



Socrates GP Immunisations Setup



User Guide

2017

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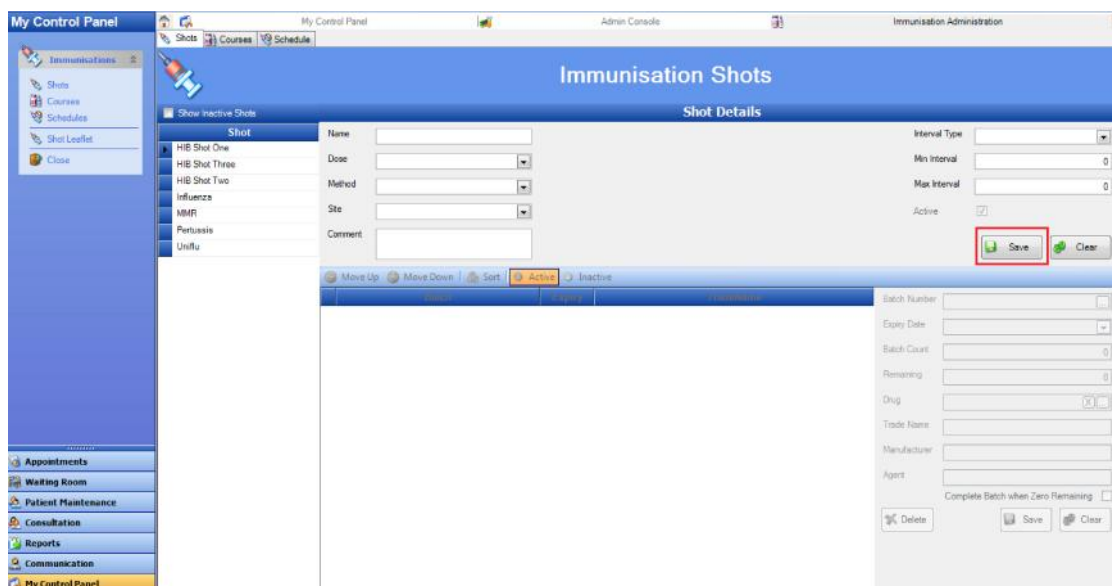
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# 1. Immunisation Setup

To access the Immunisations Section select My Control Panel  and Admin Console .

In order to administer an immunisation to a patient you must set up an Immunisation Schedule. This Immunisation Schedule is made up of 1 or more Courses. An Immunisation Course is made up of 1 or more Shots.

## 1.1 Add Immunisation Shot



- To create a new Shot, fill out the details on screen and click the **Save** button.
- The Dose, Method, Site selected will be the defaults when the immunisation is administered to the patient.
- All active shots are displayed in the left hand Shot list.

### 1.1.1 Intervals

- The Interval Type is used to schedule the dates the immunisation should be administered between.
- The Interval Type 'From Birth' will schedule the shot e.g. 56 days from the patients' date of birth.

Interval Type	From Birth
Min Interval	56
Max Interval	0

- The Interval Type 'Since Last Shot' will specify that the Shot should be administered e.g. between 56 and 112 days from the previous shot in the Course.

Interval Type

Min Interval

Max Interval

### 1.1.2 Add Batch to the Shot

- Enter the Batch Number in the Batch Number field and click the ellipsis button to check if the Batch has already been added.

Batch Number

- If the Batch has already been added double click on the row to select it.

Search Immunisation Batch

Batch Number  Expiry Date

Batch	Expiry	Count	Rem	TradeName	Manufacturer
LO296A1	31/10/2015	20	18	DIPHTHERIA & T	MEDEVA PH

- If it doesn't already exist close the 'Search Immunisation Batch' window and enter the Batch details.
- Click the ellipsis button beside Drug to search for the Drug and double click the row to select it.

Drug

- Check 'Complete Batch when Zero Remaining' to mark the Batch as Inactive when the batch has been administered to patients.
- After the new Immunisation details have been completed, click the **Save** button.

- The new Immunisation will be added to the list of Immunisations in the grid on screen.

