

Thank you for offering to work in reception for the Kingston Extended Primary Care Service held at Kingston Health Centre. Please read the important information below.

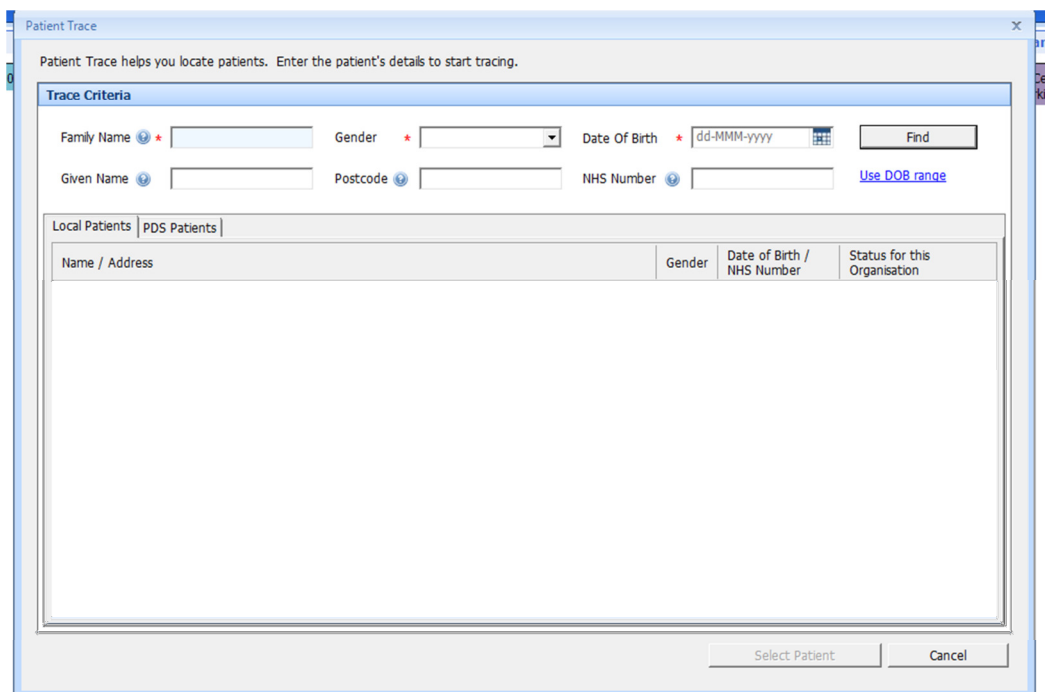
BOOKING IN PATIENTS

All appointments are pre-booked via patients own GP practice or 111. On weekends, patients can also book themselves in by calling the Service on 020 3841 9942

If a patient is not registered, please register by clicking on the wand



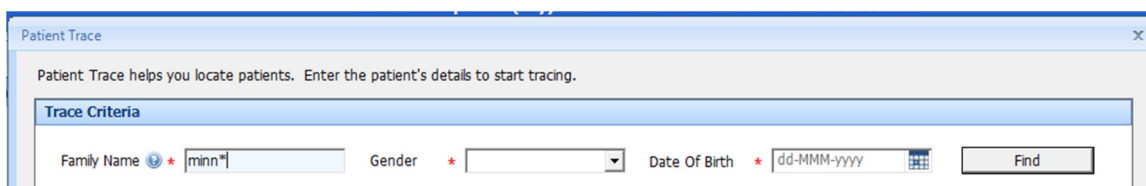
This will open up the following



For you to be able to successfully register a patient, you will need to fill in all boxes marked with a red asterisk (*) or with the patients NHS number. Once these fields are filled in, you should be able to select the patient to successfully register them.

Tips

- ❖ If you don't know how to spell a surname, you can enter the first few letters and use the asterisk key which will allow the search to still go ahead



❖ You can use a date range to help search for a patient's date of birth

Patient Trace helps you locate patients. Enter the patient's details to start tracing.

Trace Criteria

Family Name * Minn* Gender * Date Of Birth dd-MMM-yyyy Find

Given Name Postcode NHS Number Use exact DOB

DOB from (*) dd-MMM-yyyy DOB to (*) dd-MMM-yyyy

When the patient appears, click on Select Patient

Patient Trace

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Trace Criteria

Family Name * Gender * Date Of Birth * dd-MMM-yyyy Find

Given Name Postcode NHS Number Use DOB range

Local Patients | PDS Patients

Name / Address	Gender	Date of Birth / NHS Number	Status for this Organisation
[REDACTED]	Female	[REDACTED]	Active

Select Patient Cancel

Once you have selected the patient, you can book the patient by right clicking on the appointment slot and booking current patient.

19:20	
19:30	
19:40	Emb
19:50	Catch

- Book new patient... Ctrl+Enter
- Book current patient... Enter
- Book unregistered patient...
- Add comment after this slot...
- Slot actions ▶
- Slot properties...
- Slot history...