

---

## GP Appointment Extract

NHS England requires the collection of appointment and utilisation data from all general practices. The GP Appointment Extract enables an overview of planned appointment capacity and how appointments are utilised.

Every Monday evening data is collected to show a forward look of planned appointments capacity within your practice for the next three months. Each week the data is backdated to 20th November 2018.

- **Managed Server (AEROS)** - The GP Appointment Extract is run and the resulting extract submitted automatically on a weekly basis.
- **Local Server** - You must add the GP Appointment Extract to your GPC Scheduler, see [Setting up your GP Appointment Extract Schedule](#) (page 1) for details.

See for [GP Appointments Data Collection in Support of Winter Pressures](https://digital.nhs.uk/services/general-practice-gp-collections/service-information/gp-appointments-data-collection-in-support-of-winter-pressures) <https://digital.nhs.uk/services/general-practice-gp-collections/service-information/gp-appointments-data-collection-in-support-of-winter-pressures> further details.

## Setting up your GP Appointment Extract Schedule - England only

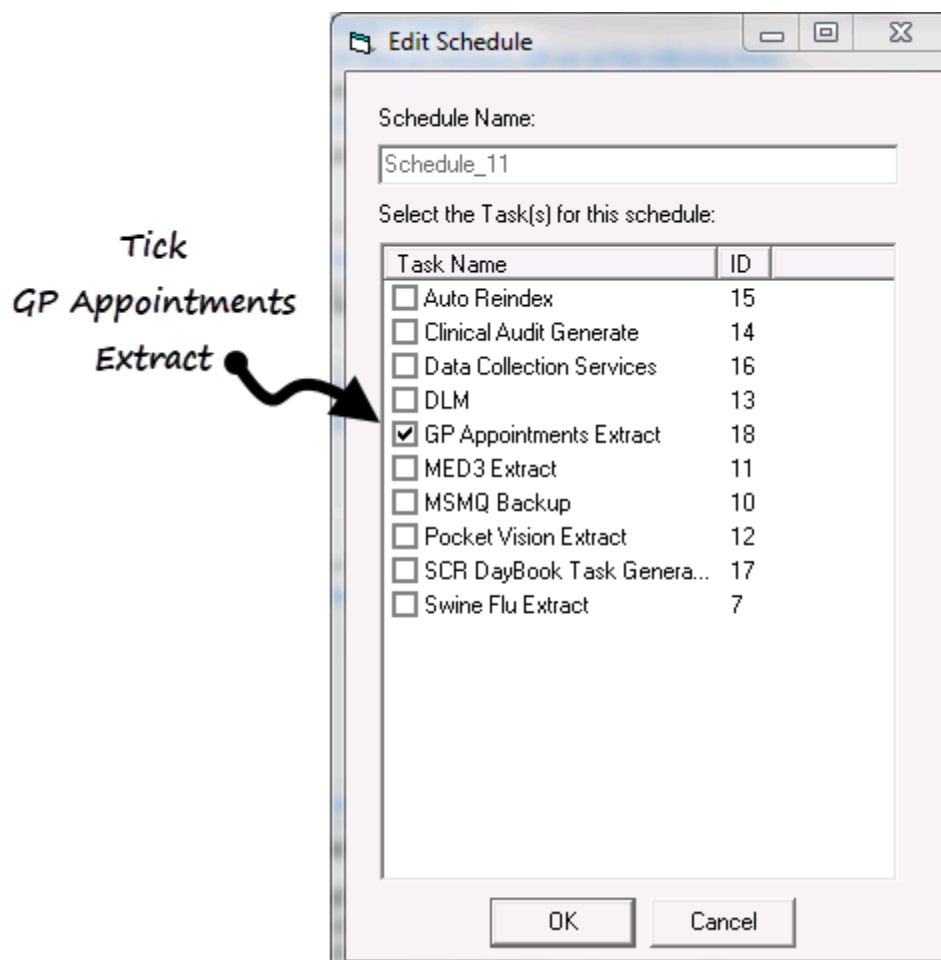
If you have your own server, you must set up a schedule for your GP Appointment Extract to run at 8pm every Monday. The scheduler automatically manages any clashes with other tasks at this time.

