



## Seasonal Influenza Vaccination

### Service Guide

PharmOutcomes is designed to be used whilst patient facing. Data can be entered retrospectively but many of the benefits of the system will not be realised if providers do enter data retrospectively. When data is saved, this action will populate commissioner audit and generate a claim for the pharmacy meaning no paper return is necessary.

Once logged in (see guide “Home page and Login” on the Help tab) clicking the services tab takes the provider to the service delivery screen - See Fig 1 below

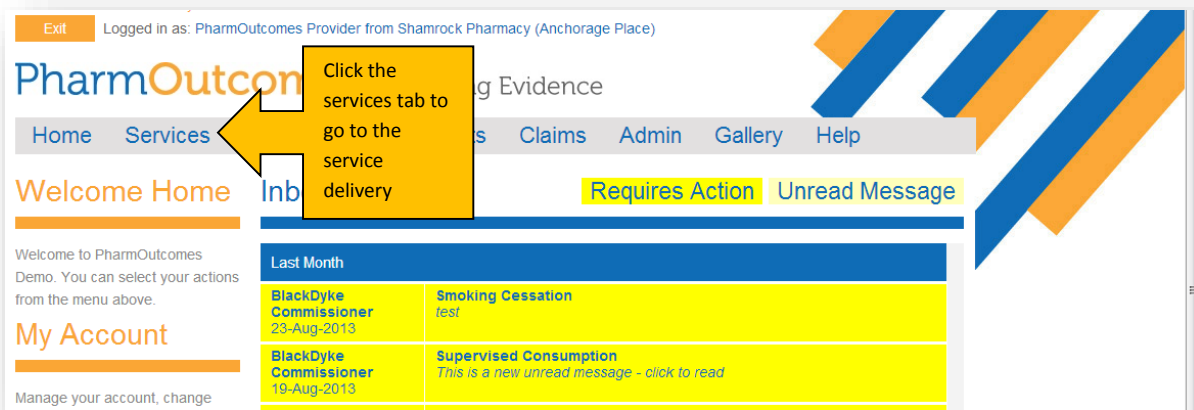
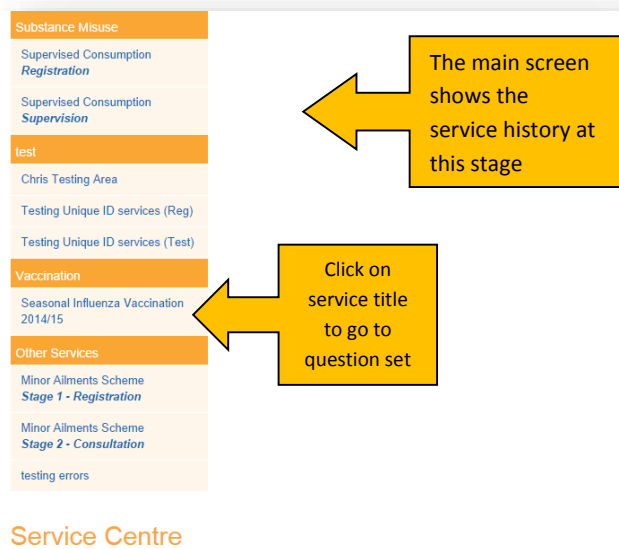


Fig 1 - After login click the services tab



The main screen at this stage shows the service history, the left hand side of the screen shows a list of services under the orange heading “Provide Services”. These are the services the provider has been accredited to deliver. Service accreditation is set by the service commissioner. To deliver a service, simply click on the service title in the list, in this case Seasonal Influenza Vaccination 2014/15 - See Fig 2

Select the seasonal influenza vaccination service 2014/15 from the service list by clicking on the title. This will take you to the data capture screen.

Fig 2. Service main page

Because this service involves the recording of patient data you will be prompted to enter two digits from your security word. This is the word you will have chosen when you first logged in to the system.

