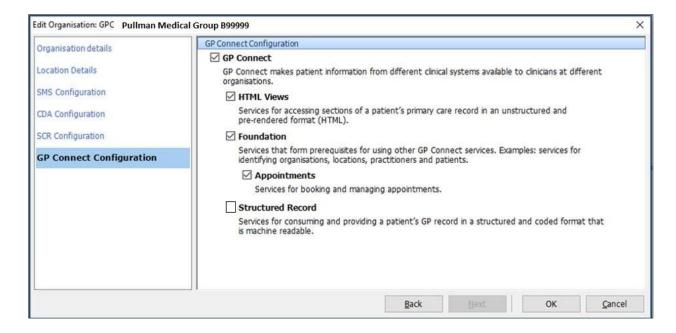# GP Connect in EMIS

GP Connect Configuration

1. Access Organisation Configuration.

2. Click ![ems], point to **Configuration**, and then select **Organisation Configuration**. The Organisation Configuration screen is displayed.

3. In the navigation pane (on the left), click **Organisation**.

4. On the ribbon, click **Edit**. The Edit Organisation screen is displayed.

5. Click **GP Connect Configuration** in the left-hand pane. The GP Connect Configuration screen is displayed.

6. Select the box beside GP Connect.

7. Select the box beside the service(s) you wish to enable.

8. Click **OK**.

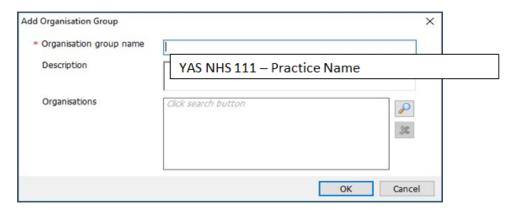   The service(s) are now enabled.

Add Organisation Group

1. Access Organisation Configuration.

   Click ![ems], point to **Configuration**, and then click **Organisation Configuration**.
   Select **Organisation Groups** from the navigation pane. The
   Organisation Configuration screen is displayed.

2. On the ribbon, click **Add**.
   The Add Organisation Group screen is displayed.

3. On the Add Organisation Group screen, type the Organisation group name and Description in the appropriate fields.

NOTE: ensure you type your practice name as the system does not allow duplicate entries so if you name it something generic that has likely been used before it won't work

4. Click [search icon] beside the Organisations field to search for an Organisation. The Find Organisation screen is displayed.

5. On the Find Organisations screen, type the practice Code, and then click [search icon]. Double click to add to the group

6. Click [search icon] On the Find Organisations screen, **type RX8** this is YAS ODS code, and then double click to add to the group.

NOTE: if your NHS 111 provider is not YAS please enter the ODS code for your NHS 111 provider.

7. Click **OK** to create the group

In this instance, because you have created your organisation group you will automatically be subscribed. However please find below step-by-step instructions on how to subscribe to a group.

Subscribe to the Organisation Group

1. All users can view organisation groups created by other users if your practice is a part of the organisation group. Subscribing to an organisation group allows users to filter through organisation groups.

2. [note icon] You *must* already be a member of the group you want to subscribe to.

3. Access Organisation Configuration.
   Click [ems icon], point to **Configuration**, and then click **Organisation Configuration**.
   Select **Organisation Groups** from the navigation pane. The
   Organisation Configuration screen is displayed.

4. Click **Organisation Groups** in the navigation pane.

5. On the ribbon, click **All Organisation Groups**.
   All organisations are displayed in the Organisation Groups pane.

6. From the Organisation Groups pane, select the group you want to subscribe to.

7. On the ribbon, click **Subscribe Organisation Group**.

You are now subscribed to this organisation group.

💡 Click **Subscribed Organisation Groups** to view groups you are subscribed to.

8. Double-click the organisation.

   The organisation is now listed in the Selected Items pane.

9. Click **OK**.

   The Add Organisation Group screen is displayed, with the selected organisations listed in the Organisations field.

10. Click **OK**.

    The organisations are listed in the Organisation Configuration screen.

Making your appointments available via GP Connect 111

There are two ways you can make slots available:-

1. You can either change the slot type within an existing session, or
2. Create a new appointment session specifically for NHS 111. Please follow usual procedure in doing this.

Amend existing session slot to a GP Connect bookable Slot

1. In the Session Preview pane, select the required appointment slots to be GP Connect bookable, right-click on your mouse and then select **Slot Properties**.
2. On the Slot Properties screen, if required, click ▼ and select a slot type 111 Bookable.
   Do not add an embargo.
3. If required, in the Slot Notes field, type any additional slot notes.
4. Tick the GP Connect Box
5. In the Externally Bookable field, click ▼ and select **No**
6. Click **OK**

You should now have a globe beside the slot.

NOTE: it is recommended that appointment slots for 111 are entered near the end of a session. This allows you to reclaim the slot 90 minutes before, if it has not been used.