder Hierarchy, and Find.

The main content area is divided into two panes. The left pane shows a folder tree for OAK TREE HEALTH CENTRE, with the 'Patient Access' folder selected. The right pane displays a report titled 'Clinician Appointment Data for Patient Access Simply transformed'. The report has a table header with columns: Name, Patient Count, %, Last Run, and Scheduled. Below the header, the report content is mostly blank, with a detailed view pane at the bottom showing metadata for the report.

Name	Patient Count	%	Last Run	Scheduled
Clinician Appointment Data for Patient Access Simply transformed				

Clinician Appointment Data for Patient Access Simply transformed				
Details	Definition	Age / Sex	Trend	Patients Included Patients Excluded
Parent Population	All patients (including deducted, deceased, emergency etc.)			
Author	DALLING, Mark (Mr)	Date Modified	25-Nov-2013	
Last Run	Report has not been run			

The bottom status bar shows the user is logged in as DALLING, Mark (Mr) at OAK TREE HEALTH CENTRE. The taskbar at the very bottom includes the Start button and several open applications: NHSmail - Windows Inter..., Monthly Check Sheets, EMIS Web Health Car..., and Screen Captures & Proce... The system clock shows 14:51.

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...

The screenshot displays the EMIS Web Health Care System interface. The top navigation bar includes 'Population Reporting', 'Enquiry Manager', 'FP34D', and 'Batch Data Manager'. The main toolbar contains various actions such as 'Add', 'Properties', 'Cut', 'Copy', 'Paste', 'Export', 'Delete', 'Import', 'Run', 'Edit', 'View Results', 'Export Results', 'Print', 'Mail Merge', 'Batch Add', 'Check Patient', 'Patient List', 'Patient + Address', 'Age / Sex', 'Auto', 'Full Hierarchy', 'Folder Hierarchy', and 'Find'.

The left sidebar shows a tree view for 'OAK TREE HEALTH CENTRE' with folders like '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', 'Patient Access', 'Searches transferred from LV', and 'Rachel'.

The main content area shows a report configuration for 'Clinician Appointment Data for Patient Access Simply transformed'. The report details are as follows:

Name	Patient Count	%	Last Run	Scheduled
Clinician Appointment Data for Patient Access Simply transformed				

Below the table, the report details are shown:

Details	Definition	Age / Sex	Trend	Patients Included	Patients Excluded
Parent Population	All patients (including deducted, deceased, emergency etc.)				
Author	DALLING, Mark (Mr)		Date Modified	25-Nov-2013	
Last Run	Report has not been run				

The bottom status bar shows 'NHS Admin/Clinical Support | DALLING, Mark(Mr) | OAK TREE HEALTH CENTRE' and the Windows taskbar includes 'Start', 'NHSmal - Windows Inter...', 'Monthly Check Sheets', 'EMIS Web Health Car...', 'Screen Captures & Proce...', and the system clock '14:53'.

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

The screenshot displays the EMIS Web Health Care System interface. At the top, the title bar reads "List Report Builder" and "EMIS Web Health Care System". Below this is a navigation bar with tabs for "Population Reporting", "Enquiry Manager", "FP34D", "Batch Data Manager", and "Clinician Appointment Data for Patient Access Simply transformed".

The main workspace is titled "Clinician Appointment Data for Patient Access Simply transformed". It contains several sections:

- Appointments**: A header section.
- Columns**: A row of column selection boxes, each with a red 'X' icon. The columns are: Appointment Date, Appointment Time, Patient Details' EMIS Number, Patient Details' Age, Patient Details' Gender, Session Holder's Mnemonic, Slot Type, Current Slot Status, and Bookable.
- Criteria**: A section for defining search criteria. It includes the text: "Include **Appointments** where: the **Appointment Date** is after or on 29-Jun-2013 and before or on 21-Nov-2013".
- Sorting**: A section for defining sort order. It includes the text: "Drag columns here to sort".

