

# National Slot Categorisation Quick Reference Guide

**National Slot Categorisation** is an NHS England requirement aimed at standardising the types of slots used in appointments across all systems in England. The National Categories are issued and maintained centrally, for you to assign to your existing slot types.



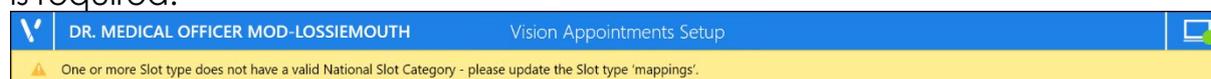
**Note - National Slot Categorisation** is only available if you have upgraded to **Appointments Setup** for the maintenance of your appointment books.

This quick reference guide details initial allocation of slot categorisation, usage and the maintenance requirement.

## What do I need to do?

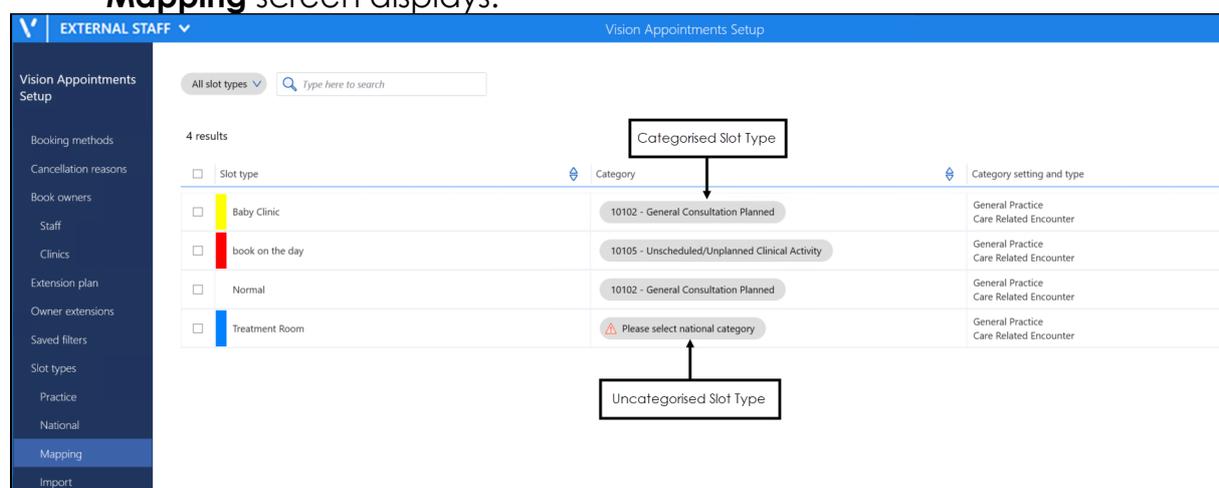
Once you have received **Appointments Setup** release 3.1, as soon as possible you should review your existing **Slot Types** and map them to a **National Slot Category**.

Until you map your **Slot Types** to valid **National Slot Categories** the following message displays "One or more Slot type does not have a valid National Slot Category - Please update the Slot type 'mappings'." when category mapping is required:

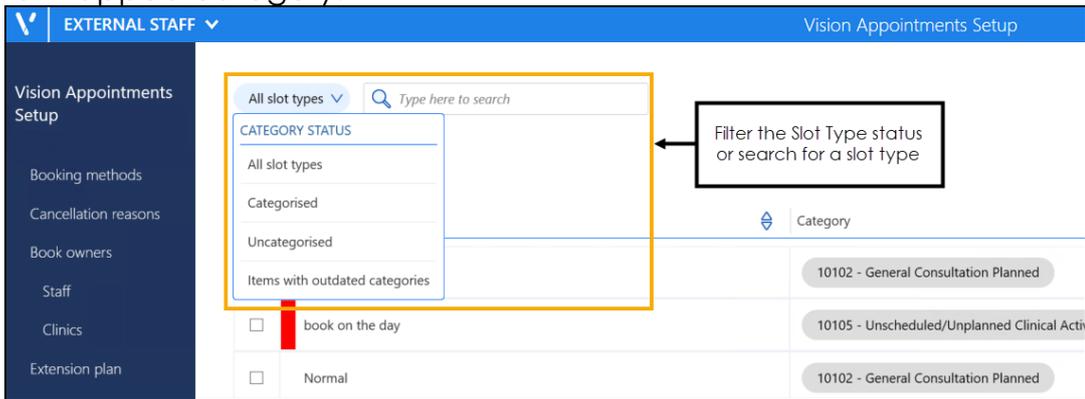


To set a **National Slot Category** for multiple slot types:

1. From the **Appointments Setup** menu, select **Slot Types - Mapping**, the **Mapping** screen displays:

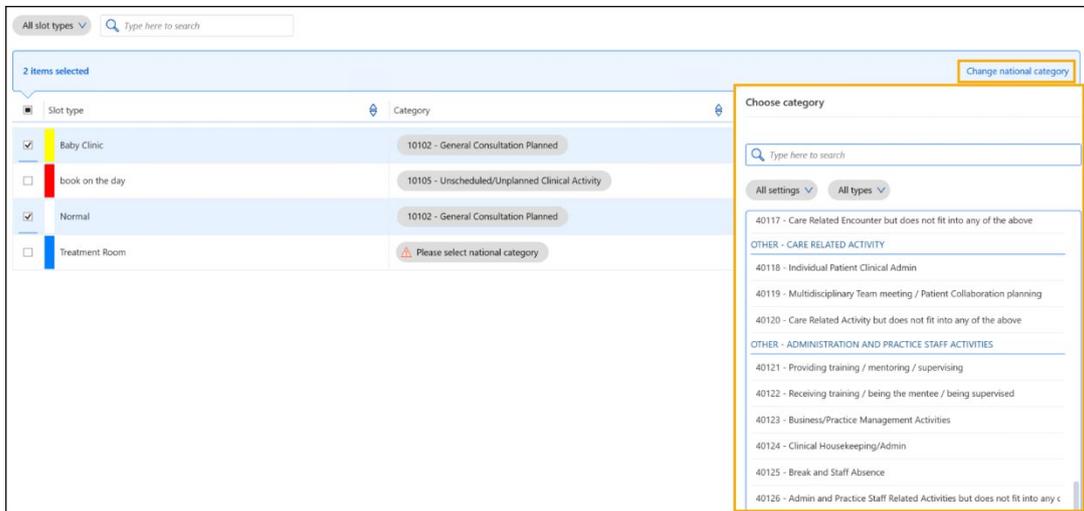


2. Select **Uncategorised** from the filter, to view **Slot Types** that do not have a mapped category:



The screenshot shows the 'Vision Appointments Setup' interface. On the left is a navigation menu with options like 'Booking methods', 'Cancellation reasons', 'Book owners', 'Staff', 'Clinics', and 'Extension plan'. The main area displays a table of slot types. A dropdown menu for 'All slot types' is open, showing options: 'All slot types', 'Categorised', 'Uncategorised', and 'Items with outdated categories'. A red box highlights the 'Uncategorised' option, and an arrow points to it with the text 'Filter the Slot Type status or search for a slot type'. Below the dropdown, a table shows columns for 'Slot type' and 'Category'. The 'Slot type' column has checkboxes for 'book on the day' and 'Normal'. The 'Category' column shows '10102 - General Consultation Planned' for the 'Normal' slot type.

