

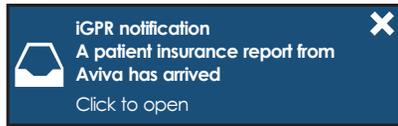
Paperless Insurance Reporting

Quick Guide - Responding to an Electronic Request with iGPR™ for Pocket SystmOne



Step 1 - Launch iGPR

You can launch iGPR in three ways.



Click the iGPR notification when it appears...



... or double click the iGPR icon found in the system tray (the triangle near the clock)...



... or double click the desktop icon.



Step 2 - Home Page

The Pocket home screen will load. Click the large iGPR button on the right.



To get to your practice's report requests, click the 'Insurance Reporting' tab on the left, or click the inbox button in the top right corner. It looks like this:



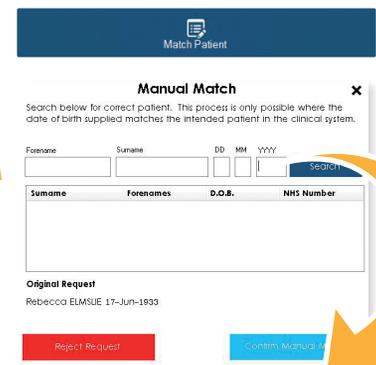
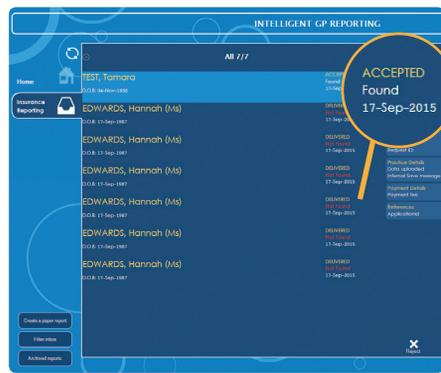
Step 3 - Select a Request

Select a request by clicking on it once with the mouse.

If the patient is listed as 'found', they have been matched in the clinical system and a report can be created for them.

If they are listed as 'not found', but are a registered patient, you can point the request to their record.

Click the 'Match Patient' button, and search for the patient.



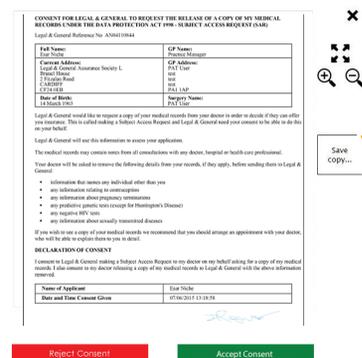
Step 4 - View Consent & Open Request

If the patient is shown as found click 'Consent' from the buttons at the bottom to review the consent form.



If the consent form is acceptable, you can save a copy by clicking the 'save copy' button and choosing a location. You can attach this file into the patient's record if required.

Click the 'Accept Consent' button if happy, or 'Reject Consent' if not.



Step 5 - Open Report

After accepting the consent, a new 'Open' button will appear.

Click the 'Open' button to create the report. The report will then be displayed on screen.



Step 6 - Review Redactions

iGPR will automatically find and 'redact' items in a record that should not be included. Each colour denotes a different redaction type. To amend or make new redactions click on an entry and highlight text to redact.



- Automatic redaction (RED) - restricted Read Code
- Automatic redaction (ORANGE) - sensitive Information
- Automatic redaction (YELLOW) - reference to third - party
- Redaction (GREEN) made by practice staff, or from practice dictionary



Step 7 - Review Attachments

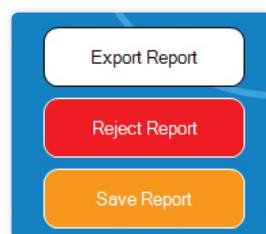
Where a request requires attachments, click on the attachments tab to review associated documents for this patient.



Attachments can also be redacted or removed using the tools on the right hand side.



Step 8 - Save a Copy



You can save a copy of the report as a PDF by clicking the 'Export Report' button. You can attach this file into the patient's record if required.

You can also assign the report to a colleague, ready to review or send, with the 'Save Report' button.



Step 9 - Accept and Send

Click the 'Accept and Send' button.



Accept & Send

Do you wish to send this report now?

Payment method: BACS
 Bank Account Name: Test Account
 AN Number: 123
 GP Surgery Reference:
 Completed by:
 Cheque Payee Name: Mr Test

Add Read code to clinical system (9EX1.)
 Free text: iGPR Report
 File consent form (9EW.)
 Free text: iGPR Report

Cancel Confirm

A read code can be added to the report at this stage, and the consent can be filed into the record.

Enter a reference (for your payment records) and click 'Confirm'.