

General Practice Extraction Service (GPES) quick reference guide, July 2015

This guide is for General Practice (GP) staff and NHS England area teams using the General Practice Extraction Service (GPES) for primary care information collections.

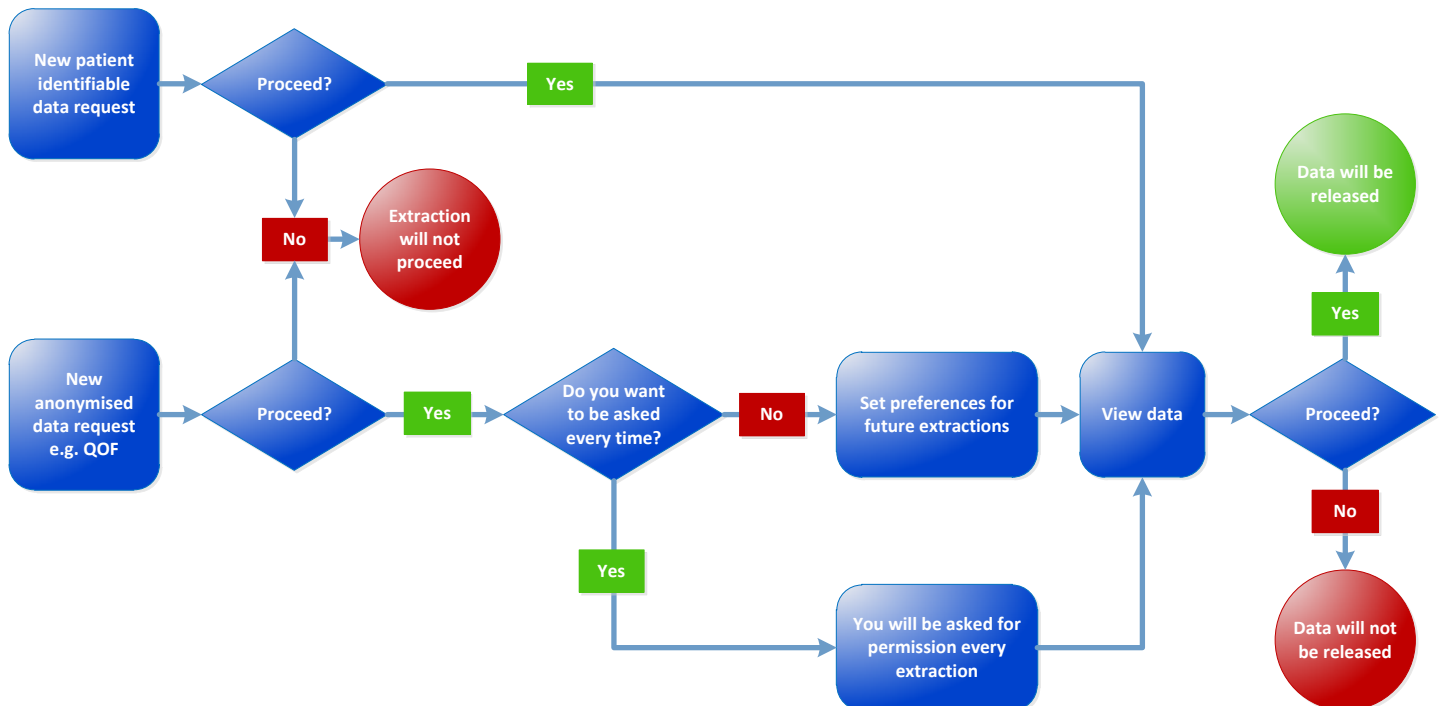
Overview

This flowchart shows the process for a General Practice Extraction Service (GPES) data extraction request from a general practice (GP) perspective.

There are two types of data requested, effectively anonymised and patient identifiable.

- Requests that require **effectively anonymised** data can be set to run automatically once the first request has been processed. This is to help reduce the levels of GP activity required for administering GPES. You will still be notified of these extractions prior to the release of any data, but you will not have to follow the process outlined below every time.
- Requests that require **patient identifiable** data will always require your permission before they can proceed. This is to help ensure data protection and security.

Please note: The diamonds on the flowchart represent choices you will be asked to make during an extraction that can be amended using the Set Preferences and/or Set Decisions functions of GPES.



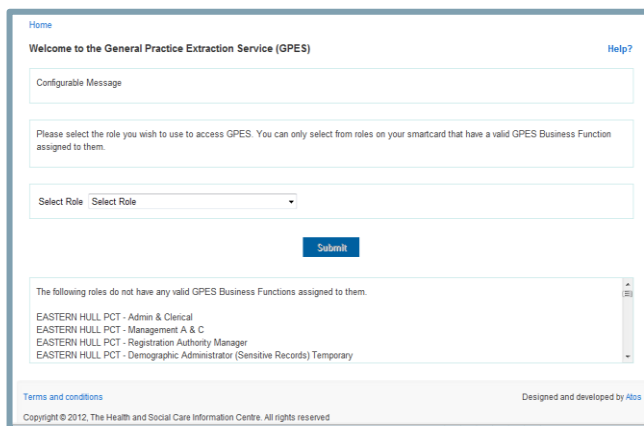
Logging in

Please follow this process to log in to GPES:

- insert your smartcard
- enter your log in details to authenticate with the Spine
- open your internet browser and navigate to <https://www.gpes.nhs.uk>
- choose the role most appropriate to you – the role must have an authorised GPES business function
- access GPES.

