

## How to set up Appointment Mapping in SystmOne

The following instructions will help you to set up appointment slots on TPP SystmOne 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':

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

Changes to slot types will	l not	be applied until y	ou restart SystmO	ne.				
New Slot Type Amend Slot	Туре	Delete Slot Type	Export Slot Types	Imp	ort Slot Types			
Name V	L	Туре	Description	P	Colour	System Default	National Slot Type	
Acute/Minor Ailment	AA	Bookable		1			Practice - Care Related Encounter - General Consultation Acute	
Blocked	в	Block		1			Other - Care Related Encounter - Care Related Encounter but does not fit into any other category	
Break slot	BR	Block		1			Practice - Care Related Activity - Patient Clinical Admin	
COVID F2F Assessment	CF	Bookable		1			Practice - Care Related Encounter - General Consultation Acute	
COVID VACCINE RESERVE LIST	CR	Bookable		1			Practice - Care Related Encounter - Planned Clinics	
Dementia/RA Review	A	Bookable		1			Practice - Care Related Encounter - Care Home Needs Assessment/Personalised Care/Support Planning	
Diabetic Clinic	D	Bookable		1			Practice - Care Related Encounter - Planned Clinics	
DR VK only bookable	К	Bookable		1			Practice - Care Related Encounter - Planned Clinics	
Dressing/Nursing Needs	J	Bookable		1			Practice - Care Related Encounter - General Consultation Routine	
Embargo	Е	Embargo		1			Practice - Care Related Encounter - General Consultation Acute	
Emergency	М	Block		1			Practice - Care Related Encounter - General Consultation Acute	
Face to Face (Remember to Screen!)	FF	Bookable		1			Practice - Care Related Encounter - General Consultation Acute	
Flu Vaccine - CHILDREN only	FC	Bookable		1			Practice - Care Related Encounter - Planned Clinics	









**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 S	lot Туре	×
Name		
Letter	Potiente ner elet 1	
Letter		
Туре	Bookable  Bookable through remote booking	
1	◯ Embargo 🛛 🗹 Enable SMS reminders	
	OBlocked	
National Slot	I lype Category	<b></b>
Description		
Colour	Use rota colour     Use specific colour	
Colour once	embargo expires	-
Flags to set	Set Flan	
ridga to act	Annual Review	^
	Appointment Confirmed	
	Appointment Rebooked	
	Blood Test	
	Booked Admission	
	Booked via Patient Partner	
	Booked via Touch Screen	
	e-Referral Service Appointment	
	Emprangued stor	
	Energency Appointment	
	GP Referral	
	Has QOF Alerts	
	High Risk	
	Home Visit	
	Hospital Patient Record Requested	
	In-Patient Appointment	
	Injection     Interpreter Reaked	
Default for s		
Send	confirmation O Do not send confirmation O Use unit default	
Default for s	sending SMS cancellation messages	
O Send o	confirmation O Do not send confirmation	
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4. Create and name your new slot type. Then select the appropriate National Slot Type Category:

