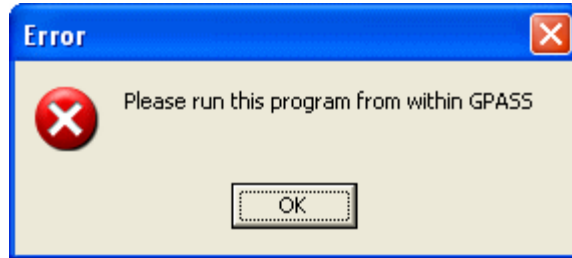
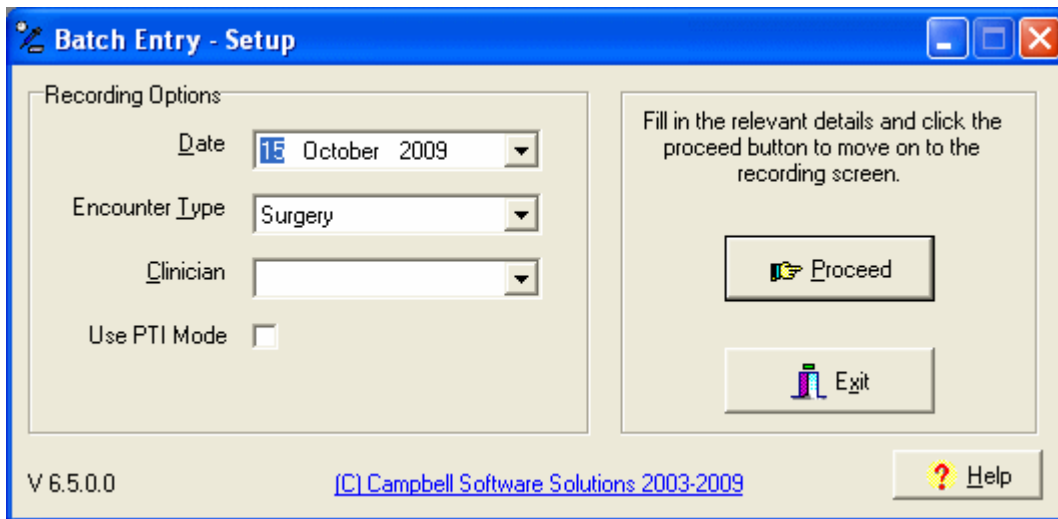


Using the Batch Entry Program

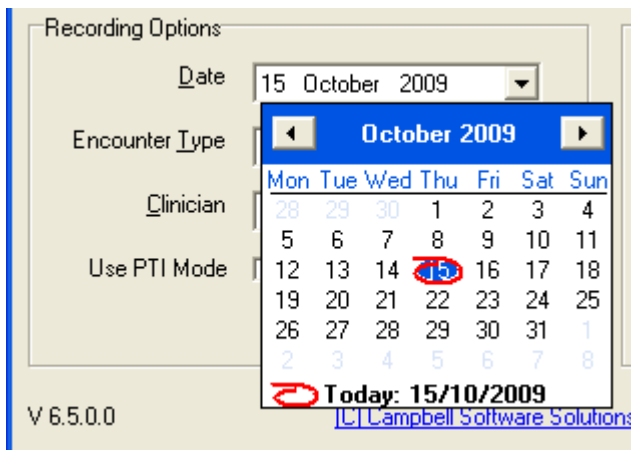
When the program is run it will check if GPASS is currently open or not. If GPASS is not currently running then you will see the following message:



When the program first loads then the following window will appear:

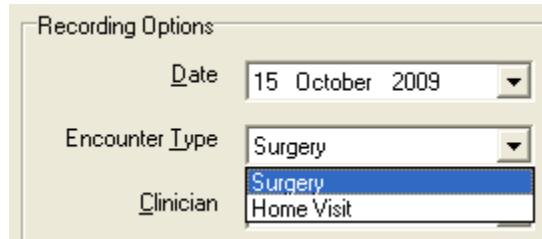


When the program is loaded the date will default to the current date. The default date can be changed to a date in the past to allow the program to also be used to record vaccinations that have taken place on previous dates. To change the date, simply click on the drop down list to display the current month as below.