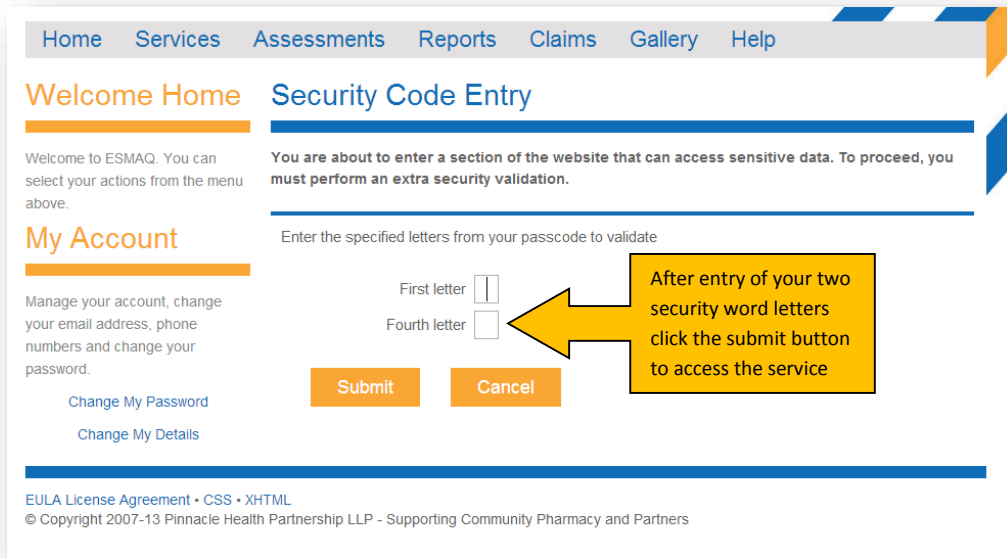


Fig 3 - Security screen appears when patient data is captured in any service

Enter the letters from your security word and click the submit button. This takes the provider to the service delivery screen. (If you have forgotten or mislaid your security word information contact the help desk team **via the help tab**)

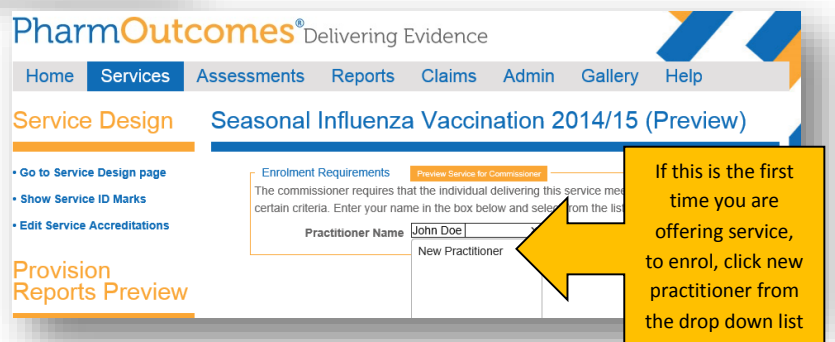
**Enrolment (This has been set in some areas and may or may not apply to you)**

This may not apply in your area if it does not go to next section – Data Capture. If your commissioner has set “Enrolment” criteria for your service, the first time you access the service itself you will be asked to enrol. **You will only need to complete this once.** Please type your name into the “Practitioner name” text box. If this is the first time you have offered service and you need to enrol, click “New Practitioner” from the drop down list that appears – see

Fig 4



Fig 4- Enrolment



Clicking “New Practitioner” will reveal the blue “Enrol me” button - see Fig 5 below

