GP Extra Appointment Booking

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STEP 1

EMIS Ball

Firstly, open your EMIS and login, then locate the Appointment book.

This can be found via:
EMIS ball > Appointments > Appointment Book.

STEP 2

Find Slot

On the appointment book:
Click the **find slot** button (top left hand corner) then select **Find Cross Organisational Slot.**

STEP 3

Select Organisation

In the organisation field:
Please select **Halton GP Extra Service**

Use the magnifying glass to find this if not already on the list.

STEP 4

Select Patient

In the patient box, click the **magnifying glass** and search the patient via the **patient trace** system.

Please enter the **Family Name, Gender, Date of Birth** and then search for the patient.

STEP 5

Organisation Box

In the organisation box (2nd box) please select **Halton GP Extra Service***

*It will default to Widnes GP Extra Service, however either can be used to find Halton GP Extra Service appointments.

STEP 6

Slot Type & Booking

In the slot type field, search for practice (e.g. Grove House Face to Face).This will display all available appointments allocated for your practice.

Select the slot you wish to book from the list and then click *Book Appointment.*

STEP 6 CONTINUED

Booking Details

In the **Reason** box, please enter the Booking Reason.

By putting the reason in, it will help clinicians and admin staff to manage the appointment appropriately.

STEP 7

If booking an UNREGISTERED patient

*F*ollow the steps 1-3:
During **step 4** select *book patient as unregistered patient.*
(highlighted in the yellow box)

Please write the patients name in the patient name box
Enter the **Reason** for the appointment
In the booking notes: **This MUST include DOB and NHS Number**

After completing this step, continue through steps 5-6.

ONE APPOINTMENT, ONE PROBLEM

Please remember that **ONE** appointment is for **ONE** problem.

If a patient has more than one problem additional slots can be booked.

Contact: 01928 593 078
Mon - Fri 18:30 - 20:30
Sat 09:00 - 17:00