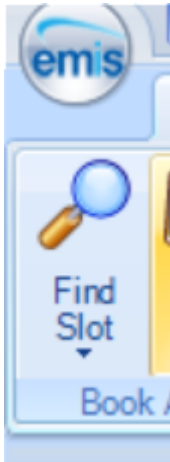


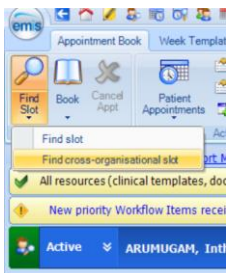
How to book KEC and Enhanced Access appointments:

Ensure you have appointment booked open

Click Find a slot



Select Find cross-organisational slot



Then change organisation from Sunray surgery to Kingston GP Chambers

Find cross-organisational appointments

Patient

Organisation Sunray Surgery

Patient A Kingston GP Chambers

Appointment

A screenshot of the emis software interface showing the 'Patient' section. The 'Organisation' dropdown menu is set to 'Sunray Surgery'. The 'Patient' dropdown menu is set to 'A Kingston GP Chambers'. The 'Appointment' section is visible below.

Patient information will disappear like the picture below – search for patient – ideally by NHS number as it is faster

Organisation Kingston GP Chambers

Patient

A screenshot of the emis software interface showing the 'Patient' section. The 'Organisation' dropdown menu is set to 'Kingston GP Chambers'. The 'Patient' dropdown menu is empty. The 'Appointment' section is visible below.

Then screen below with patient return – I covered patient information for now – you need to click select patient

Kingston GP Chambers
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 * Gender * Date Of Birth * dd-MMM-yyyy

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

Cross-organisation Patients

Name / Address	Gender	Date of Birth / NHS Number	Status
[REDACTED]			

After this – you will see appointments below – you can click between dates to check if there is any availability the next day. Select slot type: KEC F2F Appt and then click book appointment

For example I selected 19th and then you can select “KEC F2F Appt” you may see other appointments slot type “C&S PCN – Cervical screening” these can be used only for cervical screening appointments. If you want to book appointments for patient in PCN Enhanced Access – face to face – they are embargoed – 8:30 AM each day – there slot name is “EA ChesSurb GP F2F” – these do get booked very quickly so it is best to utilise them in the morning straight.

Appointment criteria

Search from

Urgents Include
 Exclude
 Urgent only

Time of day

Organisation

Slot type

Languages

Available appointments

Date	At	Duration	Session holder(s)	Slot type	Session name	Location
	15:30	30 mins	POLOMCIC, Brankica (Dr)	KEC F2F Appt	Dr Polomcic	CI Tower, New Malden
	15:30	30 mins	HARRINGTON, Rachel (Dr)	KEC F2F Appt	Dr Harrington	CI Tower, New Malden
Sat 12-Oct-2024	09:00	20 mins	KAUNZE, Elyse Uzani (Ms)	EA ChesSurb Nurse	C&S PCN - CERVICAL S...	Chessington - Merritt ...
	09:20	20 mins	KAUNZE, Elyse Uzani (Ms)	EA ChesSurb Nurse	C&S PCN - CERVICAL S...	Chessington - Merritt ...
	09:40	20 mins	KAUNZE, Elyse Uzani (Ms)	EA ChesSurb Nurse	C&S PCN - CERVICAL S...	Chessington - Merritt ...

[Earlier appointments](#)
[Later appointments](#)

After you click Book appointment that is all done for you.