

How to book a 'Cross-Organisational Appointment'

Before booking an appointment please ensure you have the correct patient up and ready – on the blue bar with the patient details please right click on the NHS number to copy it.

In your **own appointment screen**, click on **Find a slot** then select **find cross organisational slot** (Fig. 1)

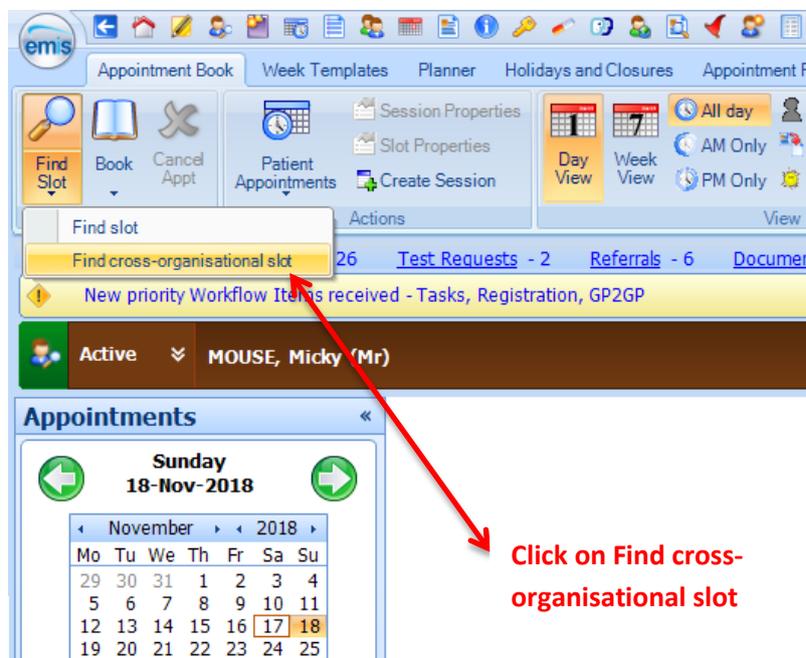


Fig. 1

Once you have done this you will then come to this screen (Fig. 2)

