



Cancelling an EAS appointment

The below steps will take you through the process for cancelling 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



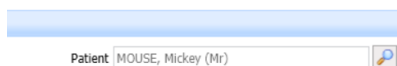
Step 2

Click the 'Patient Appointments' button and select the 'GP Connect Patient Appointments' option



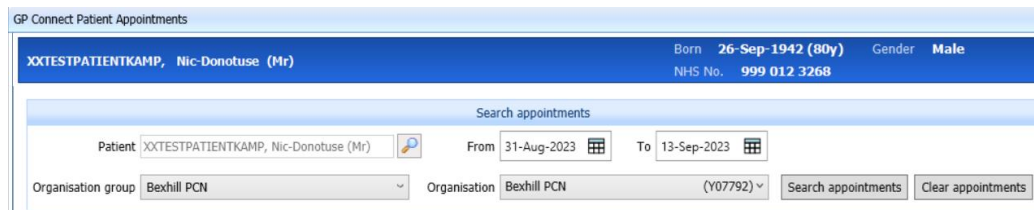
Step 3

In the 'GP Connect Patient 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

Enter the required date(s) and select 'Bexhill PCN' from the Organisation Group and Organisation drop down



GP Connect Patient Appointments

XXTESTPATIENTKAMP, Nic-Donotuse (Mr) Born 26-Sep-1942 (80y) Gender Male
NHS No. 999 012 3268

Search appointments

Patient: XXTESTPATIENTKAMP, Nic-Donotuse (Mr) From: 31-Aug-2023 To: 13-Sep-2023

Organisation group: Bexhill PCN Organisation: Bexhill PCN (Y07792) Search appointments Clear appointments

Step 5

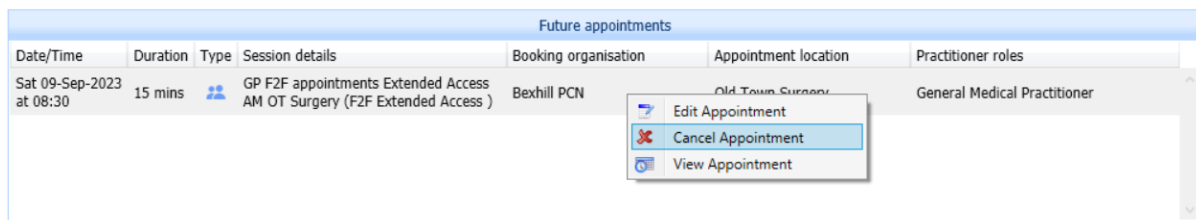
Click the 'Search Appointments' button to find EAS appointments



(Y07792) Search appointments

Step 6

Select the desired appointment and **right click** on it and click 'Cancel Appointment'
Please note icons will show if the appointment is face to face or remote

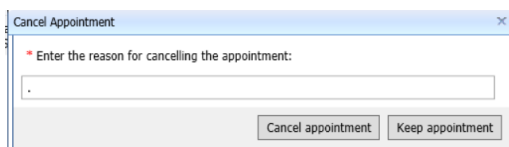


Date/Time	Duration	Type	Session details	Booking organisation	Appointment location	Practitioner roles
Sat 09-Sep-2023 at 08:30	15 mins		GP F2F appointments Extended Access AM OT Surgery (F2F Extended Access)	Bexhill PCN	Old Town Surgery	General Medical Practitioner

Context menu options: Edit Appointment, Cancel Appointment, View Appointment

Step 7

Enter the reason for cancelling the appointment and click on 'Cancel appointment'



Cancel Appointment

Enter the reason for cancelling the appointment:

Cancel appointment Keep appointment

You will then get a confirmation message appear confirming the appointment has been cancelled.

www.bexhillpcn.nhs.uk

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

Write to us: 2nd Floor, Amherst Building, 1-2 Amherst Road, Bexhill on Sea, TN40 1QH

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

Call us: 01424 231480 (option 3)