On the left side, there is a tree view under the heading "Appointments". It includes a "Columns" section with radio buttons for "Count" and "Exists". Below this are several expandable sections with checkboxes:

- Appointment Date** (checked)
- Appointment Time** (checked)
- Session Holder** (expanded):
 - Current Slot Status** (checked)
 - Slot Type** (checked)
 - Session Category** (unchecked)
 - Service** (unchecked)
 - Appointment Reason** (unchecked)
 - Booking Method** (unchecked)
 - External Bookable Level** (unchecked)
 - External Booking Organisation** (unchecked)
- Location** (expanded)
- Patient Details** (expanded)
- Wait / Consult Times** (expanded)

The bottom of the screen shows the Windows taskbar with the Start button, several open applications (NHSmail, Monthly Check Sheets, EMIS Web Health Car..., Screen Captures & Proce...), and the system clock showing 14:54.

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

The screenshot displays the EMIS Web Health Care System interface. The main window is titled "List Report Builder" and shows "Clinician Appointment Data for Patient Access Simply transformed". The left sidebar contains a tree view for "Appointments" with categories like Columns, Count, and Exists. The "Criteria" section is active, showing a list of criteria including "Appointment Date", "Appointment Time", and "Session Holder". A "Feature Builder" dialog box is open, allowing the user to edit criteria. The dialog box contains the following text:

Include **Appointments** where:
the **Appointment Date** is after or on 29-Jun-2013 and before or on 21-Nov-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.](#)

The dialog box has "OK" and "Cancel" buttons at the bottom. The background interface shows a table with columns for "Appointment Date", "Appointment Time", "Session Holder's Mnemonic", "Slot Type", "Current Slot Status", and "Booking Method". The bottom status bar shows "NHS Admin/Clinical Support | DALLING, Mark(Mr) | OAK TREE HEALTH CENTRE" and the system tray includes "Start", "NHSmal - Windows Inter...", "Monthly Check Sheets", "EMIS Web Health Car...", "Screen Captures & Proce...", and the time "14:55".

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...

The screenshot displays the EMIS Web Health Care System interface. The main window is titled "List Report Builder" and shows a report titled "Clinician Appointment Data for Patient Access Simply transformed". The interface includes a menu bar with options like "Population Reporting", "Enquiry Manager", "FP34D", and "Batch Data Manager". A toolbar contains various actions such as "Save", "Save and Run", "Save and Close", "Close", "Properties", "Add", "Rename", "Add", "Edit", and "Delete".

The "Feature Builder" dialog box is open, showing the "Appointment Date Criteria" section. It includes the following options:

- Appointment Date is: **After or On** (selected)
- The search date
- date of **29-Jun-2013** (with an "Open Calendar" button)
- 1 years before the search date
- last week
- and **Before or On** (selected)
- The search date
- date of **21-Nov-2013** (with an "Open Calendar" button)
- 1 years before the search date

A note at the bottom of the dialog box states: "If this was run on 25-Nov-2013, this would become 'After or on 29-Jun-2013 and before or on 21-Nov-2013'".

The background interface shows a sidebar with "Appointments" and "Columns" sections. The "Columns" section includes "Appointment Date", "Appointment Time", "Session Holder", "Current Slot Status", "Slot Type", "Session Category", "Service", "Appointment Reason", "Booking Method", "External Bookable Level", and "External Booking Organisation". The "Criteria" section includes "Include Appointments where:" and "Include Appointments the:". The "Sorting" section includes "Drag column".

The bottom of the screen shows the NHS logo, "Admin/Clinical Support", "DALLING, Mark(Mr)", "OAK TREE HEALTH CENTRE", and the Windows taskbar with the time 14:55.

