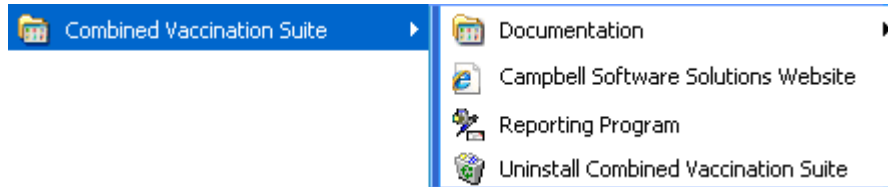


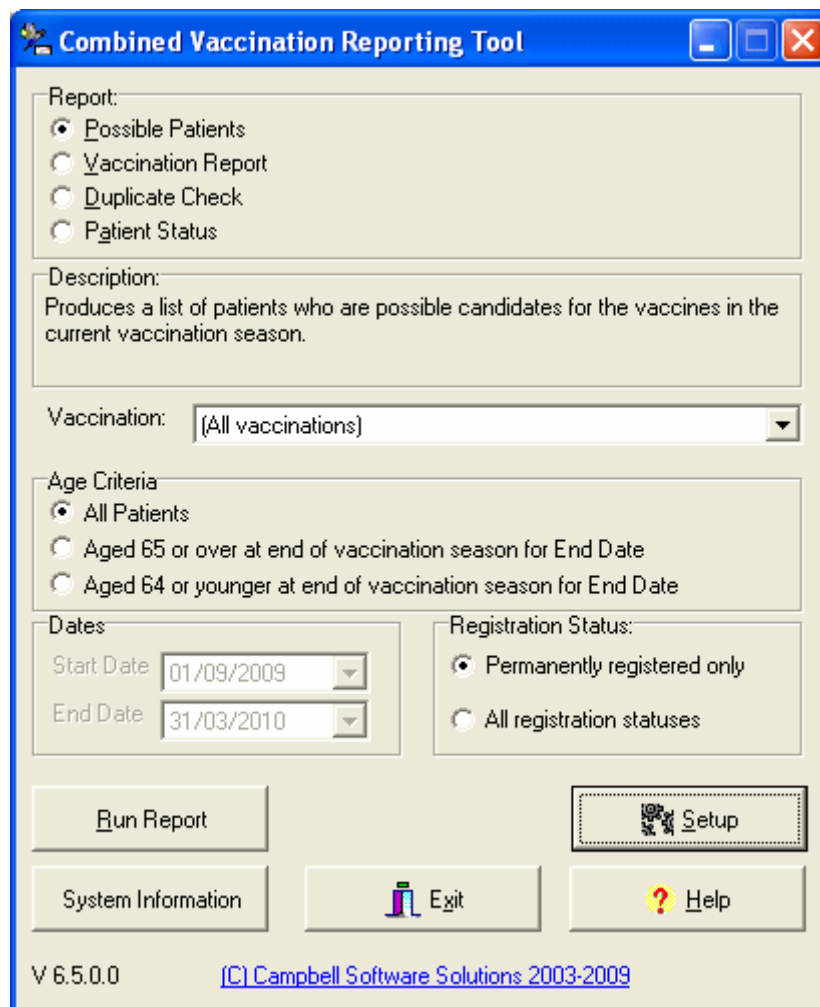
Using the Reporting Program

The reporting program can be accessed from the Programs menu.

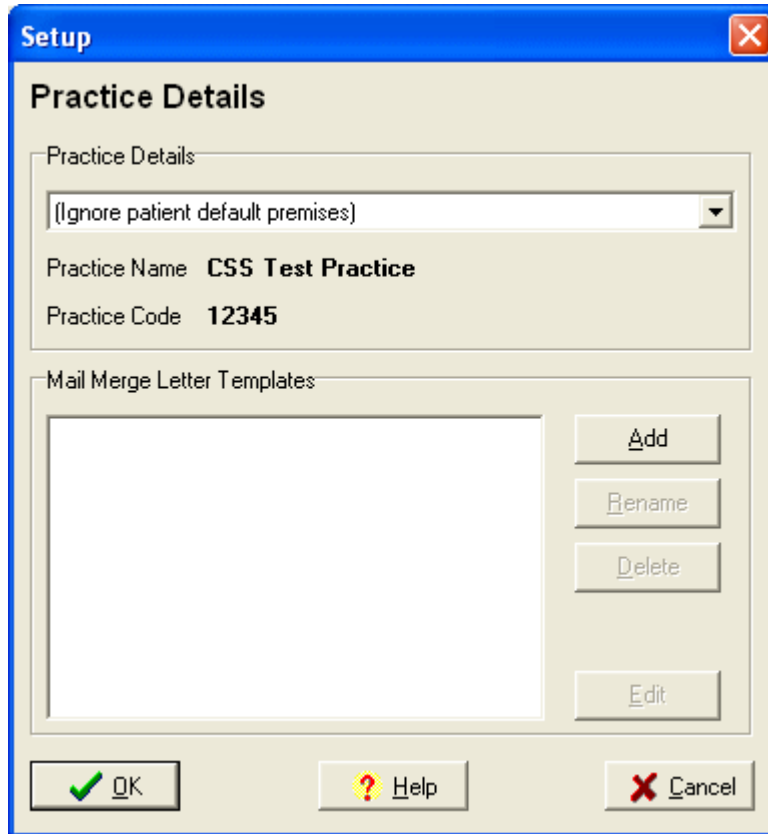
Click on the **Start** Button, select **Programs** then navigate to the **Combined Vaccination Suite** option and choose the **Reporting Program**