Batch	Expiry	TradeName
LO296A1	31/10/2015	DIPHTHERIA & TETANUS VACCINE ADSO

Batch Number	LO296A1
Expiry Date	31/10/2015
Batch Count	20
Remaining	18
Drug	DIPHTHERIA & TETANUS VACC
Trade Name	DIPHTHERIA & TETANUS VACCINE A
Manufacturer	MEDEVA PH
Agent	GLAXO WEL
Complete Batch when Zero Remaining	<input checked="" type="checkbox"/>

- To view Inactive Batches select the Inactive button from the Immunisations header.

Batch	Expiry	TradeName
LO296A1	31/10/2015	DIPHTHERIA & TETANUS VACCINE ADSO

### 1.1.3 Update Immunisation Shot

- To update a current Immunisation on the system simply select the Immunisation you want to update from the grid.


## Immunisation Shots

### Shot Details

Name	HIB Shot Two	Interval Type	Since Last Shot
Dose	2 ML	Min Interval	56
Method	INJ/IM/SC	Max Interval	112
Site		Active	<input checked="" type="checkbox"/>
Comment		<input type="button" value="Update"/> <input type="button" value="Clear"/>	

- The current details of this Immunisation selected will be loaded into the textboxes and drop down lists.
- To deactivate a Shot remove the check from Active.

- To Update the Batch Select it from the Immunisation list and edit the required details.

Batch	Expiry	TradeName
 LO296A1	31/10/2015	DIPHTHERIA & TETANUS VACCINE ADSO

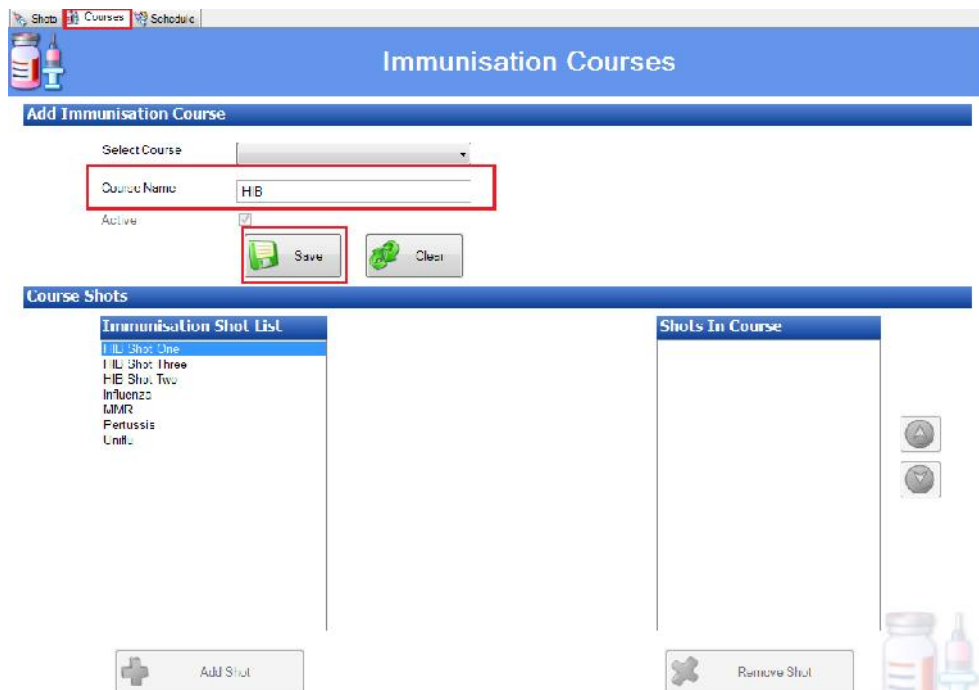
  

Batch Number	LO296A1
Expiry Date	31/10/2015
Batch Count	20
Remaining	18
Drug	DIPHTHERIA & TETANUS VACC
Trade Name	DIPHTHERIA & TETANUS VACCINE A
Manufacturer	MEDEVA PH
Agent	GLAXO WEL
Complete Batch when Zero Remaining <input checked="" type="checkbox"/>	
<input type="button" value="Delete"/> <input type="button" value="Update"/> <input type="button" value="Clear"/>	

- Make the changes required and click the Update Button.

