

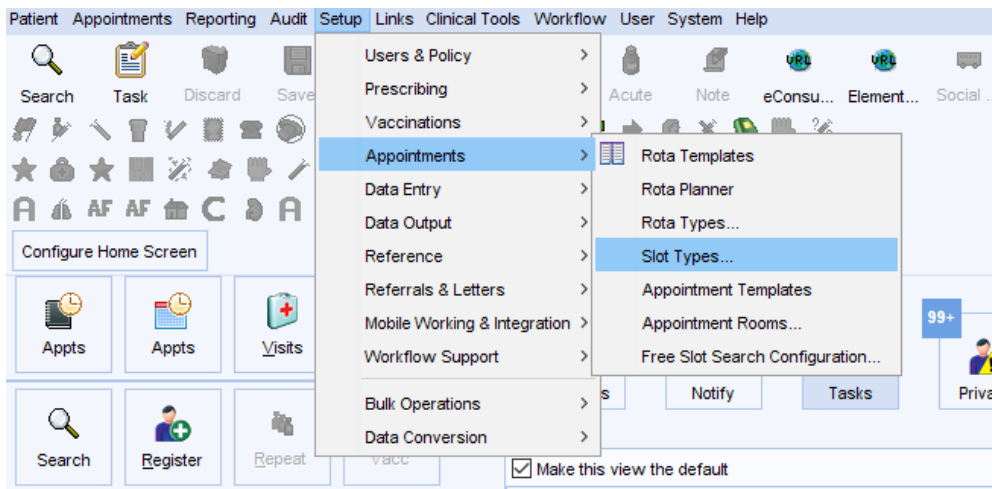


How to set up Appointment Mapping in SystemOne

The following instructions will help you to set up appointment slots on TPP SystemOne and map them to national slot types.

Step-by-step

1. On the main screen, go to the main toolbar. Select 'Setup> Appointments>Slot types':



2. The previously set list of Slot Types would appear as follows:

Name	L...	Type	Description	P...	Colour	System Default	National Slot Type
Acute/Minor Ailment	AA	Bookable		1		<input type="checkbox"/>	Practice - Care Related Encounter - General Consultation Acute
Blocked	B	Block		1		<input checked="" type="checkbox"/>	Other - Care Related Encounter - Care Related Encounter but does not fit into any other category
Break slot	BR	Block		1		<input type="checkbox"/>	Practice - Care Related Activity - Patient Clinical Admin
COVID F2F Assessment	CF	Bookable		1		<input type="checkbox"/>	Practice - Care Related Encounter - General Consultation Acute
COVID VACCINE RESERVE LIST	CR	Bookable		1		<input type="checkbox"/>	Practice - Care Related Encounter - Planned Clinics
Dementia/IRA Review	A	Bookable		1		<input type="checkbox"/>	Practice - Care Related Encounter - Care Home Needs Assessment/Personalised Care/Support Planning
Diabetic Clinic	D	Bookable		1		<input type="checkbox"/>	Practice - Care Related Encounter - Planned Clinics
DR VK only bookable	K	Bookable		1		<input type="checkbox"/>	Practice - Care Related Encounter - Planned Clinics
Dressing/Nursing Needs	J	Bookable		1		<input type="checkbox"/>	Practice - Care Related Encounter - General Consultation Routine
Embargo	E	Embargo		1		<input checked="" type="checkbox"/>	Practice - Care Related Encounter - General Consultation Acute
Emergency	M	Block		1		<input type="checkbox"/>	Practice - Care Related Encounter - General Consultation Acute
Face to Face (Remember to Screen!)	FF	Bookable		1		<input type="checkbox"/>	Practice - Care Related Encounter - General Consultation Acute
Flu Vaccine - CHILDREN only	FC	Bookable		1		<input type="checkbox"/>	Practice - Care Related Encounter - Planned Clinics

36 Slot types



Please note: changes to slot types will not be applied until you restart SystmOne. So you will need to restart SystmOne before you can apply the newly created slot type to a rota.

