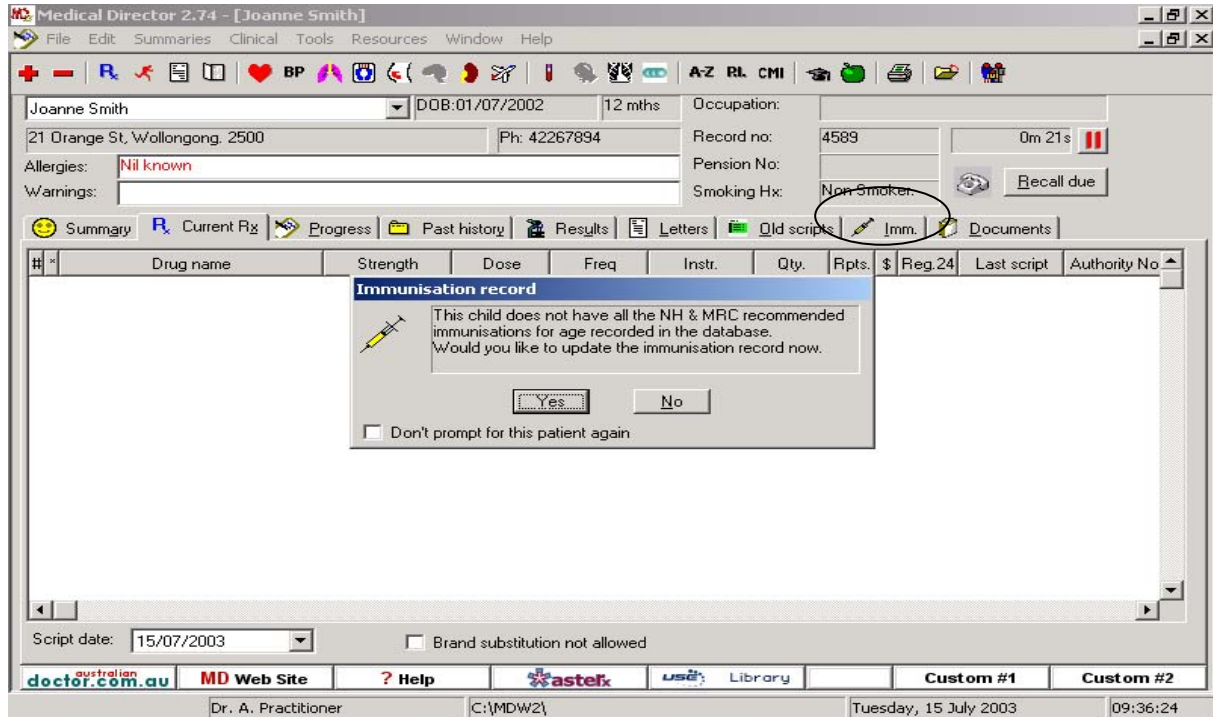




Immunisation Recall on Medical Director

Recording the Immunisation and Marking for Recall


+ Open the record of the patient you wish to immunise.



If the child is due or overdue for any of their scheduled vaccinations, the above prompt will appear.

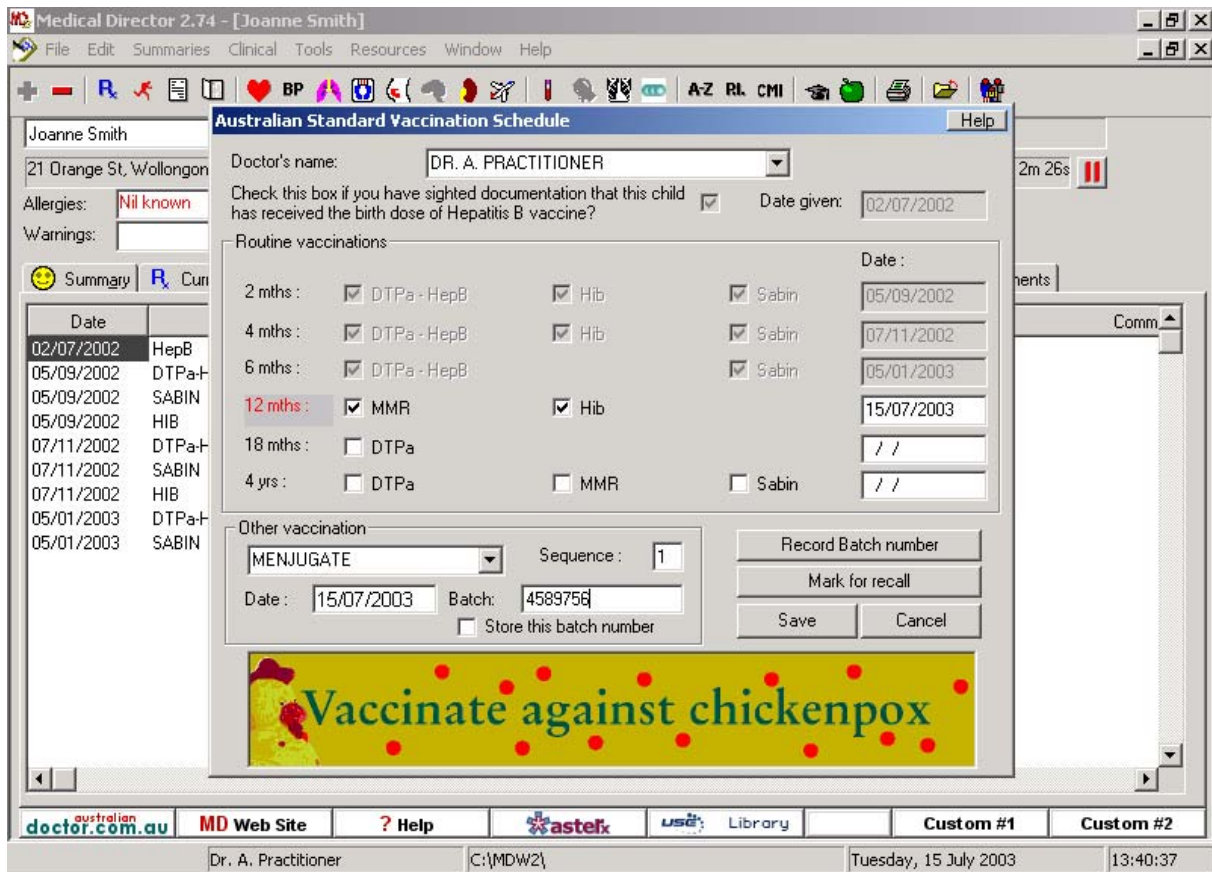
+ Click on 'Yes' to record the immunisation.

* If the prompt is not displayed you can record an immunisation by clicking on the Immunisation Tab (circled). This will display the list of all immunisations given to the patient.

To add an immunisation from this screen click the  button (top left hand corner).

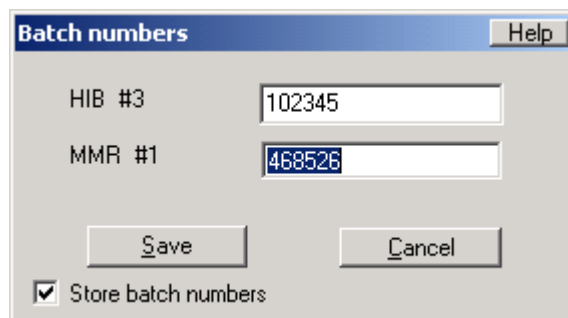
We can now record the vaccinations that have been given at this visit.

e.g. For this patient MMR, Hib and Meningococcal C.

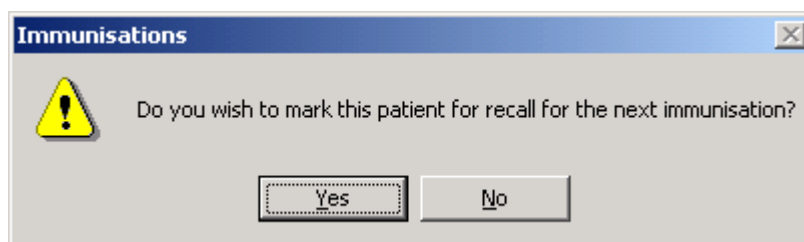


+ Click on the vaccinations that have been given and record the date.

+ Then click **Save** and a box will appear to record the Batch numbers. Enter the Batch numbers and click **Save**.



+ Another box will appear asking you to mark this patient for recall. Click **Yes**.





+ The recall reason 'IMMUNISATION' will already be selected. Type in the interval OR the date of when you want to recall the child for their next immunisation, and select 'Once only recall', then 'Save'.

eg. For this patient we want to recall the child at 18 months of age for their next scheduled vaccination.

The page will return to the immunisation list and the immunisation recall is now set.

+ You can view the list of all recalls you have set for this patient by clicking on 'Clinical' in the top menu bar, then 'Recall' (or directly by 'CTRL + R'). This will display all the recalls that have been set for this patient.

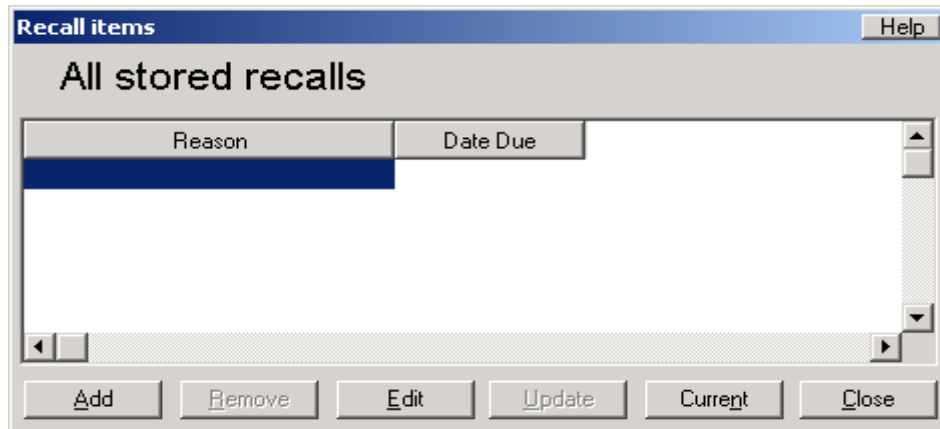
If a patient has a recall due within 30 days or if the recall is over due a visual alert of an animated telephone will appear in the patient's record when opened.



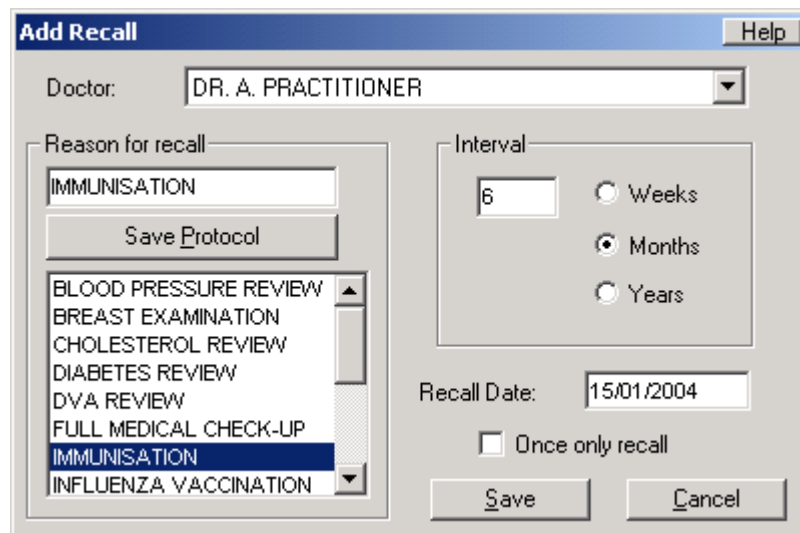


Flagging a Patient for Recall (General)

- + Open the patient's record.
- + Open the *Recall* window by pressing '**CTRL + R**' or selecting '**Recall**' from the '**Clinical**' menu in the top toolbar. The Recall window will be displayed showing any recall items that have been set.



- + To add a new recall click on the '**Add**' button.



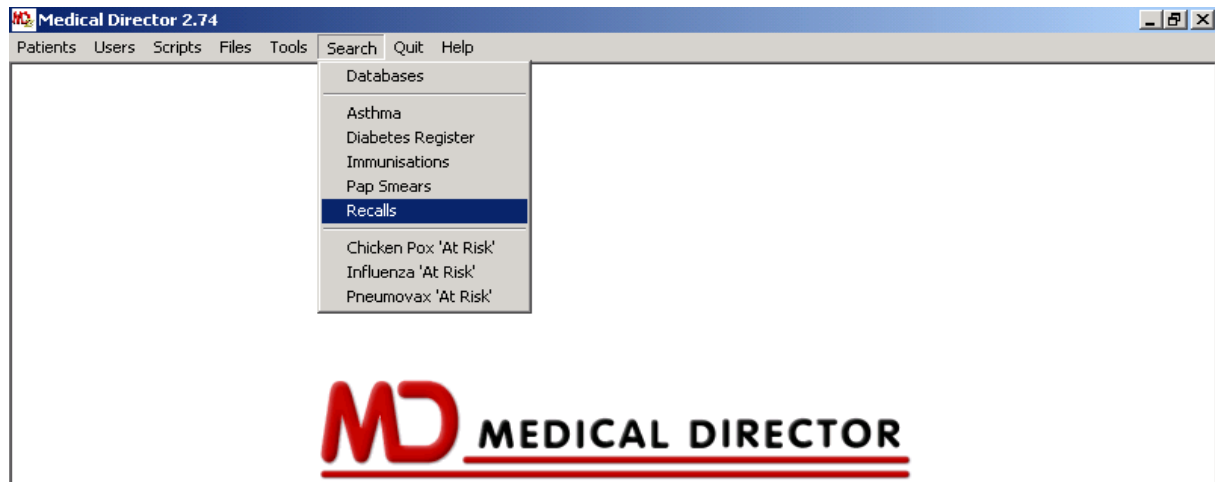
- + Select the reason for recall. If 'IMMUNISATION' does not appear in the list of given protocols, type it in the box and press '**Save Protocol**', this will save it into the given list for future use.
- + Select the recall interval by either changing the time units or by manually typing in the date.
- + If you want the recall to be once only then select '**Once only recall**'.



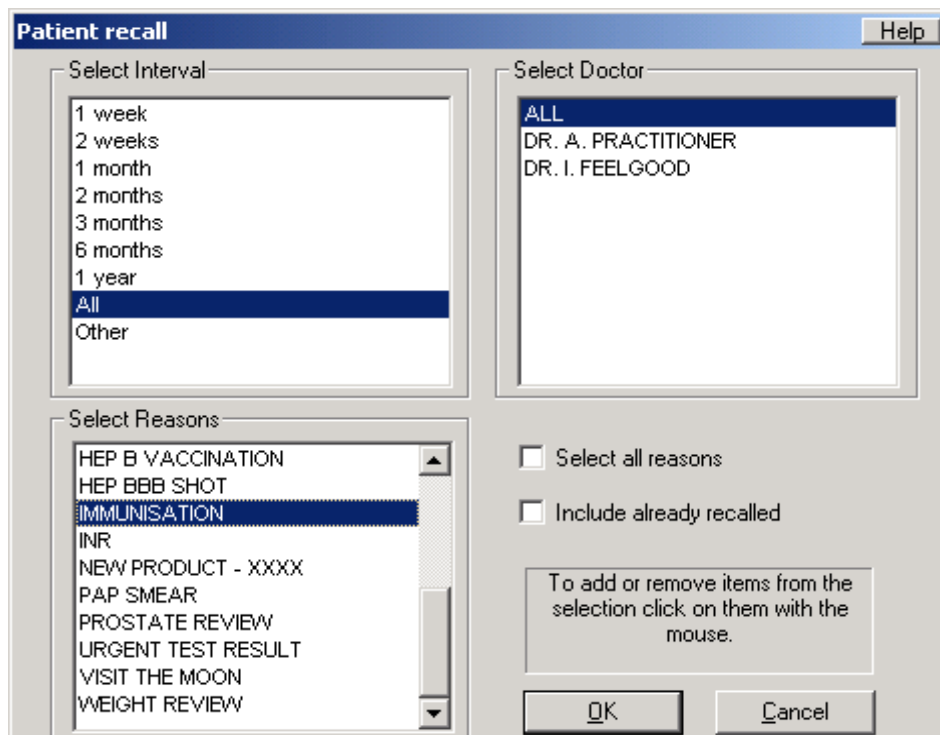
List Patients to Recall

Patient recall lists can be used to identify and notify patients who are due or will be due for recall within a specified period of time. To generate a patient recall list for immunisation:

+ Close all patient records, and click on **'Search'** and then **'Recalls'** from the Main Menu toolbar.



The *Patient Recall* window will appear:



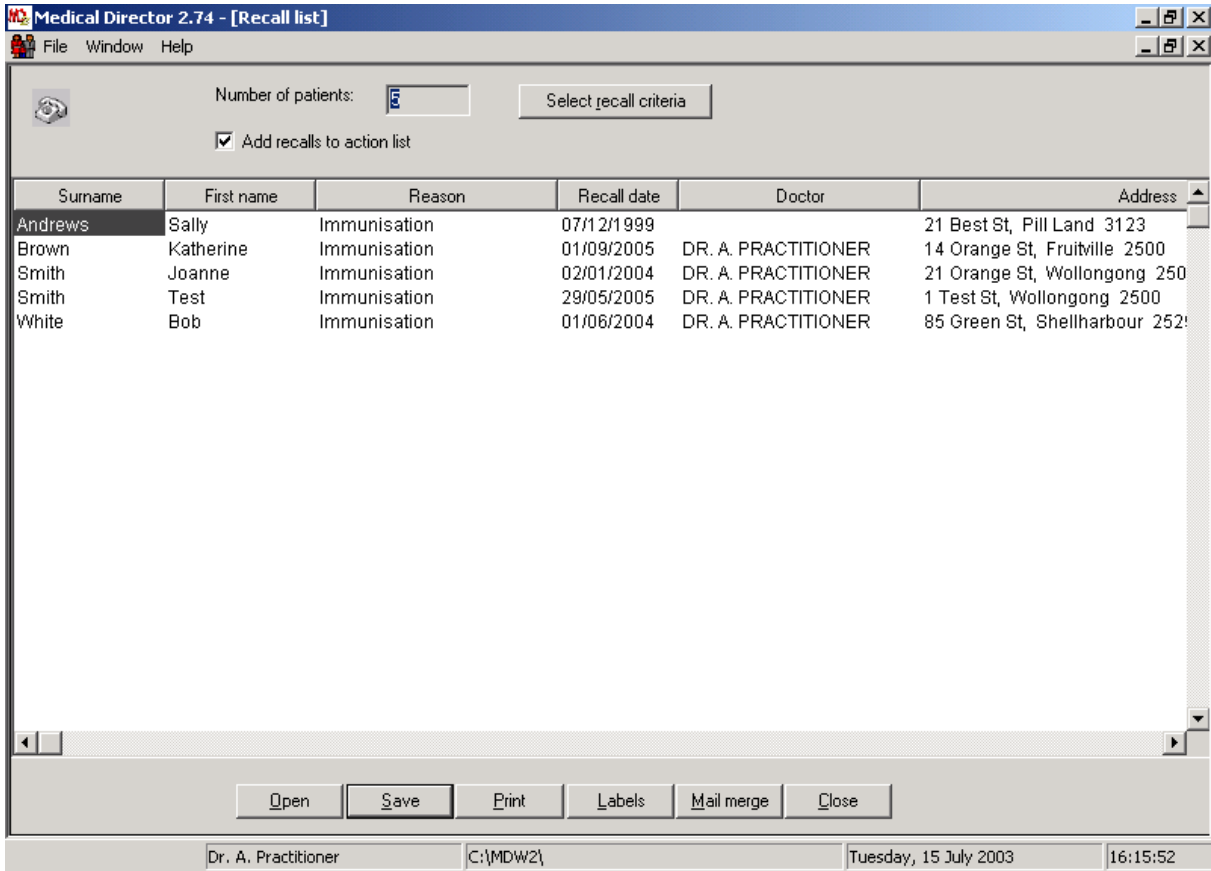
+ Select the interval i.e. patients who are due for recall within the next number of weeks or months. By selecting **'All'** you will get all recalls that have been set or by selecting **'Other'** you can enter a start and end date.

+ Select the Doctor



+ Select the reason for recall – ‘IMMUNISATION’

The patient recall list will then be displayed. This list also includes patients with overdue recalls.

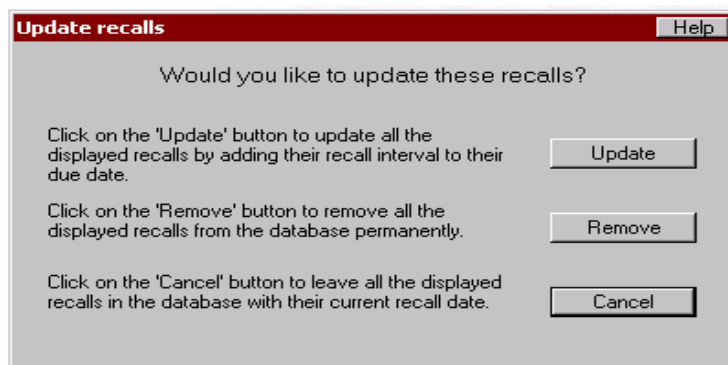


From this list you can:

- ◇ *Open* a patient’s record by highlighting their name and clicking ‘**Open**’
- ◇ *Save* the Recall List
- ◇ *Print* the Recall List
- ◇ *Print Labels*: for the listed records
- ◇ *Do a Mail Merge* (refer to next section)

* From this list you can also delete names before printing. Highlight the name you wish to delete and press ‘**delete**’ on the keyboard.

* When you Print, Save, Print labels or Mail merge the list, you are prompted with the following window.





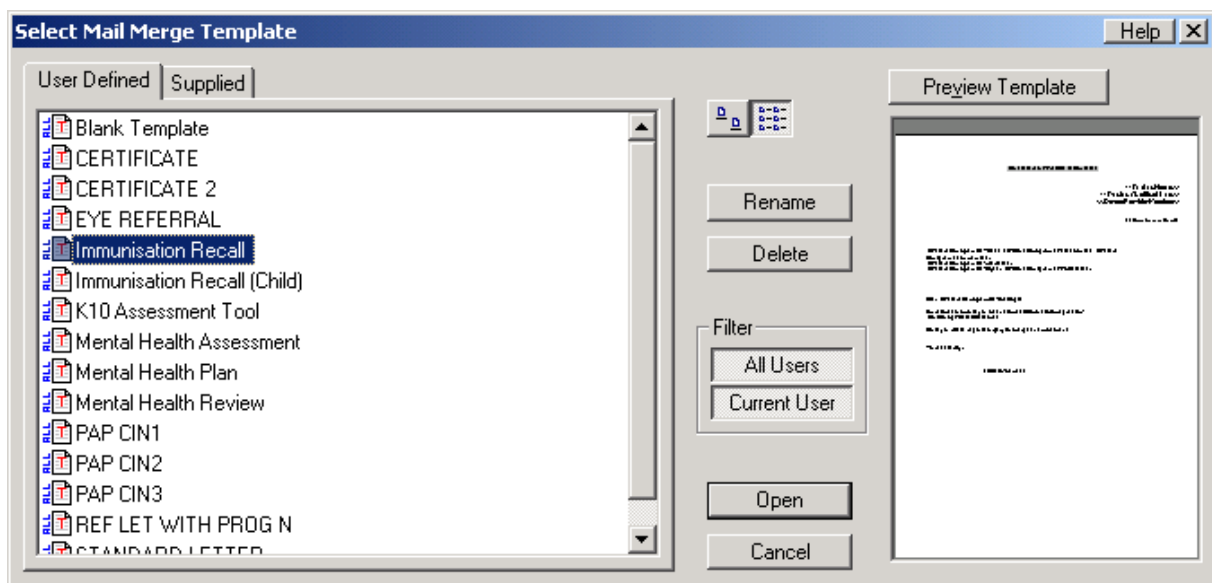
Performing a Mail Merge

By performing a mail merge you can produce a personalised immunisation recall letter to each of the patients in your recall list. To mail merge the recall list:

+ Click '**Mail merge**'

+ The *Select Mail Merge Template* window will appear. You can select the letter you want to use for your mail merge. An '**Immunisation Recall**' letter is already supplied.

* You can also create your own letter or modify the Immunisation Recall template to suit your own needs by using 'Letter Writer' from the *Main Menu* \diamond *Tools* \diamond *Letter Writer*.



+ Highlight '**Immunisation Recall**' (or one you have produced yourself) and click '**Open**'. Your mail merge letters now will print.

* If a mail merge is performed, a copy of the letter generated is stored in the patient's letter file.