## 1.2 Add Immunisation Course

- Select Courses Tab.
- Enter the name in the Course Name field and click **Save**.



**Immunisation Courses**

**Add Immunisation Course**

Select Course: [Dropdown]

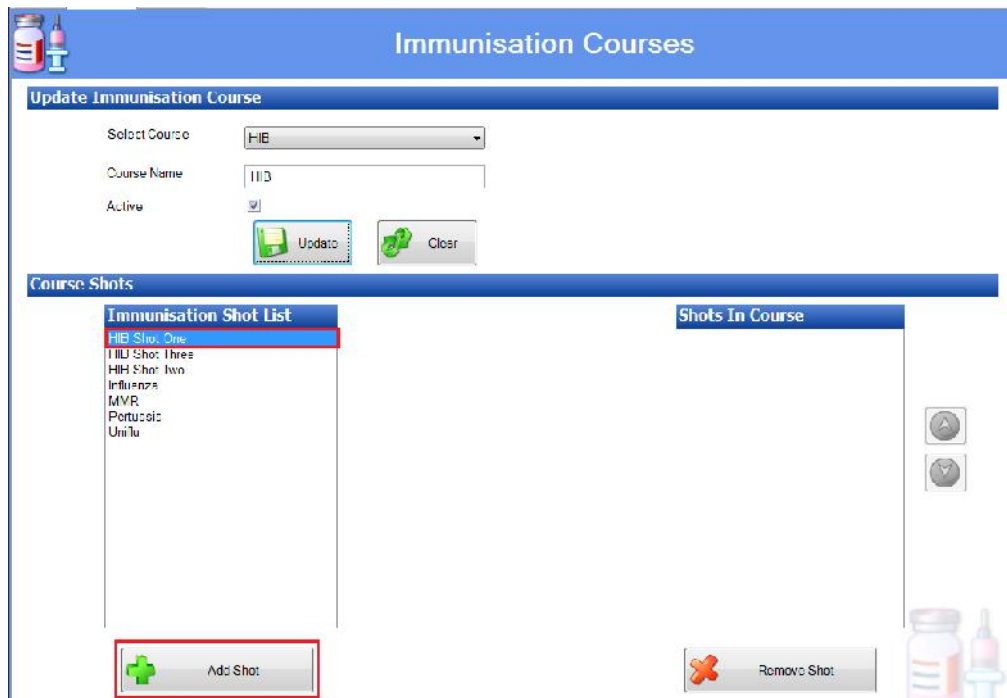
Course Name: **HB**

Active:

**Course Shots**

Immunisation Shot List	Shots In Course
<ul style="list-style-type: none"> <li>Tub. Shot One</li> <li>Tub. Shot Three</li> <li>HIE Shot Two</li> <li>Influenza</li> <li>MMR</li> <li>Pertussis</li> <li>Unif...</li> </ul>	<div style="text-align: right;"> <input type="button" value="Up"/> <input type="button" value="Down"/> </div> <div style="text-align: right;"> <input type="button" value="Remove Shot"/> </div>

- Select the Shots to add to the course from the Immunisation Shot List and click the Add Shot button. Ensure that the Shots are added in the correct order when using Interval Type.



- The selected shot will appear in the right hand side list – **Shots In Course**.
- To deactivate a Course remove the check from Active.
- After all the necessary shots have been added, click on the **Update** button.

### 1.2.1 Update Immunisation Course

- To edit an existing course, select the Course from the dropdown list **Select Course**.
- To remove a shot from this course, click on the shot in the right-hand side list **Shots In Course** and then click the **Remove Shot** button.
- If you would like to add new shots to the Immunisation course just select the shot from the list on the left and click on **Add Shot**.
- To change the order of a Shot in a Course select the Shot and click the up or down arrows.
- Click the **Update** Button to save any changes.