3. Click on 'New Slot Type' to create a new one and the following screen will appear:

New Slot Type [Close]

Name:

Letter: Patients per slot:

Type:

- Bookable Bookable through remote booking
- Embargo Enable SMS reminders
- Blocked

National Slot Type Category:

Description:

Colour: Use rota colour Use specific colour

Colour once embargo expires:

Flags to set:

Set	Flag
<input type="checkbox"/>	Annual Review
<input type="checkbox"/>	Appointment Confirmed
<input type="checkbox"/>	Appointment Rebooked
<input type="checkbox"/>	Blood Test
<input type="checkbox"/>	Booked Admission
<input type="checkbox"/>	Booked via Patient Partner
<input type="checkbox"/>	Booked via Touch Screen
<input type="checkbox"/>	e-Referral Service Appointment
<input type="checkbox"/>	Daycase
<input type="checkbox"/>	Embargoed Slot
<input type="checkbox"/>	Emergency Appointment
<input type="checkbox"/>	Exempt from Payment
<input type="checkbox"/>	Follow-up Appointment
<input type="checkbox"/>	GP Referral
<input type="checkbox"/>	Has QOF Alerts
<input type="checkbox"/>	High Risk
<input type="checkbox"/>	Home Visit
<input type="checkbox"/>	Hospital Patient Record Requested
<input type="checkbox"/>	In-Patient Appointment
<input type="checkbox"/>	Initial Appointment
<input type="checkbox"/>	Injection
<input type="checkbox"/>	Interpreter Booked

Default for sending SMS confirmations:

Send confirmation Do not send confirmation Use unit default

Default for sending SMS cancellation messages:

Send confirmation Do not send confirmation Use unit default



4. Create and name your new slot type. Then select the appropriate National Slot Type Category:

New Slot Type

Name:

Letter: Patients per slot:

Type:
 Bookable
 Bookable through remote booking
 Embargo
 Enable SMS reminders
 Blocked

National Slot Type Category:

Description:

Colour: Use rota colour Use specific colour

Colour once embargo expires:

Flags to set	Set	Flag
<input type="checkbox"/>		Annual Review
<input type="checkbox"/>		Appointment C
<input type="checkbox"/>		Appointment R
<input type="checkbox"/>		Blood Test
<input type="checkbox"/>		Booked Admiss
<input type="checkbox"/>		Booked via Pat
<input type="checkbox"/>		Booked via Tou
<input type="checkbox"/>		e-Referral Serv
<input type="checkbox"/>		Daycase
<input type="checkbox"/>		Embargoed Sid
<input type="checkbox"/>		Emergency App
<input type="checkbox"/>		Exempt from P
<input type="checkbox"/>		Follow-up App
<input type="checkbox"/>		GP Referral
<input type="checkbox"/>		Has QOF Alerts
<input type="checkbox"/>		High Risk
<input type="checkbox"/>		Home Visit
<input type="checkbox"/>		Hospital Patient Record Requested
<input type="checkbox"/>		In-Patient Appointment
<input type="checkbox"/>		Initial Appointment
<input type="checkbox"/>		Injection
<input type="checkbox"/>		Interpreter Booked

Default for sending SMS confirmations:
 Send confirmation
 Do not send confirmation
 Use unit default

Default for sending SMS cancellation messages:
 Send confirmation
 Do not send confirmation
 Use unit default

Care Home DES relevant code: Multidisciplinary Team Meeting

New Slot Type

Name:

Letter: Patients per slot:

Type:
 Bookable
 Bookable through remote booking
 Embargo
 Enable SMS reminders
 Blocked

National Slot Type Category:

Description:

Colour: Use rota colour Use specific colour

Colour once embargo expires:

Flags to set	Set	Flag
<input type="checkbox"/>		



Care Home DES relevant code: Patient Contact during Care Home Round

New Slot Type [X]

Name: Patient Contact during Care Home Round

Letter: [Dropdown] Patients per slot: 1

Type: Bookable Bookable through remote booking
 Embargo Enable SMS reminders
 Blocked

National Slot Type Category: Practice - Care Related Encounter - Patient contact during Care Home Round