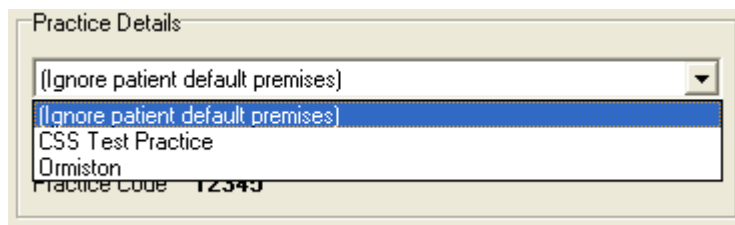
You will be presented with the main screen as shown below:



You may load this Setup screen to configure the software by clicking the **Setup** button. This will show the setup screen:

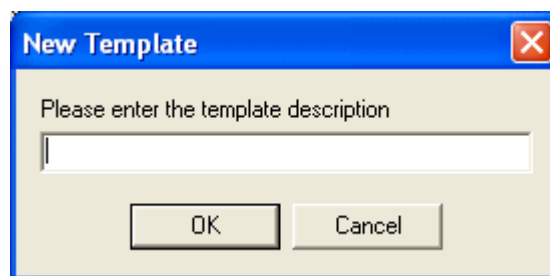


If you share your GPASS database with other practices you may chose to report on your patients only by selecting your practice from the drop down list in the Practice Details screen. An example is shown below:



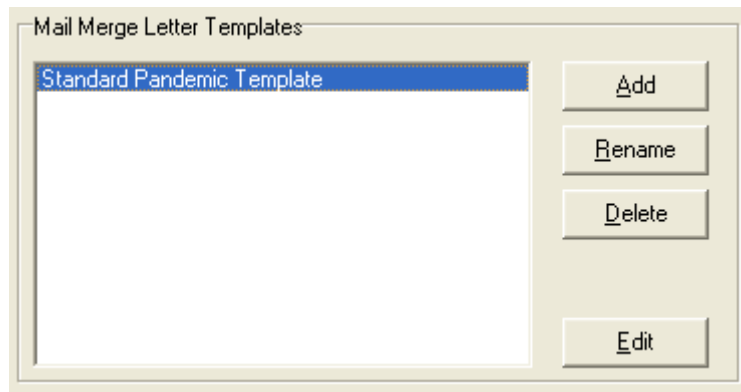
If you do not share a database this option should be set to the default *Ignore...* option.

You may also setup multiple mail-merge templates for use when recalling patients. To do so, click the **Add** button to add a template. This will bring up a prompt requesting the name of the new template as shown below:



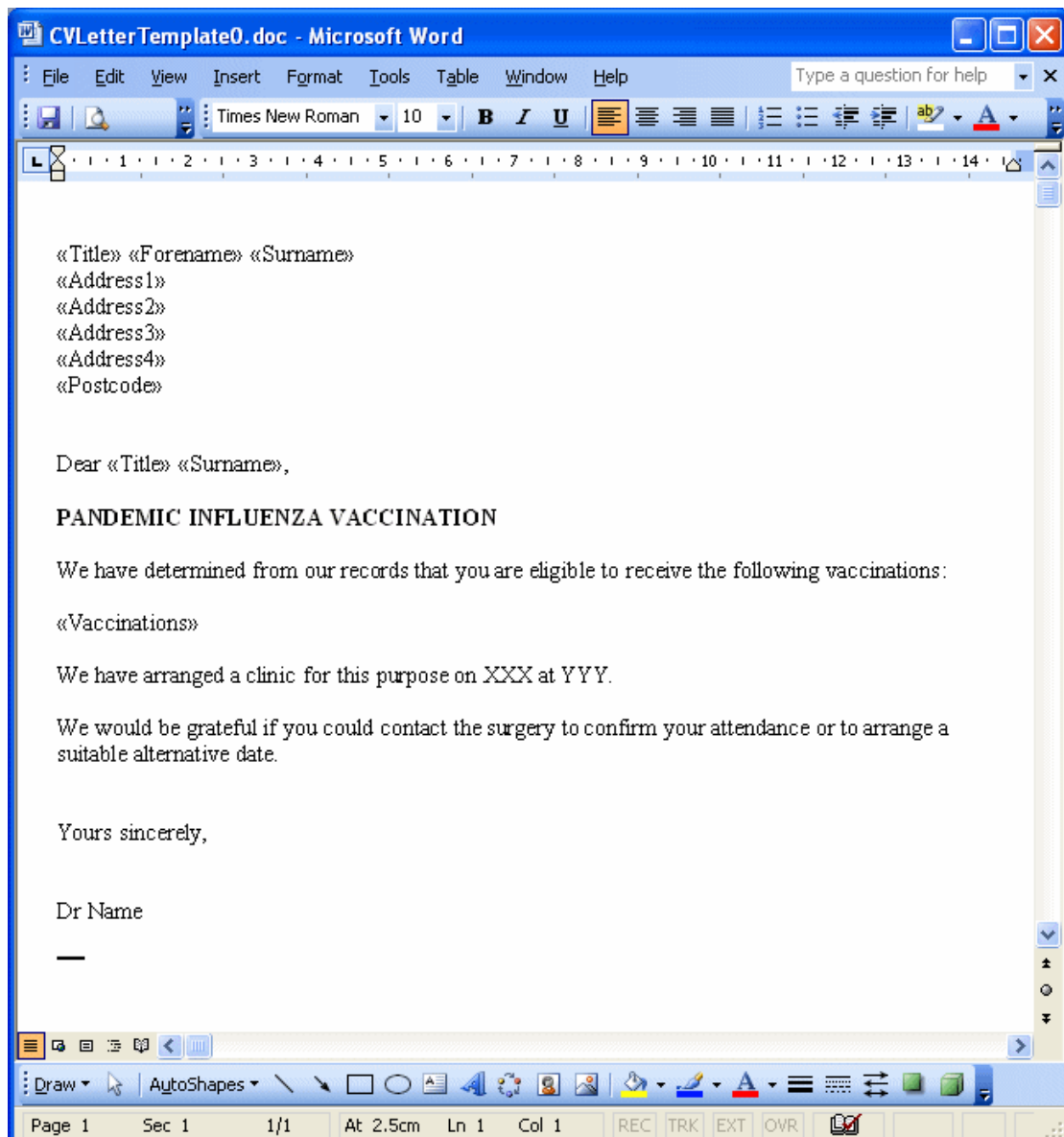
Once you have entered the template this will appear in the list of mail merge letter templates. Note that templates are shared between all users in your practice and any templates added or modified will be available on all computers where Combined Vaccination in installed.

The screen below shows an example of a template that has been added:



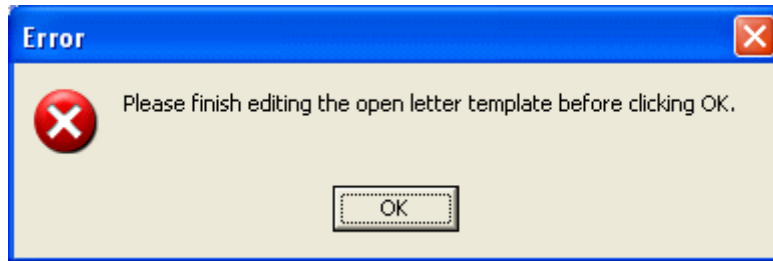
You may use the **Rename** and **Delete** buttons to rename a template and remove a template.

To modify the contents of a mail merge letter, select the template in the list and click the **Edit** button. Alternatively, double click the template. This will bring up the current letter in Microsoft Word as shown below:



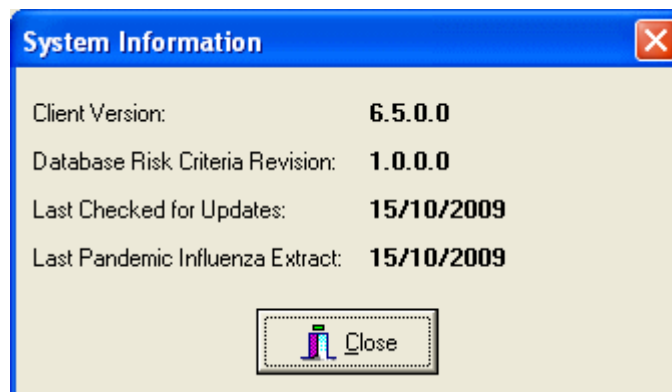
You may make changes to the letter contents as normal. Once you have finished your changes, simply save the file and close Microsoft Word as normal. Click **OK** to confirm your template changes.

If you attempt to leave the screen while still editing a letter template the program will show the following error message:



Please close Microsoft Word before continuing. Alternatively you may click the **Cancel** button to discard any template changes.

You may also note on the main screen that there is a **System Information** button. Click this to show current system version information as per the example below:

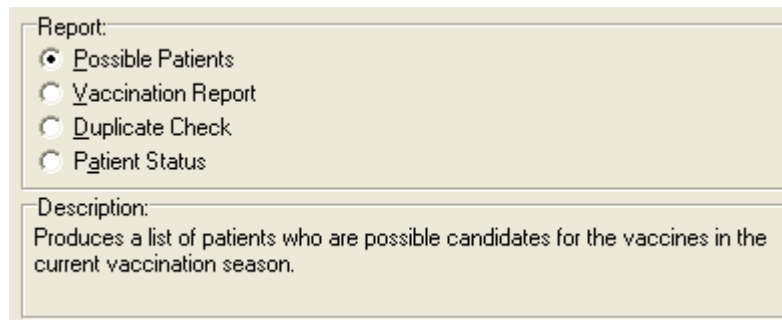


This will show the current versions of the software and database that are in use. You should provide these if requesting any support for Combined Vaccination.