Shots Courses Schedule

## Immunisation Courses

### Update Immunisation Course

Select Course: HIR

Course Name: HIB

Active:

Update Clear

### Course Shots

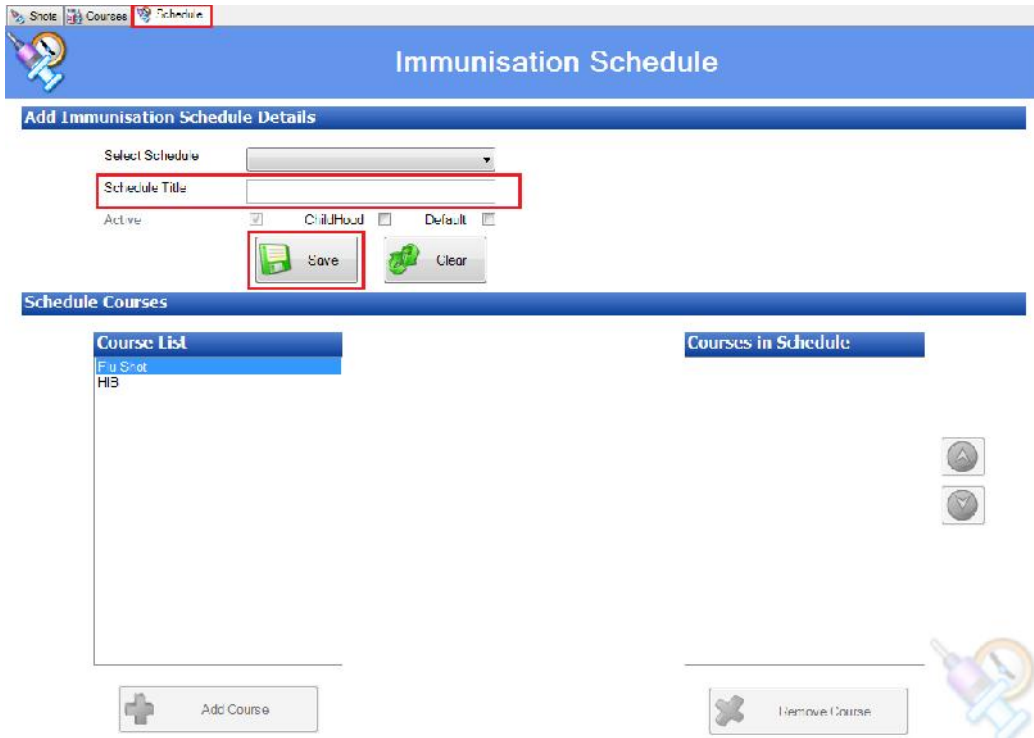
Immunisation Shot List	Shots In Course
HIB Shot One	HIB Shot One
HIB Shot Three	HIB Shot Two
HIB Shot Two	HIB Shot Three
Influenza	
MMR	
Pertussis	
Unifu	