Description: Patient contact during Care Home Round delivered as part of Network Contract DES

Colour: Use rota colour Use specific colour

Colour once embargo expires: [Dropdown]

Flags to set: Set Flag

Care Home DES relevant code: Care Home Needs/Assessment/Personalised Care/Support Planning

New Slot Type [X]

Name: Care Home Needs/Assessment/PCSP

Letter: H Patients per slot: 1

Type: Bookable Bookable through remote booking
 Embargo Enable SMS reminders
 Blocked

National Slot Type Category: Practice - Care Related Encounter - Care Home Needs Assessment/Personalised Care/Support Planning

Description: For care home needs provided to care home residents as part of the Network Contract DES

Colour: Use rota colour Use specific colour

Colour once embargo expires: [Dropdown]

Flags to set: Set Flag

Care Home DES relevant code: Structured Medication Review

New Slot Type [X]

Name: Structured Medication Review

Letter: [Dropdown] Patients per slot: 1

Type: Bookable Bookable through remote booking
 Embargo Enable SMS reminders
 Blocked

National Slot Type Category: Practice - Care Related Encounter - Structured Medication Review

Description: Part of the Network Contract DES



5. You can choose to configure the list options to suit your needs in future.

New Slot Type

Name:

Letter: Patients per slot:

Type:

- Bookable Bookable through remote booking
- Embargo Enable SMS reminders
- Blocked

National Slot Type Category:

Description:

Colour: Use rota colour

Colour once embargo expires:

Flags to set:

Set	Flag
<input type="checkbox"/>	Annual Review
<input type="checkbox"/>	Appointment C...
<input type="checkbox"/>	Appointment R...
<input type="checkbox"/>	Blood Test
<input type="checkbox"/>	Booked Admis...
<input type="checkbox"/>	Booked via Pati...
<input type="checkbox"/>	Booked via Tou...
<input type="checkbox"/>	e-Referral Serv...
<input type="checkbox"/>	Daycase
<input type="checkbox"/>	Embargoed Slot
<input type="checkbox"/>	Emergency App...
<input type="checkbox"/>	Exempt from P...
<input type="checkbox"/>	Follow-up App...
<input type="checkbox"/>	GP Referral
<input type="checkbox"/>	Has QOF Alerts
<input type="checkbox"/>	High Risk

Practice - Care Related Activity - Multidisciplinary Team meeting / Patient Collaboration planning

Practice - Care Related Activity - Patient Clinical Admin

Practice - Care Related Encounter - Care Home Needs Assessment/Personalised Care/Support Planning

Practice - Care Related Encounter - Care Home Visit

Practice - Care Related Encounter - Clinical Triage

Practice - Care Related Encounter - General Consultation Acute

Practice - Care Related Encounter - General Consultation Routine

Practice - Care Related Encounter - Home Visit

Practice - Care Related Encounter - Non-contractual chargeable work

Practice - Care Related Encounter - Patient contact during Care Home Round

Practice - Care Related Encounter - Planned Clinical Procedure

Practice - Care Related Encounter - Planned Clinics

Practice - Care Related Encounter - Service provided by organisation external to the practice

Practice - Care Related Encounter - Social Prescribing Service

Practice - Care Related Encounter - Structured Medication Review

Practice - Care Related Encounter - Unplanned Clinical Activity

Practice - Care Related Encounter - Walk-in

Select Another Option...

Configure List...

Manage Favourites...