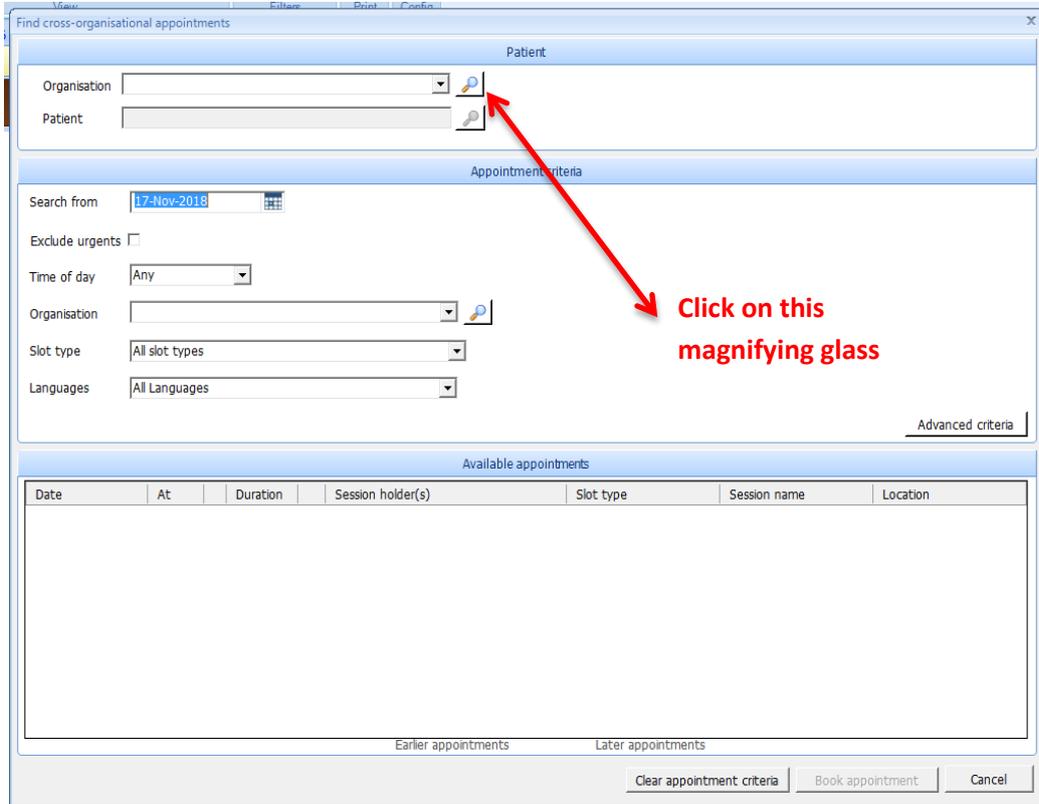


Fig. 2

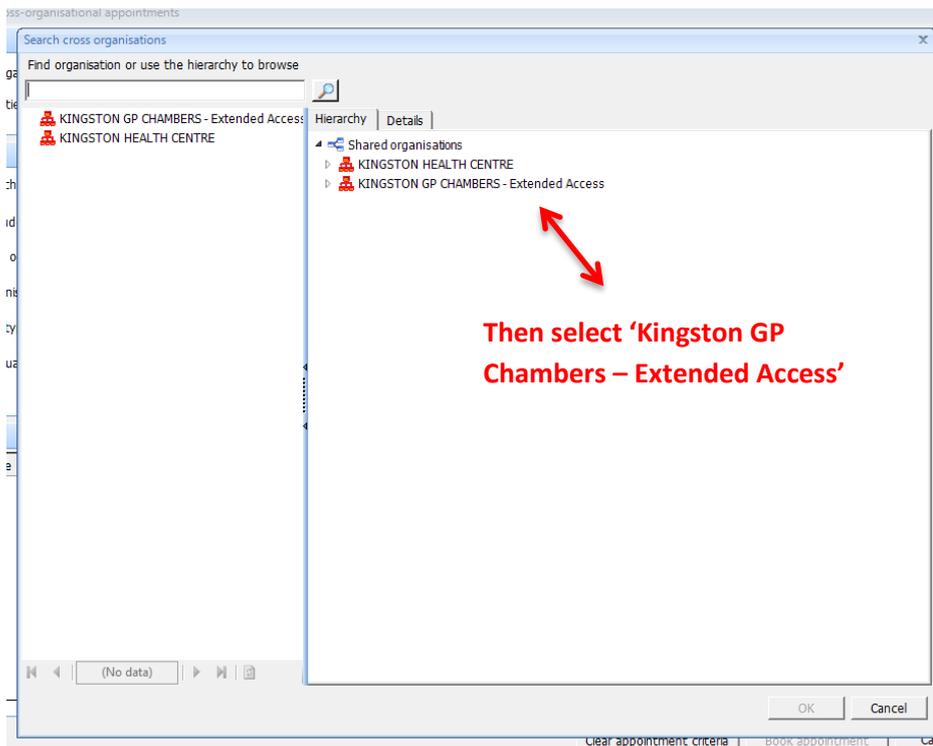
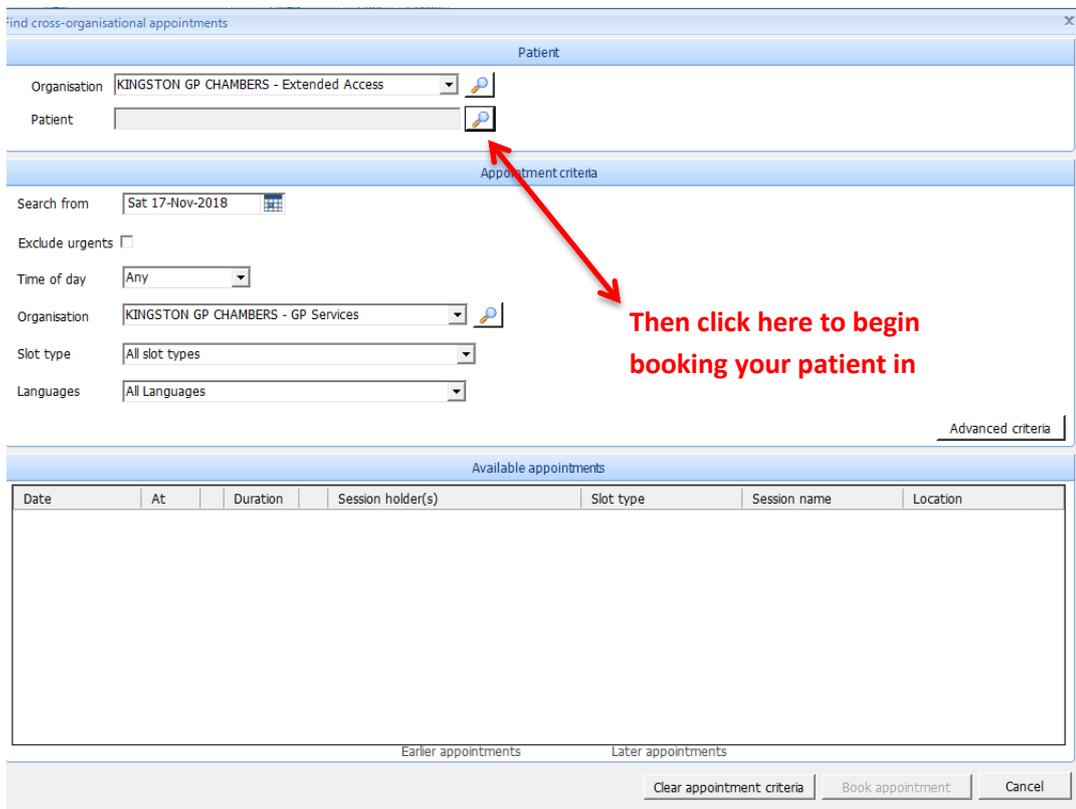


