

Appointments log

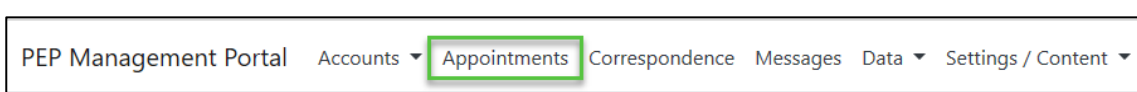
Scenario

This guide gives an overview of the Appointments section within the Management Portal for My GNCR. How to use the Filter functionality is also included.

Global Admin/User can see all appointments. Organisation Admin/User can see all appointments for their organisation. Department Admin/User can see all appointments for their department.

Appointments

1. Select the **'Appointments'** menu



2. Appointments will display:

Originator Ref	NHS Number	Type	Date	Location	Encounter Type	RSVP	Status	Acknowledgement	
<input type="checkbox"/> RTD203	9999560032	Cardiology: Pacemaker Check-up	2/10/2021 2:30:00 PM	Newtown General Hospital Cardiology Outpatient Dept	Out Patient	Accepted	Awaiting	Patient has not Accessed	View

Appointment details from the source system

RSVP from the MyGNCR App

Status from the source system

Click here to view further appointment information

3. The following will display in the **RSVP** column:

- No RSVP – Patient has not yet responded in the App
- Accepted – Patient has confirmed they can attend
- Change Requested – Patient has requested a change
- Cancel Requested – Patient has told us they no longer require the appointment

4. The following will display in the **Status** column:

- Awaiting – no action taken
- Changed – appointment has been changed, patient will be notified in the App and asked to RSVP
- Cancelled – appointment has been cancelled, patient will be notified in the App
- Retracted – appointment has been withdrawn by the provider

5. Select **'View'** to see more information:

Originator Ref

ENIGMATEST69

Date

23/10/2021 14:17:38

Duration

5

Appointment duration

Patient

NhsNumber

9999560032

DateOfBirth

15/02/1964 00:00

Patient DOB

Encounter Type

In Patient

Acknowledgement Status

Patient has not Accessed

RSVP Status

Accepted

Status

Awaiting

Reason For Cancel

[Redacted]

Cancel or change reason from the source system

Reason For Change

[Redacted]

Appointment Type

Clinical Haematology: Haematology Check-up

Location

RVI Emergency Department

Associated Documents

Label	Filename
NuTH Car Parking for Patients and Visitors	CarParkingForPatientsAndVis

Assets associated to this site, location, department or appointment type

Associated Correspondence

Title
[Redacted]

Associated correspondence, e.g. letters related to this appointment

Filter Appointment Log

1. Select the 'Appointments' menu

Accounts ▾ **Appointments** Correspondence Messages

2. Select 'Filters'

Filters ▾

3. Set the desired filter criteria and click 'Filter'

Multiple criteria can be entered, e.g. a Date Range and a NHS Department

Filters

Date Range

After

Before

Site

Select...

NHS Department

Select...

Clinical Service

Select...

Export Columns

<input checked="" type="checkbox"/> Date	<input checked="" type="checkbox"/> Duration	<input checked="" type="checkbox"/> Acknowledgement	<input checked="" type="checkbox"/> OrganisationId	<input checked="" type="checkbox"/> OriginatorRef
<input checked="" type="checkbox"/> ReasonForCancel	<input checked="" type="checkbox"/> Reason	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> SupplementaryStatus	<input checked="" type="checkbox"/> AddedDate
<input checked="" type="checkbox"/> Patient: GivenName	<input checked="" type="checkbox"/> Patient: FamilyName	<input checked="" type="checkbox"/> Patient: NhsNumber	<input checked="" type="checkbox"/> AppointmentType: Code	<input checked="" type="checkbox"/> AppointmentType: ServiceName
<input checked="" type="checkbox"/> AppointmentType: Department: Code	<input checked="" type="checkbox"/> AppointmentType: Department: Label	<input checked="" type="checkbox"/> AppointmentType: Department: Speciality: Title	<input checked="" type="checkbox"/> Location: Code	<input checked="" type="checkbox"/> Location: Site: Code
<input checked="" type="checkbox"/> Location: Site: Label			<input checked="" type="checkbox"/> Location: Label	

Click Filter

[Broadcast All](#) [Export](#) [Reset Filters](#) [Filter](#)

4. Results which meet the selected criteria will display at the bottom of the screen:

Originator Ref	NHS Number	Type	Date	Location	Encounter Type	RSVP	Status	Acknowledgement
<input type="checkbox"/> ENIGMATEST3	9658218865	Dermatology: Check-up	10/23/2021 2:17:38 PM	RVI Dermatology Ward	In Patient	No RSVP	Awaiting	Patient has not Accessed View