This will also show the last date when your system checked for database updates or performed a scheduled pandemic influenza extract for your information.

Running Reports

There are four reports available in the reporting tool. Select the report you wish to run from the top of the main screen from the list below:



Report:

- Possible Patients
- Vaccination Report
- Duplicate Check
- Patient Status

Description:

Produces a list of patients who are possible candidates for the vaccines in the current vaccination season.

Note that after clicking on the required report a short description of exactly what the report will contain is displayed in the description box.

The available criteria filters will be updated depending on the report selected. Any criteria that are unavailable for the selected report will be disabled.

After selecting the criteria, clicking the **Run Report** button will generate the report.

Important Note

When you click **Run Report** for the first time the program will work through your practice's active register to calculate their vaccination eligibility. This process may take a few moments in larger practices.

To make the program more useable and reduce this delay, the data calculated will then be "cached" this means that any changes made to vaccinations while the program is running will not be updated until the reporting tool is closed and run again.

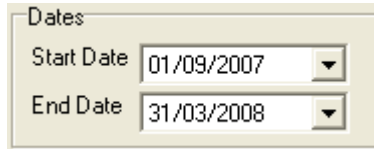
Criteria Filters

When the report required to be run is selected, the filters eligible for that report will be automatically shown. Details of each filter are below.

Vaccination season

This filter allows the user to specify which dates they wish to run the report for, this is by default set to the current vaccination season as shown below.

By default, the program will try and put in the dates of the current vaccination period.

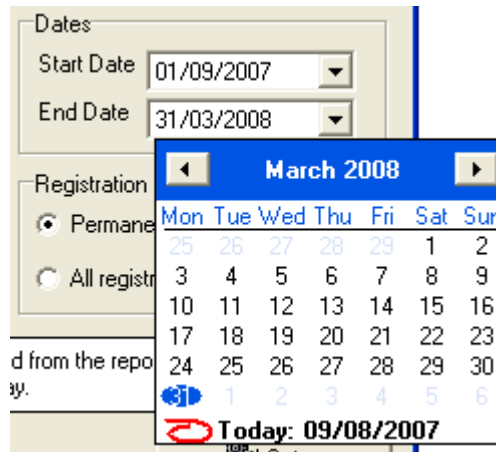


Dates

Start Date 01/09/2007

End Date 31/03/2008

However these dates can be altered to any date of the user's choice. Click on the drop down arrow to bring up a standard calendar.



Dates

Start Date 01/09/2007

End Date 31/03/2008

Registration

Permanent

All registrants

Selected from the report by:

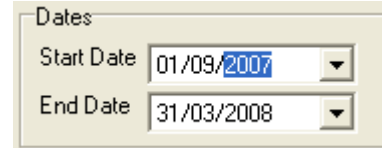
March 2008

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: 09/08/2007

The current date is highlighted in red but any date can be chosen and by clicking on the arrows to either side of the month and year, the month will be changed forwards or backwards.

Another option is to highlight the portion of the date that you wish to change and typing the new information directly.



Dates

Start Date 01/09/2007

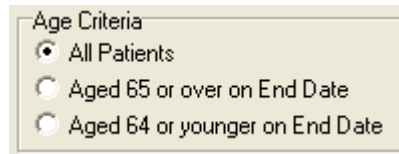
End Date 31/03/2008

Please note that the start date must be set in the past, i.e. yesterday or before, to be valid. You cannot set the start date to today because the software uses the reporting database which always runs a day behind. The start date must also be on or before the end date to be valid.

If either of these conditions is not met, an error message will be shown and you will be required to rectify the issue before continuing.

Age Criteria

This filter allows the user to select the age group for which you wish to generate reports. The program will by default select all patients but reports for only patients younger than 65 or older then 65 can be generated by checking the appropriate option before pressing on the **Run Report** button.



Age Criteria

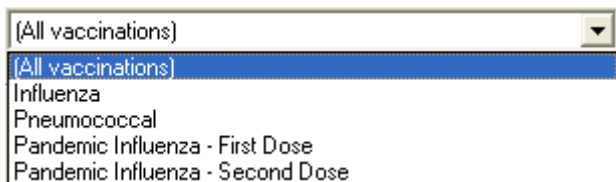
- All Patients
- Aged 65 or over on End Date
- Aged 64 or younger on End Date

Please note if you have modified the start/end date selection then the patient's age will be calculated as of the end of appropriate vaccination season depending on the end date entered. All dates before 1st August will always refer to the current/preceding season, dates from 1st August to the proceeding/current season.

For example, you enter a start & end date of 01/09/2005 to 01/06/2006. Hence the software will calculate patient ages as of 31/03/2006 when applying the filter.

Vaccination Criteria

This filter allows the user to specify which vaccination the report applies to.



