

How to enter vaccination details into Best Practice

This document is designed to assist staff when entering vaccination details into Best Practice



Health
Mid North Coast
Local Health District

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1 Introduction

This document was developed by the North Coast Public Health Unit in conjunction with North Coast Primary Health Network and has been compiled to assist General Practice staff to manage vaccination records in Best Practice.

Thank you to Rachelle Deaker who was responsible for the coordination of the project along with the compiling of the guides for practice staff.

2 Opening the immunisation window in Best Practice

Open the patient's file.

Click on the Immunisation tab on the bottom left hand side of the patient's file (**screenshot 1**). This will display the recommended Australian immunisation schedule.

NOTE: Three Rotavirus doses are listed in the schedule until you select a vaccine. If Rotarix is selected the third dose will disappear from the schedule.

Screenshot 1 - Opening the Immunisation window

The screenshot shows the Best Practice software interface for a patient named 'Miss Baby Babby'. The left-hand menu has the 'Immunisations' tab highlighted with a red box. The main window displays the patient's details, including Name, Address, Medicare No., and Record No. Below this, there are sections for 'Allergies / Adverse Drug Reactions', 'Reactions', and 'Actions/Reminders'. The 'Immunisations' section is currently empty, showing a 'Not recorded' status. The right-hand side of the window displays the 'Vaccines given' section, which includes a table for recording vaccine dates, vaccine names, diseases, and batch numbers. The table has columns for Date, Vaccine, Diseases, No., and Batch. The 'Vaccines given' section also includes a list of recommended vaccines for different ages, such as Diphtheria, Tetanus, Pertussis, Hep B, Hib, Polio, Pneumococcus, Rotavirus, Measles, Mumps, Rubella, Hepatitis A, and Meningococcal C/Hib.

3 Recording a vaccine

To record an encounter, select the vaccine given by 'clicking' within the tick box after the vaccine listed in the BP immunisation schedule (*Screenshot 2*).

This will open a vaccine box for you to enter vaccine, billing Provider, administrator of vaccine, site, route, date, batch number, sequence (dose number) and comment.

The date field will automatically fill with the current date.

The batch number can be stored for future vaccinations, but will need to be checked that it is correct each new administration of same vaccine. Select 'save' (*Screenshot 2*).

Screenshot 2 - Selecting the vaccine listed in the immunisation schedule

Miss Baby Bobby

Name: Baby Bobby D.O.B.: 18/06/2014 Age: 11 mths Sex: Female

Address: 6 Hope St Wishville 1000 Phone: Mobile: Work:

Medicare No: 2506132329 - 9 3/2018 Record No.: 54 Pension No.: Comment: Elite sports: Ethnicity: Aboriginal/Torres Strait Islander

Occupation: Tobacco: Alcohol:

Allegies / Adverse Drug Reactions: Reactions: Actions/Reminders:

Item Reaction Severity Type Due Reason

Not recorded

Expand Collapse

Miss Baby Bobby

Today's notes

Past visits

Current Rx

Past history

Immunisations

Investigation reports

Correspondence In

Correspondence Out

Past prescriptions

Observations

Family/Social history

Clinical images

Enhanced Primary Care

Birth: ☐ Date given:

2 months: Diphtheria, Tetanus, Pertussis, Hep B, Hib, Polio ☐ Pneumococcus ☐ Rotavirus ☐

4 months: Diphtheria, Tetanus, Pertussis, Hep B, Hib, Polio ☒ Pneumococcus ☐ Rotavirus ☐

6 months: Diphtheria, Tetanus, Pertussis, Hep B, Hib, Polio ☐ Pneumococcus ☐ Rotavirus ☐

12 months: Measles, Mumps, Rubella ☐ Hepatitis A ☐ Meningococcal C/Hib ☐ Pneumococcus ☐

12 - 18 months: Pneumococcus ☐

18 months: Measles, Mumps, Rubella, ChickerPox ☐ Hepatitis A ☐

4 years: Diphtheria, Tetanus, Pertussis, Polio ☐

Vaccines given

Available vaccines: Vaccine Against

Infanrix Hexa Diphtheria, Tetanus, Pertussis, Polio

Billing provider: Dr. F. Findacure ☐ Include inactive providers

Given by: Dr. F. Findacure

Site:

Route: ☐ IMI ☐ SC ☐ Oral ☐ Intradermal

Date given: 15/06/2015 Batch No.:

Comment:

☐ Send reminder Reminder date: 15/06/2015

☐ Save batch number

Save Cancel

4 Recording vaccines not in the immunisation schedule

In the patients file with the Best Practice Immunisation window open, select 'Add' located above the immunisation schedule (**Screenshot 3**).

An Immunisation box will appear that list other vaccines. Highlight vaccine and it will fill the field of vaccine given.

Provide the other required immunisation information, provider, and person giving vaccine, site, route, date, sequence (dose number) and batch number.

Screenshot 3 - Selecting a vaccine not in the schedule

The screenshot shows the Best Practice software interface for a patient named Miss Baby Babby. The patient's details include Name: Miss Baby Babby, Address: 6 Hope St, Wishville 1000, Medicare No.: 2506132329 - 9 3/2018, Record No.: 54, D.O.B.: 18/06/2014, Age: 11 mths, Sex: Female, and Ethnicity: Aboriginal/Torres Strait Islander. The immunisation schedule is displayed, and the 'Add' button is highlighted with a red box. The 'Immunisation' dialog box is open, showing a list of available vaccines. The 'Vaccine' field is set to 'Bexsero', and the 'Against' field is set to 'Pertussis, Diphtheria, Tetanus'. The 'Vaccine given' field is also set to 'Bexsero'. The 'Billing provider' is 'Dr. F. Findacure', and the 'Given by' is 'Ms. N. Nurse'. The 'Site' is 'Left anterior thigh', and the 'Route' is 'IMI'. The 'Date given' is '15/06/2015', and the 'Batch No.' is empty. The 'Sequence' is '1'. The 'Comment' field is empty. The 'Send reminder' checkbox is checked, and the 'Reminder date' is '15/06/2015'. The 'Save batch number' checkbox is unchecked. The 'Save' and 'Cancel' buttons are at the bottom of the dialog box.

Available vaccines:

Vaccine	Against
Agrippal	Influenza
Avaxim	Hepatitis A
BCG	Tuberculosis
Bexsero	Meningococcus B
Boostrix	Pertussis, Diphtheria, Tetanus

Vaccine given: Bexsero

Billing provider: Dr. F. Findacure

Given by: Ms. N. Nurse

Site: Left anterior thigh

Route: ☒ IMI ☐ SC ☐ Oral ☐ Intradermal

Date given: 15/06/2015

Batch No.:

Sequence: 1

Comment:

☒ Send reminder **Reminder date:** 15/06/2015

☐ Save batch number

Save **Cancel**

5 Recording vaccines NOT given at your practice

It's advisable to keep a record of vaccinations that your patient has received. You can add vaccines to your patient's file that were not administered at your practice by listing them in the immunisation section as 'not given here' (**Screenshot 4**).

Select vaccine given either from the Immunisation schedule window or from Add vaccine tab. Record vaccine and select billing provider "Not given here". **Vaccinations recorded as 'not given here', will not transfer to the immunisation list in Best Practice to be transferred to ACIR.**

Screenshot 4 - Recording vaccines not given by your clinic

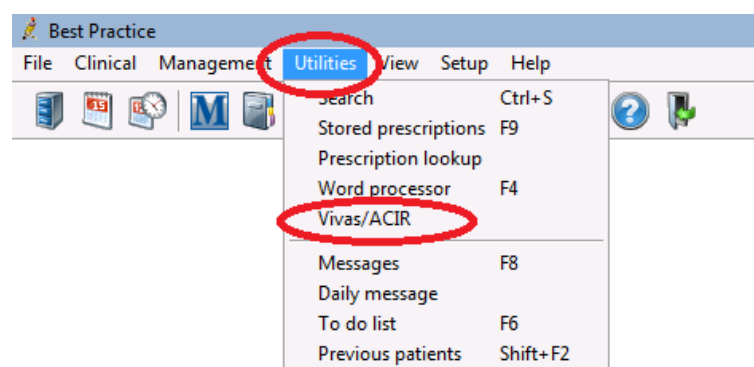
The screenshot shows the 'Childhood immunisations' window in the Best Practice software. The window has a 'Vaccines given' table with columns for Date, Vaccine, and Billing provider. The 'Billing provider' dropdown is set to 'Not given here'. The window also has a 'Send reminder' checkbox and a 'Reminders date' field.