3. Tick the similar slot types to map them to the same relevant category.
4. Select **Change national category**.
5. A list of the national slot categories displays:



The screenshot shows the 'Change national category' dialog box. The main table has columns for 'Slot type' and 'Category'. Two items are selected: 'Baby Clinic' (checked) and 'Normal' (checked). The 'Baby Clinic' slot type is mapped to '10102 - General Consultation Planned', and the 'Normal' slot type is also mapped to '10102 - General Consultation Planned'. The 'book on the day' slot type is mapped to '10105 - Unscheduled/Unplanned Clinical Activity'. The 'Treatment Room' slot type has a warning icon and the text 'Please select national category'. The 'Change national category' dialog box is open, showing a search bar and a list of categories. The categories are grouped into 'OTHER - CARE RELATED ACTIVITY' and 'OTHER - ADMINISTRATION AND PRACTICE STAFF ACTIVITIES'. The categories listed are: 40117 - Care Related Encounter but does not fit into any of the above, 40118 - Individual Patient Clinical Admin, 40119 - Multidisciplinary Team meeting / Patient Collaboration planning, 40120 - Care Related Activity but does not fit into any of the above, 40121 - Providing training / mentoring / supervising, 40122 - Receiving training / being the mentee / being supervised, 40123 - Business/Practice Management Activities, 40124 - Clinical Housekeeping/Admin, 40125 - Break and Staff Absence, and 40126 - Admin and Practice Staff Related Activities but does not fit into any c.

6. Use the filters to find and select the required category:

Choose category

Type here to search

All settings ▾ All types ▾ ← Filter categories

40117 - Care Related Encounter but does not fit into any of the above

**OTHER - CARE RELATED ACTIVITY**

40118 - Individual Patient Clinical Admin

40119 - Multidisciplinary Team meeting / Patient Collaboration planning

40120 - Care Related Activity but does not fit into any of the above

**OTHER - ADMINISTRATION AND PRACTICE STAFF ACTIVITIES**

40121 - Providing training / mentoring / supervising

40122 - Receiving training / being the mentee / being supervised

40123 - Business/Practice Management Activities

40124 - Clinical Housekeeping/Admin

40125 - Break and Staff Absence

40126 - Admin and Practice Staff Related Activities but does not fit into any c

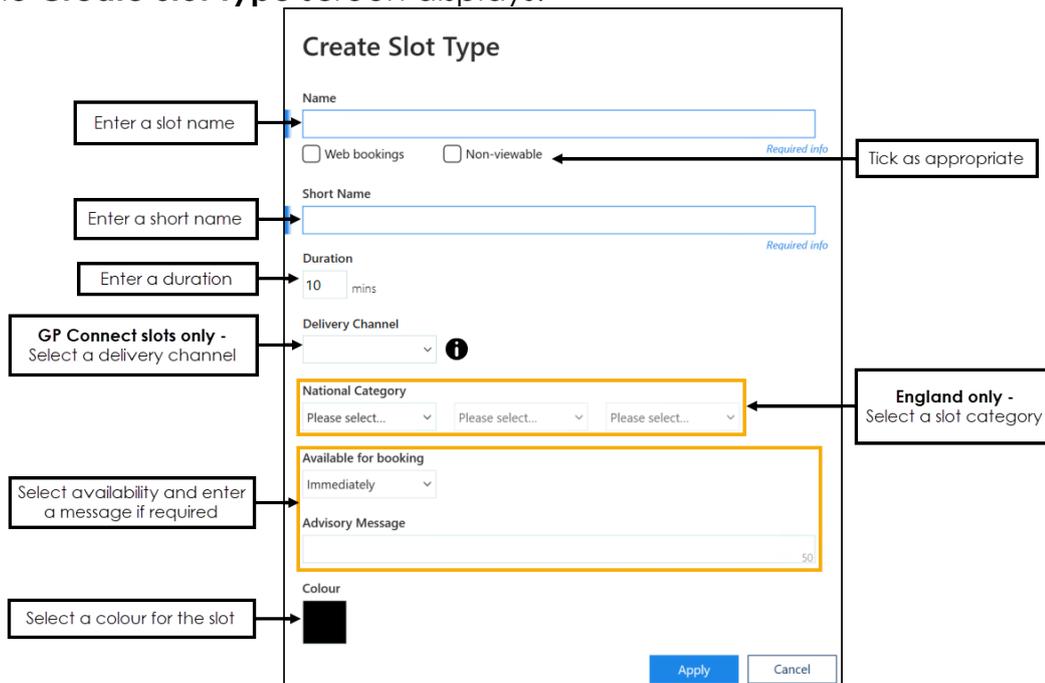
7. Select **Save** to save your changes or **Reset** to cancel any changes:

Save Reset

## Creating New Slot Types

When you create a new **Slot Type** you need to assign it to a **National Slot Category**:

1. From **Appointments Setup**, select **Slot types**  from the **Appointments Setup** menu.
2. The existing slot types display, select **Add slot type** .
3. The **Create Slot Type** screen displays:



The screenshot shows the 'Create Slot Type' form with the following fields and callouts:

- Name**: Text input field with callout 'Enter a slot name'.
- Web bookings** and **Non-viewable**: Checkboxes with callout 'Tick as appropriate'.
- Short Name**: Text input field with callout 'Enter a short name'.
- Duration**: Input field with '10 mins' and callout 'Enter a duration'.
- Delivery Channel**: Dropdown menu with callout 'GP Connect slots only - Select a delivery channel'.
- National Category**: Three dropdown menus with callout 'England only - Select a slot category'.
- Available for booking**: Dropdown menu with 'Immediately' selected and callout 'Select availability and enter a message if required'.
- Advisory Message**: Text area with callout 'Select a colour for the slot'.
- Colour**: Color selection box.

4. Fill in the **Create Slot Type** screen as normal.
5. From **National Category** options, select the category that fits the selected **Slot Type** from:
  - **Setting** - Select where appointments, booked with this slot type, should take place.
  - **Type** - Select the type of appointment this slot type is used for.
  - **Category** - Select the appropriate **Category** for this slot type.



This close-up shows the 'National Category' section of the form. It includes a 'Delivery Channel' dropdown set to 'In-person', an information icon, and three 'National Category' dropdowns: 'Other', 'Care Related Encour', and 'General Consultatio'. A callout box labeled 'Filter National Slot Categories' points to these dropdowns. Below them is the 'Available for booking' dropdown.

6. Select **Apply**  to save the new slot type.

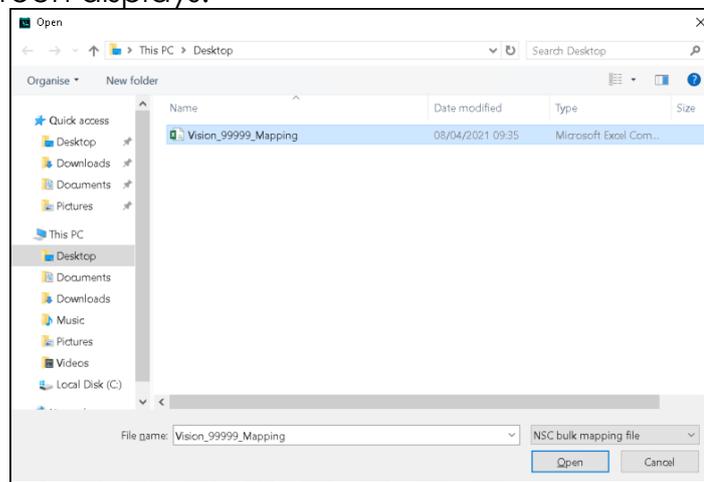
## Receiving and Importing Updates

When **National Slot Categories** are added, updated or inactivated you receive a file to upload, detailing all the changes. This file must be imported using the Slot Types - Import facility.

