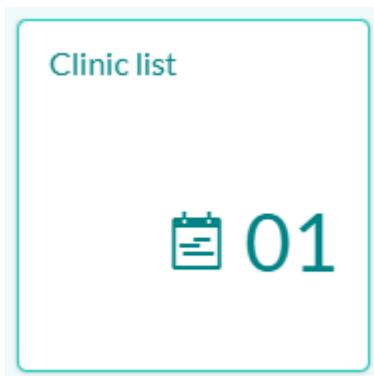


Spire GP Interface (SGPi) – User Guides

Clinic list

Clicking on the “Clinic list” tile from the home page will take you into the view:



The counter that is visible on the tile shows how many patients have Spire GP appointments and are due to arrive/have already arrived today.

Clicking on the tile will take you into your own customised view of the clinic lists. The lists will only contain patients that are registered to you:

Type	Status	Time	Location	Number	Name	Insurance	NHS GP	Spire GP	Policy No	Comment
Free	Free slot (120 minutes)	08:00 to 10:00	Montefiore					DOCTOR Klinger, M		
Spire GP	Arrived	10:00	Montefiore	00317739 84	Bradbrook, Emily (F, 34)	Spire GP, Spire GP	Doctor JL HAWKHEA D	Doctor M Klinger		
Free	Free slot (90 minutes)	10:30 to 12:00	Montefiore					DOCTOR Klinger, M		
Blocked	Lunch Break (60 minutes)	12:00 to 13:00	Montefiore					DOCTOR Klinger, M		
Free	Free slot (120 minutes)	13:00 to 15:00	Montefiore					DOCTOR Klinger, M		

Please note that if you are an admin user that supports all the Spire GPs at your hospital you will see clinic lists for all the GP’s.

If your GP works at more than one Spire hospital you will also see the clinic lists for each of the hospitals that he/she works at.

Definition of Column displays:

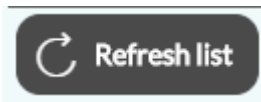
- Type – appointment type ie, Spire GP, Follow-up etc
- Status – Planned = Patient has not yet arrived
Arrived = Patient has checked in for their appointment
- Time – Planned/actual appointment time
- Location – the hospital where the appointment will take place this is particularly useful for admin users managing multi-site clinics
- Number – Patient number
- Name – Patient name
- Insurance – the patient’s insurer for this appointment
- NHS GP – the patient’s registered NHS GP
- Spire GP – the GP that the patient is booked to see -this is useful for admin users who are managing multiple GP clinics on the same day
- Policy number – the patient’s private medical insurance policy number, if insured
- Comment – the free text comment that is entered into SAP against the patient’s appointments

If you have free or blocked time within a clinic, the view will show this with highlights on the left side:

Free	Free slot (120 minutes)	08:00 to 10:00	Montefiore	DOCTOR Klinger, M
Blocked	Lunch Break (60 minutes)	12:00 to 13:00	Montefiore	DOCTOR Klinger, M

Actions for an arrived patient:

You should refresh your clinic list regularly to see real time patient status updates by clicking:



Once a patient has “arrived” you can select them from the list by single clicking on them to see further patient detail and perform specific actions.

