

## Summary Care Record – Running the Initial Upload Report

The National Summary Initial Upload Report reports on the message status of the **Initial** GP Summaries. The report gives you the NHS number for each patient and a total count for messages with one of the following status:

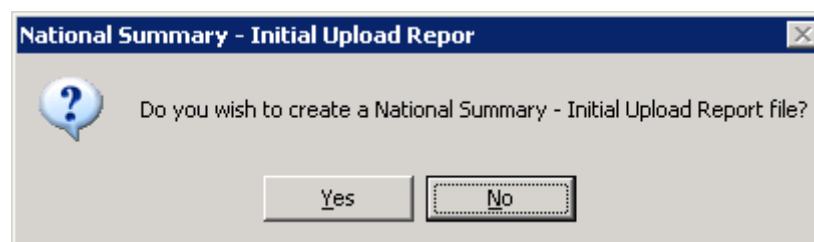
- Successful Summaries
- Timed Out
- Sent Awaiting Acknowledgement
- Available for Transmission
- Other Errors/Rejections

### Install the Utility

1. Copy GPSummaryReport.exe and paste into O:\Program\. This can be done using Windows Explorer.

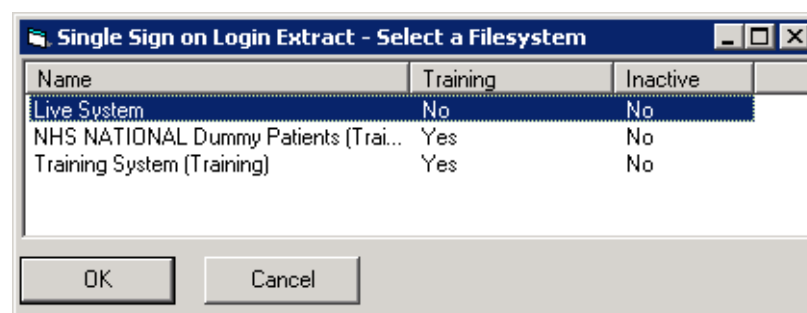
### Generate the Report

1. To launch the utility, in O:\Program double click on **GPSummaryReport**.
2. When prompted with "Do you wish to create a National Summary – Initial Upload Report file?" Click **Yes**.



*National Summary – Initial Upload Report*

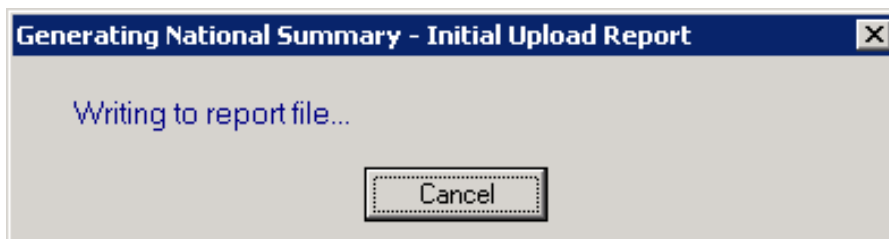
3. Next, the Single Sign on Login Extract – Select a Filesystem screen is displayed.



*Single Sign on Login Extract – Select a Filesystem screen*



4. Select **Live System** and click **OK**.
5. The utility now searches your Vision system for messages.

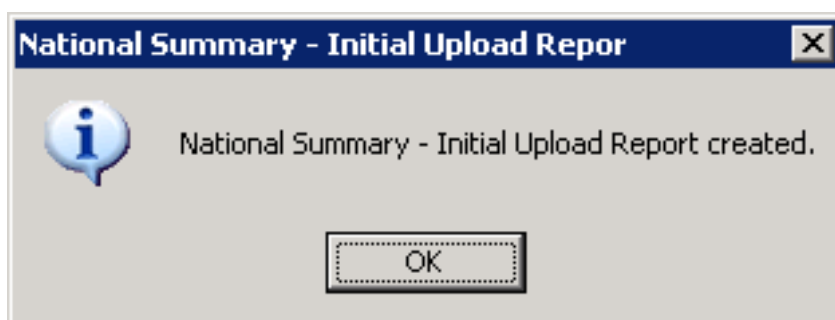


*Generating National Summary - Initial Upload Report*

6. You are prompted with "National Summary -Initial Upload Report created".

**Note** – If you have no SCR patients to report on, you are prompted with "No Patients exist on the Vision System".

7. Click **OK** to open the report.



*Initial Upload Report Created*

## Viewing the Report

The report is displayed automatically once you have accepted the report complete screen. You can also access the report from O:\Program\GPSummaryReport.csv.

Each column lists the NHS numbers of the patients who fit the criteria (see below). Patients are only counted once and hence it is not possible for them to appear in more than one column. The Total row shows the total number of patients in each section.

National Summary - Initial Upload Report					
	Successful Summaries	Timed Out	Sent Awaiting Acknowledgement	Available for Transmission	Other Errors/Rejections
New NHS Number	9999999999 8888888888 7777777777	6666666666 5555555555			4444444444
TOTAL	3	2	0	0	1

*Report Results*



The message status are as follows:

**Successful Summaries:** Successfully acknowledged Initial Summary.

**Timed Out:** Initial Summaries that have been sent but not acknowledged.

In most cases, messages with a status of Timed Out have been sent successfully and an acknowledgment sent back, but not received or not processed properly. Therefore, the Timed Out messages are successful in most cases. If you notice a discrepancy between the Successful Summaries and the Timed Out counts compared to the BT report, you may need to investigate.

**Sent Awaiting Acknowledgement:** Initial Summaries that have not received an acknowledgement but have not yet become Timed Out. A count only appears for such messages if the utility is run immediately after the Initial Upload, and after a few hours such summaries will either become Successful or Timed Out.

**Available for Transmission:** Initial Summaries that have not yet been sent. A count only appears in this section if the utility is run either during the upload or immediately after it.

**Other Errors/Rejections:** Patients who have an Initial Summary with a status of Transmission Error or Rejection, and who do not also have either a Timed Out or Successful Initial Summary. If this number is large (relative to the Successful Summaries), it can suggest a general problem that needs investigation; if the number is small, then another Initial Upload run would probably be the best option.

Please note the following:

- If the patient's NHS number cannot be determined by Vision, the following text is displayed in the NHS number's place: "Patient has no new NHS Number. Id:[nnnnn]".
- When re-running the report, please ensure that you close the previous report file.