[All vaccinations]

- [All vaccinations]
- Influenza
- Pneumococcal
- Pandemic Influenza - First Dose
- Pandemic Influenza - Second Dose

Registration Status

This filter allows the user to specify if the reports should include details for only permanently registered patients or all patients. The default value is permanently registered only.



Registration Status:

- Permanently registered only
- All registration statuses

Possible Patients Report

This report produces a list of patients that are eligible for a vaccination, dependent on the filters that are set.

After the report has been run there is a similar range of options at the top of the report, as well as a filter which also patients to be selected via their primary at-risk group by using the dropdown list.

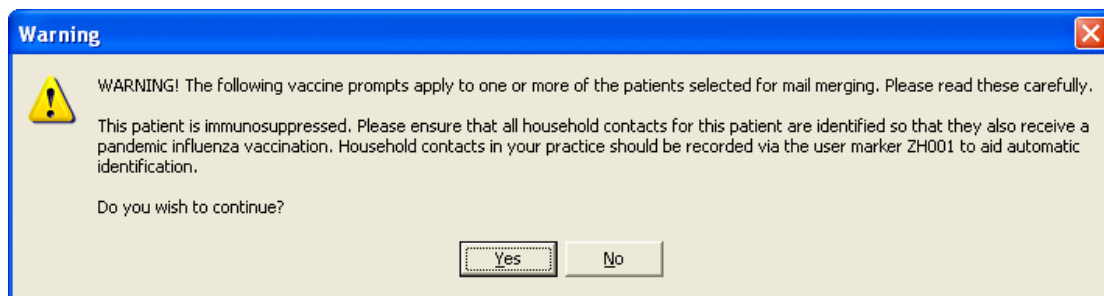
The total number of eligible patients is displayed at the bottom of the window as well as the number of each vaccination required for the patients who have been selected. All the column headings are 'sortable' i.e. if you want to sort by **Date of Birth** click on the text in grey at the top of the column.



A small grey arrow will appear to indicate whether the column is being sorted in ascending or descending order. Clicking again on the heading will reverse the order.

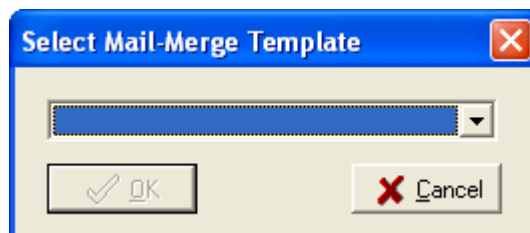
The other option available on the possible patients report is mail merge. This allows you to select patients to send recall letters to using the check boxes at the side to select and then by clicking the **Mail Merge** button (assuming that a template was setup as previously described).

Please note that if a clinical prompt is applicable to one or more patients selected then this will be shown before the mail-merge can be processed. An example is below:

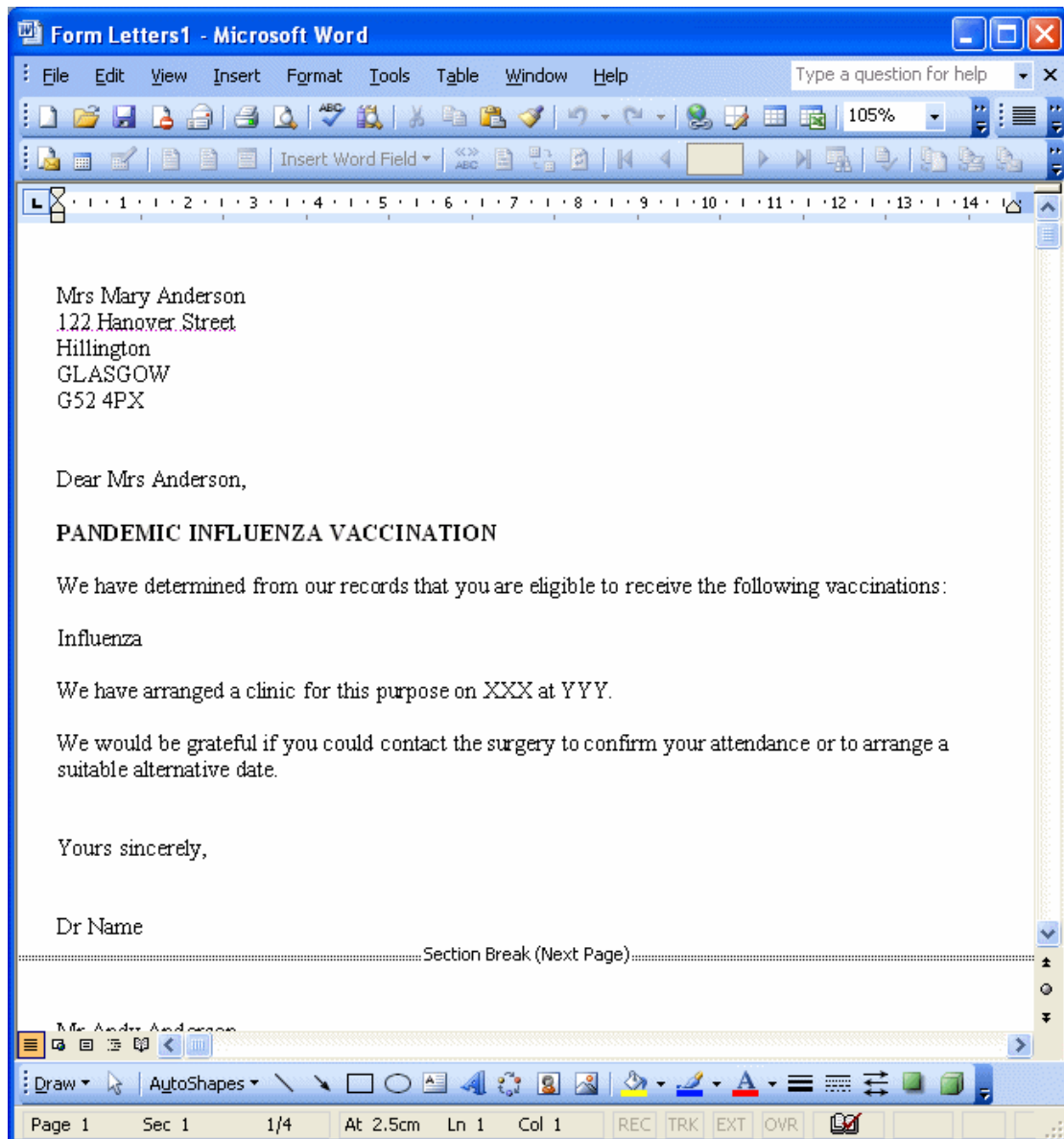


If a warning appears, please review the message shown. Click **Yes** if you wish to continue.

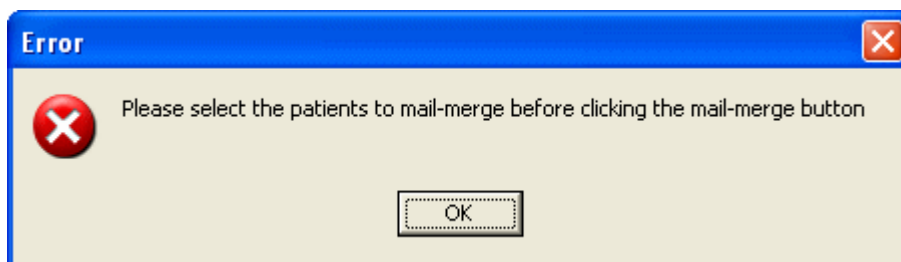
If you have only one letter template defined then this will be automatically selected. If more than one template exists on your system then you must select the letter template to use from the following screen:



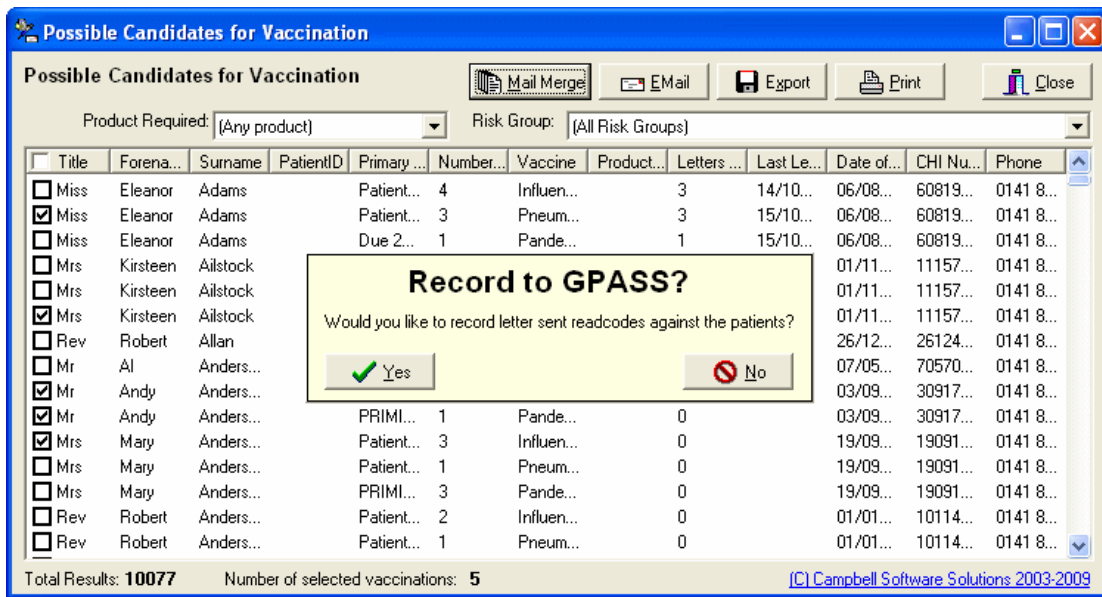
Once the template has been selected, the system will then generate a Microsoft Word document with a letter for all selected patients which can be saved and printed as necessary. Please note that if a patient is selected multiple times (to recall for multiple vaccinations) the system will only generate one letter per patient. An example is shown below:



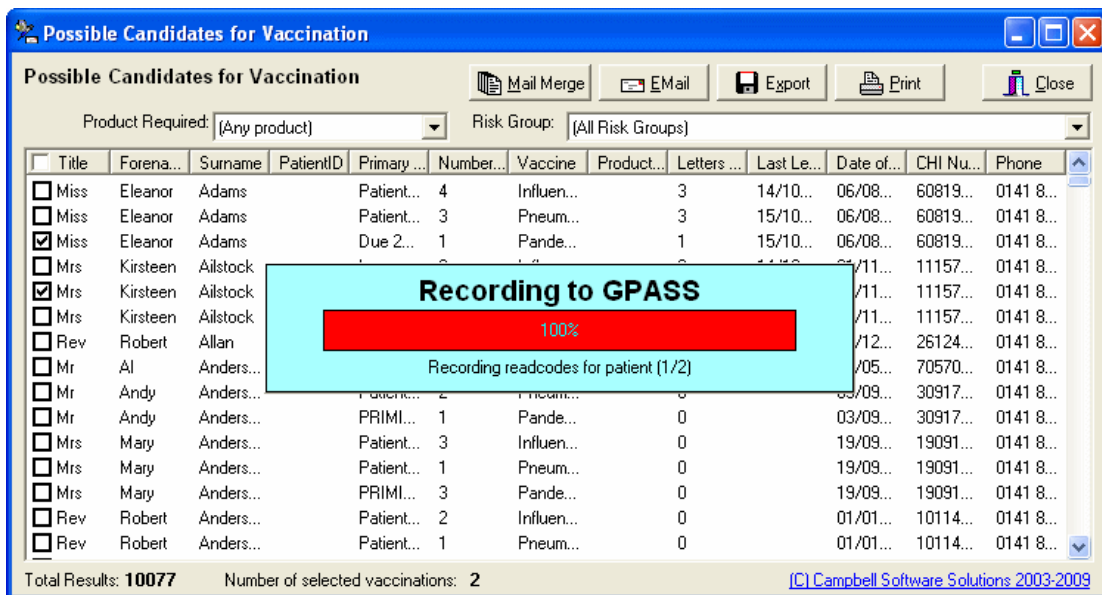
If the mail merge button was clicked with no patients selected the following message appears.



Once the patients have been mail merged, the program will ask if you wish to record letter sent read codes for the marked patients in GPASS as shown below:



If you do not wish to record any letter sent read codes, click **No**. Otherwise click **Yes** which will cause the reporting tool to record read codes for each patient as required. An example of this recording taking place is below:



Note that if you do record letter sent read codes that the *Letters Sent* and *Last Letter* columns will be automatically updated to reflect the patient's recall status. This status is tracked against individual vaccinations.

Minimum Age Criteria

The minimum age criteria that apply for each vaccination is automatically taken into account by the Possible Patients report, i.e. patients who are too young will not be included. However please be aware that minimum age is calculated as of the current date, hence patients may appear in the future as eligible for vaccination that are not eligible now because they are too young.

Influenza vaccination for children under 13 years old

When a child who is under 13 years old (at the end of the current vaccination season) and at risk receives their first ever influenza vaccination, they should receive a 2nd influenza vaccination 4-6 weeks later. The software will automatically identify patients who meet these criteria and these patients will automatically appear as eligible for vaccination again in the Possible Patients report when 4 weeks have passed since the original influenza vaccination was administered.

Vaccination Report

This report produces the list of which patients have had vaccinations for the specified vaccination in the time period specified.

Forename	Surname	Date of Bi...	CHI Num...	Register...	Primary Ri...	Number ...	Vaccine	Date	Product	Batch Nu...
Robert	Allan	26/12/1...	2612416...	Dr Short	Patient is...	2	Pneumo...	06/10/2...		
Robert	Allan	26/12/1...	2612416...	Dr Short	PRIMIS ...	1	Pandemi...	07/09/2...		
Robert	Allan	26/12/1...	2612416...	Dr Short	Patient is...	2	Influenza	01/10/2...		
Al	Anderson	07/05/1...	7057061...	Dr McSp...		0	Pandemi...	14/10/2...	Celvapan	
Andy	Anderson	03/09/1...	3091760...	Dr Auld	Patient is...	2	Influenza	08/10/2...		
Bobby	Borthwick	06/08/1...	6082170...	Dr McNa...	PRIMIS ...	1	Pandemi...	14/10/2...	Celvapan	
Barbara	Boyd	11/09/1...	1109577...	Dr Short		0	Pandemi...	14/09/2...	Celvapan	
Bradley	Boyd	15/05/1...	1505976...	Dr McSp...		0	Pandemi...	14/09/2...	Pandemix	
Colette	Cameron	29/10/1...	2910697...	Dr McSp...	Due 2nd...	1	Pandemic Influenza - Second Dose			
Colette	Cameron	29/10/1...	2910697...	Dr McSp...		0	Pandemi...	14/09/2...	Celvapan	
Colin	Cameron	20/09/1...	2009626...	Dr Short	Due 2nd...	1	Pandemi...	14/10/2...	Pandemix	
Colin	Cameron	20/09/1...	2009626...	Dr Short	PRIMIS ...	1	Pandemi...	14/09/2...	Pandemix	
Bobby	Campbell	30/05/1...	3005156...	Dr McNa...	Patient is...	1	Pneumo...	03/09/2...		
Bobby	Campbell	30/05/1...	3005156...	Dr McNa...	Patient is...	1	Pneumo...	05/10/2...		
Test	Child	01/08/1...		Dr Andre...	Chronic ...	1	Influenza	01/09/2...		
Test	Child	01/08/1...		Dr Andre...	Chronic ...	1	Influenza	28/09/2...		
Test	Child	01/08/1...		Dr Andre...	Chronic ...	1	Influenza	20/10/2...		
one	child test	10/03/2...		Dr A Ma...	Chronic ...	1	Influenza	01/09/2...		

