Flu Immunisation Campaign

A Resource for EMIS Web Users
Preface

This guide is intended to support GP practices in running an efficient and effective influenza (flu) immunisation campaign using Egton Medical Information Systems (EMIS) Web. It is aimed primarily at those either new to EMIS Web or those new to running a flu campaign. However, it hopefully will contain elements that even an experienced EMIS Web user will find useful.

One of the beauties of EMIS Web is its versatility and there are many different ways of achieving the same goal within the system. In order to streamline the guide and prevent it becoming unwieldy a single method to obtain a particular outcome will be described here. Users can access many useful resources, including free on-line webinars via EMIS Support, which will enable those who wish to enhance their understanding to do so. A specific ‘Manage Your Flu Campaign’ is available here in August.

This guide has been written with the extensive and invaluable help of EMIS Health, who have produced the video demonstrations. Screen shots and videos are reproduced here with the kind permission of EMIS. It can be read on-line, hyperlinks to videos and other resources are underlined in blue. Access to the NHS intranet is required for some of the links. It can be printed and used as a reference manual in paper format, printing in colour makes the screen shots clearer.

Whenever extracting data from EMIS Web it is important to ensure you have run any searches immediately prior to extracting the data to ensure they are up to date. How to do this is shown in the guide.

The guide is quite lengthy, but it is anticipated that users will know how to do some of the elements described, so can ‘jump’ to the sections they will find useful by doing a ‘Ctrl’ and mouse click on the heading of the section they are interested in on the Contents page.

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Contents

Flu Immunisation Campaign .......................................................... 1
Preface .................................................................................. 2
The Flu Campaign ..................................................................... 5
EMIS Web Support ..................................................................... 6
How many flu vaccines do I need to order for next year’s campaign? .................................................... 8
  To find total number of vaccines given last season ................................................................. 8
  To find the number of intra-nasal flu vaccinations given last year ........................................... 9
To find the total number of the previous seasons target populations ............................................ 10
How many do I need to order? ................................................................................................. 11
Intra-nasal flu vaccination for 2 – 17 year olds ........................................................................ 11
  2 – 17 years olds not in an ‘at risk’ category ........................................................................... 11
  2 – 17 year olds in an ‘at risk’ category .................................................................................. 16
How to identify patients requiring a flu vaccination opportunistically ...................................... 16
How to identify patients to invite for the forthcoming flu season ............................................ 18
  2 – 17 year olds requiring Intra-nasal flu vaccination ............................................................ 18
All patients at risk ........................................................................ 18
Carers .................................................................................... 19
Patients who are pregnant ...................................................................................................... 19
Inviting patients to attend for vaccination ............................................................................. 20
Invitation by letter ........................................................................ 20
  Letter templates ...................................................................................... 20
Mail merge .......................................................................................... 22
Selecting sub-populations to invite .......................................................................................... 23
Putting Flu Clinics on to EMIS Web ...................................................................................... 24
  Configuring Session Categories ..................................................................................... 24
  Configuring Slot Types ......................................................................................... 25
  Creating a Flu Session .................................................................................. 26
Automating the coding process for the flu season .................................................................... 28
  Patients vaccinated by your practice .................................................................................. 28
  Patients who decline a flu vaccination or are vaccinated by other agencies ......................... 30
How to check the number of patients booked in to future flu clinics and availability of appointments within future clinics .......................................................... 31
Uploading a CSV file to submit payment claims via Open Exeter for flu vaccinations given ........ 33
  Defining the population to be claimed for ............................................................................ 33
Search for flu vaccination given to ‘Under 65y and at risk’ ........................................ 33
Intra-nasal vaccination for children not in the ‘at-risk’ group.......................... 43
Pregnant women ........................................................................................................ 47
Flu vaccination given to those aged 65 years to 74 years of age .............. 49
Flu vaccination given to those 75 and over ........................................................... 49
Saving in a format to submit to Open Exeter .......................................................... 49
Finally .......................................................................................................................... 50
Useful Resources ........................................................................................................ 50
Glossary ....................................................................................................................... 50
The Flu Campaign

This guide follows best practice as outlined in the 'Vaccination in Practice pack (VIP) Planning the flu immunisation campaign: A Guide for General Practice'. The VIP pack follows a chronological progression throughout the year and this is reflected in this guide.

Several key elements to improving vaccine uptake were highlighted in a study in 2012 (Dexter et al Strategies to increase the influenza vaccination rates). The seven key factors found here to improve uptake were:

- Identifying a staff member to plan the campaign
- Producing a written report of practice performance
- Sending a personal invitation to all eligible patients
- Only stopping when QOF targets were achieved
- Using a lead member of staff to identify eligible patients
- Using a modified or in house search of the patient data base
- Provision of the flu vaccine by midwives.

Where possible or appropriate these have been incorporated as 'best practice’ in this guide, some of the elements are outside the scope of EMIS Web.
EMIS Web Support

In the summer preceding the start of the flu campaign EMIS run an on-line webinar, which is free to practices, called ‘Managing your Flu Campaign’. This and other resources, some of which go into greater depth than given here, are accessed through the EMIS Support Centre.

Figure 1; How to find EMIS Web Support Centre

Go to the EMIS Web home screen by clicking the icon on the very top ribbon of any screen. The Support Centre is accessed by double clicking the Support centre link from here.

At this next screen sign in with your user name, password and organisation ID. If you haven’t used the Support Centre before, you will need to select Register and follow the on screen instructions to create an account. This can be done by anyone. You need to select ‘Wales’ from the Region drop down menu. You are then taken to the Support Centre.
Figure 2: EMIS Web Support Centre

The ‘Help’ tab in the top bar leads to information on all the different areas of EMIS Web and is laid out in the same format as EMIS Web itself.

The ‘Training’ tab takes you to the on-line training available. The webinars run at regular intervals and booking in advance is required.

The ‘Forum’ takes you to an area where other users have posted questions to, and received answers from, EMIS. You can also post a question here yourself.
How many flu vaccines do I need to order for next year’s campaign?

No sooner has one season nearly finished than planning for the next one starts. The first information that you need to find is the number of flu jabs you gave in the last season. This can be found within searches already on the system written by EMIS.

**To find total number of vaccines given last season**

1. Click on the EMIS ball in the top left corner of any screen within EMIS Web > Reporting.
2. Ensure you are within the top left hand tab ‘Population Reporting’. All of the following is from within this category.
3. From the left of the screen select EMIS Library > Cytology and Immunisation > Seasonal Vaccinations > Previous Years. Select the most recent year.

Figure 3: Finding the folder containing total number of flu vaccinations last year
In the right hand box several sub-folders and searches are now shown. The total number of vaccines given is in the report ‘UPTAKE – All patients’. This includes those who were pregnant or carers, and also the intra-nasal vaccines. It is described below how to find out how many intra-nasal vaccines were given, and that figure can be deducted from the one found here to find the number of intra-muscular vaccinations given. Ensure to Run the search (green arrow on the top ribbon) to ensure all data is up to date.

**Figure 4; Folder containing total number of flu vaccinations given last season**

**Video: Total number of flu vaccinations given in the previous season** (depending upon when this is done the last flu season may either be displayed as the current one or in the Previous Years folder).

**To find the number of intra-nasal flu vaccinations given last year**

The number of intra-nasal influenza vaccinations given is found from Seasonal vaccinations > Previous Years > Seasonal vaccinations 2014/15 > Seasonal Influenza UPTAKE report 2014/15 > UPTAKE Age banding > Age bands. Opening this folder shows the number of vaccinations given to all children age 17 and under. Ensure to Run the search (green arrow on the top ribbon).
The intra-nasal vaccine is recommended for children up to and including 17 years of age (The Green Book), the assumption here for ball park figures is that these children would have had the intranasal vaccine. Deduct this group from the total flu vaccinations figure obtained above to get the number of intra-muscular influenza vaccinations given.

**Video; Intra-nasal flu given in the previous season**

**To find the total number of the previous seasons target populations**

Figure 6; Total number eligible for flu vaccination in the previous season

Follow the Seasonal Vaccinations > Seasonal Vaccinations (most recent year) > Denominator Searches on the left hand side of the screen. The contents of this folder are displayed on the right hand side, the top figure ‘All patients at risk recall Search’ being the total number of patients eligible. Ensure to Run this search (green arrow, top ribbon) before extracting the data. This information is useful for ordering vaccines, hence it is assumed this will be done before the next years seasonal figures are displayed.

Again, this includes those who were eligible for the intra-nasal flu vaccine. How to find the number of children given this vaccine is described in the section above. The number of children who were eligible for the intra-nasal vaccination is found by clicking on each age band in the UPTAKE Age bands search (see above). The included figure is those vaccinated, the excluded figure is those who were eligible but not vaccinated.

**Video; Total target population from previous year**
**How many do I need to order?**

The flu immunisation uptake target for Wales is 75% in recommended risk groups and **50% of healthcare staff with direct patient contact**. Best practice suggests adequate flu vaccine should be ordered to meet the 75% overall target. Allowance for a 2% demographic increase in the population age should also be made. However, practices will not wish to over order vaccines as generally only 10% of the order can be returned. Most seasons more vaccine can be ordered during the course of the vaccination campaign. A balance between ordering enough vaccine to meet the target of 75% vaccination rate of those eligible and the actual number given in the previous season will need to be made when placing the initial order.

**Intra-nasal flu vaccination for 2 – 17 year olds**

2 – 17 years olds not in an ‘at risk’ category

It is anticipated the intra-nasal flu vaccine is to be delivered to an increasing cohort each year. It is advisable to wait until guidance from the Chief Medical Officer is received to be sure of the routine cohort defined before ordering this through ImmForm in the same way as other vaccines for the current national childhood vaccination programme. There may be restrictions on the number that you can order at any one time, or restrictions based on a percentage basis of the size of the routine cohort to be vaccinated. Once the age range of the routine cohort to be vaccinated is known, the number of children to be vaccinated can be found by constructing a simple search as shown below.

Useful links: [Chief Medical Officer Influenza target populations](#), [Welsh Government Seasonal Flu Plan (2014/15)](#)

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*Figure 7a; Where to construct and store a search*
You need to create a folder to store your searches in. From the above screen click on the green ‘Add’ icon.

From the drop down menu select ‘Folder’. From the drop down menu select ‘Folder’. This opens a small box in which to name your folder, prefacing it with your initials avoids confusion with other users. Here we have called the folder ‘Flu’.

In the box that opens up enter a name for your search and select the population to search, in this case the ‘Currently registered regular patients’. Enter ‘OK’.

Start to construct your search by clicking the ‘Add’ icon and selecting ‘Search’.

Your folder can now be double clicked to open it, and your searches can be stored here.

Figure 7b; Creating a folder to store a search
Click on the blue line ‘Click here’ to begin adding Rules to this Search’, then ‘Create a new Rule’.

Select ‘Create a new Rule’.

Click on the blue type to choose the type of feature you want in your rule. Here select ‘Patient details’ from the drop down menu.

Click on the green type to add a ‘Criteria’ to the rule and select ‘Date of Birth’ from the drop down menu, then ‘Set date’. In the box that opens up enter the dates as shown below.

Figure 7c; Creating rules for a search
In this example 2 and 3 year olds (the 2015/16 flu season, dates of birth will need to be amended for future years) on 31/8/2015 were to be vaccinated, which were children with dates of birth between 1/9/11 and 31/8/13 inclusive.

Figure 7d; Adding criteria to search rules

Select ‘OK’ then ‘OK’ again to close that rule. The following screen should now be displayed:

Figure 7e; Running a search

Click ‘Save and Run’ in the top ribbon, then select ‘Yes’ in the confirmation box that appears. The results of the search, with the total number found shown under the heading ‘Patient Count’, will be displayed as shown below. It is important to run this search immediately prior to extracting the data to ensure it is up to date.
Will display the list of patients.

Selecting the ‘Patients Included’ tab

The patients on this list can be invited for their vaccinations as detailed under ‘Inviting patients to attend for vaccination’.

Figure 7f; Results of a search to find those eligible for an intra-nasal flu vaccination who are not in an ‘at risk’ category.

Video: Intra-nasal flu vaccinations for those not in an ‘at risk’ category (the dates of birth in this video are based on the 2014/15 season, the screen shots above give the dates of birth for the 2015/16 season)

It should be borne in mind that this list includes all those eligible, patients will need review on an individual basis to ensure the vaccine is not contra-indicated and best care is provided.
2 – 17 year olds in an ‘at risk’ category

The intra-nasal flu vaccination is recommended for use from 6 months to 17yrs inclusive \((\text{The Green Book})\), so those at risk for reasons other than age can have this vaccine until they become 18yrs. From August 1\textsuperscript{st} of the current year they can identified by an age band basis as shown below:

For the current season follow the pathway EMIS Library > Cytology and Immunisations > Seasonal Vaccinations > Seasonal Vaccinations 2015/16 > Seasonal Influenza UPTAKE Reports > UPTAKE – Age Banding. The age bands are then shown. In this example, those age 2 in the current flu season eligible for a flu vaccination that have not yet had one will be in the Patients Excluded list. Patients who have received it in the current flu season will be in the Patients Included list.

Video; 2- 17 year olds in an ‘at risk’ category (the video is based on the 2014/15 flu season, the pathway is the same for the 2015/16 season).

How to identify patients requiring a flu vaccination opportunistically

From early in flu season to the following 31\textsuperscript{st} March all patients eligible for a flu vaccination, who have not declined to have one, will have an alert showing in the ‘pop up’ box that is displayed when their medical record is displayed.

Figure 8; 2-17 year olds eligible for a flu vaccination as in an ‘at risk’ category

Figure 9; Alerts in the ‘pop-up’ box
This is based on a search performed by EMIS following the current season’s recommendations from the Chief Medical Officer Wales (CMO Influenza Vaccination Programme). It is anticipated that these recommendations will be published by early July and with the vaccination season now starting 1st August the ‘pop-up’ alerts should be displayed shortly afterwards. Hence for eight months of the year the patients eligible for a flu vaccination can be identified opportunistically as they present at the surgery, this is an opportunity to offer a verbal invitation for the vaccine (read code 9OXD0 if the first invitation). If flu vaccinations are currently being given they can make an appointment, or advised when vaccines will next be available. The alert is no longer displayed once the individual has received their flu vaccination for that particular season. Hovering the mouse over the alert displays the reason the patient needs vaccination.

An awareness of the groups requiring a flu vaccination will enable opportunistic invitations, for example during medication reviews, during the period the EMIS provided alerts are not displayed (1st April to 31st July). These groups and their definitions can be found as shown below:

Click on the EMIS ball in the top left of the screen within EMIS Web > Reporting > Population Reporting. Ensure you are within the top left hand tab ‘Population Reporting’. All of the following is from within this category. From the left of the screen select EMIS Library > Cytology and Immunisation > Seasonal Vaccinations. Select the most recent year in the right hand box and open the reports for that year with a double click, then double click ‘DoH Seasonal Vaccination Reports’. The ‘at risk’ cohorts eligible for a flu vaccination are listed. This is a guide only, and some subgroups within these are not immediately obvious, for example, in 2014/15 patients on the coeliac disease register became eligible for a flu vaccination within the ‘Immunosupression’ cohort as clinical evidence has highlighted that some coeliac patients have splenic dysfunction. Also, groups eligible for a vaccination, such as community first responders, emergency first aiders and those who are voluntary carers will not be apparent.

**The severely obese (bmi>40) are under consideration** for eligibility for the flu vaccine in 2015/16, and they may receive it at the discretion of a clinician (see CMO circular). It is of importance to note that in the 2015/16 flu season GP practices cannot claim for vaccinating this group. They are however identified on the EMIS pop-up alert as being eligible for vaccination. Hovering the mouse over the ‘seasonal influenza vaccination required’ alert reveals the reason(s) why that particular patient requires vaccination.

**Video: Groups requiring seasonal flu vaccination (previous year)**
How to identify patients to invite for the forthcoming flu season

It has been shown that higher uptake rates of vaccination are achieved when a personal invitation is issued to the patient (Dexter et al; Strategies to increase influenza vaccination rates). This can be verbal as described above or a written invitation. Generic notices in the waiting room or pharmacy are less effective. There are several cohorts of patients that require vaccination, and it is useful to be able to identify them separately. From 1st August the target cohort will have been identified by EMIS and can be located as follows;

Click on the EMIS ball in the top left corner of any screen within EMIS Web > Reporting > Population Reporting. Ensure you are within the top left hand tab ‘Population Reporting’. All of the following is from within this category.

2 – 17 year olds requiring Intra-nasal flu vaccination

How to identify the children requiring the intra-nasal flu vaccination by reasons of age alone or because they are in an ‘at risk’ category has been described earlier (Intra-nasal flu vaccination for 2 – 17 year olds).

All patients at risk

![Figure 10; All patients requiring a flu vaccination because they are ‘at risk’.

From the left of the screen select EMIS Library > Cytology and Immunisation > Seasonal Vaccinations > Seasonal Vaccinations (current season) > Denominator Searches (current season). On the top ribbon there is a Run icon with a green arrow, clicking here will run the search to ensure it is up to date. It includes all patients aged 65 and over, all those at
risk aged 6 months to 64 years including those requiring the intra-nasal flu vaccine because of their age alone) and those who are pregnant or are a carer.

This does include those aged 17 years and under who are ‘at risk, for whom the intra-nasal flu vaccine is the vaccine of choice. If you have already started giving influenza vaccinations, select the ‘Age 65 and over – not vaccinated’, or ‘Under 65 at risk – not vaccinated’ search as appropriate.

**Carers**

Carers can be identified as follows. Click on the EMIS ball in the top left corner of any screen within EMIS Web > Reporting > Population Reporting. Ensure you are within the top left hand tab ‘Population Reporting’. From the left of the screen select EMIS Library > Cytology and Immunisation > Seasonal Vaccinations > Seasonal Vaccinations (current season) > Seasonal Influenza Uptake Reports (current season). In the right hand box select ‘Carers’, the group to send invitations to are the ‘Carer under 65y, not at risk or pregnant’. This group should be considered before inviting, the person who the Carer was looking after may have passed away, and a letter inviting them for their flu vaccination may be an insensitive reminder. Timely read coding as ‘no longer a carer’ (read code 918f) when appropriate helps to reduce this problem. **This video and description is based on the 2014/15 flu season, the same steps will need to be followed for the 2015/16 flu season.**

[Video: How to identify carers requiring a flu vaccination](#)

**Patients who are pregnant**

This group needs a careful approach. The pregnancy may have ended unsuccessfully before they received the vaccination, and if not properly coded they may appear as still pregnant and requiring vaccination. A more personal approach is required, with face to face invitations when attending for ante-natal checks with the midwife or other healthcare professionals being a possible means of inviting this cohort. They are identified in the same folder as ‘Carers’ as found above.
Inviting patients to attend for vaccination

The steps to send a mail merge letter for those in the ‘All ages at risk’ cohort requiring a flu vaccination is described below. A different letter for the children would be advisable, briefly explaining the procedure.

Having identified the group that you wish to offer flu vaccination to, you can issue a personal invite for them to attend by letter or possibly in the future by SMS text.

Invitation by letter

To invite the cohort in the identified search ‘all ages at risk’ by letter involves utilizing the mail merge facility and constructing a template letter. Letters in twelve different languages, including Welsh, can be found on the Public Health Wales Immunisation and Vaccine Preventable Disease Programme website. Copy and save the letters you want on to your computer desk top, they can then be copied and pasted in to your letter.

Letter templates

![Figure 11a; Creating a letter template](image-url)
Use the tabs on the left hand side of the screen to add fields to your invitation letter, and type the content of the letter. There are several template letters available, and saving them to your desktop allows them to be easily copied into your letter template. If possible, it has been shown to be better to write your own. An example of a letter is shown below.

The grey fields are the details that will be added when the mail merge is run, the remainder is free type. The letter now needs to be saved.
Finally click ‘OK’ to save the template. This can now be used to send letters out via the mail merge facility.

![Image of a computer screen showing the mail merge fields and a template name and description dialog box.]

**Figure 11c; Saving a letter template**

**Video: Constructing a letter template for inviting patients to have a flu vaccination**

It is advisable to check that the letter is satisfactory by calling it up through a single patient record. To do this select a patient in the usual way, and under the ‘Consultations’ tab select ‘Documents’. Click the green Add icon then ‘Create Letter’. Assuming that you have not used the newly created letter template before, click the and type the name of the letter, double click on it when it appears in the picking list. The letter should now appear with the relevant patient details on. Exit this by selecting ‘Close’ under the File option.

**Mail merge**

With the ‘all ages at risk’ search (or any other search you are using) highlighted click on the ‘Mail Merge’ icon in the top ribbon in the Actions box. Ensure you have recently run the search (green arrow on the left).

In the box that appears ensure the ‘Included’ or ‘Excluded’ option is selected as appropriate, depending on the search being used.
Figure 12; Running a mail merge

**Selecting sub-populations to invite**

It may be that you don’t wish to invite the whole cohort eligible for a flu vaccination in the first instance, as some groups are more responsive to general advertising strategies than others. For example, many practices find those in the ‘aged 65 and over’ group are good at making an appointment for their vaccination without an individual invitation, however, those in the ‘aged under 65’ group are difficult to get to attend. A letter inviting just that cohort could be sent by doing a mail merge as described above but on the ‘under 65 at risk – not vaccinated’ (see denominator Search folder).

It has already been described how to identify the children eligible to receive the intra-nasal flu because of age alone, enabling them to be invited separately.

Also, all those 17 and under are advised to have the intra-nasal flu vaccine, and these are identified from the Age Banding report within ‘Seasonal Influenza Uptake’ reports.
Putting Flu Clinics on to EMIS Web

Putting assigned flu immunisation clinics onto EMIS Web is preferable to having them as general appointment sessions. It helps the reception staff to find them more easily when patients are requesting an appointment, and also allows for patients who are booked in to clinics in the future to be easily identified. This is useful in many situations, such as when sending out re-call letters part way through the campaign, or assessing the number of vaccinations available against the number of patients already booked for one. Those patients already booked in to clinics can thus be accounted for.

How to create a clinic is covered comprehensively on EMIS Support (access this as described in EMIS Web Support). Go to Help on the top ribbon, select Appointments then Appointment Book. On this page ‘Creating Appointment Sessions from the Appointment Book’ has several good, short videos.

Before creating your session it is best to create a session category called Flu Clinic. This is done as shown below.

Configuring Session Categories
Configuring Slot Types

In the menu on the left hand side of the box displayed above select the option ‘Slot Types’. These need to be defined in the same way as the Session Category, add the appropriate fields, giving your slot type a name such as Flu Clinic.

Video: Configuring a Slot Type for Flu
Creating a Flu Session

Go to the EMIS ball and select Appointments > Planner

Select the Week Templates tab then New Session Template.

Fill in the fields indicated
The created sessions can now be loaded on to the planner in the normal way, for guidance on this see EMIS Support > Appointments > Planner > Using the Planner.

**Video: Creating a Flu Session**

The created sessions can now be loaded on to the planner in the normal way, for guidance on this see EMIS Support > Appointments > Planner > Using the Planner.
Automating the coding process for the flu season

Patients vaccinated by your practice

When a flu clinic is running it is useful if the patient’s medical records can be updated rapidly and accurately. Automating the process by using a protocol is incredibly useful. The whole process from documenting the vaccination site, the batch number of the vaccine and adding it to the patient’s medications can be included in the protocol.

There is an excellent section as to how to construct a flu protocol, including a ‘how to’ video, within the Support Centre. It is found by typing in the search box in the top bar ‘Automating the coding process for flu season’. You can add extra fields to the protocol to capture extra data, such as smoking history, or pneumonia vaccination, as required.

The protocol is launched for each patient by the protocol launcher. The first time you use a protocol you have to add it to your ‘launch’ list, it will then be available every time you log on to EMIS Web. Protocols are launched via the F12 key, from within any screen, though you will most likely be in the consultation screen. For this first time you will then be presented with ‘Searching’ for your protocol as shown below.

Right click on the alphabetical list under Protocol name, choosing a letter you wish to be associated with your protocol, and select ‘Add’.
Double clicking the name in the list will now launch the protocol, and this is all that is required after the initial launch.

Video: Launching a protocol for the first time
Patients who decline a flu vaccination or are vaccinated by other agencies

Patients can also choose to be vaccinated by pharmacists or may have been vaccinated by their own occupational health departments. These can be recorded easily by clicking on the ‘zap’ arrow of the pop-up box.

The appropriate data can be entered in the window that opens, and will automatically be given the correct read code.

Children in Reception, Year 1 and 2 at school should have been given the vaccine in school. Practices are notified by their health authority of vaccines given, and this should be entered on the patient’s record as Intra-nasal vaccinations given by other healthcare providers.
How to check the number of patients booked in to future flu clinics and availability of appointments within future clinics

It can be useful to know how many patients are booked in to future flu clinics, to ensure sufficient vaccine is available. Conversely, it is useful to know how many free appointments are available in future clinics to ensure patients can continue to make appointments. Also, when sending out invitation letters you will wish to exclude those who already have an appointment for their vaccination. Both of these can be determined by generating a report from ‘Appointment Reporting’. This is accessed from the EMIS ball then following the pathway below:

1. From Appointment Reporting select ‘Add’.
2. From the same ‘Add’ icon select ‘Slot Report’.
3. All four sections of the Appointment report screen need to be filled in. Name your report ‘Flu’.
4. Under the ‘Filter Data’ tab select ‘Slot Type’, then ‘Flu’ (defined previously when setting up your session – see Configuring Slot Types).
5. Then select ‘Folder’ to create a folder to store the report in.

For Rows select ‘Slot Properties’ then ‘Availability’.

‘Schedule’ select none.

Select ‘Save and Run’.

The report generated will look as follows.

Figure 18; Determining the number of patients booked in to flu clinics

Video: How to check patients booked in to, and available slots within, flu clinics
Uploading a CSV file to submit payment claims via Open Exeter for flu vaccinations given

Currently (2015/16 season) the populations given the flu vaccination are divided into age populations for payment, namely, under 65 years of age, aged 65-74 and 75 years old and over. Those receiving the flu vaccination because they are pregnant need to be claimed for separately, as do the cohort of children who receive the intra-nasal flu purely because of their age.

**Defining the population to be claimed for**

Claims for payment for administering the flu vaccine can be made by uploading files in to Open Exeter. To submit claims in this form, searches to define the populations need to be constructed. This is done in essentially the same way as described in ‘Intra-nasal flu vaccination for 2-17 year olds’. How to construct the search for each category is shown below. It should be borne in mind that the following examples are given in the 2015/16 flu season, different dates of birth will apply to define the same age groups next season.

**Search for flu vaccination given to ‘Under 65y and at risk’**

To determine this group an existing EMIS search needs to be modified to reflect the appropriate groups.

[Image: A screenshot of an EMIS search showing the steps to define the population for claims.]

From ‘Seasonal Flu Vaccinations 2015/16’ select ‘Denominator Searches’.
This search contains the Severely Obese group, which needs to be removed as they can’t be claimed for, and doesn’t include Carers, who can be claimed for, so needs editing.

Copy this search by right clicking on it, when it is highlighted select copy from the drop down menu.
Paste it into your own folder by clicking on it, then right click and select ‘Paste’.

Highlight the copied search then select ‘Edit’ on the top ribbon to display the search criteria.
Scroll down through the search rules to Rule 14. This rule needs to be deleted as this group cannot be claimed for. Click on the line ‘Rule 14’, then click on the ‘Delete’ (red cross) on the top ribbon.

Another rule needs to be added in here now to include the ‘Carers’ group.
The EMIS search for the ‘Carers under 65’ cohort is found as shown. Highlight the third report down, which is ‘Carers under 65 not at risk or pregnant’. Right click and copy this search into your selected folder as described previously.

The final rule can be added to the search – this rule adds those aged under 65 from the Carers group from above, so select ‘Use an existing Search’s result’.

Select the search you have just copied into your folder, ‘Carer under 65yrs not at risk or pregnant’.
Ensure the ‘If Rule Passed’ and ‘If Rule Failed’ choices are changed to show the above (click on the green, black or red rules to show the alternative choices). Click on Properties in the top ribbon to change the name of the search.

A new search needs to be constructed to find those in this group that have had the flu vaccine. Add a new Search in to your chosen folder.
This new search will use the search you have just done as its initial population. Here select ‘Results from’ rather than ‘Currently registered regular patients’. Use the magnifying glass to look for the population you have just defined.

Here select ‘Flu 6 months to 64 years – at clinical risk (minus bmi>40), then click OK.

The selected search should then appear as shown in the ‘Results from’ box.
Search rules need to be added to look for those within this population that have had the flu vaccine, either the intra-muscularly or intra-nasally.

Here we are going to search for the clinical codes applied when either type of vaccine is given.
Entering ‘Seasonal influenza’ in the search box allows you to select ‘Seasonal Influenza Vaccination’. The derived codes are also automatically selected, and the ‘given by pharmacist’ and ‘given while hospital inpt’ need to be removed by clicking on the small tick next to them. Do not click OK yet.

The code for the intra-nasal vaccine needs to be searched for also in this group, entering ‘administration of’ allows ‘administration of intranasal influenza vaccine to be selected as shown. Its derivatives of first and second vaccination are selected automatically, and should be included. The intranasal vaccine given by other healthcare providers should be given the appropriate code so will not be included.
Figure 19: Claiming for flu vaccinations given to those age 6 months to 64 years

Click on the green writing ‘Click here to add Criteria...’ to add the dates to be searched.

In this example the dates the claim was to be made for was from 1/8/15 to one day before the search date.

The completed search should look like this. Remember to Save and Run the search immediately.

Figure 19: Claiming for flu vaccinations given to those age 6 months to 64 years
Intra-nasal vaccination for children not in the ‘at-risk’ group

The search done initially to identify this cohort can be modified to identify those who have had the intra-nasal flu within a specific time period, as shown below.

In the 2015/16 flu season, intra-nasal flu given to children not at risk can be given to those up to and including school year 2. Those who did not receive it at school can be given it opportunistically by GP practices. The claim for vaccinations needs to encompass this wider group, in 2015/16 the dates of birth are shown here. The search is constructed initially as for the call list for intra nasal flu ‘2 – 17 years olds not in an ‘at risk’ category’, Figure 7, but using the dates of birth shown here.

You need to ‘add another rule’ to your search, select ‘Use an existing Search’s results’.

Use the magnifying glass symbol to look for the search you want, which is the ‘Flu at Risk 6 months – 64 years’ that you constructed earlier. This is going to allow you to exclude those that require vaccination for a clinical reason other than age, otherwise you may end up attempting to claim twice for some of them.
Ensure the Rules for Rule 1 and 2 are set as shown. If not, click on the term after If Rule Passed: and select the correct term.

A further rule needs to be added, selecting ‘Create a New Rule’.

Select a New Code List as shown.
Select Administration of intranasal influenza vaccination by double clicking on it, the derivatives of this (as shown first and second vaccinations also) should remain selected. It is important that vaccinations given to this cohort by other healthcare professionals are coded correctly as having been so, otherwise they will be claimed for erroneously.

The dates to be claimed for need to be entered here.
The dates to be claimed for need to be entered here. In this example, vaccinations given from 1/8/15 to one day before the search date were to be claimed for.

The completed search should look like this. The dates in the final selection will obviously reflect the claim period. It is important to check that the If Rule Passed sections show the correct search path. **Remember to ‘Save and Run’ the search immediately.**

Figure 20; Patients given the intra-nasal flu vaccine not in an ‘at risk’ group
Pregnant women

The pregnant women who have had a flu vaccination are defined within an EMIS library search as shown.

Select the ‘Pregnant NOT in another at risk group vaccinated’ report, right click then ‘Copy’ the search.

Open ‘Your Practice’ tab on the left hand side, select a folder and paste (right mouse click or Paste in the top ribbon) the search into your chosen folder.
Click on the search you have just pasted in, select ‘Edit’ on the top ribbon. Double click on the sections you need to edit. Here the dates need to be changed to reflect the claim period, so select ‘Date’ and edit appropriately. Remember to do this for the medication issue as well.

Your completed search should look as follows if you were claiming for flu vaccinations given between 1st August and the day before the search date. Ensure the search is always run so it is up to date.

Figure 21; Pregnant women given the flu vaccination in a defined time period

**Video: Report of flu vaccinations given in a defined time period to those who were pregnant**
(video is for the search in 2014/15 flu season, for claims 1/1/15 to 31/1/15, the same steps need to be followed for the 2015/16 season).
Flu vaccination given to those aged 65 years to 74 years of age

Add a new search into your folder. As of the 2015/16 season the search will need the dates of birth to be ‘After 31/3/41 and Before or on 31/3/51’. These dates will obviously change by a year each season. Remember to amend the search name under Properties to something appropriate, and to run the search immediately prior to using the data.

Flu vaccination given to those 75 and over

Add a new search into your folder. As of the 2015/16 flu season (dates of birth will need amending each year) the date of birth will need to be ‘Before or on 31/3/41’, with no upper limit. Again, remember to name your search, amend the search name under Properties to something appropriate, and to run the search immediately prior to using the data.

Saving in a format to submit to Open Exeter

When you have constructed your search, the results need to be uploaded to Open Exeter. The reports need to be exported from the Export Results tab as a CSV file as shown below.

When prompted select Patients Included, and for ease of access save the resulting file on your computer Desktop.

Figure 22; Generating a CSV file

Claims using Open Exeter are outside the scope of this report, but will be a routine exercise for someone within your practice.
Finally....

It is hoped that this guide will enable those less familiar with EMIS Web, or less familiar with the Flu Campaign, to get the most from their system. It is not an exhaustive guide, as EMIS Web is capable of far more than shown here, but it is hoped this will provide a useful starting point and users will be able to enhance their use of the system as their own individual understanding of, and confidence with, the system grows.

Useful Resources

The Flu Vaccine in Practice Pack
The Chief Medical Officer letter
The Welsh Government Seasonal Flu Plan
The Green Book

Glossary

CMO; Chief Medical Officer

EMIS Health; Egton Medical Information Systems Health

ImmForm; A website used by the Department of Health, the NHS and the Health Protection Agency (HPA) collect data on vaccine uptake for immunisation programmes, collect data incidence of influenza and provide vaccine ordering facilities for the NHS.

Open Exeter; A web-enabled viewer from the NHS Connecting for Health that gives primary care trusts and agencies the opportunity to share information with their local GP practices.

PHW; Public Health Wales

VPDP; Vaccine Preventable Disease Programme

QoF; The Quality and Outcomes Framework is a voluntary annual reward and incentive programme for all GP surgeries, detailing practice achievement results.