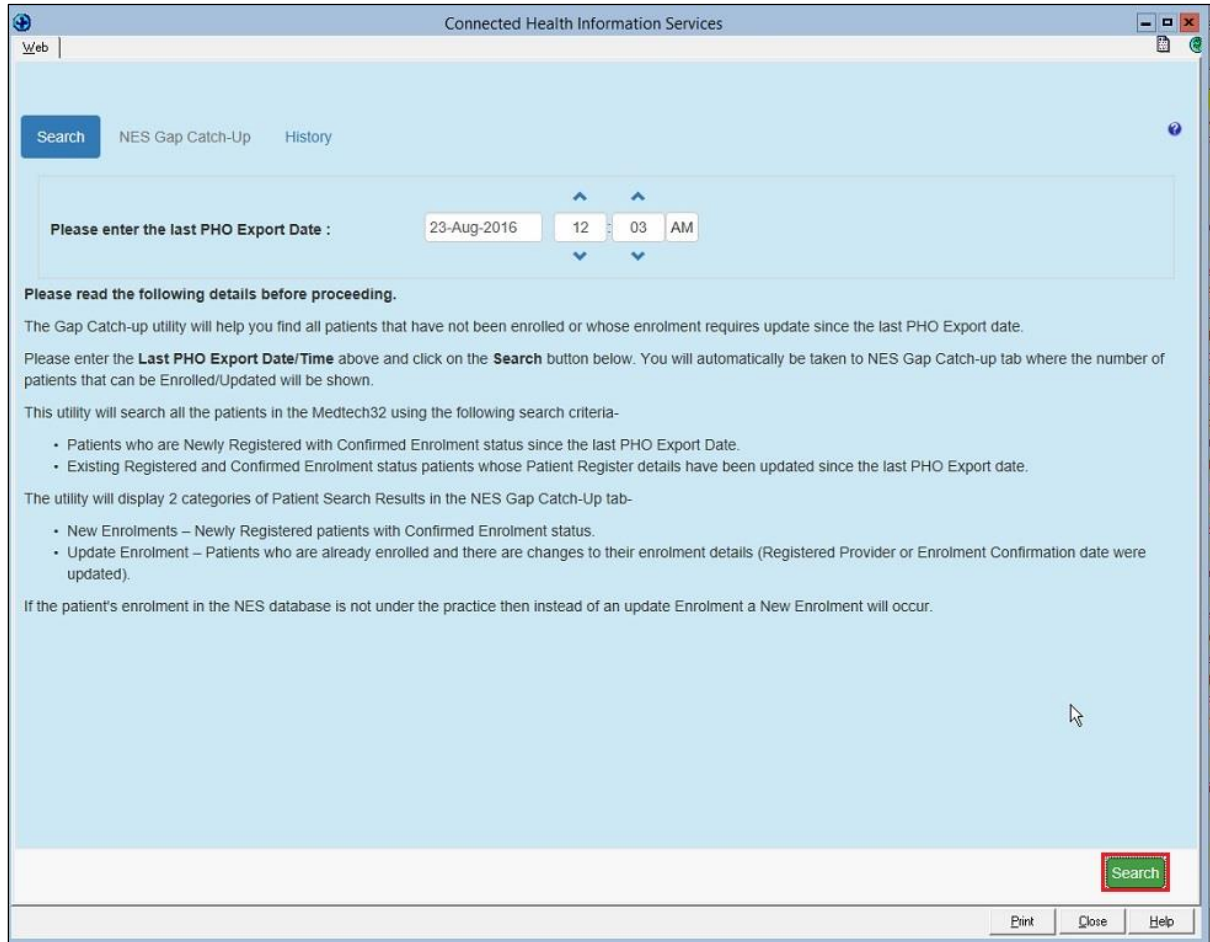# NES Gap Catch-Up Utility

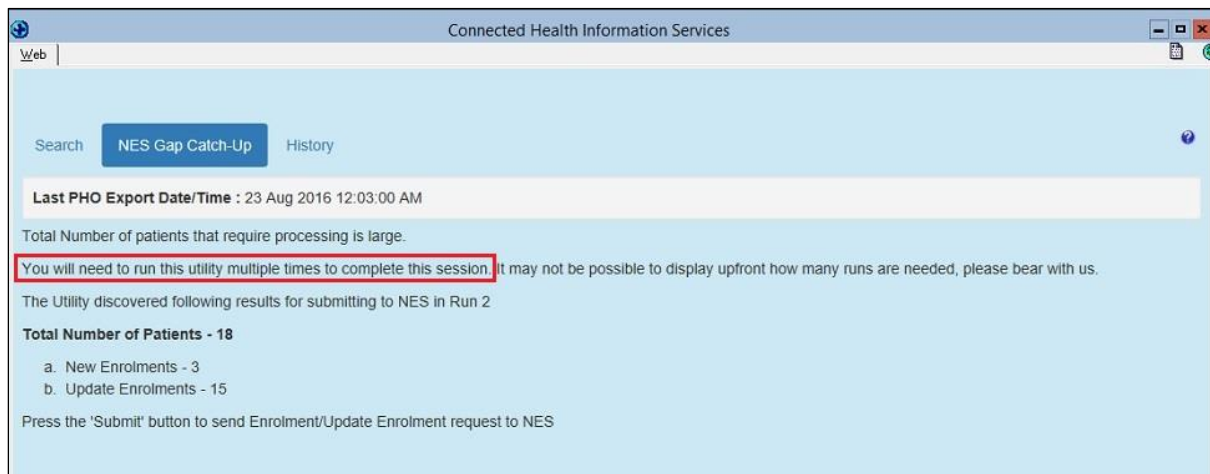## Guide for Multiple Runs
