

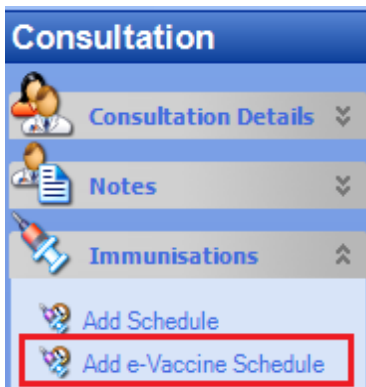
Note: Requires Socrates version 2.7.7 or later.

Contents

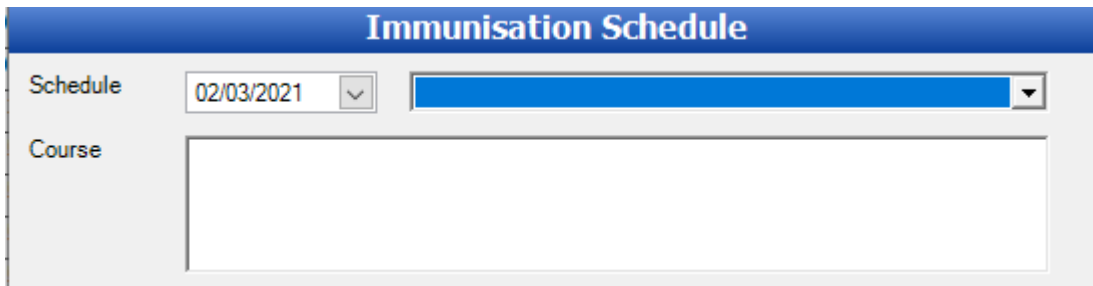
Send electronic Immunisation	1
Find Patients to Schedule	8
Adding Batches in Control Panel.....	10

Send electronic Immunisation

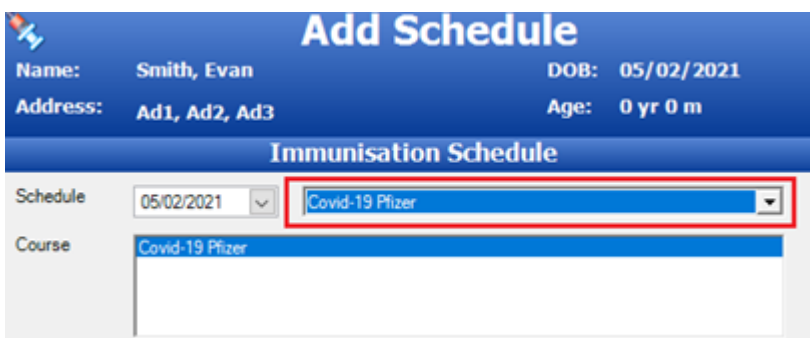
In the patients' chart (after beginning a consultation) select Immunisations and click the new Quick add button, **Add e-Vaccine Schedule**.



Select the Covid Schedule you are administering from the dropdown list



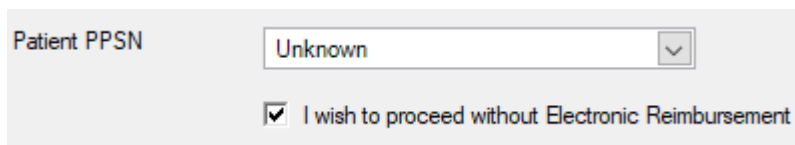
Ensure you select the correct date for the Schedule and select the correct vaccine from the dropdown list e.g. Covid-19 Pfizer.



Additional information is required for Electronic Submissions and this must be completed before you can add the details of the shot administered.

- Select the checkbox to confirm the patient is eligible for the vaccine and select Patient Consent. You can only proceed with the Covid Vaccination if the Patient Consent is Yes or Best Interest.
- Select the correct Allocation Group from the dropdown list.
- **The Responsible HCP will be the doctor whose name, PCRS Contract Number and Medical Council Number is sent in the Electronic Submission via Healthlink. *Ensure this doctor is registered with Healthlink on your Healthlink Practice Cert.***
- If the PCRS Contract Number field is empty you can populate it on this form and it will save the number for this doctor for future electronic submissions.
- Either patient mobile number or email address are mandatory fields. If saved in patient registration they will prepopulate on the form. The International code must be entered for all mobiles e.g. (+353) or (+44). *If patient does not have a mobile or email request them to provide you with a next of kin's number that can be used.*
- **Ensure you enter Patients correct PPSN number.**

Should the Patients PPSN not be available select Unknown from the dropdown list and confirm you wish to proceed without Electronic Reimbursement. This claim will be rejected from PCERS if you choose to submit it.



The screenshot shows a form field labeled 'Patient PPSN' with a dropdown menu currently displaying 'Unknown'. Below this field is a checkbox that is checked, with the text 'I wish to proceed without Electronic Reimbursement' next to it.

