

# GP Registration and Booking an Appointment



# **GP** Registration

To register for a Swiftqueue account, please visit <u>www.swiftqueue.co.uk</u>

	HOME SERVICES A	BOUT BLOG CONTA	CT Login/Create Account	Q, Search Clinics	<b>11</b> -
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<b>X</b>	Æ	NHS	Barnet & Chase Farm Hospitals		

On the website click Login / Create Account and then select GP.

	Swiftqueue HOM	E SERVICES ABOUT BLOG CONTACT	Login/Create Account Book an Appointment	
		Login/Register		
	6	Select your Role		
1	<b>8</b> -27	<b>T</b>	Res and a second	
4	Patient	Clinic	GP	-
04	Login to view, edit or cancel your appointment(s)	Login to manage your clinics	Login to view or create patient referrals	
	1	4.63	-	8



#### Select Register here.



#### Read and Agree to the Data Processing Consent.

### Data Processing Consent

Swiftqueue are assigned to process the appointment information on behalf of the clinic you have chosen to book with. Swiftqueue is a registered Data Processor and will not use your information for any other reason other than the following:

- Booking your appointment
- Sending you a confirmation and reminder notifications (these can be turned off within your patient portal)
- Following up on any incomplete registrations
- Support around your appointments
- Following up on no shows
- Anonymised statistics for the clinics

By continuing to register you agree that Swiftqueue will process your information on behalf of the clinic. Swiftqueue never shares information with third parties.

Your continued consent can also be managed or revoked by you within your patient portal after you first register.

#### Why do you need my contact details?

In order to register, we require you to enter your email (mandatory) and phone number (optional). We do not use that information for any purpose other than sending you notifications regarding appointments or creating your online account. These communication settings can be turned on or off within your patient portal from the 25th May 2018.





Complete the required details and click **Register** at the bottom of the screen.

	HOME SERVICES ABOU	JT BLOG CONTAC	Login/Create Account	Book an Appointment	
	Registe	er as a GP			
Already have an account? Sign in here •					
Account Details	7	🖀 Practice (	Details		
Test GP 2		Test GP 2			
testgp2@swiftqueue.com		0868631020			
testgp2@swiftqueue.com		Ipswich, Suffolk, En	ngland, United Kingdom		
Password must be at least 8 characters in length and contain at least one lowercase let letter and at least one number.	tter, at least one uppercase				
				1	
		-		- A	

The information required for this section is:

- Name
- Email address
- Practice information
- Secure code

Note the secure code is sw1ft45



## **Booking an appointment**

You can book an appointment on behalf of a patient.

From the options given, choose **Referrals** by selecting **Enable**.

Swiftqueue # Home			Test GP 2 🗸
		o Swiftqueue velow to get started.	
Referrals	Inter-GP (gpreferral.ie) • Not Available	Community Care to charactere	
3			

Then **Select** the Hospitals you would like to book into.

Swiftqueue	# Home		Test GP 2 🗸
<b>€</b> Back		Please select the Hospitals you would like to refer into	)
		COVENTRY AND RUGBY	-
		City of Coventry HC Childrens Bloods	
		Hospital of St. Cross, Rugby Bloods	
		University Hospital Coventry Bloods	
		ESSEX	
		Basildon Hospital	
		Canvey Paddocks Bloods	
		Canvey Sydervelt Bloods	
		Eastwood Road North Clinic Bloods	
		Hadleigh Bloods	
		Hockley Bloods	

Once you have selected the hospitals click





Swiftqueue # Home		Test G
<b>←</b> Back	Southend Evening Clinic	
	Southend Medical Centre Bloods	
	Thorpdene Clinic Bloods	
	Tyrells Benfleet Bloods	
	IPSWICH	
	Landseer Road Surgery Bloods	×
	LONDON	
	Barnet Hospital Phlebotomy	
	Chase Farm Adult Blood Tests	
	Edgware Community Hospital	
	Langthorne Health Centre	
	o doctil or stat ta cat	
	1 Hospital selected	Done 🗸

### For GP Same Day Allocations you will see a separate available clinic with reserved slots for GP's

<b>♦</b> Back		
<b>Q</b> Search for a clinic		
La		×
Landseer Road Surgery Bloods		>
Langthorne GP Same Day		>
Langthorne HC Bloods		>
🛱 Previous Referrals	🕲 Previous Searches	
Clinics where you have made referrals previously will appear here	Landseer Road Surgery Bloods	>

This is the GP dashboard, where any upcoming or previous appointments will be shown.