Add Shot Remove Shot



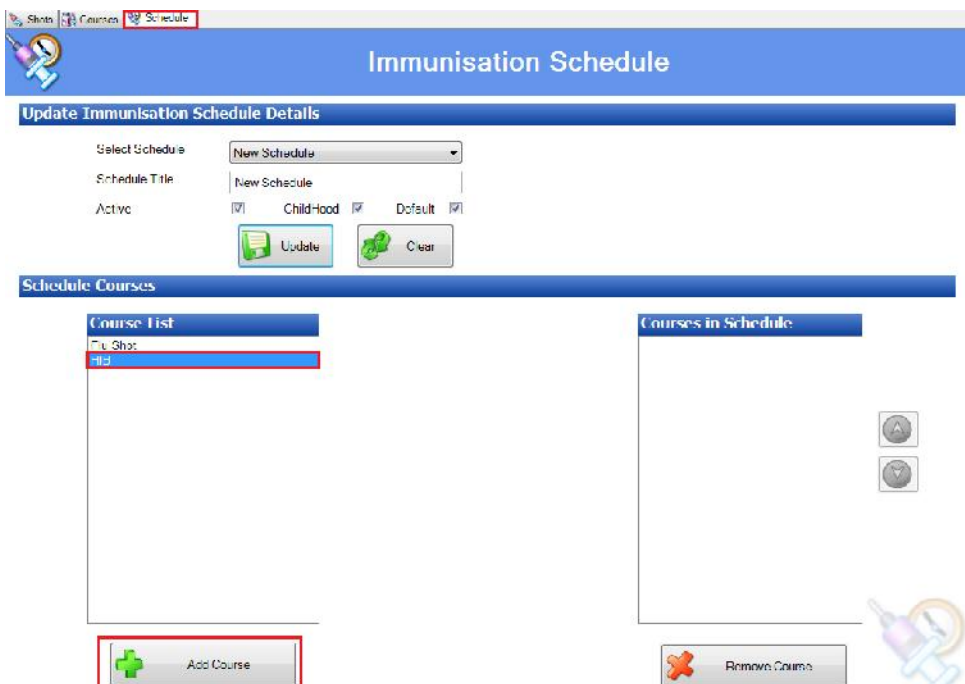
### 1.3 Add Immunisation Schedule

- Select Schedule Tab.
- Enter the name in the Schedule Title field and click Save.
- Select Childhood to mark this Schedule for the Childhood Immunisation Reports.



The screenshot shows the 'Immunisation Schedule' form. At the top, there are tabs for 'Shots', 'Courses', and 'Schedule', with 'Schedule' selected. Below the tabs is a blue header with the title 'Immunisation Schedule'. Underneath is a section titled 'Add Immunisation Schedule Details'. This section includes a 'Select Schedule' dropdown menu, a 'Schedule Title' text input field (highlighted with a red box), and two checkboxes: 'Active' (checked), 'Childhood' (checked, highlighted with a red box), and 'Default' (unchecked). There are 'Save' and 'Clear' buttons below these fields. The 'Save' button is highlighted with a red box. Below this is a section titled 'Schedule Courses'. It is divided into two panes: 'Course List' and 'Courses in Schedule'. The 'Course List' pane contains 'Flu Shot' and 'HIB'. The 'Courses in Schedule' pane is empty. There are 'Add Course' and 'Remove Course' buttons at the bottom of the panes. A syringe icon is visible in the bottom right corner.

- Select the Courses to add to the Schedule from the Course List and click the **Add Course** button.