Once you have entered all the details of the vaccine administered, you can save this electronic submission as Incomplete. You can send this electronic submission once you have obtained the patients correct PPSN.

Click **Next** to continue to the Administer Shot window.

Add Schedule

Name: Test, ATC4 DOB: 01/01/1960
Address: 1, 2 Age: 61 yr 1 m

Immunisation Schedule

Schedule: 05/02/2021 Covid-19 Pfizer
Course: Covid-19 Pfizer

Administer First Shot

Patient Is Eligible:

Patient Consent: Yes

Allocation Group: None of the above (i.e. allocation grou

Responsible Hcp: Paul Johnson

Pcrs Contract Number: 53385

Patient County: Dublin 1

Ethnicity: White Irish

Patient Mobile #: (+353) 870000000_

Patient Email:

Patient PPSN: 6578945Q

Administered Elsewhere

Complete the mandatory fields on the Administer Shot window. **Ensure you have selected the correct Immunisation Shot as this data is transmitted to the HSE.**

Ensure you have also selected the correct **Date Given** for the Shot and the correct expiry date i.e. the expiration date for the Vaccine that you have in your fridge.

Add Schedule

Name: Test, ATC4 DOB: 01/01/1960
Address: 1, 2 Age: 61 yr 1 m

Immunisation Schedule

Schedule: 05/02/2021 Covid-19 Pfizer
Course: Covid-19 Pfizer

Administer First Shot

Immunisation: Covid-19 Pfizer Shot 1 Method: IM
Date Due: 05/02/2021 Dose: 0.3 ML
HCP: Paul Johnson Manufacturer: Pfizer
Date Given: 05/02/2021 TradeName: Pfizer
Batch No.: F34534647 Agent:
Expiry Date: 30/04/2021 Comment: Vaccine Comment
Site: Right Deltoid

Administered Elsewhere < Back **Save** Close

Batch Number, Expiry and Drug will prepopulate in the dropdown lists if they have been added to **My Control Panel > Admin Console > Immunisations**. This is the recommended method for speed, to reduce errors and for Stock administration.

Otherwise, you can type the details directly onto the form each time you record the shot administered.

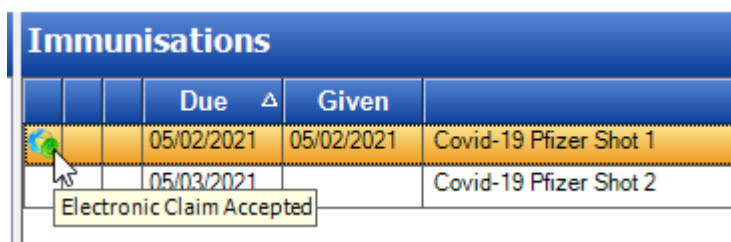
Comment


Use the Comment field to record any additional information e.g. for Pfizer Vaccine - Saline Diluent Batch No and Expiry Date and Use by date / time.

Ensure you double check the patient and Vaccine details entered as these details are being submitted to the HSE and PCRS as an electronic claim.

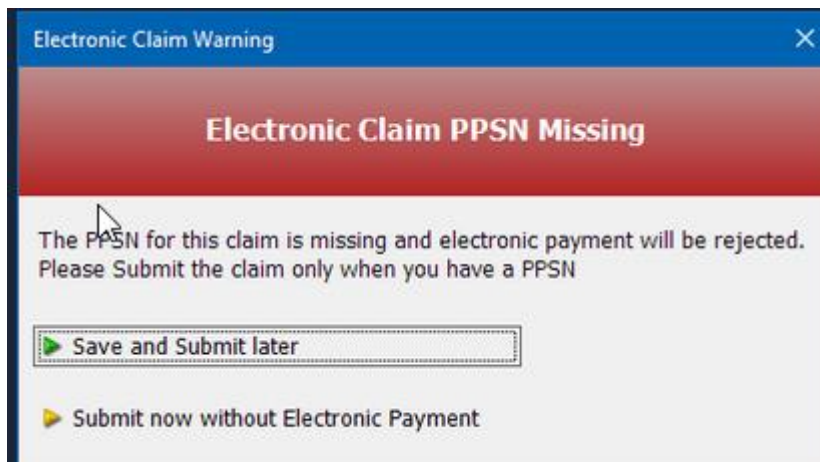
Click **Save** to submit the shot electronically via Healthlink using the **Healthlink Certificate** in your user profile. The vaccination details are sent in a message to the HSE and the electronic claim is sent to PCRS.

Hover over the Electronic flag in the Immunisations section to view the PCRS Claim Status.