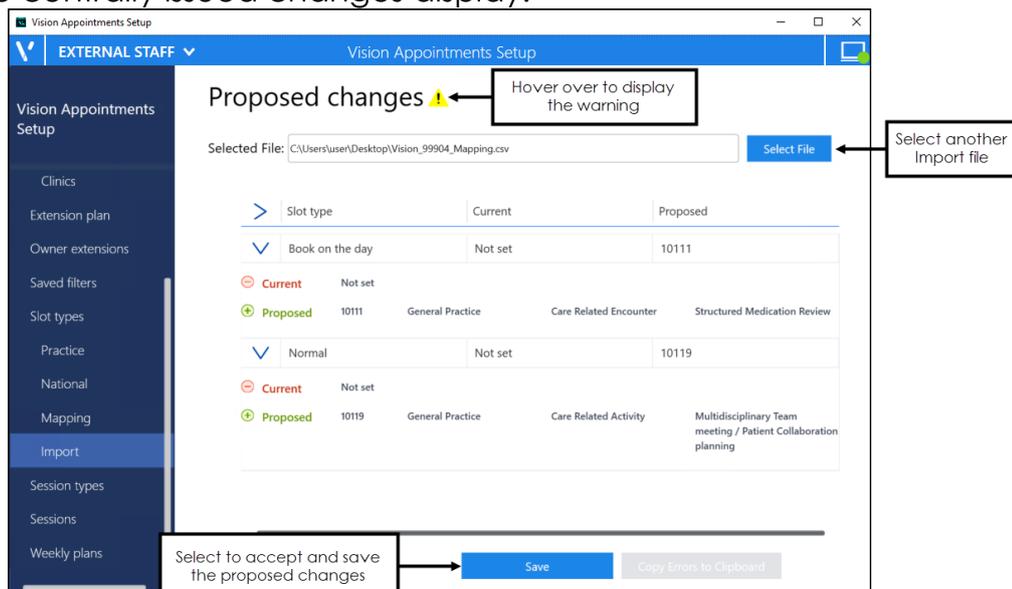
**i Important** - You should review, and if necessary, update items with outdated categories in the **Slot Types - Mapping** screen.

To import and view the proposed changes:

1. Save the file provided to you by the NHS to your computer.
2. Open **Appointments Setup** and log in if required.
3. From the **Appointments Setup** menu select **Slot Types - Import**.
4. The **Open** screen displays:



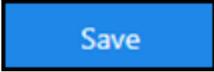
5. Locate and highlight the file you saved and select **Open**.
6. The centrally issued changes display:

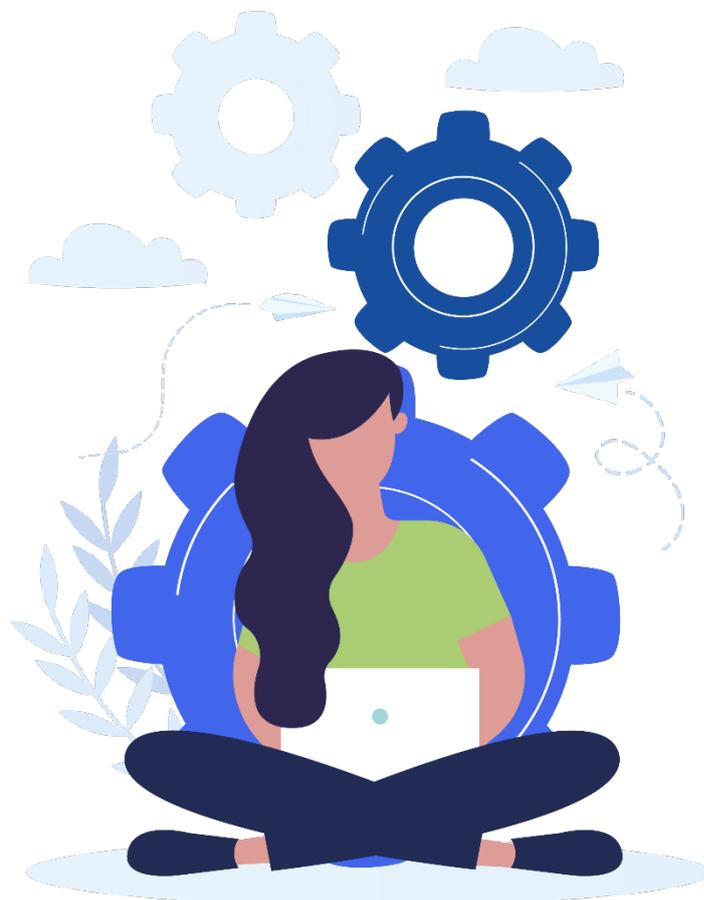


Selected File: C:\Users\user\Desktop\Vision\_99904\_Mapping.csv

Slot type	Current	Proposed
Book on the day	Not set	10111
<div style="display: flex; align-items: center;"> <span style="color: red; font-weight: bold;">Current</span> <span style="margin-left: 10px;">Not set</span> </div> <div style="display: flex; align-items: center; margin-top: 5px;"> <span style="color: green; font-weight: bold;">Proposed</span> <span style="margin-left: 10px;">10111</span> <span style="margin-left: 20px;">General Practice</span> <span style="margin-left: 20px;">Care Related Encounter</span> <span style="margin-left: 20px;">Structured Medication Review</span> </div>		
Normal	Not set	10119
<div style="display: flex; align-items: center;"> <span style="color: red; font-weight: bold;">Current</span> <span style="margin-left: 10px;">Not set</span> </div> <div style="display: flex; align-items: center; margin-top: 5px;"> <span style="color: green; font-weight: bold;">Proposed</span> <span style="margin-left: 10px;">10119</span> <span style="margin-left: 20px;">General Practice</span> <span style="margin-left: 20px;">Care Related Activity</span> <span style="margin-left: 20px;">Multidisciplinary Team meeting / Patient Collaboration planning</span> </div>		



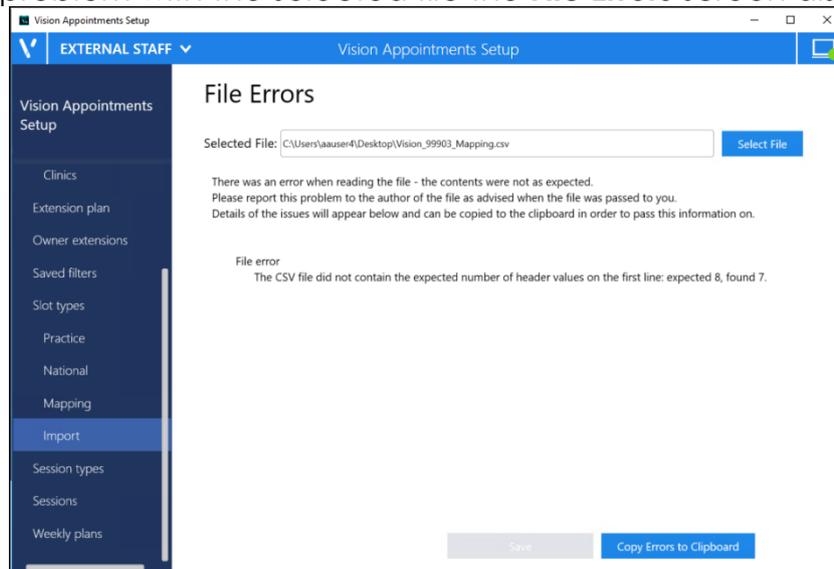
7. Select **Save**  to accept and save the changes.
8. If required, select **Select File**  to find and process another file.
9. You can navigate away from the **Proposed changes** screen without saving the changes if required.
10. Your **National Slot Categorisation** mapping should now be reviewed, see [Slot Types – Mapping](#) to review any additional or outdated categories.





## File Error

If there is a problem with the selected file the **File Errors** screen displays:



Select either:

- **Select File** **Select File** to find and process a different file.
- **Copy Errors to Clipboard** **Copy Errors to Clipboard** to copy to the Windows clipboard and paste into a document to action as required.