Fig. 3



Find cross-organisational appointments

Patient

Organisation: KINGSTON GP CHAMBERS - Extended Access

Patient: [Search]

Appointment criteria

Search from: Sat 17-Nov-2018

Exclude urgents:

Time of day: Any

Organisation: KINGSTON GP CHAMBERS - GP Services

Slot type: All slot types

Languages: All Languages

Advanced criteria

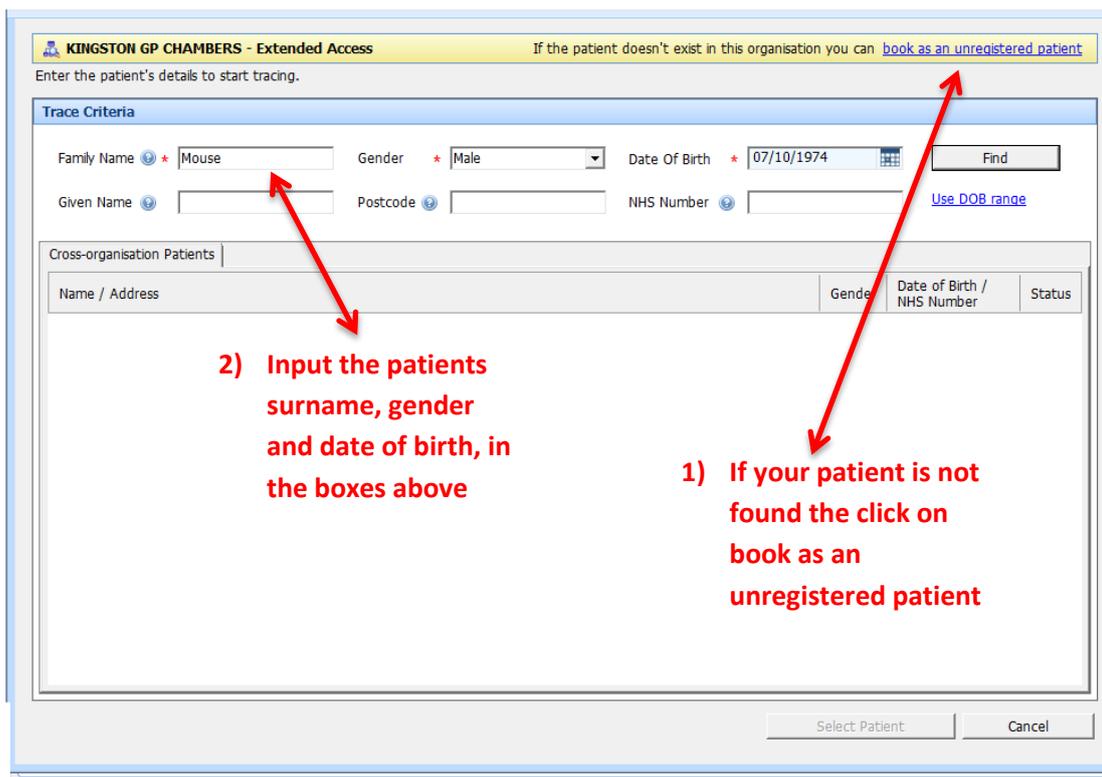
Date	At	Duration	Session holder(s)	Slot type	Session name	Location