Configure Slot Type National Category Options

Available Options

Search: Search

Name	Code	Scope
Extended Access - Admin and Sta...	Winter Pressures: 30138	
Extended Access - Admin and Sta...	Winter Pressures: 30125	
Extended Access - Admin and Sta...	Winter Pressures: 30123	
Extended Access - Admin and Sta...	Winter Pressures: 30124	
Extended Access - Admin and Sta...	Winter Pressures: 30121	
Extended Access - Admin and Sta...	Winter Pressures: 30122	
Extended Access - Care Related ...	Winter Pressures: 30137	
Extended Access - Care Related ...	Winter Pressures: 30110	
Extended Access - Care Related ...	Winter Pressures: 30131	
Other - Admin and Staff Activities - ...	Winter Pressures: 40138	
Other - Admin and Staff Activities - ...	Winter Pressures: 40125	
Other - Admin and Staff Activities - ...	Winter Pressures: 40123	
Other - Admin and Staff Activities - ...	Winter Pressures: 40124	
Other - Admin and Staff Activities - ...	Winter Pressures: 40121	
Other - Admin and Staff Activities - ...	Winter Pressures: 40122	
Other - Care Related Activity - Car...	Winter Pressures: 40137	
Other - Care Related Activity - Multi...	Winter Pressures: 40119	
Other - Care Related Activity - Pati...	Winter Pressures: 40136	
Other - Care Related Encounter - ...	Winter Pressures: 40133	
Other - Care Related Encounter - ...	Winter Pressures: 40109	
Other - Care Related Encounter - ...	Winter Pressures: 40135	
Other - Care Related Encounter - ...	Winter Pressures: 40132	
Other - Care Related Encounter - ...	Winter Pressures: 40101	
Other - Care Related Encounter - ...	Winter Pressures: 40127	
Other - Care Related Encounter - ...	Winter Pressures: 40110	
Other - Care Related Encounter - ...	Winter Pressures: 40108	
Other - Care Related Encounter - ...	Winter Pressures: 40116	
Other - Care Related Encounter - ...	Winter Pressures: 40112	
Other - Care Related Encounter - ...	Winter Pressures: 40111	

70 Options

Permitted Options

Allow users to select options outside this defined list

Name	Code
Extended Access - Care Related Activity - Multidisciplinary meeting/Pat...	Winter Pressures: 30119
Extended Access - Care Related Activity - Patient Clinical Admin	Winter Pressures: 30136
Extended Access - Care Related Encounter - Assess Care Home Nee...	Winter Pressures: 30133
Extended Access - Care Related Encounter - Care Home Visit	Winter Pressures: 30109
Extended Access - Care Related Encounter - Care Related Encounter...	Winter Pressures: 30135
Extended Access - Care Related Encounter - Clinical Triage	Winter Pressures: 30132
Extended Access - Care Related Encounter - General Consultation Ac...	Winter Pressures: 30101
Extended Access - Care Related Encounter - General Consultation R...	Winter Pressures: 20127
Extended Access - Care Related Encounter - Home Visit	Winter Pressures: 30108
Extended Access - Care Related Encounter - Non-contractual chargea...	Winter Pressures: 30116
Extended Access - Care Related Encounter - Patient contact during C...	Winter Pressures: 30112
Extended Access - Care Related Encounter - Planned Clinical Proced...	Winter Pressures: 30129
Extended Access - Care Related Encounter - Planned Clinics	Winter Pressures: 30128
Extended Access - Care Related Encounter - Service provided by orga...	Winter Pressures: 30115
Extended Access - Care Related Encounter - Social Prescribing Service	Winter Pressures: 30134
Extended Access - Care Related Encounter - Structured Medication R...	Winter Pressures: 30111
Extended Access - Care Related Encounter - Unplanned Clinical Activity	Winter Pressures: 30130
Practice - Care Related Activity - Multidisciplinary Team meeting / Pati...	Winter Pressures: 10119
Practice - Care Related Activity - Patient Clinical Admin	Winter Pressures: 10136
Practice - Care Related Encounter - Care Home Needs Assessment/...	Winter Pressures: 10133
Practice - Care Related Encounter - Care Home Visit	Winter Pressures: 10109
Practice - Care Related Encounter - Clinical Triage	Winter Pressures: 10132
Practice - Care Related Encounter - General Consultation Acute	Winter Pressures: 10101
Practice - Care Related Encounter - General Consultation Routine	Winter Pressures: 10127
Practice - Care Related Encounter - Home Visit	Winter Pressures: 10108
Practice - Care Related Encounter - Non-contractual chargeable work	Winter Pressures: 10116

34 Selected items

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