To set up your schedule:



1. From **Mail Gateway**, select **Configure Task Scheduler - Vision Task Scheduler**.

2. Select **Add** and **Add Schedule** displays:

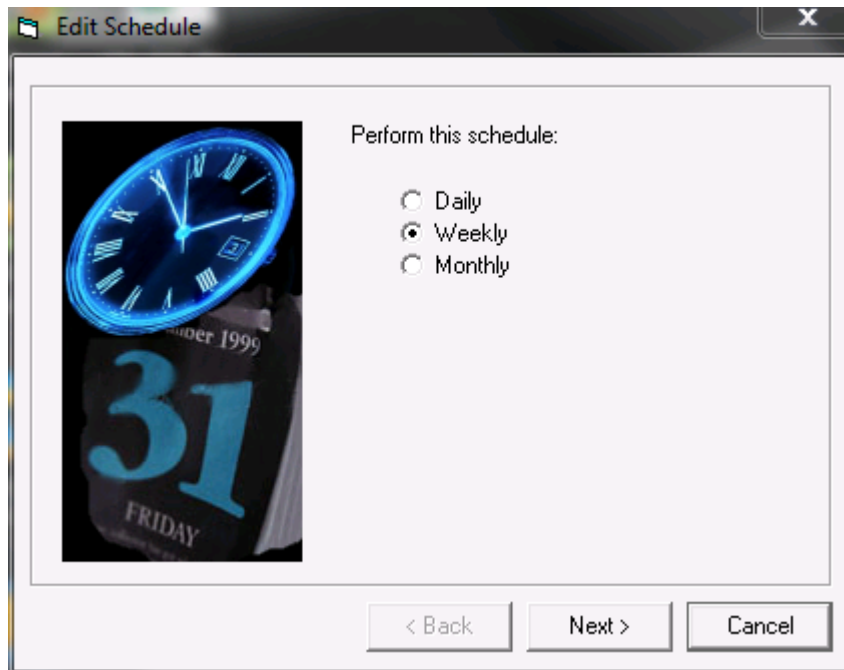


3. Enter a name, for example GP Appointment Extract and tick **GP Appointments Extract**.

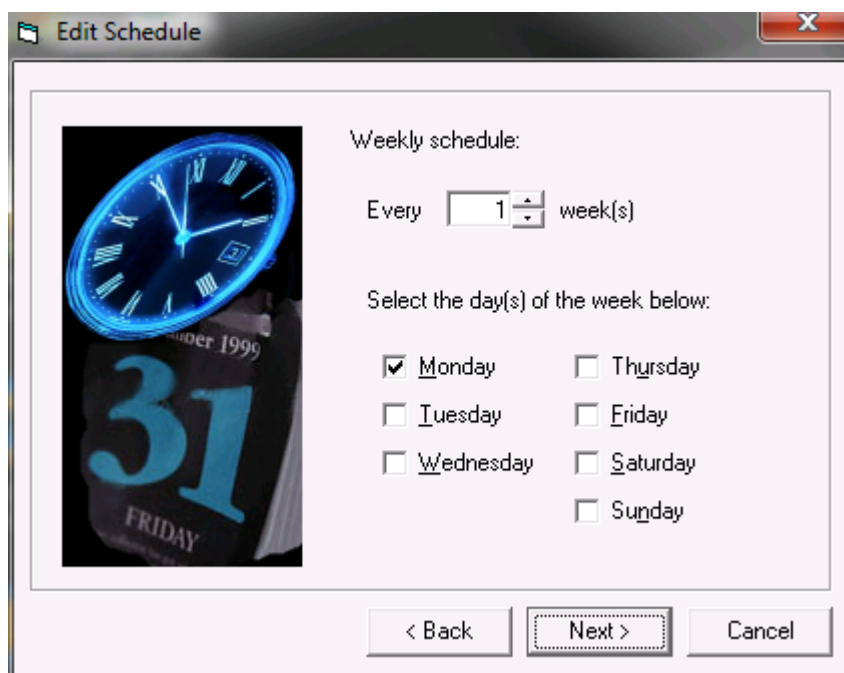
4. Select **OK**.

5. The Scheduling Wizard is triggered guiding you through the set up process:

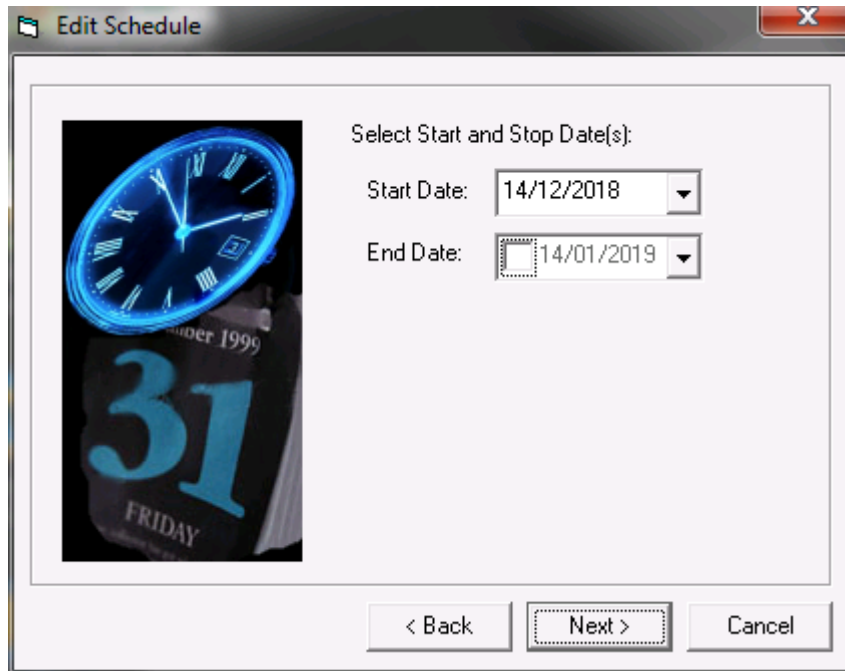
- **Perform this schedule** - Select **Weekly** and then select **Next**:



- **Weekly schedule** - Select Every **1** week, tick **Monday** and then select **Next**:

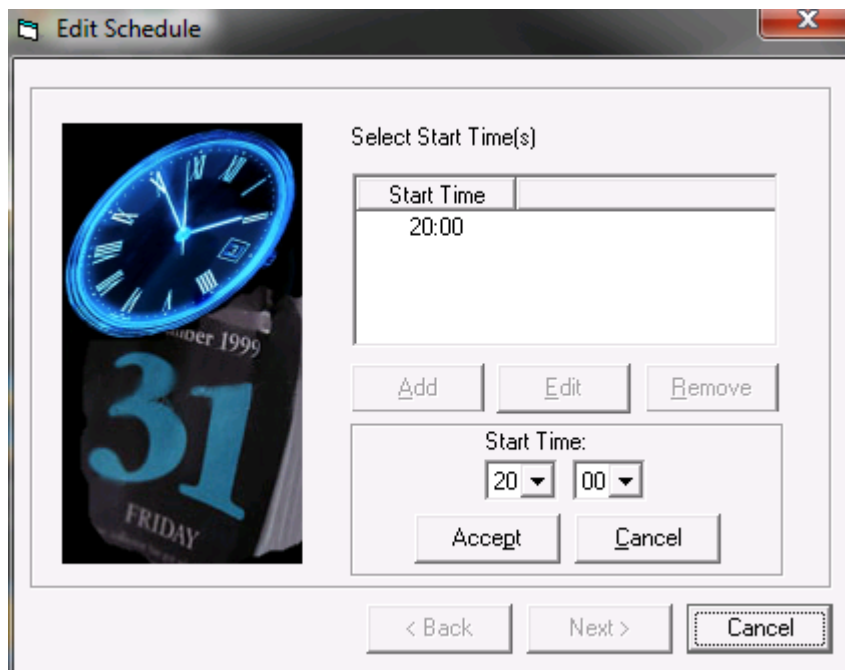


- **Select Start and Stop Dates** - Enter today's date into **Start Date** and then select **Next**:



The screenshot shows a window titled "Edit Schedule" with a close button (X) in the top right corner. On the left side, there is a vertical image of a glowing blue watch face above a calendar page showing "31 FRIDAY" and "November 1999". To the right of the image, the text "Select Start and Stop Date(s):" is displayed. Below this text are two date selection fields: "Start Date:" with a dropdown menu showing "14/12/2018" and "End Date:" with a dropdown menu showing "14/01/2019". At the bottom of the window, there are three buttons: "< Back", "Next >" (which is highlighted with a dashed border), and "Cancel".

- **Select Start Time(s)** - Select Add, enter 20:00, select **Accept** and then select **Next**:



The screenshot shows the same "Edit Schedule" window. The text "Select Start Time(s)" is now displayed. Below it is a table with one row: "Start Time" in the header and "20:00" in the data cell. Under the table are three buttons: "Add", "Edit", and "Remove". Below these buttons is a "Start Time:" section with two dropdown menus: the first shows "20" and the second shows "00". Below the dropdowns are two buttons: "Accept" and "Cancel". At the bottom of the window, there are three buttons: "< Back", "Next >" (highlighted with a dashed border), and "Cancel".

- **This schedule will perform...** - Check the details are correct, tick **Enable Schedule** and select **Finish**:

