

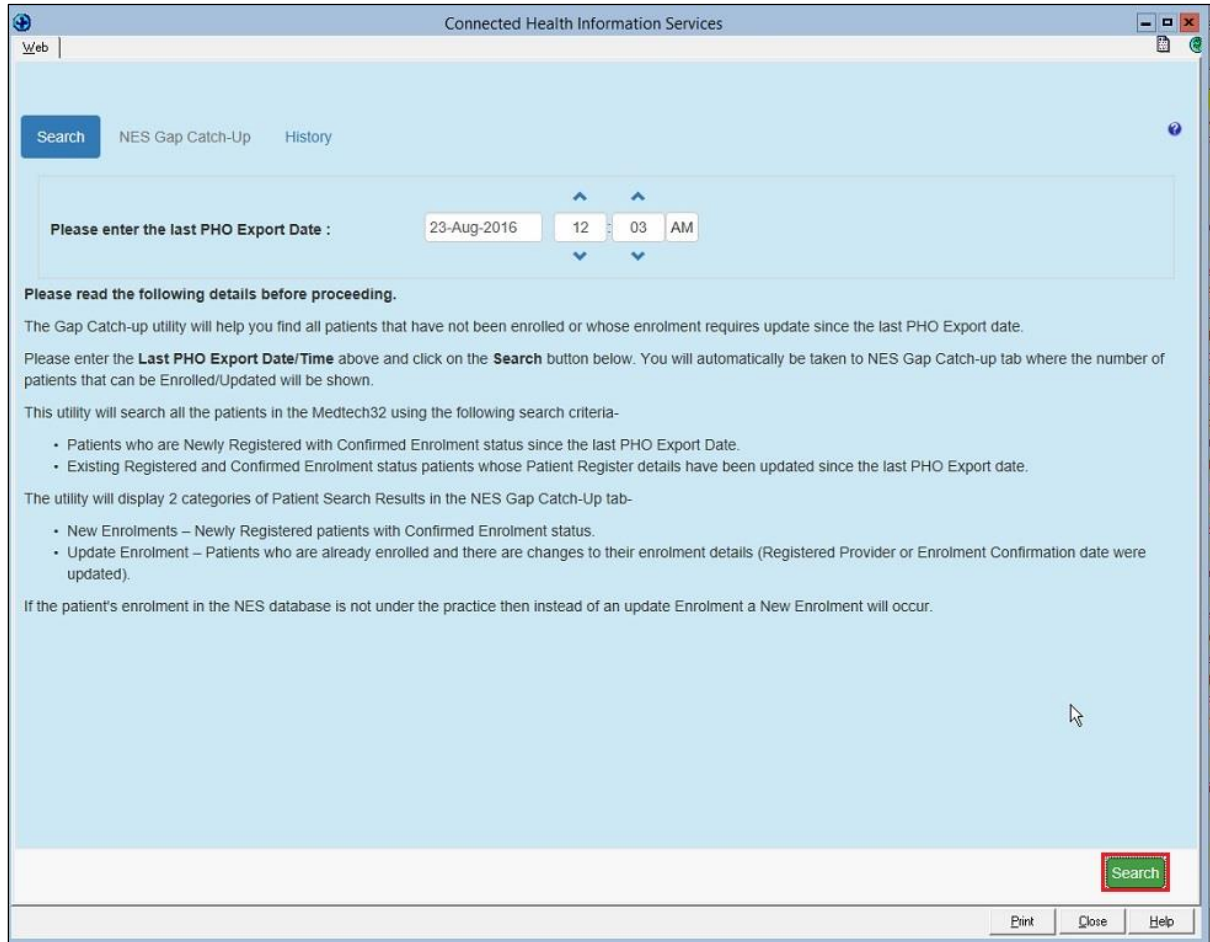
NES Gap Catch-Up Utility

Guide for Multiple Runs (November 2016)