Immunisations			
	Due	Given	
	05/02/2021	05/02/2021	Covid-19 Pfizer Shot 1
	05/03/2021		Covid-19 Pfizer Shot 2

If you do not have the patients PPSN then you will receive the following message. We recommend that you Save the claim and submit it later when you have the patients correct PPSN.



These claims will be saved as Incomplete and can be resubmitted once you have the patients correct PPSN.

First Shot Administered Elsewhere

Should the patient have received the first shot elsewhere then tick '**Administered Elsewhere**'.

The screenshot shows the 'Administer First Shot' form. The 'Administered Elsewhere' checkbox is highlighted with a red box. The form contains the following fields:

Immunisation	Covid-19 AstraZeneca Shot	Method	IM
Date Due	10/02/2021	Dose	0.5 ML
HCP	Paul Johnson	Manufacturer	
Date Given	10/02/2021	TradeName	
Batch No.		Agent	
Expiry Date		Comment	
Site			

At the bottom, there are three buttons: '< Back', 'Save', and 'Close'. The 'Administered Elsewhere' checkbox is checked.

This will move you to the Administer Shot window where you can click **Save**. *You do not need to complete any details of the Consent / Shot. There will be no electronic submission for shots administered elsewhere.*

The screenshot shows the 'Administer First Shot' form. The 'Administered Elsewhere' checkbox is checked and highlighted with a red box. The 'Save' button is also highlighted with a red box. The form contains the following fields:

Immunisation	Covid-19 AstraZeneca Shot	Method	IM
Date Due	10/02/2021	Dose	0.5 ML
HCP	Paul Johnson	Manufacturer	
Date Given	10/02/2021	TradeName	
Batch No.		Agent	
Expiry Date		Comment	
Site			

At the bottom, there are three buttons: '< Back', 'Save', and 'Close'. The 'Administered Elsewhere' checkbox is checked.

Double click on the second shot from the Immunisation list to administer it in the usual manner.

Schedules		Immunisations				
Covid-19 Pfizer		Due	Given	Shot	Batch	Administered By
		01/01/2021	09/02/2021	Covid-19 Pfizer Shot 1		Adm. Elsewhere
		09/03/2021		Covid-19 Pfizer Shot 2		

Submission Errors

MSH.4 error when submitting the Claim.

This is a Healthlink error. Check the **Medical Council Number** of the doctor entered in the Responsible HCP dropdown list. Confirm the HCP is registered with your Healthlink Practice Certificate (and you have the correct Practice Certificate on your machine).

Administer First Shot

Patient Is Eligible

Patient Consent

Allocation Group

Responsible Hcp

Message Responses

Responses are downloaded during the normal process of downloading lab messages.

Communication > Lab Messaging > Download Electronic Messages. The updated PCRS claim status can be viewed from the patient's chart and the Claim Tracker.

Control Panel > Claim Tracking > Immunisations

To view any electronic Immunisations, select **Immunisations** and select the Electronic Claim checkbox.

Claim Tracking

Category: **Immunisations** From: 01/01/2021 To: 28/02/2021 Claim Status: Not Sent Is Childhood: Off

Electronic Claim Responsible Hcp:

Given Patient / DOB Shot

To search the grid select any row in the list and start typing example, search by PPSN or Claim ID.

X | 2 7 Matches Found

Filter by claim Status to find all Incomplete, Unsent, Accepted or Rejected claims.

Incomplete Messages

To amend an incomplete claim, filter by Claim Status of Incomplete. Double click on the Immunisation in the list and update it.

Click the Back button. Enter the PPSN, click Next. Click Save to resubmit the incomplete claim.

Rejected Messages

To amend a rejected claim double click on the Immunisation in the list and update it. To update the patients PPSN, click Back button. Enter the PPSN, click Next and click Save to resubmit the rejected PCRS claim.

Find Patients to Schedule

There are multiple reports that you can use to find a list of patients in the relevant age cohort in the Reports section.

You can also use the **Bulk SMS section** to send a SMS message to patients that have a valid mobile number. **Bulk SMS [Communication > SMS Messaging]**

Full Patient Listing

Patient Criteria

DOB: 20/01/2021 and 20/01/2021

Age (Years): 85 and 105

Age (Months): 0 and 0

Gender: [Dropdown]

Patient Type: All, Private, GMS, Temporary Private, Temporary GMS

Default HCP: [Dropdown: All]

GMS Doctor: [Dropdown: All]

Patient Status: [Dropdown: Active]

Temp GMS Doctor: [Text Box]

Registered: 20/01/2021 and 20/01/2021

Other Report Options

Include Phone/Mobile/Email

Valid Email Addresses Report

Mail Merge Results

OK Cancel

- Once you wish to move onto a new cohort you can use the **Patients who have not been given Shot X** report and filter by the applicable age to find any patients in the previous cohort that have been missed.

Immunisation Appointments

When booking a patient appointment ensure the following details are completed in the Patients' Registration as these are requirement for the electronic submission / claim.

