

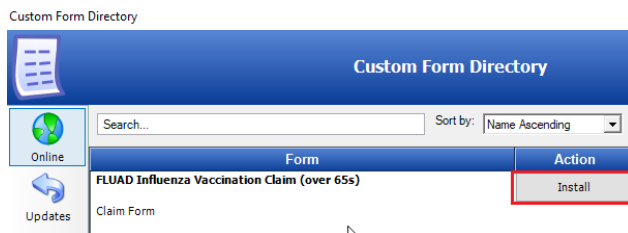
Flu Shot Administration

For more detailed information on the season Influenza Vaccination Programme visit the HSE website (Flu Vaccination section).

Claim Forms

Download the latest Claim Forms from My Control Panel > Admin Console > Custom Forms. Click

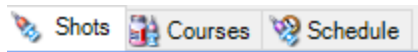
Search Online.  Search Online... Then click **Install** beside the form to download it.



Add Flu Shot

To administer a shot in Socrates you need to create the Shot, Course and Schedule in My Control Panel and you can also add Batch Numbers for each shot so they can be selected when administering the shot in the patients chart.

Open My Control Panel > Admin Console > Immunisations to add / edit Immunisations or batches.



****DO NOT RENAME AN EXISTING SHOT**** If you rename an existing shot then this name is updated for all existing patients with this existing shot.

You should already have an **Influenza Shot** (Quadrivalent influenza vaccine virus QIV) and an **Influenza Nasal Shot** (Fluenz Tetra LAIV Age 2 – 17) added however if not please follow same steps as below to create the Shot , Course and Schedule.

Shot

If a shot is already selected press **Clear**. Enter the details for the shot.

Name e.g. Influenza Fluad Tetra (O65's). **S**

Select the **dose, method** and **site**. If selected here, these will be automatically populate when administering the shot from the patients chart.

Select **Interval Type** as Since Last Shot and enter 365 as max days between shots.

Select the **Claim Form** e.g. FLUAD Influenza Vaccination to load the form automatically after administering the shot in the patients chart. Click **Save**.

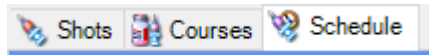
Course

Click Course tab. Enter same name in the **Course Name** and click **Save**.

Select Shot previously created from the Shot list and click **Add Shot**.

The Shot will be displayed in the Shots in Course list.

Schedule



Click Schedule Tab. Enter same name in the **Schedule Title** and click **Save**.

Add Immunisation Schedule Details

Select Schedule:

Schedule Title:

Active: ChildHood Default

Select **Course** previously created and click **Add Course**.

Update Immunisation Schedule Details

Select Schedule:

Schedule Title:

Active: ChildHood Default

Schedule Courses

Course List

- Hib/MenC
- Hib/MenC 2016
- Influenza
- Influenza FLUAD Tetra (O65's)
- Japanese Encephalitis

The Course will be displayed in the Schedule.

Courses in Schedule

Influenza FLUAD Tetra (O65's)

Add new batch to a shot

Click Shot tab and select the shot from the list on the left hand side e.g. Influenza

Shot

- 6:1 shot 1
- 6:1 shot 2
- 6:1 shot 3
- ▶ Influenza

The shot details will be displayed and you can enter the **Batch Number** in the Batch Number field.

Tab to the next field using the Tab key on your keyboard (Left hand side on keyboard)



This will automatically search for the batch and display the details previously entered if it exists. Enter the details required:

- Expiry date - *This is the expiry date of the actual batch that you have in **your** fridge.*
 - Batch Count – *This is the number of shots you can give with this batch e.g. 100*
 - Batch Remaining - *This will equal Batch Count unless you have already administered some before adding it to My Control Panel.*
 - Drug - *select the ellipsis button and search and double click on the correct drug on the drug search window.*
-
- Trade Name – *These details will be entered automatically once you select the drug.*
 - Trade Name
 - Manufacturer

Should the drug not be in your drug file, you can type in the details into these fields.

- Complete Batch when Zero Remaining – This will set the Batch Number as inactive and it will no longer appear in the dropdown list on the Administer Shot window.

Click **Save**. The Batch is now shown under the Shot.

Repeat this process for each batch that you wish to add for this Shot.