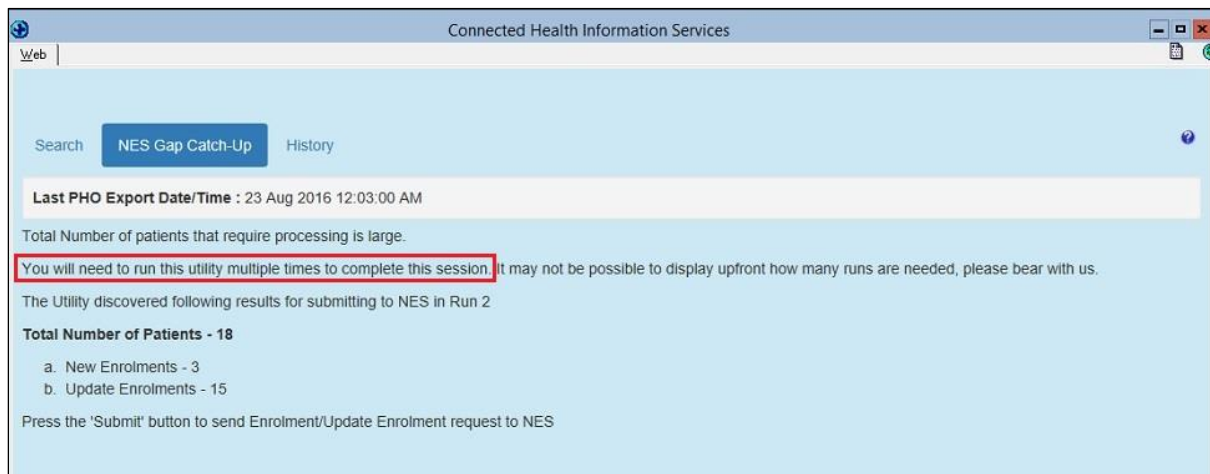


This document contains important information for Medtech users. Please ensure that it is circulated among all relevant staff. We suggest that the document is filed safely for future reference.

As part of the initial steps for performing the Gap Catch-Up process, there is a prompt to enter the date of the last PHO CBF Export run prior to the Go-Live date and the start. Enter these details and click the 'Search' button.