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

Clinician

Appointment

Columns

Appointment

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 before

last week

and Before or On

The search date

date of

1 years before

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

Today Close

OK Cancel

OK Cancel

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

emiss | Population Reporting | Enquiry Manager | FP34D | Batch Data Manager | Clinician Appointment Data for Patient Access Simply transformed | EMISWeb Health Care System

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

Feature Builder

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 before

If this was run on 25-Nov-2013, this would become before or on 21-Nov-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

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

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

Save Save and Run Save and Close Close Properties Add Rename 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**

Feature Builder

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.](#)

Appointment

Columns

Appointment

Criteria

Include App

the

Sorting

Drag column

Session 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...

ems

Population Reporting Enquiry Manager FP34D Batch Data Manager

List Report Builder

EMIS Web Health Care System

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

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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

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 01-Oct-2013 and before or on 31-Oct-2013

Sorting

Drag columns here to sort

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

Start NHSmail - Windows Inter... Monthly Check Sheets ems EMIS Web Health Car... Screen Captures & Proce... 14:59

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

EMISWeb Health Care System

Population Reporting | Enquiry Manager | FP34D | Batch Data Manager

Add | Properties | Cut | Copy | Paste | Export | Import | Run | Edit | View Results | Export Results | Print | Mail Merge | Batch Add | Check Patient | Patient List | Patient + Address | Age / Sex | Auto | Full Hierarchy | Folder Hierarchy | Find

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OAK TREE HEALTH CENTRE

- 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
 - Patient Access
 - Searches transferred from LV
- Rachel

Name	Patient Count	%	Last Run	Scheduled
Clinician Appointment Data for Patient Access Simply transformed	20494		25-Nov-2013	

Clinician Appointment Data for Patient Access Simply transformed

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

Parent Population: **All patients (including deducted, deceased, emergency etc.)**

Author: **DALLING, Mark (Mr)** | Date Modified: **25-Nov-2013**

Last Run: **25-Nov-2013 14:57** | Relative Date: **25-Nov-2013 15:00**

Patient Count	Males	Females
20494	9988	10506

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... | 15:01

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

The screenshot shows the EMIS Web Health Care System interface. The top navigation bar includes 'Population Reporting', 'Enquiry Manager', 'FP34D', 'Batch Data Manager', and 'Clinician Appointment Data for Patient Access Simply transformed'. The main toolbar contains various actions like 'Add', 'Properties', 'Cut', 'Copy', 'Paste', 'Export', 'Delete', 'Import', 'Run', 'Edit', 'View Results', 'Export Results', 'Print', 'Mail Merge', 'Batch Add', 'Check Patient', 'Patient List', 'Patient + Address', 'Age / Sex', 'Auto', 'Full Hierarchy', 'Folder Hierarchy', and 'Find'. Below the toolbar, the left pane shows a tree view for 'OAK TREE HEALTH CENTRE' with folders like 'OTHC Library', 'Approved', 'Working', and 'Patient Access'. The right pane displays a table with columns: Name, Patient Count, %, Last Run, and Scheduled. The table contains one entry: 'Clinician Appointment Data for Patient Access Simply transformed' with a patient count of 20494 and a last run date of 25-Nov-2013. Below the table, a summary section for the report provides details such as 'Parent Population: All patients (including deducted, deceased, emergency etc.)', 'Author: DALLING, Mark (Mr)', 'Date Modified: 25-Nov-2013', and 'Last Run: 25-Nov-2013 14:57'. A sub-table shows the breakdown of patient counts by gender: 20494 total, 9988 males, and 10506 females. The bottom status bar shows 'NHS Admin/Clinical Support | DALLING, Mark(Mr) | OAK TREE HEALTH CENTRE' and the system clock is 15:02.

Name	Patient Count	%	Last Run	Scheduled
Clinician Appointment Data for Patient Access Simply transformed	20494		25-Nov-2013	

Patient Count	Males	Females
20494	9988	10506

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

Report Viewer
EMIS Web Health Care System

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	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				

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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... | 15:03

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.

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	Females
20494	9988	10506

Save in: Desktop

- My Recent Documents
- Desktop
- My Documents
- My Computer
- My Network Places

My Documents

- 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 as type: Excel File (*.xls)

Save Cancel

Appointment Date	Appointment Time	Patient Details' EMIS Number	Patient Details'	Female	HCO	H3	Left	21553	Time to e	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										
01-Oct-2013	10:00	7	78						0	3	-5	-8	
28-Oct-2013	20:30	7	78						11	3	0	-4	
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	
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					