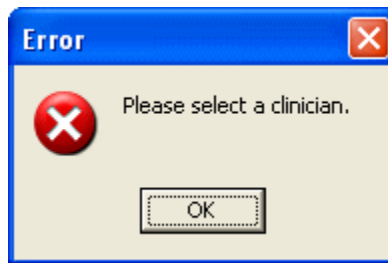
The date can be chosen by clicking on the date you wish to select or if the date is in a different month then clicking on the arrows to either side of the date.

The program will support the encounter types of home and surgery. To change the type click on the drop down list.

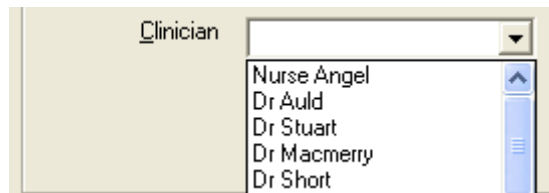


The image shows a dialog box titled "Recording Options". It contains three fields: "Date" with a dropdown menu showing "15 October 2009", "Encounter Type" with a dropdown menu showing "Surgery", and "Clinician" with a dropdown menu showing "Surgery" and "Home Visit".

It is necessary that a clinician is chosen as their name will be used to record the information in the patients GPASS clinical record. If you try and proceed without selecting a clinician then the following error message will appear.

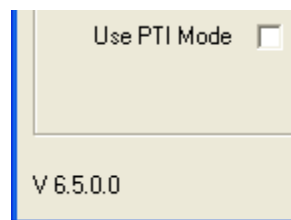


The clinician list is populated from the existing list of clinicians within GPASS. To select the clinician choose from the drop down list.



The image shows a dropdown menu for the "Clinician" field. The menu is open, showing a list of names: "Nurse Angel", "Dr Auld", "Dr Stuart", "Dr Macmerry", and "Dr Short".

If a practice is part of the PTI program then the program will also support the use of the relevant morbidity for the vaccination. To use this facility click the *Use PTI Mode* option.



The image shows a checkbox labeled "Use PTI Mode" which is currently unchecked. Below the checkbox, the version number "V 6.5.0.0" is displayed.

Once you have finished entering details then click on the **Proceed** button.

Recording a Vaccination

Batch Maintenance Clinician: **Dr Auld** Clinic Date: **15/10/2009** Encounter Type: **Surgery**

Vaccination to Record: [Dropdown]

Vaccination Batch: [Dropdown]

Injection Site: [No injection site specified]

Record Patient Consent:

(C) Campbell Software Solutions 2003-2009

You will note that the information you have entered in the previous screen is visible at the top of this window. You may click the **Setup** button to go back and change this at any time.

To record a vaccination, select the vaccine being administered from the drop down list:

[Dropdown]

- Influenza
- Pneumococcal
- Pandemic Influenza - First Dose
- Pandemic Influenza - Second Dose

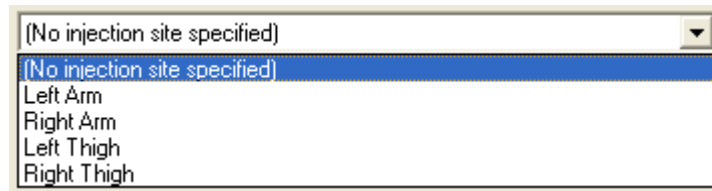
If required select the vaccine batch given:

[Dropdown]

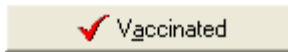
- (No batch details)
- (No batch details)
- Celvapan (Baxter) : 334455 : 17/10/2009

N.B. Please see the Batch Maintenance section in the Consulting Room user manual for details on how to add or edit available vaccine batches.