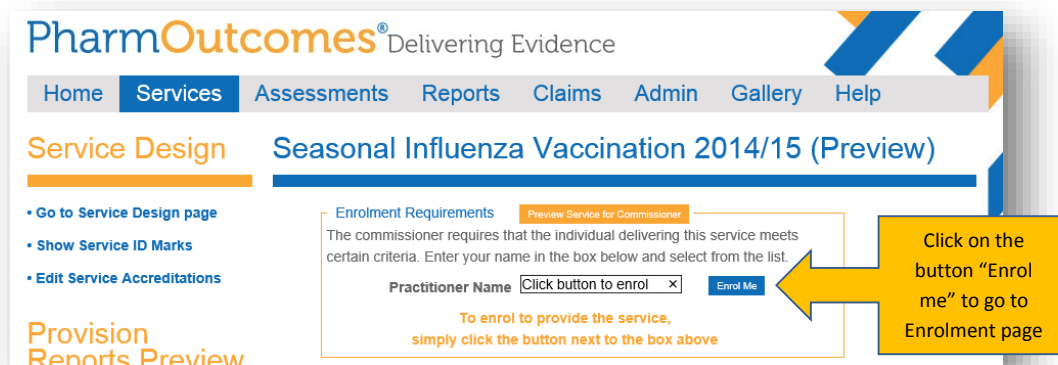


Fig 5. Enrolment

Clicking enrol will take the provider to the “Enrolment Criteria” page – see below. You will need to complete this declaration

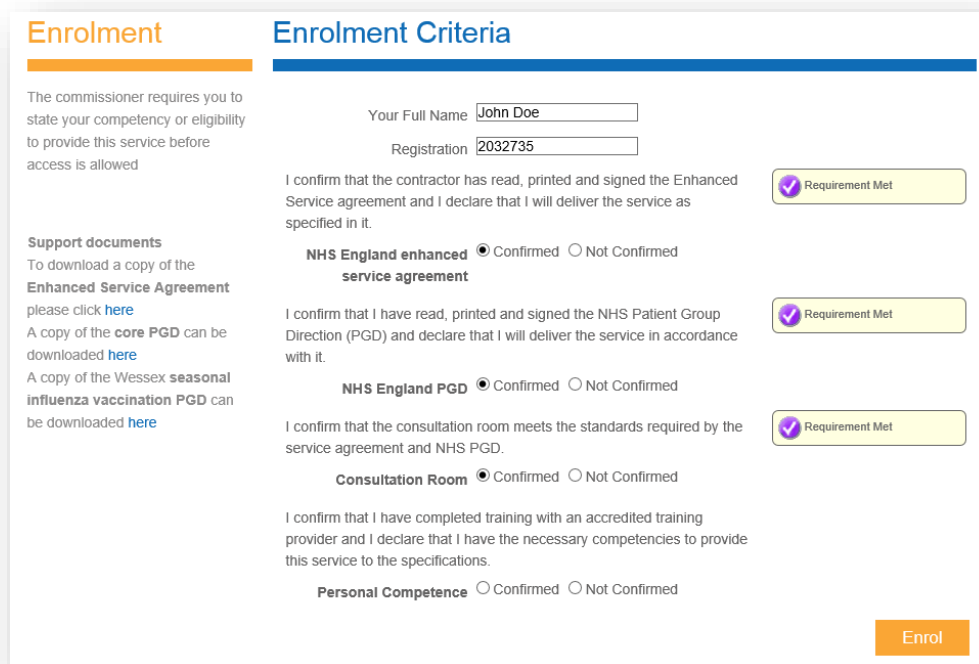


Fig 6 – Completing the declaration

Completing this and clicking the orange “Enrol” button will add the Pharmacist to the accredited list of practitioners. When you access the service next time your name will appear as an enrolled practitioner.

Data Capture

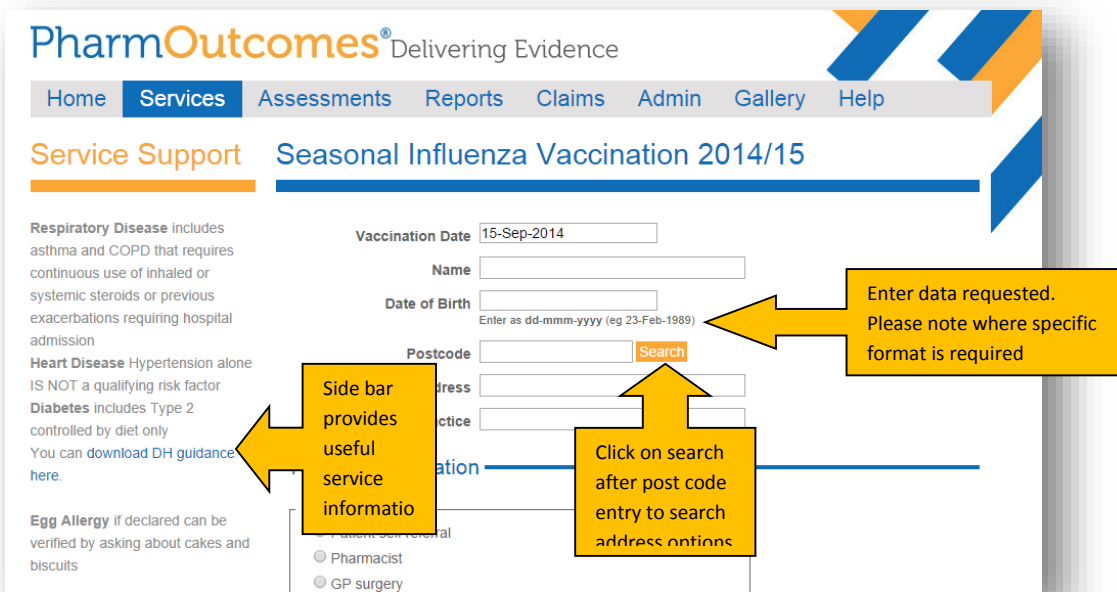


Fig 7- Data capture screen

Please enter details as prompted. Most questions will not allow you to leave them blank, so please make sure you select one option. If none apply, select the option not applicable or none apply. Some answers must be selected from drop down boxes, others are date entry questions, NB: Make sure date entry questions are entered using the required format, clicking in the data entry field of date questions will reveal a calendar to support date entry.

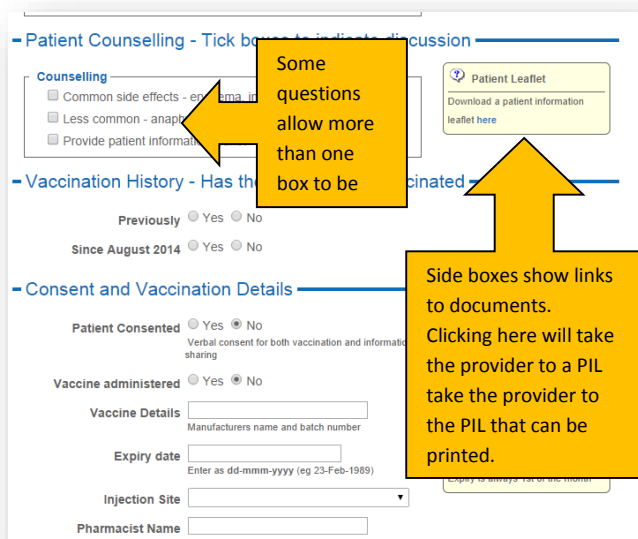
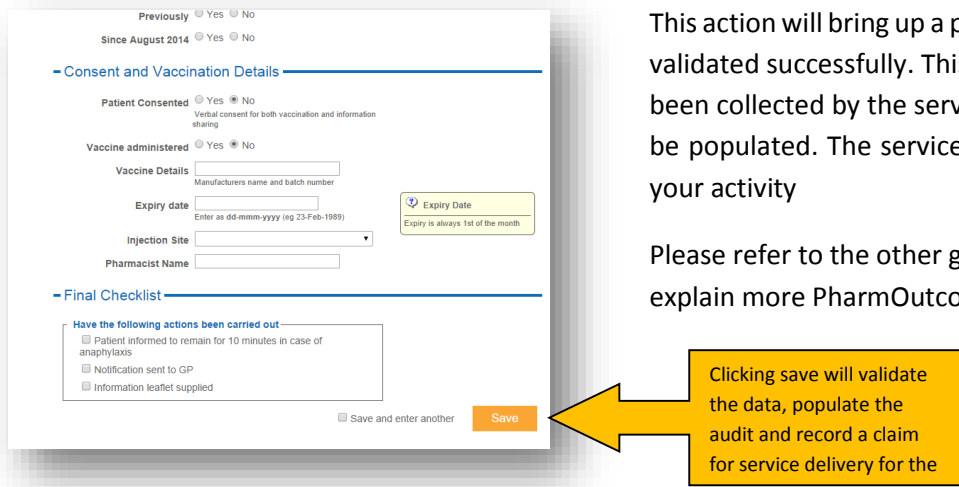


Fig 5 – Information questions

The left hand side bar will often provide useful information that is relevant to your consultation. Some questions require the provider to tick all boxes to indicate relevant discussions have taken place e.g. Patient counselling, the provider should tick each box to indicate the discussion has taken place. This then populates the audit of service that will be updated as data is saved. The audit is visible to the service commissioner.

Some side notes boxes have useful links that direct the provider to more information e.g. patient information leaflets.

When all questions have been answered, click the orange “save” button at the bottom of the page to validate the data collected. Saving the data will populate the audit of service for the pharmacy.



This action will bring up a prompt confirming the data has been validated successfully. This confirms that all required data has been collected by the service provider and the audit has been populated. The service commissioner will be able to view your activity

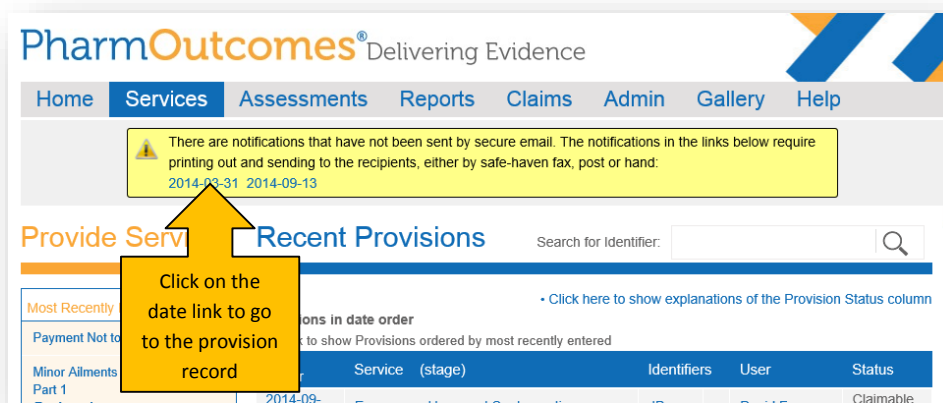
Please refer to the other guides available on the help page to explain more PharmOutcomes functionality.

Fig 6 - Saving data

**GP Notifications – Please be certain what method of GP notification applies in your area**

Please check with your commissioner/LPC before commencing service delivery to be certain what is expected of you as a service provider regarding the onward transmission of GP notifications. The system generates a read coded GP notification that pulls in relevant data from the consultation record. These can be sent in one of two ways:

1. **Automatic notification** –Notifications are sent using PharmOutcomes secure messaging. If your service has been configured to automatically send GP notifications using the inbuilt secure messaging facility you will have been informed by your commissioner. If this is the case the GP notification will be automatically sent as data is saved and you do not need to print off paper notifications. NB: **This will only happen if a secure email for the GP practice has been provided by the commissioner.** If for any reason a notification cannot be sent e.g. a secure email has not been provided by the commissioner, a prompt will appear on your screen as can be seen below. This will detail all outstanding notifications that cannot be sent and these should be printed and sent by hand, secure fax or post. To print the notification, click on the date link as seen in the screen shot below.



This notification will appear when you re-enter the service tab after service provision if notifications could not be sent.

Fig 7. An alert appears if automatic notification fails for any reason

Clicking the date link takes the provider to the original patient record and the GP notification can be accessed and

printed via the link in the left hand side bar as see opposite. Please note the narrative that details attempts made to send the notification, this appears below the notification link itself. Print off the notification and send by hand, secure fax or post.

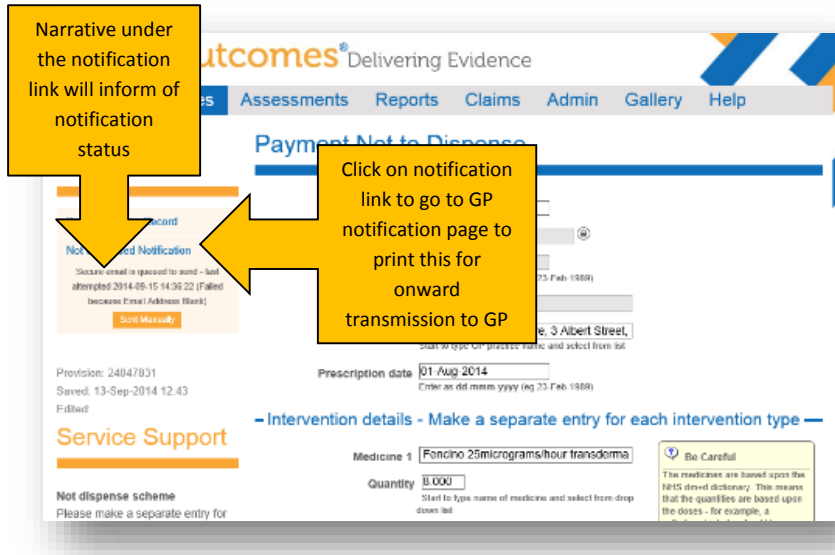


Fig 8. Printing notifications if automatic notification fails

2. **Printed Notifications** – If automatic notification **has not been adopted** by your commissioning area you will need to print off copies of GP notifications that can be sent by hand, secure fax or post. Once consultation data has been saved successfully, you will see links to the GP notification form and basic pharmacy provision record see Fig 9 below. These forms will be populated with the data you have entered during the consultation. Clicking the link to the GP notification will open this form and allow the printing of a read coded pdf to be forwarded to the patients GP practice. Clicking the link to the pharmacy record will allow a pharmacy record to be printed as a pdf if required. **Please ensure you check with your commissioner or LPC to find out if you need to print GP notifications.**

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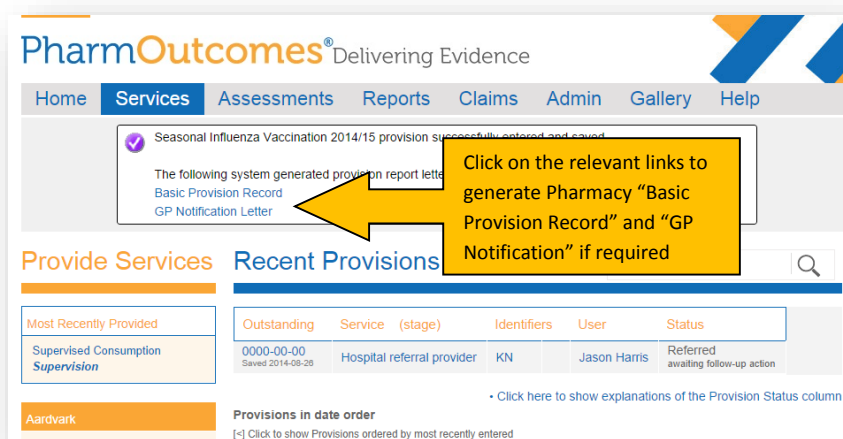


Fig 9 –Hard copies of GP notifications can be printed for onward transmission to GP practice

When data has been saved all audit return and claims for service delivery will happen automatically, there is no need to make any paper returns. Please see the user guides on the “Help” tab for more information