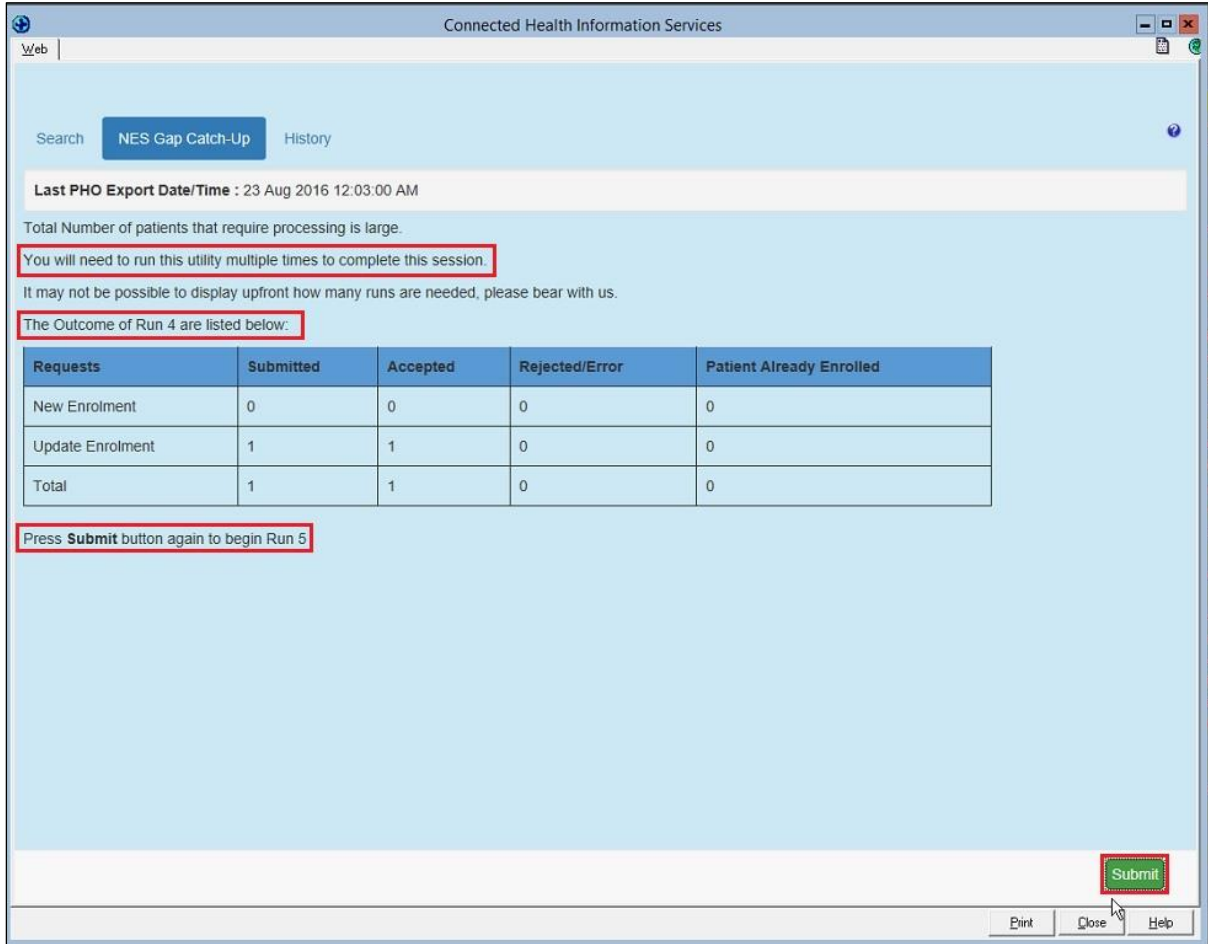


If the total number of patients to be processed by the Gap Catch-Up Utility is large, the practice must run the utility multiple times. In this scenario, the following message is displayed:



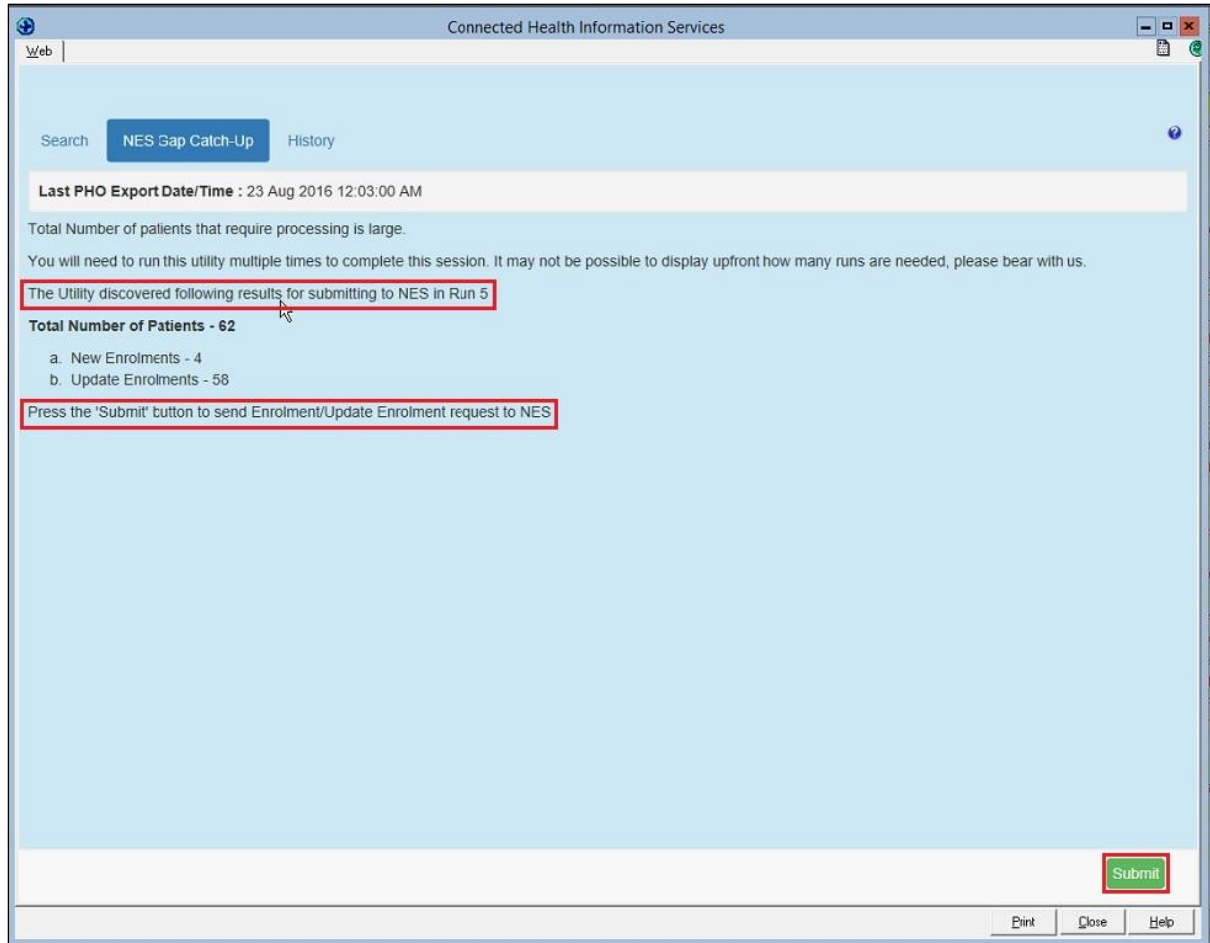
On the completion of each run, there will be a prompt to click the 'Submit' button to start the next run.