- Patient PPSN
- Patient County (Address 4)
- Mobile Number / Email Address

- For patients who do not have these details, request they provide you with a next of kin's contact details that can be used.
- *SMS Consent (if you wish to send patient SMS messages)*

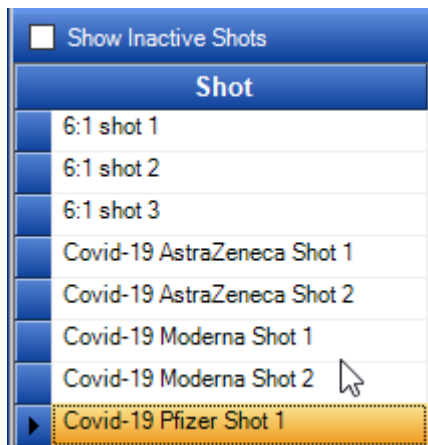
SMS Reminders

If you schedule a patient for their second shot either when making an appointment for the first Shot or on Vaccination day, you can use **Socrates Appointment Alerts** to send these patients an SMS X number of days in advance e.g. 1 day earlier, to remind them of their appointment.

Adding Batches in Control Panel

Open My Control Panel > Admin Console > Immunisations.

Select the shot from the list on the left hand side e.g. Covid-19 Pfizer Shot 1.



First Shot

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.*
- 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. Use X button to remove a drug if you selected an incorrect drug in error.*

Search By Name or Manufacturer.

- 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. You can also check you are on the latest version of the drug file.

Trade Name	Generic Name	Manufacturer	Strength	Pack	Form	Cost	GMS
PREVENAR 13 SUSPENSION VACCINE	PNEUMOCOCCAL VACCINE	Pfizer Healthcare Ireland		10	VACCINE	€0.00	No
COMIRNATY COVID-19 MRNA 6 DOSE 30 MCG / 0.3 ML VACCINE	CORONAVIRUS VACCINE	Pfizer Healthcare Ireland				€0.00	No

- 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.

Name: Covid-19 Pfizer Shot 1
 Type: Covid-19 (Pfizer)
 Dose: 0.3 ML
 Method: IM
 Site:
 Active:

Move Up Move Down Sort **Active** Inactive

Batch	Expiry	TradeName
T235235	30/06/2021	COMIRNATY COVID-19 MRNA 6 DOSE 30 MCG / 0.3 ML VACCINE

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

Second Shot

Select the second Shot e.g. Covid-19 Pfizer Shot 2 and enter the Batch Number in the Batch Number field.

Name: Covid-19 Pfizer Shot 2
 Type: Covid-19 (Pfizer)
 Dose: 0.3 ML
 Method: IM
 Site:
 Active:

Interval Type: Since Last Shot
 Interval (Min): 28 Max: 0
 Claim Form:
 Comment:
 Update Clear

Move Up Move Down Sort **Active** Inactive

Batch	Expiry	TradeName
<input type="text" value="T235235"/>		

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



All details previously entered will be populated. Click Save.

Move Up Move Down Sort **Active** Inactive

Batch	Expiry	TradeName
T235235	21/02/2020	COMIRNATY COVID-19 MRNA 6 DOSE 30

Batch Number: T235235
 Expiry Date: 21/02/2020
 Batch Count: 100
 Remaining: 99
 Drug: COMIRNATY COVID-19 MRNA 6
 Trade Name: COMIRNATY COVID-19 MRNA 6 DOSE
 Manufacturer: Pfizer Healthcare Ireland
 Agent:
 Complete Batch when Zero Remaining:

Delete **Save** Clear

The Batch is now shown under the Shot.

Name	Covid-19 Pfizer Shot 2	
Type	Covid-19 (Pfizer)	
Dose	0.3 ML	
Method	IM	
Site		
Active	<input checked="" type="checkbox"/>	

Move Up Move Down Sort Active Inactive

	Batch	Expiry	TradeName
	T235235	30/06/2021	COMIRNATY COVID-19 MRNA 6 DOSE 30 MCG /

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

If you added e.g. an incorrect batch expiry date then you can select the batch from the list under either shot, then enter the correct batch details and click **Update**.

Batch Number	<input type="text" value="T235235"/>
Expiry Date	<input type="text" value="21/02/2020"/>
Batch Count	<input type="text" value="100"/>
Remaining	<input type="text" value="99"/>
Drug	<input type="text" value="COMIRNATY COVID-19 MRNA 6"/>
Trade Name	<input type="text" value="COMIRNATY COVID-19 MRNA 6 DOSE"/>
Manufacturer	<input type="text" value="Pfizer Healthcare Ireland"/>
Agent	<input type="text"/>
Complete Batch when Zero Remaining <input checked="" type="checkbox"/>	
Delete	 Update Clear