(November 2016)

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.
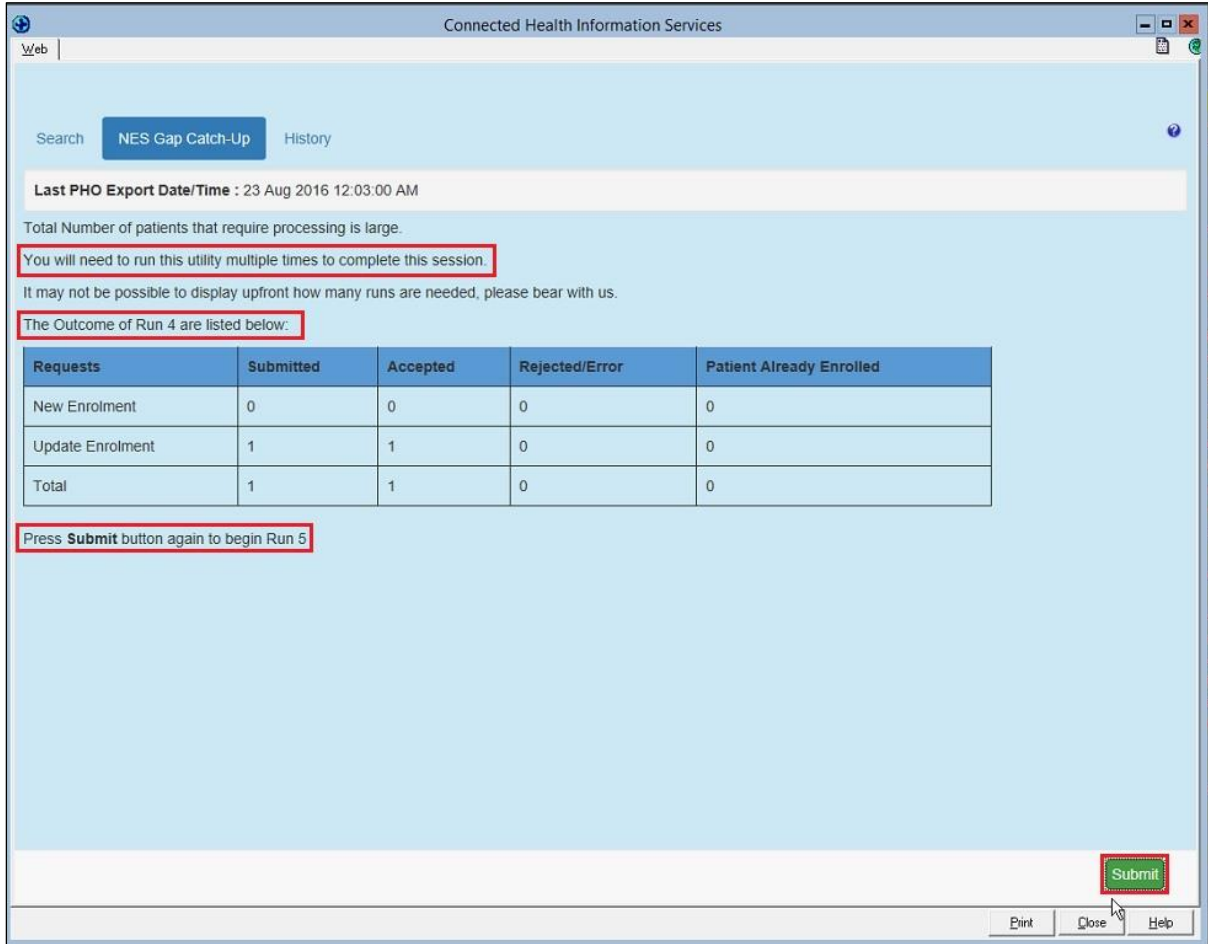