To book an appointment click on

🛱 Make a Referral



Swiftqueue 😽 Ho	me			Test GP 2 V
Referrals Se	rvices			
REFERRAL FROM D	ATE 03/07/2019	REFERRAL TO DATE 02/08/2019	CLINIC AI  APPOINTMENT TYPE	All 🔻 STATUS All 💌
PATIENT	CLINIC	APPOINTMENT TYPE	DATE/TIME	STATUS

Simply **Search** for the hospital you wish to make an appointment at.

Swiftqueue	# Home			Test GP 2 💊	ŕ
🗲 Back					
<b>Q</b> Sea	rch for a	clinic			
Search	n by clinic n	ame		×	
🖺 Prev	vious Refe	errals	Previous Searches		
	Clinics wher	e you have made referrals previously will appear here	Clinics you have previously searched for will appear here		
					1

Once searched select the clinic you wish to book an appointment into.



#### **Select** the appointment type.

wiftqueue 🖷 Home		Test GP 2
<b>€</b> Back		
	$oldsymbol{arsigma}$ Select an appointment type	
	Blood Test 5 mins	
	INR Test 5 mins	

Select the **date** required for the appointment and specify the **time**. Click



<b>←</b> Back				
<	🛗 Select th	ne date and time for the ap	opointment	>
Wed, 03 Jul	Thu, 04 Jul	Fri, 05 Jul	Mon, 08 Jul	Tue, 09 Jul
Afternoon	Morning	Morning	Morning	Morning
4 Available	8 Available	30 Available	14 Available	32 Available
			09:10	
	Noon	Noon	09:20 🗸	Noon
	5 Available	14 Available	09:35	19 Available
	Afternoon	12:05		Afternoon
	20 Available	12:10	10:35	33 Available
		12:15	10:40	
		12:20	10:45	

Select the patient you wish to make the appointment for and click at bottom of the screen.

pintment the

Here you can also select if the patient requires any special assistance or additional comments for the hospital/clinic to see.



	🖷 Home	
🗲 Back		
		🛱 Select Patient & Confirm Appointment
		PATIENT +Add a Patient
		Search for a patient
		CLINIC Landseer Road Surgery Bloods Change
		APPOINTMENT TYPE Blood Test · 5 minutes Change
		DATE/TIME Monday the 8th of July 2019 at 09:20 · 4 days from now Change
		DO YOU REQUIRE ANY SPECIAL ASSISTANCE?
		🔍 🕎 Sight 🖉 🊺 Immobility
		Earning Earning Disability
		Contraction Contra

If you need to add a new patient click on 🛛 🕴

+ Add a Patient

Swiftqueue	# Home			
<b>♦</b> Back				
		💾 Select Patient &	Confirm Appointment	
		PATIENT		+ Add a Patient
		Search for a patient		
		CLINIC Landseer Road Surgery Bloods	Change	
		APPOINTMENT TYPE Blood Test · 5 minutes Change		
		DATE/TIME Monday the 8th of July 2019 at	09:20 · 4 days from now Change	
		DO YOU REQUIRE ANY SPECIAL	ASSISTANCE?	
		Sight	Immobility	
		Hearing	Learning Disabili	
		Wheelchair	Constraints and Constraints an	tor/Interpreter

Fill out the required information and click

Add Patient

at the bottom of the screen.



The email address & mobile number provided for the patient will be used to send notifications for confirmed or cancelled appointments.

Swiftqueue			▲ Test GP 2 🗸
		Add a Patient ×	
<b>€</b> Back	م	First Name First Name	
		Surname	
	PAT	Surname	
	S CLI Lar Bio	Date of Birth (DD/MM/YYYY) DD MM YYYY Gender  Male Female  O An E-Mail Address or Mobile Number must be provided	
	DA	Chileman Address of Mobile Number Hust be provided	
	Мо	E-Mail Address	
		E-Mail Address	
	DO	Mobile Number	
	0	Mobile Number	
	•	NHS Number (optional)	
		NHS Number	

Once the appointment is booked, you are then directed back to the referrals dashboard. Here you can **view/reschedule/cancel** the appointments.

	ıe	# Home					Test GP 2 🗸
Refe	errals	Services					
		ROM DATE		eferral to date 02/08/2019	CLINIC All	٣	🛱 Make a Referral
PATIE	ENT	ine	CLINIC	APPOINTMENT TYPE	DATE/TIME Mon, 8th Jul 2019 at 09:20	STATUS	
					4 days from now		