Earlier appointments Later appointments

Clear appointment criteria Book appointment Cancel

Fig. 4

This is the screen you will now see:



KINGSTON GP CHAMBERS - Extended Access If the patient doesn't exist in this organisation you can [book as an unregistered patient](#)

Enter the patient's details to start tracing.

Trace Criteria

Family Name * Mouse Gender * Male Date Of Birth * 07/10/1974 Find

Given Name Postcode NHS Number [Use DOB range](#)

Cross-organisation Patients

Name / Address	Gender	Date of Birth / NHS Number	Status

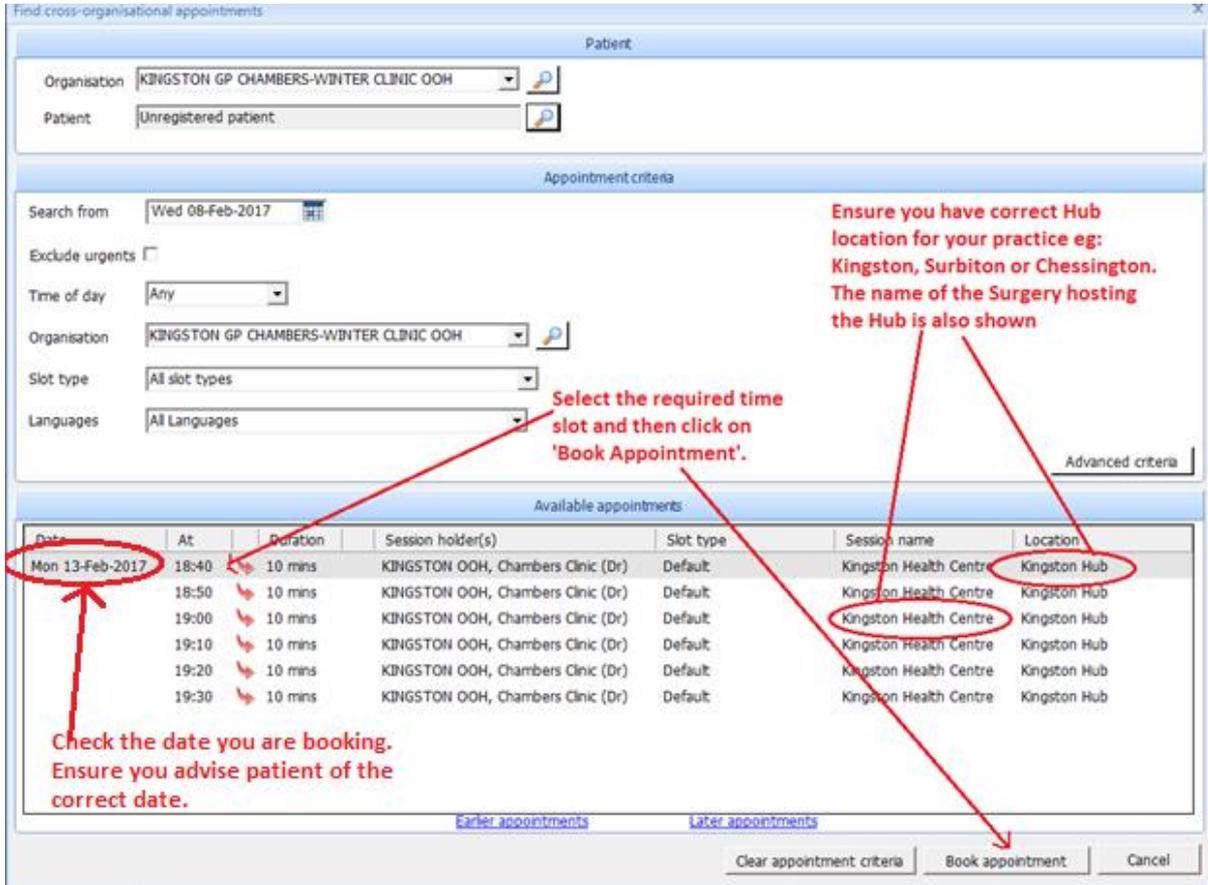
2) Input the patients surname, gender and date of birth, in the boxes above

1) If your patient is not found the click on book as an unregistered patient

Select Patient Cancel

Fig. 5

Once you have entered your patients details you will then come to the appointment screen:



Find cross-organisational appointments

Patient
 Organisation: KINGSTON GP CHAMBERS-WINTER CLINIC OOH
 Patient: Unregistered patient

Appointment criteria
 Search from: Wed 08-Feb-2017
 Exclude urgents:
 Time of day: Any
 Organisation: KINGSTON GP CHAMBERS-WINTER CLINIC OOH
 Slot type: All slot types
 Languages: All Languages

Available appointments

Date	At	Duration	Session holder(s)	Slot type	Session name	Location
Mon 13-Feb-2017	18:40	10 mins	KINGSTON OOH, Chambers Clinic (Dr)	Default	Kingston Health Centre	Kingston Hub
	18:50	10 mins	KINGSTON OOH, Chambers Clinic (Dr)	Default	Kingston Health Centre	Kingston Hub
	19:00	10 mins	KINGSTON OOH, Chambers Clinic (Dr)	Default	Kingston Health Centre	Kingston Hub
	19:10	10 mins	KINGSTON OOH, Chambers Clinic (Dr)	Default	Kingston Health Centre	Kingston Hub
	19:20	10 mins	KINGSTON OOH, Chambers Clinic (Dr)	Default	Kingston Health Centre	Kingston Hub
	19:30	10 mins	KINGSTON OOH, Chambers Clinic (Dr)	Default	Kingston Health Centre	Kingston Hub

Annotations:
 - Ensure you have correct Hub location for your practice eg: Kingston, Surbiton or Chessington. The name of the Surgery hosting the Hub is also shown.
 - Select the required time slot and then click on 'Book Appointment'.
 - Check the date you are booking. Ensure you advise patient of the correct date.

Buttons: Clear appointment criteria, Book appointment, Cancel

Fig. 6

Please then select the appointment that your patient wishes to book ensuring that you have confirmed the **time, date and location** with them.

Book Slot

18-Nov-2018 at 08:20, LOURDUSAMY, Mary (Dr), Weekend

Booking Details

Organisation: KINGSTON GP CHA
 Patient: Unregistered patient

Search from: Sat 17-Nov-2018
 Exclude urgents:
 Time of day: Any
 Organisation: KINGSTON GP CH
 Slot type: All slot types
 Languages: All Languages

Patient name:
 Reason:
 Booking notes:
 Slot type: Weekend

1. Type the patients name into here

2) Then type (or paste if you've copied it) the patients NHS number into the booking

Date	At				Location
Sun 18-Nov-2018	08:00	10 mins	🔴		Weekend... Chambers Kingston GP...
	08:00	10 mins	🔴		on Week... Chambers Chessington...
	08:00	10 mins	🔴		Weekend... Chambers Surbiton GP...
	08:10	10 mins	🔴		Weekend... Chambers Surbiton GP...
	08:10	10 mins	🔴		Weekend... Chambers Chessington...
	08:20	10 mins	🔴		GP Chessington Week... Chambers Chessington...
	08:20	10 mins	🔴		GP Kingston Weekend... Chambers Kingston GP...
	08:40	10 mins	🔴		GP Surbiton Weekend... Chambers Surbiton GP...
	09:00	10 mins	🔴		GP Surbiton Weekend... Chambers Surbiton GP...
	10:00	10 mins	🔴		GP Chessington Week... Chambers Chessington...

Earlier appointments Later appointments

Cancel

Clear appointment criteria Book appointment Cancel

Fig. 7

3) Click on 'Book' to complete the booking

Having the NHS Number enables us to fully trace the patients details and book them in, which then results in them receiving a text msg apt confirmation.