Date	Vaccine	Billing provider
15/06/2015	Diphtheria, Tetanus, Pertussis, Hep B, Hib, Polio	Not given here
15/06/2015	Pneumococcal	Not given here
15/06/2015	Diphtheria, Tetanus, Pertussis, Hep B, Hib, Polio	Not given here
15/06/2015	Pneumococcal	Not given here

6 Sending immunisations to ACIR

On the Best practice home page, (patient's files closed). Select 'Utilities' tab and then select 'Vivas/ACIR' (**Screenshot 5**).

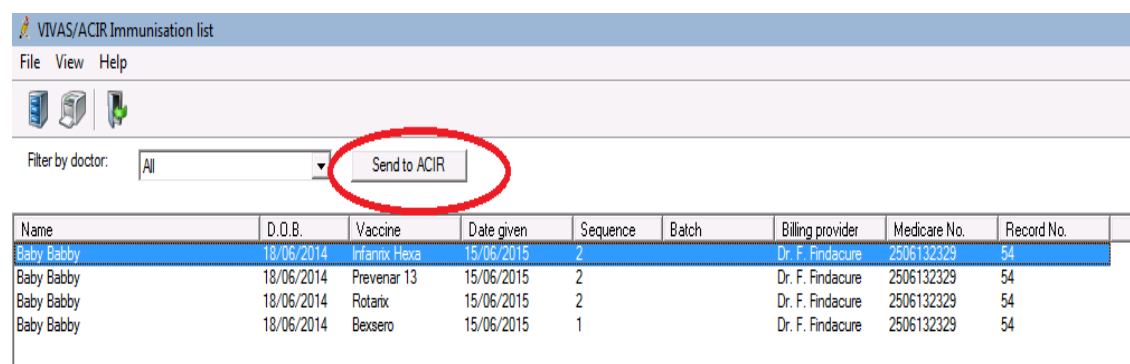
Screen shot 5 - Selecting the vaccinations to send to ACIR



A list will be generated of the vaccines recorded. Check that the information is correct and required fields are entered (name provider is GP or billing provider, not a nurse), sequence (dose number), Medicare number. This list can be printed for future reference, although the list will also be stored and be able to be viewed in the “view” section of this application. Select ‘send to ACIR’ (**Screenshot 6**).

NOTE: ‘send to ACIR’ tab will not be highlighted, if there are no vaccines in the list to be sent.

Screenshot 6 - Sending vaccination details to ACIR



7 Searching vaccines in Best Practice

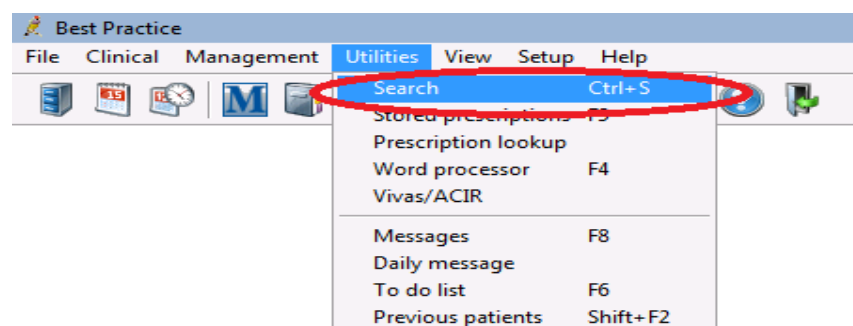
There are 2 methods to search immunisations in Best Practice.

