

Partners in improving local health

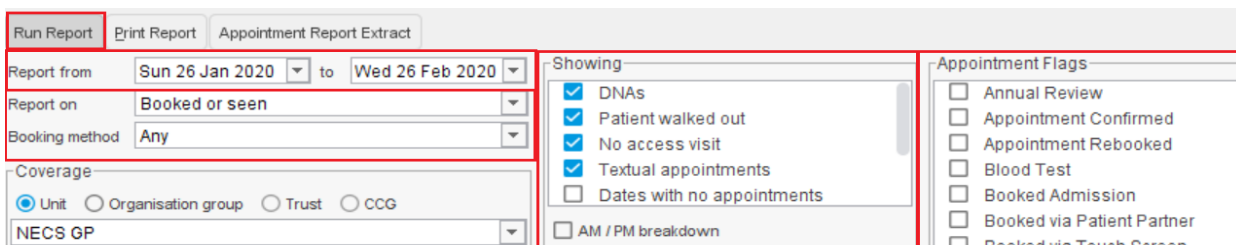
NECS Clinical Systems Specialist Team Appointment Reports and Audits

Appointment Report

1. Click **Reporting** on the menu bar
2. Select **Appointment Reports**
This will allow you to select any of the pre-created Appointment reports, such as Appointment Report, Cancelled Rota Report and Appointment Statistics.
3. Select **Appointment Report**



4. Set the required **Report from** dates
5. Select what you want to report on e.g. Booked or seen



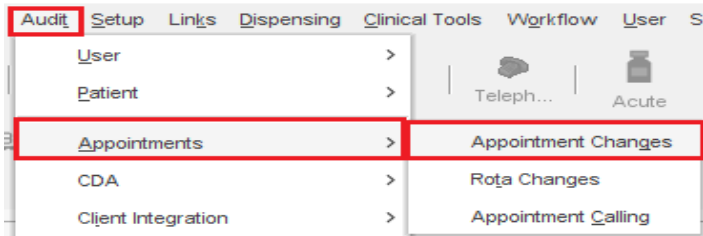
A screenshot of the 'Appointment Report' configuration form. The 'Run Report' button is highlighted with a red box. The 'Report from' date is set to 'Sun 26 Jan 2020' and the 'Report to' date is 'Wed 26 Feb 2020'. The 'Report on' dropdown is set to 'Booked or seen'. The 'Booking method' is set to 'Any'. The 'Coverage' section has 'Unit' selected. The 'Showing' section has 'DNAs', 'Patient walked out', 'No access visit', and 'Textual appointments' checked. The 'Appointment Flags' section has several options unchecked, including 'Annual Review', 'Appointment Confirmed', 'Appointment Rebooked', 'Blood Test', 'Booked Admission', 'Booked via Patient Partner', and 'Booked via Touch Screen'.

6. Click **Run Report** to view the results.

Totals					
Organisation	Textual	DNA	Walked Out	No Access ...	Number of A.
NECS GP	1	50	0	0	112

Appointment Changes - Audit

1. Click **Audit** from the menu bar
This will allow you to run audits on Appointment Changes, Rota Changes and Appointment Calling
2. Select **Appointment Changes**



3. Select an **Appointment date/time**
4. Select a **Staff member**
5. Click **Refresh**

The screenshot shows the 'Audit Constraints' form. The 'Refresh' button is highlighted. The form contains the following fields and options:

- Appointment date: Fri 14 Feb 2020
- Appointment time between: 08:00 and 22:00
- Staff member: All Staff
- Search on appointments as they are now
- Search on any past version of the appointment

6. The Results will then display

The screenshot shows the 'Audit Constraints' form and the resulting table of appointment audit results. The 'Refresh' button is highlighted. The form contains the following fields and options:

- Appointment date: Fri 14 Feb 2020
- Appointment time between: 08:00 and 22:00
- Staff member: All Staff
- Search on appointments as they are now
- Search on any past version of the appointment

Date	Start	End	Duration	Staff
14 Feb 2020	08:50	09:00	10	Mr Nicholas Murray
14 Feb 2020	14:20	14:30	10	Ridley Two
14 Feb 2020	14:20	14:30	10	Ridley Three
14 Feb 2020	14:20	14:30	10	Ridley Four