Y New Slot Type   Name Multidisciplinary Team Meeting   Letter TT   P Bookable Bookable Imvogin remote booking   Bitter BT   Pre Bookable Imvogin remote booking   Bitter Bitter   Bitter Bitter   Bitter Bitter   Bitter Bitter   Bitter Bitter   Description Extended Access - Care Related Encounter - Social Prescribing Service   Description Extended Access - Care Related Encounter - Voructured Medication Review   Extended Access - Care Related Encounter - Unplaned Clinical Activity   Colour Ouse rota colour   Practice - Care Related Activity - Natificial Sciplinary Team meeting / Patient Collaboration planning   Practice - Care Related Encounter - Care Home Weist   Appointment   Practice - Care Related Encounter - Care Home Wist   Booked Amis/Practice - Care Related Encounter - Consultation Acute   Practice - Care Related Encounter - Consultation Acute   Practice - Care Related Encounter - Consultation Acute   Practice - Care Related Encounter - Consultation Acute   Booked Amis/Practice - Care Related Encounter - Consultation Acute   Practice - Care Related Encounter - Consultation Acute   Practice - Care Related Encounter - Care None Wist   Booked Amis/Practice - Care Related Encounter - Panned Clinical Aria   Booked Amis/Practice - Care Related Encounter - Panned Clinical Acute   Practice - Care Related Encounter - Panned Clinical Acute   Practice - Care Related Encounter - Panned Clinic				
Name       Multidisciplinary Team Meeting         Letter       DT       Pleients per sixt 1         Type       Bockable       Bookable Invoyon remote booking         Embargo       Enable SMS reminders         Bockable       Bockable       Bockable         National Stot Type Category       Image       Extended Access - Care Related Encounter - Stocial Prescribing Service         Description       Extended Access - Care Related Encounter - Unplanned Clinical Activity         Colour       Ouse rate colour       Practice - Care Related Activity - Nutlidisciplinary Team meeting / Patient Collaboration planning         Practice - Care Related Activity - Nutlidisciplinary Team meeting / Patient Collaboration planning       Practice - Care Related Encounter - Care Home Needs Assessment/Personalised Care/Support Planning         Practice - Care Related Encounter - Care Home Neids       Appointment C         Appointment C       Practice - Care Related Encounter - Consultation Acute         Blood Test       Practice - Care Related Encounter - Consultation Acute         Practice - Care Related Encounter - Non-consultation Acute       Practice - Care Related Encounter - Non-consultation Acute         Blood Test       Practice - Care Related Encounter - None Visit       Practice - Care Related Encounter - None Consultation Acute         Deolted Via Tou Practice - Care Related Encounter - None Consultation Acute       Practice - Care Related Encounter -	🍸 New S	lot Type	>	<
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Daycase       Practice - Care Related Encounter - Planned Clinics         Embargoed Sit       Practice - Care Related Encounter - Service provided by organisation external to the practice         Exempt from Practice - Care Related Encounter - Social Prescribing Service         Follow-up App         Practice - Care Related Encounter - Structured Medication Review         GP Referral         Practice - Care Related Encounter - Unplanned Clinical Activity         Has QOF Alerte         Practice - Care Related Encounter - Walk-in         High Risk         Home Visit         Home Visit         In-Patient Appointment         Injection         Interpreter Booked             Default for sending SMS confirmations              Op and send confirmation O bo not send confirmation I use unit default		e-Referral Serv Practice - Care Related Enco	unter - Planned Clinical Procedure	
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Follow-Up App.     Follow-Up App.     Practice - Care Related Encounter - Unplanned Clinical Activity     GP Referral     Practice - Care Related Encounter - Walk-in     High Risk     Home Visit     Home Visit     Hoppital Patient Record Requested     In-Patient Appointment     Initial Appointment     Initial Appointment     Interpreter Booked  Default for sending SMS confirmation     O not send confirmation     Ouse unit default  Default for sending SMS cancellation messages     Send confirmation     Ob not send confirmation     Ouse unit default      Qk     Cancel		Exempt from Partice - Care Related Enco	unter - Structured Medication Review	
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Home Visit     Hospital Patient Record Requested     In-Patient Appointment     Initial Appointment     Injection     Interpreter Booked  Default for sending SMS confirmations     Send confirmation O bo not send confirmation I Use unit default  Default for sending SMS cancellation messages     Send confirmation O bo not send confirmation     Use unit default  Qk     Cancel		High Risk		
Hospital Patient Record Requested     In-Patient Appointment     Initial Appointment     Ininitial Appointment     Initia		Home Visit		
In-Patient Appointment     Initial Appointment     Initial Appointment     Initial Appointment     Initerpreter Booked   Default for sending SMS confirmation     O not send confirmation     Ouse unit default  Default for sending SMS cancellation messages     Send confirmation     O not send confirmation     Ouse unit default      Qk     Qancel		Hospital Patient Record Requested		
Initial Appointment Injection Interpreter Booked Default for sending SMS confirmations Send confirmation O bo not send confirmation I Use unit default Default for sending SMS cancellation messages Send confirmation O bo not send confirmation I Use unit default Qk Cancel		In-Patient Appointment		
Insection Interpreter Booked V Default for sending SMS confirmation O Do not send confirmation Use unit default Default for sending SMS cancellation messages O Send confirmation O Do not send confirmation Use unit default Qk Qancel		Initial Appointment		
Default for sending SMS confirmations O Send confirmation O Do not send confirmation O Use unit default Default for sending SMS cancellation messages O Send confirmation O Do not send confirmation O Use unit default Qk Qancel		Injection		
Default for sending SMs confirmations         Send confirmation       Do not send confirmation         Image: Send confirmation       Image: Send confirmation         Image: Send confirmating confirmation       Image: Send conf	Defendence			*
O Send confirmation       Do not send confirmation       Ise unit default         Default for sending SMS cancellation messages       Ise unit default         O Send confirmation       Do not send confirmation       Use unit default         Qk       Cancel	Detault for s	seriaing Sivis confirmations		
Default for sending SMS cancellation messages         Send confirmation       Do not send confirmation         Qk       Cancel	Send of Sen	confirmation ( Do not send confirmation 💿 Use unit de	fault	
○ Send confirmation       ○ Do not send confirmation       ● Use unit default         Qk       Cancel	Default for s	ending SMS cancellation messages		
Qk Cancel	O Send o	confirmation O Do not send confirmation () Use unit de	fault	
<u>Ok</u> <u>C</u> ancel	-	0		
		<u>c</u>	<u>k</u> <u>C</u> ancel	

#### Care Home DES relevant code: Multidisciplinary Team Meeting

	🍸 New Sl	pt Type	×
	Name	Multidisciplinary Team Meeting	
	Letter	DT Patients per slot 1	
	Туре	Bookable Bookable through remote booking	
r		O Embargo Enable SMS reminders	
Ē		OBlocked	
	National Slot	Type Category 👔 🔍 Practice - Care Related Activity - Multidisciplinary Team meeting / Patient Collaboration planning	•
	Description	Use for patients to be reviewed through MDT meetings	
	Colour	Use rota colour     O Use specific colour	
	Colour once e	embargo expires	-
	Flags to set	Set Flag	









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

🍸 New SI	lot Type	<
Name	Patient Contact during Care Home Round	
Letter	Patients per slot 1	
Туре	Bookable  Bookable through remote booking	
	◯ Embargo	
	OBlocked	
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	Ŧ
Flage to eat	Set Flag	

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

🍸 New S	ilot Type
Name	Care Home Needs/Assessment/PCSP
Letter	H vatients per slot 1
Туре	Bookable     Gookable through remote booking
-	O Embargo ☑ Enable SMS reminders
	OBlocked
National Slot	t 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 O Use specific colour
Colour once	embargo expires
L [	

#### Care Home DES relevant code: Structured Medication Review

🍸 New Sl	ot Type	×
Name	Structured Medication Review	
Letter	O ▼ Patients per slot 1	
• Туре	Bookable Sookable through remote booking	
-	C Embargo Enable SMS reminders	
	OBlocked	
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 S	Slot Type	×	
Name			
Letter	▼ Patients	per slot 1	
_			
Type	Bookable	kable through remote booking	
et	🔵 Embargo 🛛 🗹 Ena	ble SMS reminders	
nd	Blocked		
National Slo	nt Type Category 👔 🔍		
Description		Practice - Care Related Activity - Multidisciplinary Team meeting / Patient Collaboration planning	^
Description		Practice - Care Related Activity - Patient Clinical Admin	
		Practice - Care Related Encounter - Care Home Needs Assessment/Personalised Care/Support Planning	
Colour	🖲 Use rota colour 🛛 🔘	Practice - Care Related Encounter - Care Home Visit	
Colour once	e embargo expires	Practice - Care Related Encounter - Clinical Triage	
<b>T</b>	Cat Elan	Practice - Care Related Encounter - General Consultation Acute	
Flags to set	Set Flag	Practice - Care Related Encounter - General Consultation Routine	
		Practice - Care Related Encounter - Home Visit	
2	Appointment R	Practice - Care Related Encounter - Non-contractual chargeable work	
	Blood Test	Practice - Care Related Encounter - Patient contact during Care Home Round	
	Booked Admiss	Practice - Care Related Encounter - Planned Clinical Procedure	
	Booked via Pati	Practice - Care Related Encounter - Planned Clinics	
	Booked via Tou	Practice - Care Related Encounter - Service provided by organisation external to the practice	
	e-Referral Serv	Practice - Care Related Encounter - Social Prescribing Service	
	Daycase	Practice - Care Related Encounter - Structured Medication Review	
	Empargoed Sid	Practice - Care Related Encounter - Unplanned Clinical Activity	
	Energency App	Practice - Care Related Encounter - Walk-in	
	E Eollow-up Appo	Select Another Option	
	GP Referral	Configure List	
	Has QOF Alerts	Manage Favourites	~
	Link Dist.	ation Asuta	