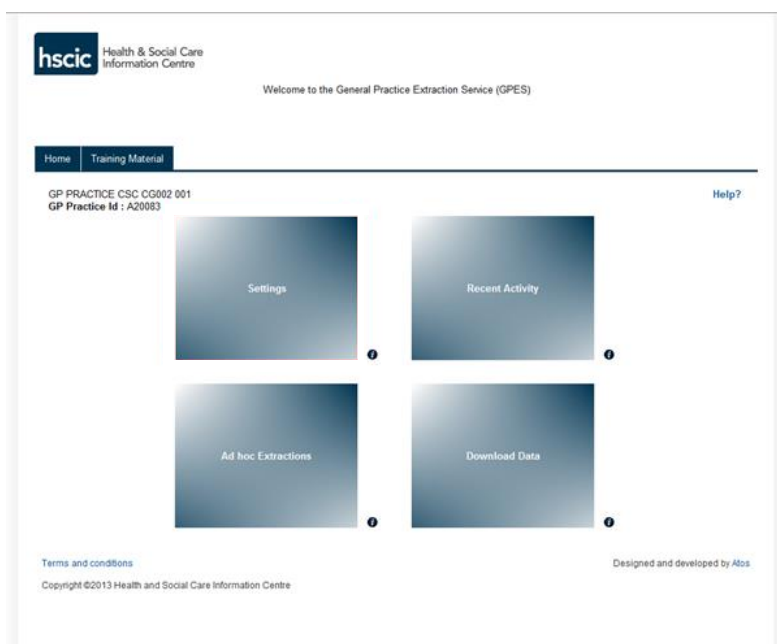
Entry to the GPES portal will be stopped if you do not have a smartcard inserted into your smartcard reader or, if the inserted smartcard does not have the correct permissions to allow access to GPES. If you have a smartcard and believe you should have access to GPES, please contact your registration authority.

Please note: depending on your security settings, you may be prompted to accept a security certificate when accessing GPES. If this happens please click Run and proceed as normal.



Home page

The screen below is the GPES home page which gives four options



Setting preferences

You'll be asked for your practice's authorisation to run every data extraction. If you wish to run the regular effectively anonymised aggregate extract requests automatically, log into GPES and set your preferences.

You'll still receive notification of every effectively anonymised extraction and you'll be able to stop a specific extraction running.

Please note: any extractions that are requesting patient identifiable data will always require you to give individual authorisation, irrespective of the preference you set.

Reviewing decisions

The Recent Activity screen will display the decisions you have made that affect each extraction.

This screen displays the decisions you've made for previous extraction requests or their results if the data is still in secure GPES data storage.

You'll receive a notification to inform you that an extraction is complete before we release data.

Please note: you can't stop an extraction once it's started, but you can stop its data being released once the extraction is complete.

The screenshot shows the 'Recent Activity' screen in the GPES system. At the top, there is a navigation bar with 'Home' and 'Training Material' tabs. Below this, the user is identified as 'GP PRACTICE CSC CG002 001'. The main content area is titled 'Recent Activity' and includes a 'Query' dropdown menu set to 'All'. A table displays a list of extraction queries with columns for 'Query Name', 'Query Extraction', 'Scheduled to run' (with sub-columns for 'Start' and 'End'), and 'Settings History' (with sub-columns for 'Allow query to run' and 'Release Data to GPES Customer'). The table shows several rows of data, including queries for 'QOF 2013 14 Rel 2.2.1' and 'GPES Early Adopter QOF 2012 13'. A 'Back' button is located below the table. At the bottom of the page, there are links for 'Terms and conditions' and 'Designed and developed by Atos', along with a copyright notice for 2013 Health and Social Care Information Centre.

Query Name	Query Extraction	Scheduled to run		Settings History	
		Start	End	Allow query to run	Release Data to GPES Customer
QOF 2013 14 Rel 2.2.1	660000000265	14/07/2015	24/07/2015	Yes	
GPES Early Adopter QOF 2012 13	660000000133	05/07/2015	15/07/2015	Yes	Yes
GPES Early Adopter QOF 2012 13	660000000134	05/07/2015	15/07/2015	Yes	Yes
GPES Early Adopter QOF 2012 13	660000000135	05/07/2015	15/07/2015	Yes	Yes
GPES Early Adopter QOF 2012 13	660000000136	05/07/2015	15/07/2015	Yes	
GPES Early Adopter QOF 2012 13	660000000137	05/07/2015	15/07/2015	Yes	Yes
QOF 2013 14 Rel 2.2.1	660000000262	04/07/2015	14/07/2015	Yes	
QOF 2013 14 Rel 2.2.1	660000000261	24/06/2015	04/07/2015	Yes	
QOF 2013 14 Rel 2.2.1	660000000260	14/06/2015	24/06/2015	Yes	
QOF 2013 14 Rel 2.2.1	660000000259	04/06/2015	14/06/2015	Yes	
QOF 2013 14 Rel 2.2.1	660000000236	25/05/2015	04/06/2015	Yes	Yes

Viewing results

Once an extraction has run, the data will be transferred to the secure GPES data storage. A copy will remain on your clinical system and you'll be able to view the data using this or GPES. Your clinical system supplier will explain how to access it.

The data will remain in the secure GPES data storage area until our client has confirmed receipt, or 14 days after they were informed of its availability, after which it will be deleted.

While in secure GPES data storage, only GP staff with associated access rights can view the data. It can't be viewed by anyone at HSCIC.

Ad hoc extractions

This facility is not available.

Help with GPES

Technical support Contact your [clinical system supplier](#)

Training [GPES training](https://training.gpes.nhs.uk/home) [https://training.gpes.nhs.uk/home]

System [GPES log in](https://www.gpes.nhs.uk) [https://www.gpes.nhs.uk]

Web [GPES](http://www.hscic.gov.uk/gpes) [http://www.hscic.gov.uk/gpes]