

## HOW TO ADD A PRACTICE TO THE "GENVASC" ORGANISATION GROUP

The GENVASC consent forms have been shared only with a specific group of practices, known as the "GENVASC" organisation group.

In order to be able to add the forms to your toolbar and use them in a patient record you must first become a member of this organisation group.

**NOTE:** This step **must** be performed by a staff member with System Administrator access rights. This might be a Practice Manager, Admin or Reception Manager or Lead GP.

1) Click on Setup > Users & Policy > Organisation Groups

Patient Appointments Reporting Audit Setup Clinic	cal Tools Workflow Us	er System Help			
Q 📝 🗑 🔲 Users	s & Policy 🕨 🕨	💑 Staff & Organisation Setup	→		
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Vacc	inations •	Public Holidays & Closed Days			
	intments •	Organisation Details			
New Group Join Group Leave Group Data	Entry	💮 Organisation Preferences			
Only show groups this organisation has in Data	Output •	Configure Caseloads			
P and the groups and organisation has a same	rrais & Letters	Organisation Groups			
Hornsea Hospitals Trust (Trust Group     Mobile	e Working & Integration	Configured Lists			
Hounslow	e working a megration v	Notification, Task & Pathology / Radiology Redirection	ership must be approved		
Hounslow CCG Bulk C	Operations •	RBAC Staff Roles			
Hull And East Yorkshire Hospitals Nh: Data	Conversion •	RBAC Business Functions			
Hull Teaching Pct (Trust Group)		Import/Export Staff Local Access Rights			
Humber Nhs Foundation Trust (Trust Group)		🐵 URL & Program Maintenance			
Islington Pct (Trust Group)	Group owner	Scheduled Jobs	Rutland Pct)		
<ul> <li>James Paget University Hospitals Nhs Foundation</li> </ul>	Shared Administration	Strategic Reporting Download Configurations			
<ul> <li>John Coupland Hospital Trust (Trust Group)</li> </ul>	Feature		_	Share with Owner Share with All Me	embers
<ul> <li>John Coupland MIU Trust (Trust Group)</li> </ul>	Appointments, Rota:	s and Visits			*
Johnson Community Hospital Trust (Trust Group)	Patient Record Acce	ss			
<ul> <li>Johnson MIU Trust (Trust Group)</li> </ul>	Access Audit Trails				
<ul> <li>JR Hospital OOH (Trust Group)</li> </ul>					
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Kirklees and Calderdale					
Kirklees LEA (Trust Group)	_				
Kirklees Pct (Trust Group)					-
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Leicester City Pct (Trust Group)	LC&R PCT Reportin	ng Unit (Leicestershire County And Rutland Pct)		11 Nov 2014 Automatic	<b>^</b>
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+ GENVASC					
Leicestershire Prison Heatlhcare Group					
+ LUCC					
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 A list of groups across the country will be displayed on the left-hand side of the screen. Scroll down this list until you find Leicestershire County And Rutland Pct (Trust Group)



3) Click on the [ ] next to Leicestershire County and Rutland Pct (Trust Group) to see all of the groups within Leicestershire. Left-click on **GENVASC** in the list to select it.

Leicestershire County And Rutland Pct (Trust Group)					
+	GENVASC				
+	Leicestershire Prison Heatlhcare Group				
+	LUCC				

4) You will be shown a list of all of the other practices who are currently part of this group. To request membership, and therefore access the GENVASC forms, click on the **Join Group** button on your textual toolbar.

New Group Join Group L	_eave Group	Amend Group
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5) You are now part of the GENVASC group and will be able to access the GENVASC forms.

**Please note:** Nobody in your organisation will be able to access the forms until they have logged off SystmOne by using the F11 Key. You must shut down SystmOne entirely and restart to access the forms.

