The Usual GP on a Pooled List

Within **Vision 3** a patient is allocated a **Usual GP**, by default this is the patient's **Registered GP**.

Within **Mail Manager**, where a patient is registered with a pooled list GP and the **Usual GP** has not been updated, some incoming messages may be allocated to the pooled list GP's mailbox which can delay processing.

Registering and Re-registering Patients

To ensure the **Usual GP** is allocated to an individual GP the following procedure should be followed when registering and re-registering patients:

1. With the initial registration screens complete, select the **Registration** tab:

2. From **Usual GP**, select a real GP.
3. Select **OK** to save and close.

Checking and Updating Existing Usual GP Selections

The **Clinical Audit GP Analysis** clinical audit enables you to quickly and easily view **Usual GP** data and save patient groups for updating, choose any **Total Contractor Population** audit line and select the **GP Analysis** tab.

> See GP Analysis in the Clinical Audit Help Centre for details.

You can transfer patients, either all, or those within a group, from one usual GP to another. The **Acceptance date** does not change.

> **Note** - If you plan to reallocate a group of patients, rather than all patients, first create your group in **Search & Reports** or identify the group in **Clinical Audit**.

To reallocate the **Usual GP**:

1. From the **Vision 3** Front screen, select **Registration**. Select **Transfer** - **Partnership Reallocation** - **Usual GP**:
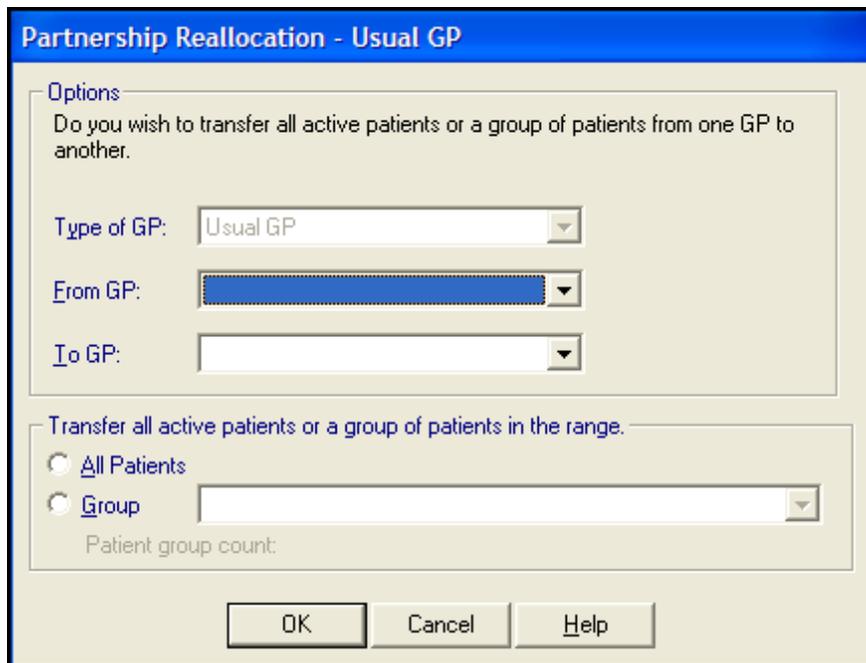
2. Complete as follows:

- **Type of GP** - Defaults to **Usual GP**.
- **From GP** - Select the GP the patients are moving from.
- **To GP** - Select the GP the patients are moving to.
- **Transfer all active patients or a group of patients in the range**:
  - **All Patients** - Select to update all patient registration records
  - **Group** - Select to move a group of patients, select the group required from the list

3. Select **OK**.

The reallocation takes place, showing a progress bar.

> **Reminder** - As part of your regular housekeeping, you should regularly check Mail Manager for unfiled, unmatched and/or unallocated messages. The **Staff Access** tab in Mail Manager allows viewing and maintenance of staff access rights, assign access to the pooled list GP mailbox to your Mail Manager administrators. See Overview of Processing Messages in the Mail Manager Help Centre for details.