Available Options		1	Permitted Options	
Search Search Clear			Allow users to select options outside this defined list	
I Name Code	Scope		Restore List to Default Configuration	
Extended Access - Admin and Sta Winter Pressures: 30138	A     A     A     A			
Extended Access - Admin and Sta Winter Pressures: 30125	<u> </u>		I Name Code	
Extended Access - Admin and Sta Winter Pressures: 30123			Extended Access - Care Related Activity - Multidisciplinary meeting/PatWinter Pressures: 30119	^
Extended Access - Admin and Sta Winter Pressures: 30124			Extended Access - Care Related Activity - Patient Clinical Admin Winter Pressures: 30136	
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Extended Access - Care Related Winter Pressures: 30131			Extended Access - Care Related Encounter - General Consultation Ac Winter Pressures: 30101	
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Other - Admin and Staff ActivitiesWinter Pressures: 40125	- <u>()</u>		Extended Access - Care Related Encounter - Home Visit Winter Pressures: 30108	
Other - Admin and Staff ActivitiesWinter Pressures: 40123	- <u>()</u>		Extended Access - Care Related Encounter - Non-contractual chargeaWinter Pressures: 30116	
Other - Admin and Staff ActivitiesWinter Pressures: 40124		•	Extended Access - Care Related Encounter - Patient contact during C Winter Pressures: 30112	
Other - Admin and Staff ActivitiesWinter Pressures: 40121	O 1	-	Extended Access - Care Related Encounter - Planned Clinical Proced Winter Pressures: 30129	
Other - Admin and Staff ActivitiesWinter Pressures: 40122	(a)		Extended Access - Care Related Encounter - Planned Clinics Winter Pressures: 30128	
Other - Care Related Activity - Car Winter Pressures: 40137	<u> </u>		Extended Access - Care Related Encounter - Service provided by orga Winter Pressures: 30115	
Other - Care Related Activity - MultiWinter Pressures: 40119	<u> </u>		Extended Access - Care Related Encounter - Social Prescribing ServiceWinter Pressures: 30134	
Other - Care Related Activity - Pati Winter Pressures: 40136			Extended Access - Care Related Encounter - Structured Medication R Winter Pressures: 30111	
Other - Care Related Encounter Winter Pressures: 40133	<u> </u>		Extended Access - Care Related Encounter - Unplanned Clinical ActivityWinter Pressures: 30130	
Other - Care Related Encounter Winter Pressures: 40109	<u> </u>		Practice - Care Related Activity - Multidisciplinary Team meeting / Pati Winter Pressures: 10119	
Other - Care Related Encounter Winter Pressures: 40135	<u> </u>		Practice - Care Related Activity - Patient Clinical Admin Winter Pressures: 10136	
Other - Care Related Encounter Winter Pressures: 40132	<u> </u>		Practice - Care Related Encounter - Care Home Needs Assessment/ Winter Pressures: 10133	
Other - Care Related Encounter Winter Pressures: 40101	O 1		Practice - Care Related Encounter - Care Home Visit Winter Pressures: 10109	
Other - Care Related Encounter Winter Pressures: 40127	<u> </u>		Practice - Care Related Encounter - Clinical Triage Winter Pressures: 10132	
Other - Care Related Encounter Winter Pressures: 40110	<u> </u>		Practice - Care Related Encounter - General Consultation Acute Winter Pressures: 10101	
Other - Care Related Encounter Winter Pressures: 40108	<u> </u>		Practice - Care Related Encounter - General Consultation Routine Winter Pressures: 10127	
Other - Care Related Encounter Winter Pressures: 40116	6		Practice - Care Related Encounter - Home Visit Winter Pressures: 10108	~
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70 Options			34 Selected items	

Version 1, 9 June 2022





