

Reporting Overview

Reporting for Shared Care allows organisations to monitor their appointments activity and provide valuable information to review the models of care provided.

The **Reporting** module provides a library of predefined queries to analyse activity against patient cohorts, hubs and organisations for the last 18 months:

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			0-1	1-5	6-15	16-45	46-64	65-80	81+	Unknown	0-1	1-5	6-15	16-45	46-64	65-80	81+	Unknown	0-1	1-5	6-15	16-45	46-64	65-80	81+
		Week 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Mar. 2040	Week 2	0	0	1	9	3	0	0	0	0	0	0	3	0	0	0	0	0	0	2	4	1	0	2
	May-2018	Week 3	0	0	0	0	0	0	0	0	0	0	1	5	5	1	0	0	0	0	1	5	3	1	2
		Week 4	0	0	0	0	0	0	0	0	0	0	0	7	6	5	0	0	0	0	0	0	0	0	0
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The reports can also be exported to CSV.







Report Library

The predefined reports detail appointment activity by Day / Week / Month / Year.

The **Report Library** includes the following reports:

• Appointments By Patient Age Bands - Age groups: 0-1 / 1-5 / 6-15 / 16-45 / 46-64 / 65-80 / 81+ / Unknown:

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			0-1	1-5	6-15	16-45	46-64	65-80	81+	Unknown	0-1	1-5	6-15	16-45	46-64	65-80	81+	Unknown	0-1	1-5	6-15	16-45	46-64	65-80	81+
		Week 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2040	Week 2	0	0	1	9	3	0	0	0	0	0	0	3	0	0	0	0	0	0	2	4	1	0	2
	lay-2018	Week 3	0	0	0	0	0	0	0	0	0	0	1	5	5	1	0	0	0	0	1	5	3	1	2
		Week 4	0	0	0	0	0	0	0	0	0	0	0	7	6	5	0	0	0	0	0	0	0	0	0
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• Appointments By Patient Ethnicity - Ethnicity groups: White / Mixed / Asian / Black / Other / Unknown:

ц.							Sys	stems Suppo	inps ort Acces	s2 ss - Dem	o Federa	ation				Se	lect Patier	nt	Close	Patient	2	Log Out
View	Ар	pointm	ents R	eports																		
Re	port:	Appo	intment	s by Eth	nnicity	~			Syste	m: Visio	on Com	munity /	Appoint	ments 🗸							Exp	port
Mo	nths		May 2	018	•				Books		All Boo	ks	•									
					м	onday					Tu	esday					Wed	Inesday				
			White	Mixed	Asian	Black	Other	Unknown	White	Mixed	Asian	Black	Other	Unknown	White	Mixed	Asian	Black	Other	Unknown	White	Mixed
		Week 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	o
м	ay-	Week 2	0	0	0	0	0	13	0	0	0	0	0	3	0	0	0	0	0	9	0	o
20	18	Week 3	0	0	0	0	0	0	0	0	0	0	0	12	0	0	0	0	0	12	0	o
		Week 4	0	0	0	0	0	0	0	0	0	0	0	18	0	0	0	0	0	0	0	o

• Appointments By Patient Sex - Groups: Male / Female / Unknown:

4.	•					Systems	in Support Ac	n ps2 cess - D)emo Fed	eration				Sele	ect Patient	Clos	e Patient		Log Out
View Ap	pointm	ients R	eports																
Report	: Appo	intmen	ts by Sex		~		Sys	stem: 🛛	/ision Co	mmunity A	ppointr	nents 🗸							Export
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			Monda	y		Tuesda	У		Wednes	day		Thursd	ay		Friday	1		Saturda	Jy
		Male	Female	Unknown	Male	Female	Unknown	Male	Female	Unknown	Male	Female	Unknown	Male	Female	Unknown	Male	Female	Unknown
	Week 1	0	0	0	0	0	0	0	0	0	8	9	0	1	0	0	0	0	0
May-	Week 2	7	6	0	2	1	0	2	7	0	0	0	0	0	0	0	0	0	0
2018	Week 3	0	0	0	6	6	0	6	6	0	5	11	0	4	9	0	2	2	O
	Week 4	0	0	0	6	12	0	0	0	0	0	0	0	0	0	0	0	0	o



• Appointments by Type - Groups: Patient appointments / Special bookings:

H.	•		Sy	stems Support /	inps2 Access - Demo F	ederation			Select Patient	Close Patient	- ? - 4	.og Out
/iew Ap	pointments R	eports		9	vetem: Vision	Community An	pointments v				Expo	rt
Months	S: May 2	2018 ÷		В	ooks:	All Books	*				(
		We	ek 1				We	ek 2				
	Thur	sday	Fri	day	Mor	nday	Tue	sday	Wedr	iesday	Tue	sday
	Normal Appointments	Special Appointments	Normal Appointments	Special Appointments	Normal Appointments	Special Appointments	Normal Appointments	Special Appointments	Normal Appointments	Special Appointments	Normal Appointments	App
May- 2018	17	1	1	0	13	0	3	0	9	0	12	

 Appointment Trends - Appointments groups: Available / Scheduled / DNA

Slot counts display in hourly intervals from 09:00 to 21:00:

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View Appoint	monte Bo																
Report: Apr	ments kej	rends				Syster	m [.] Vision (Community	Appoin	tments 🗸						Exc	ort
Months:	May 20	18 0)	-		Books		All Books	•								
									_								
											Week 1						
		Tuesday		W	/ednesday			Thursday			Friday			Saturday			Sunda
	Available	Scheduled	DNA	Available	Scheduled	DNA	Available	Scheduled	DNA	Available	Scheduled	DNA	Available	Scheduled	DNA	Available	Sched
09:00-10:00	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	4	0
10:00-11:00	12	0	0	12	0	0	12	6	6	12	1	1	26	0	0	20	0
11:00-12:00	0	0	0	0	0	0	0	0	0	0	0	0	14	0	0	14	0
12:00-13:00	0	0	0	0	0	0	0	0	0	0	0	0	10	0	0	10	o
13:00-14:00	6	0	0	6	0	0	6	1	0	6	0	0	12	0	0	18	o
15:00-16:00	12	0	0	12	0	0	12	11	3	12	0	0	12	0	0	12	o
17:00-18:00	14	0	0	14	0	0	14	0	0	14	0	0	14	0	0	14	o
18:00-19:00	14	0	0	14	0	0	14	0	0	14	0	0	14	0	0	14	o
19:00-20:00	10	0	0	10	0	0	10	0	0	10	0	0	10	0	0	10	o
20:00-21:00	10	0	0	10	0	0	10	0	0	10	0	0	10	0	0	10	0
<																	>

• Average Waiting Time - Average in the Morning Session, Afternoon Session and Overall Daily Average:

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Viev Re Mo	port: Appoi	intments werage W	Reports /aiting Tim	es ¢	×		Syste	em: Visio	n Commu	nity Appoi	ntments 🗸	2			Export	
			Tue	sday	DM	Wedn	esday		Thur	sday	Fri	day				
			AM Session	Average	Clinic (13:00)	Session (15:00)	AM Session	Average	AM Session	Average	Clinic (13:00)	Average				
		Week 2														
	April- 2018	Week 3			4h 20m			3h 15m								
		Week 4														



• **Registered Patients By Practice** - This report details appointments summarised by the patient's registered Practice Name, Number of Patients attending from the practice and the Percentage of patient appointments taken by that practice for the reporting month:

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View Appo Report: [Months: (Dintments Registered 3 Book	Reports I Patients b ss Selected	oy Practic	ev		Syste Book	em: Vision Community Appointments
	20)17		20	18		
	Dece	ember	Jan	uary	Feb	ruary	
	NO.	%	NO.	%	NO.	%	
NHS Vision Test	72	98.63	150	100.0	14	93.33	
Nuffield Heath Test	1	1.37	0	0.0	1	6.67	

Note - The database updates at approx 1 am daily, and the reports are up to date as of close of business yesterday.

See Running Reports on page 5.





Running Reports

Note - Reports are generated at approximately 1 am daily, and include data as of close of business the previous day.

1. Log onto Clinical Portal using the **Systems Support** role.



- 2. Select Appointments Reporting
- 3. The **View Appointments Reports** screen displays, select the **Report** required from the drop down list:

← → C ()h	nttps://vision360.inps.gpsoc.nhs.uk/clinical-portal/?ccg_id=
÷.	julia.wilson@inps.co.uk Systems Support Access - NHS Vision Test Close Patient ? Close Patient ? Close Patient
View Appointme	ents Reports Select Report
Report:	System: NHS Vision Test Appointments *
Months:	May 2018 + Books: All Books +
	Select time period Select books

Reports available:

- Appointments by Age Bands
- Appointments by Ethnicity
- Appointments by Sex
- Appointments by Type
- Appointment Trends
- Average Waiting Times
- Registered Patients by Practice

See Report Library on page 2 for details.



4. Select the **Months** you wish to report on from the drop down list, scroll down to access the full list.

The default is the current month, and you can report on up to 18 months, using **Check all** quickly selects all months:



- 5. Use the **System** drop down to choose the appropriate organisation. This option is greyed out if only one organisation is available.
- 6. The report defaults to **All Books**, if required choose the drop down to refine the selection, the output updates as the settings change.
- 7. The report displays:

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View Rep	Appoir	ntments ppointme	Repo	orts y Age	Band	s 🗸	I			System:	/ision	Corr	munity	/ Appoi	ntments	5 ¥								Exp	ort
Mor	nths:	Ma	y 2018		•					Books:		All Bo	oks	٥											
							Monday								Tuesday							W	/ednesda	ay	
			0-1	1-5	6-15	16-45	46-64	65-80	81+	Unknown	0-1	1-5	6-15	16-45	46-64	65-80	81+	Unknown	0-1	1-5	6-15	16-45	46-64	65-80	81+
		Week 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		Week 2	0	0	1	9	3	0	0	0	0	0	0	3	0	0	0	0	0	0	2	4	1	0	2
Ma	y-2018	Week 3	0	0	0	0	0	0	0	0	0	0	1	5	5	1	0	0	0	0	1	5	3	1	2
		Week 4	0	0	0	0	0	0	0	0	0	0	0	7	6	5	0	0	0	0	0	0	0	0	0
										Se	crol	l to	see	mo	re 🌑	-									

- To change the report view, select Toggle
- Choose **Export** to output the report to CSV.

See Reporting Overview on page 1 and Report Library on page 2 for details.