In the example shown below, clicking the 'Submit' button will start Run 5.



After the utility has run the search and provided the results, click the **'Submit'** button to send the New Enrolment and Update Enrolment requests to NES.

In the example shown below, Run 5 has completed and there are 4 New Enrolment requests and 58 Update Enrolment requests.



The utility will then present the outcomes for the submitted requests, indicating the number accepted, rejected or already enrolled. There will also be a prompt to click the 'Submit' button to start the next run.

In the example shown below, Run 5 had 60 requests accepted and 2 were rejected.

NOTE: Although only 4 New Enrolment requests were submitted, 45 were accepted while 58 Update Enrolments were submitted with only 15 accepted. These discrepancies arise because when the utility attempted to update the enrolments, some patients were not enrolled with the practice on the NES database. Instead the utility performed a New Enrolment for these patients.

Search **NES Gap Catch-Up** History

Last PHO Export Date/Time : 23 Aug 2016 12:03:00 AM

Total Number of patients that require processing is large.

You will need to run this utility multiple times to complete this session.

It may not be possible to display upfront how many runs are needed, please bear with us.

The Outcome of Run 5 are listed below:

Requests	Submitted	Accepted	Rejected/Error	Patient Already Enrolled
New Enrolment	4	45	0	0
Update Enrolment *	58	15	2	0
Total	62	60	2	0

* If you find any discrepancy in the Submitted vs Accepted numbers above, it is because when this utility attempted an Update Enrolment, in the NES database the patient was not enrolled with the practice, hence the utility performed a New Enrolment.

Press **Submit** button again to begin Run 6

Submit Print Close Help

When the last run is completed, the following message will be displayed and states that no further runs are required.

Connected Health Information Services

Search NES Gap Catch-Up History

Last PHO Export Date/Time : 23 Aug 2016 12:03:00 AM

The Outcomes are listed in the Table below

Requests	Submitted	Accepted	Rejected/Error	Patient Already Enrolled
New Enrolment	0	12	0	0
Update Enrolment *	16	4	0	0
Total	16	16	0	0

* If you find any discrepancy in the Submitted vs Accepted numbers above, it is because when this utility attempted an Update Enrolment, in the NES database the patient was not enrolled with the practice, hence the utility performed a New Enrolment. There are no more records to be processed. Please select the History tab to see the patient details.

Submit

Print Close Help

The **History** tab provides details of the runs performed by the Gap Catch-Up Utility. On the left-hand side of the screen is a list of the runs performed (in this example, 8 runs). Clicking on a specific run will display a report for that run.

The screenshot shows a web browser window titled "Connected Health Information Services". The page has a navigation bar with "Search", "NES Gap Catch-Up", and "History" tabs. The "History" tab is active, showing a list of 8 runs on the left. The selected run is "23 Nov 2016, Run 8: 03:57 PM".

The main content area displays a table of patient records for the selected run. The table has columns: Given Name, Date of Birth, Gender, Requests, and Outcomes. Below this is a summary table with columns: Requests, Submitted, Accepted, Rejected/Error, and Patient Already Enrolled.

Given Name	Date of Birth	Gender	Requests	Outcomes
CHAN	25 Jan	F	Update Enrolment	Enrolment Updated
AMBER	21 Jul	F	Update Enrolment	Enrolment Updated
KEN *	14 Sep	M	Update Enrolment	Enrolment Updated
JOSH	14 Dec	M	Update Enrolment	Enrolment Updated
JO	01 Mar	M	Update Enrolment	Enrolled
TAI	23 Jun	M	Update Enrolment	Enrolled
HO	28 Nov	F	Update Enrolment	Enrolled
TIA	18 Apr	M	Update Enrolment	Enrolled
EMILY	04 Aug	F	Update Enrolment	Enrolled

Requests	Submitted	Accepted	Rejected/Error	Patient Already Enrolled
New Enrolment	0	12	0	0
Update Enrolment *	16	4	0	0
Total	16	16	0	0

* If you find any discrepancy in the Submitted vs Accepted numbers above, it is because when this utility attempted an Update Enrolment, in the NES database the patient was not enrolled with the practice, hence the utility performed a New Enrolment.

Buttons: Print, Close, Help

At the end of the process, returning to the **Search** tab and clicking the '**Search**' button will generate the following message indicating that the gap catch-up has been completed for the specified period.