The vaccine product and batch details will be available if the vaccine was recorded through Combined Vaccination or can be determined from the vaccination read code. As before there is a standard range of options above the report. It can be emailed, printed or exported as a TSV file for further analysis. The program will also display a total of patients found at the bottom left of the screen.

Note that the vaccination report only includes patients who have been recorded as *Vaccinated* and not *Vaccinated Elsewhere* as patients vaccinated elsewhere are not eligible for payment claiming. Patients who received vaccinations from another source can be identified in the Patient Status report.

Duplicate Check Report

This report allows a user to run a report to check if there have been duplicate recordings of vaccinations for patients.

Forename	Surname	Date of Birth	CHI Number	Vaccine	Number of Extra Rec...
Bobby	Campbell	30/05/1915	3005156052	Pneumococcal	1
Test	Child	01/08/1998		Influenza	1

The report follows the same standard layout as the other reports. The columns are 'sortable' and resizable and there is the usual range of options above the report itself. For patients with duplicate recordings it is probably worth checking the individual patient record and if there has been an error then amending it.

If a patient under five years old has received multiple pneumococcal vaccinations, they will not be highlighted by this report. This is due to the new pneumococcal vaccination for children requiring more than one vaccination, which can cause confusion.

Also, patients under 13 (as of the end of the relevant vaccination season) who have received their first ever influenza vaccination should receive a 2nd influenza vaccination 4-6 weeks later. Patients who meet this criteria are also excluded from this report unless further duplicate recordings exist.

Patient Status Report

This report shows a list of all patients who have had their record updated with any vaccination status in the relevant time period. This report includes patients vaccinated elsewhere as well as contraindicated, declined and not appropriate patients.

Patient Status								
E-Mail Export Print Close								
Risk Group: (All Risk Groups)								
Forename	Surname	Date of Birth	CHI Number	Primary Risk ...	Number Risk...	Vaccine	Date	Status
Robert	Allan	26/12/1941	2612416013	Patient is a...	2	Pneumococ...	06/10/2009	Vaccinated
Robert	Allan	26/12/1941	2612416013	PRIMIS - C...	1	Pandemic I...	07/09/2009	Vaccinated
Robert	Allan	26/12/1941	2612416013	Patient is a...	2	Influenza	01/10/2009	Vaccinated
Al	Anderson	07/05/1970	705706117		0	Pandemic I...	14/10/2009	Vaccinated
Andy	Anderson	03/09/1917	309176018	Patient is a...	2	Influenza	08/10/2009	Vaccinated
Bobby	Borthwick	06/08/1921	608217018	PRIMIS - St...	1	Pandemic Influenza - First Dose		Vaccinated
Barbara	Boyd	11/09/1957	1109577001		0	Pandemic I...	14/09/2009	Vaccinated
Bradley	Boyd	15/05/1997	1505976014		0	Pandemic I...	14/09/2009	Vaccinated
Colette	Cameron	29/10/1969	2910697029		0	Pandemic I...	14/09/2009	Vaccinated
Colette	Cameron	29/10/1969	2910697029	Due 2nd pa...	1	Pandemic I...	14/10/2009	Vaccinated
Colin	Cameron	20/09/1962	2009626036	PRIMIS - C...	1	Pandemic I...	14/09/2009	Vaccinated
Colin	Cameron	20/09/1962	2009626036	Due 2nd pa...	1	Pandemic I...	14/10/2009	Vaccinated
Bobby	Campbell	30/05/1915	3005156052	Patient is a...	1	Pneumococ...	03/09/2009	Vaccinated
Bobby	Campbell	30/05/1915	3005156052	Patient is a...	1	Pneumococ...	05/10/2009	Vaccinated
Colin A.	Campbell	23/02/1975	2302756053	PRIMIS - C...	1	Pandemic I...	14/10/2009	Vaccinated ...
Colin A.	Campbell	23/02/1975	2302756053		0	Pandemic I...	14/10/2009	Vaccinated ...
Clive	Cassidy	31/10/1984	3110847914	PRIMIS - Di...	1	Pandemic I...	14/09/2009	Vaccinated ...
Clive	Cassidy	31/10/1984	3110847914	Due 2nd pa...	1	Pandemic I...	14/10/2009	Vaccinated ...

Total Results: 59

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