If required you can also select the injection site:

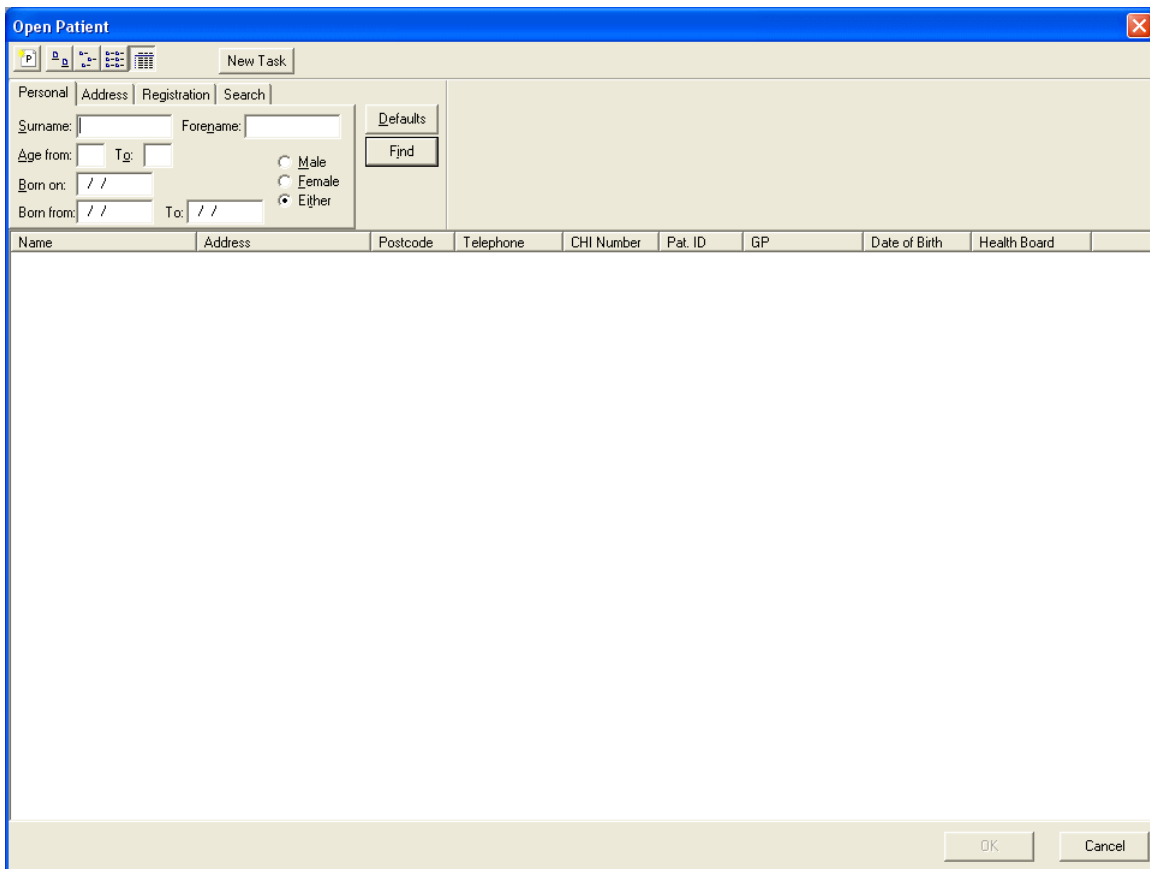


A dropdown menu with a downward arrow on the right. The menu is open, showing the following options: (No injection site specified), (No injection site specified) (highlighted in blue), Left Arm, Right Arm, Left Thigh, and Right Thigh.



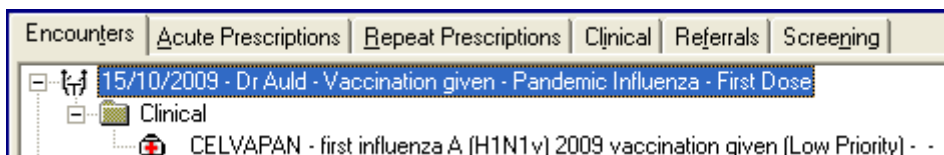
Once all the required fields have been filled, click **Vaccinated**.