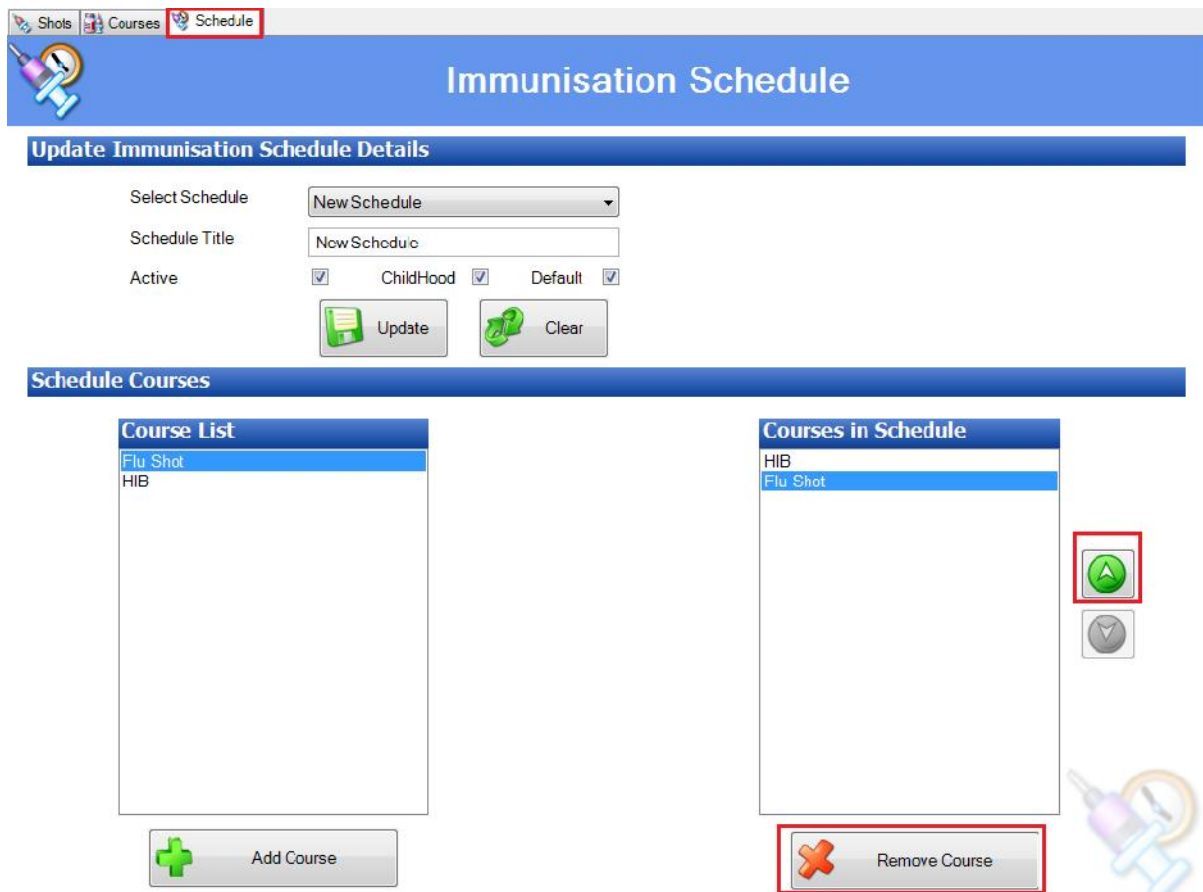


The screenshot shows the 'Immunisation Schedule' form in the 'Update' state. The 'Schedule Title' field now contains 'New Schedule'. The 'Childhood' checkbox is checked. The 'Update' button is visible. In the 'Schedule Courses' section, the 'Course List' pane contains 'Flu Shot' and 'HIB', with 'Flu Shot' highlighted by a red box. The 'Add Course' button at the bottom of the 'Course List' pane is highlighted with a red box. The 'Courses in Schedule' pane remains empty. A syringe icon is visible in the bottom right corner.

- The selected Courses will appear in the right-hand side list –**Courses in Schedule**.
- After all the necessary Courses have been added, click on the **Update** button.

### 1.3.1 Update Immunisation Schedule

- To edit an existing Schedule, select the Schedule from the dropdown list **Select Schedule**.
- To remove a course from this schedule, click on the course in the right-hand side list **Courses In Schedule** and then click the **Remove Course** button.
- If you would like to add new Course(s) to the Immunisation Schedule just select the Course from the list on the left and click on **Add Course**.
- To change the order of a Course in a Schedule select the Course and click the up or down arrows.
- To deactivate a Schedule remove the check from **Active**.
- Click the **Update** Button to save any changes.



The screenshot shows the 'Immunisation Schedule' interface. At the top, there are tabs for 'Shots', 'Courses', and 'Schedule'. Below the tabs is a blue header with the text 'Immunisation Schedule'. Underneath is a section titled 'Update Immunisation Schedule Details' containing a dropdown menu for 'Select Schedule' (set to 'New Schedule'), a text input for 'Schedule Title' (set to 'New Schedule'), and three checked checkboxes for 'Active' (Childhood, Default). Below these are 'Update' and 'Clear' buttons. The 'Schedule Courses' section is split into two panels: 'Course List' on the left and 'Courses in Schedule' on the right. The 'Course List' contains 'Flu Shot' and 'HIB'. The 'Courses in Schedule' contains 'HIB' and 'Flu Shot'. At the bottom of the 'Course List' is an 'Add Course' button. At the bottom of the 'Courses in Schedule' is a 'Remove Course' button. To the right of the 'Courses in Schedule' list are up and down arrow buttons. A red box highlights the 'Remove Course' button, and another red box highlights the up and down arrow buttons. A syringe icon is visible in the bottom right corner.