1. Via the UTILITIES tab.
2. Via the CLINICAL tab.

Searching immunisation via the utilities tab

Select utilities, search (**screenshot 7**).

Screen shot 7 - Searching using the Utilities tab



A data base search box will appear which offers various areas to search in Best Practice.

Select ‘immunisation’ (**Screenshot 8**).

A search for Immunisation box will appear in which you can select fields to search. The search fields include vaccine, given by, date range, batch number.

Screenshot 8 - Searching using the immunisation box

Database search

File Help

Setup search: Demographics Drugs Conditions Visits **Immunisations** Pap smears Observations Family/Social

SQL Query: SELECT * FROM BPS_Patients WHERE Status Text = 'Active' ORDER BY surname, firstname

Run query Load query Save query New query

☐ Include inactive patients ☐ Include deceased patients

Name	Address	D.O.B.	Age	Medicare No.	Medicare expiry	File No.	Home phone	Work phone	Mobile
------	---------	--------	-----	--------------	-----------------	----------	------------	------------	--------

Search for immunisations

Vaccine: All vaccines

Given by: All doctors

From: 15/06/2015

To: 15/06/2015

Batch No.:

AND OR NOT Add

Condition:

OK Cancel

Multiple vaccines can be listed by highlighting a vaccine then selecting Add, reselecting another vaccine and selecting 'add' (**Screenshot 9**).

Screenshot 9 - Selecting multiple vaccines

Database search

File Help

Setup search: Demographics Drugs Conditions Visits **Immunisations** Pap smears Observations Family/Social

SQL Query: SELECT * FROM BPS_Patients WHERE Status Text = 'Active' ORDER BY surname, firstname

Run query Load query Save query New query

☐ Include inactive patients ☐ Include deceased patients

Name	Address	D.O.B.	Age	Medicare No.	Medicare expiry	File No.	Home phone	Work phone	Mobile
------	---------	--------	-----	--------------	-----------------	----------	------------	------------	--------

Search for immunisations

Vaccine: Adacel

Given by: All doctors

From: 7/10/2014

To: 15/06/2015

Batch No.:

AND OR NOT Add

Condition: AND Vaccine = Adacel
AND Vaccine = Bexsero
AND Vaccine = Boostrix

OK Cancel

When the required search fields are completed, select 'OK'. The search box will disappear and the information will appear in the SQL query section of the data base search. Select 'run query' (**Screenshot 10**) and search results will appear.

NOTE: search results shows patient's details but not vaccine or dose number.

Screenshot 10 - Using the SQL query section of the data base search

Database search

File Help

Setup search: Demographics Drugs Conditions Visits **Immunisations** Pap smears Observations Family/Social

SQL Query: SELECT * FROM BPS_Patients WHERE StatusText = 'Active' AND InternalID IN (SELECT InternalID FROM Immunisations WHERE VaccineID = 133 AND RecordStatus = 'Completed') ORDER BY surname, firstname

☐ Include inactive patients ☐ Include deceased patients 1 matching record

Run query Load query Save query New query

Name	Address	D.O.B.	Age	Medicare No.	Medicare expiry	File No.	Home phone	Work phone	Mobile
Babby, Baby	6 Hope St, Wishville, 1000	18/06/2014	11 mths	2506132329 - 9	31/03/2016	54			

Searching immunisation via the clinical tab

You can search immunisations by selecting clinical, search and immunisation (**Screenshot 11**).

Individual vaccines can be searched in this section. The results will display the vaccine, dose date given, Medicare number and given by.

Screenshot 11 - Vaccination search using the clinical tab

Immunisation list

File View Help

Vaccine: Bexsero Given By: All ☒ Print each doctor's list on separate pages when printing details

Start date: 1/02/2015 End date: 15/06/2015 Born before: 15/06/2015 Born after: 15/06/2015

Name	D.O.B.	Vaccine	Date given	Sequence	Batch	Given by	Medicare No.	Record No.
Baby Babby	18/06/2014	Bexsero	15/06/2015	1		Dr. F. Findacure	2506132329	54

8 Appendices

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