GPASS will then pop up for you to select the patient who has received the vaccination. You can use the GPASS patient browser in the normal way to select the patient.



The "Open Patient" dialog box is shown. It has a blue title bar and a close button (X) in the top right corner. The main area is divided into several sections: "Personal", "Address", "Registration", and "Search". The "Personal" section contains fields for Surname, Forename, Age from, To, Born on, and To, along with radio buttons for Male, Female, and Either. There are "Defaults" and "Find" buttons. Below this is a table with columns: Name, Address, Postcode, Telephone, CHI Number, Pat. ID, GP, Date of Birth, and Health Board. The table is currently empty. At the bottom right, there are "OK" and "Cancel" buttons.

Once you have chosen your patient, the appropriate entries will be recorded against their record in GPASS. Below is an example of a recording as visible in GPASS:



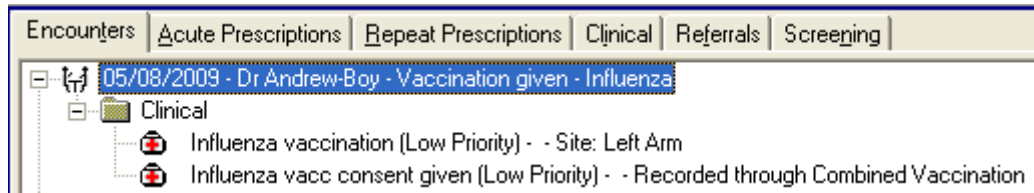
A screenshot of the GPASS patient record interface. The top navigation bar includes "Encounters", "Acute Prescriptions", "Repeat Prescriptions", "Clinical", "Referrals", and "Screening". The "Encounters" tab is active, showing a list of encounters. The first encounter is highlighted: "15/10/2009 - Dr Auld - Vaccination given - Pandemic Influenza - First Dose". Below this, there is a "Clinical" section with a sub-entry: "CELVAPAN - first influenza A (H1N1v) 2009 vaccination given (Low Priority) -".

If the site of the injection was recorded this will be displayed to the right of the vaccination that has been given.

Practices may also automatically record the patient consent read codes for the selected vaccinations by checking the **Record Patient Consent** check box.

Record Patient Consent:

Whenever this option is selected, the appropriate consent read code will automatically be recorded in the patient record as the example below illustrates:

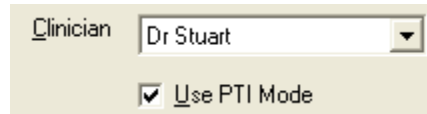


Please note that the patient consent flag will be automatically reset after each recording and will require re-selected for the next patient.

If you receive notification that a patient has received a vaccination out with the GP practice this can be recorded through the software but marked as non-claimable so that the software will not attempt to claim payment for the administration of this vaccination. This is achieved by checking the **Vaccinated Elsewhere** button instead of the Vaccinated button.

PTI Functionality

The program also supports practices who participate in the PTI project by recording the relevant morbidity for vaccination when PTI mode has been enabled on the setup screen.



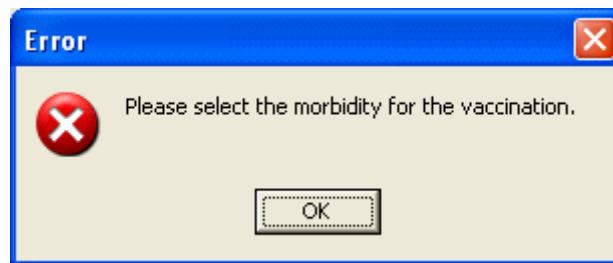
Clinician: Dr Stuart
 Use PTI Mode

The morbidity required by PTI will now be available on the recording screen as an additional option to select:



Morbidity:

If no morbidity has been chosen when a user tries to record a vaccination they will see the following error message:



However, there will be times when it is appropriate to choose **<none>** from the drop down list of morbidities as according to PTI rules.

After recording the vaccination the morbidity will be added as another read code in addition to the vaccination read code as below:

