



Booking an EAS appointment

The below steps will take you through the process for booking an Enhanced Access Service (EAS) appointment. EAS appointments are offered Monday to Friday from 1830 to 2000 and on Saturdays. **This service replaces the EAS service previously provided by SDHC.**

Step 1

Open EMIS and navigate to the appointment book (toolbar, menu or homepage)

Please note to access EAS appointments you must login using your smartcard



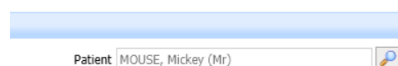
Step 2

Click the 'Find Slot' button and select the 'Find GP Connect Appointments' option



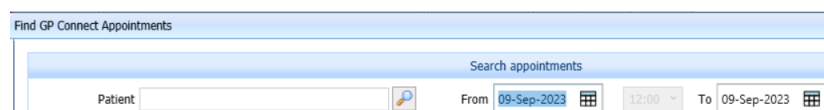
Step 3

In the 'Find GP Connect Appointments' pop-up, if you do not have a patient open, find the patient by clicking on the magnifying glass and searching for the patient



Step 4

In the 'Find GP Connect Appointments' pop-up enter the required date(s). *Please note EAS appointments are visible up to 1 week in advance*



Step 5

Select 'Bexhill PCN' from the Organisation Group and Organisation drop down

The screenshot shows two dropdown menus. The 'Organisation group' menu is open, showing 'Bexhill PCN' as the selected option, with other options like 'Dr P Stocks & Partners Covid-19 & NHS111' and 'NHS111-LittleCommon-OldTownBexhill-on-Sea Covid-19 SDHC (Bexhill)'. The 'Organisation' menu is also open, showing 'Bexhill PCN (Y07792)' as the selected option, with other options like 'All', 'Dr D J Warden & Partners (G81077)', 'LITTLE COMMON-OLD TOWN SURGERY (G81039)', and 'Sidley Medical Practice (G81041)'.

Step 6

Click the 'Search Appointments' button to find EAS appointments

The screenshot shows a search bar with the text '(Y07792)' and a button labeled 'Search appointments'.

Step 7

Select the desired appointment and click on the 'Book appointment' button in the bottom right. *Please note icons will show if the appointment is face to face or remote*

The screenshot shows a table of search results for appointments on Sat 09-Sep-2023 at 08:30. The table has columns for Date/Time, Duration, Type, Session details, Organisation name/Location address, Practitioner name/Gender, and Practitioner roles. The first row shows an appointment with Dr P. Stocks & Partners Covid-19 & NHS111. The second row shows an appointment with NHS111-LittleCommon-OldTownBexhill-on-Sea Covid-19 SDHC (Bexhill). The third row shows an appointment with Dr D J Warden & Partners. The fourth row shows an appointment with LITTLE COMMON-OLD TOWN SURGERY. The fifth row shows an appointment with Sidley Medical Practice. The 'Book appointment' button is visible at the bottom right.

Step 8

Confirm the date and time and location (face to face only) and **add the person's registered GP practice and contact number in the description box and reason for the appointment in the comments box**

The screenshot shows the 'Booking Details' form. It includes fields for Date/Time (Sat 09-Sep-2023 at 08:30), Duration (30 mins), Type (Face to face), Session details (HRT Clinic (HRT Extended Access)), Organisation name (Bexhill PCN), Location name (Bexhill PCN), Location address (Bexhill Primary Care Network, 1-2 Amherst Road, Bexhill-on-Sea, East Sussex, TN40 1QH), Practitioner (Ms Joanne Holland, Female), and Practitioner roles (Community Practitioner). There are also fields for Description (LCOT 07890 123456) and Comment (Please add reason for appointment here.). The 'Book' button is at the bottom.

Click 'Book' and you will get a pop-up confirming the appointment details.

www.bexhillpcn.nhs.uk

Bexhill Primary Care Network (PCN) is a collaboration between GP practices across Bexhill

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Email us: sxicb-esx.bexhillpcn@nhs.net

Call us: 01424 231480 (option 3)