If the total number of patients to be processed by the Gap Catch-Up Utility is large, the practice must run the utility multiple times. In this scenario, the following message is displayed:
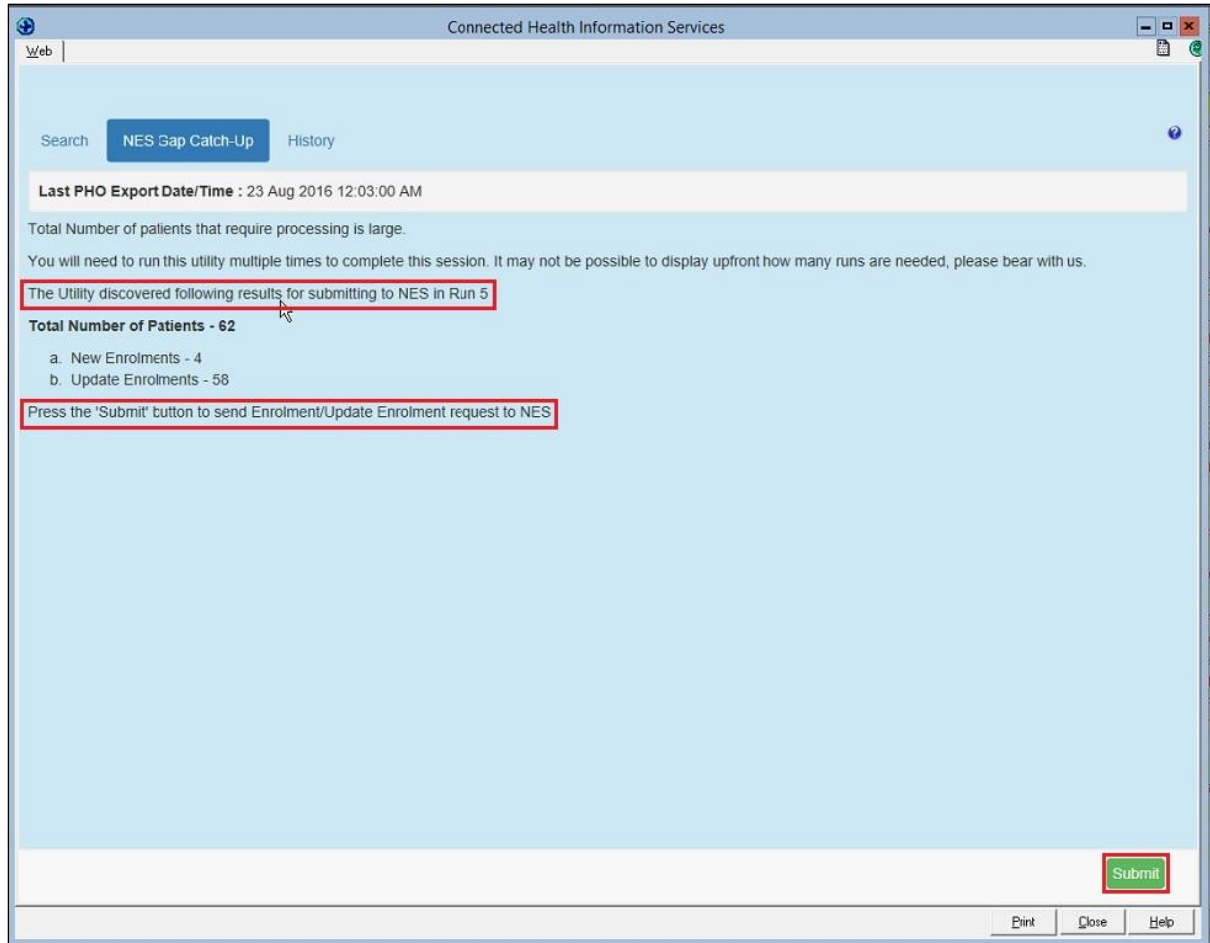
On the completion of each run, there will be a prompt to click the '**Submit**' button to start the next run.

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.

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

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.

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.