**FAQ’s – FREQUENTLY ASKED QUESTIONS**

**Recording/ uploading polio vaccinations given outside of GP practice**

1. **What codes do I use to record the polio vaccinations given outside of GP practice?**

You should code the polio vaccinations in your local system in the same way you have been doing during the polio campaign.

If you are unsure, please refer to the attached *‘London Polio Campaign – SNOMED code recommendations’* for the recommended SNOMED codes to use during the polio campaign.



If your practice is not using the above recommended codes for polio and if you are unsure about which codes to use, please refer to the ‘*Recommended Codes for Routine Childhood Vaccination Schedule*’ which contains the recommended Read 2, CTV3 and SNOMED codes.



If your practice is not using any of the above attached codes, continue to use the codes you would normally use to record polio vaccination.

1. **What vaccination ‘Dose’ should I record?**

Please check the vaccination history of the child in your clinical system to ascertain where the child is in the vaccination schedule to record whether this is a routine dose in the schedule or a booster dose as part of the polio campaign.

If you are unsure, please refer to the ‘*UKHSA IPV Booster campaign algorithm’* below.



1. **What is the ‘Venue ODS Code’?**

The ‘Venue ODS Code’ is a unique identifier code used by the NHS to denote a specific organisation, Trust, or venue.

The ‘Venue ODS Code’ in the file will specify the venue or site where the child was vaccinated for the polio booster.

Please refer to the below URL for the NHS Digital ODS Portal.

[NHS Digital ODS Portal](https://odsportal.digital.nhs.uk/)

1. **Do I need to record ‘Venue ODS Code’?**

**Yes**, it is important to record ‘Venue ODS Code’ to identify that the child has been vaccinated outside of your practice by another provider. Recording the ‘Venue ODS Code’ is also important to ensure payments are processed correctly.

If you have the option to record ‘Venue ODS Code’ in your clinical system, please enter this in the relevant field within the record.

Alternatively, if your clinical system does not have the option record the ‘Venue ODS Code’, you can record it in a free text / comment box on the record.

If your system does not have the option to record ‘Venue ODS Code’ or a free text option, or if you are unsure, please contact your clinical IT system supplier or advice.

1. **What is the ‘Venue Name’?**

The ‘Venue Name’ is the venue or site outside of primary care / GP Practices where the child was vaccinated.

1. **Do I need to record ‘Venue Name’?**

Yes, it is important to record ‘Venue Name’ in order to correctly identify where the child has been vaccinated and to ensure payments are processed correctly for each venue.

If you have the option to record ‘Venue Name’ in your clinical system, please enter this in the relevant field within the system.

Alternatively, add the ‘Venue Name’ to a free text / comment box on the record.

If your system does not have the option or you are unsure, please contact your clinical IT system supplier.

1. **Do I need to record the ‘Batch Number’?**

**Yes,** recording of batch number is important, particularly when vaccinations are recalled by manufacturer’s as these are traced according to the vaccine batch number.

Please refer to the Green Book <https://www.gov.uk/government/publications/immunisation-against-infectious-disease-the-green-book-front-cover-and-contents-page>

**Please note:** We have identified that some of the ‘Batch Numbers’ contained in the files may be invalid due to user data entry errors at the time the vaccination was recorded into the system. If you come across a batch number that appears incorrect, please ignore the batch number and do not record it.

If there is no ‘Batch Number’ listed in the file, this will mean the batch number was not recorded when the vaccination was administered and therefore, cannot be recorded on your system.

1. **I have already recorded the polio vaccination data from the previous files sent that were incorrect/ missing information, what should I do?**

As the file(s) you received previously on 3rd October and 10th October were missing some important data items, we recommend that you cross check the information you recorded against the new file you will receive in the week commencing 17th October. Any missing data will need to be added to the records retrospectively to ensure these entries are accurate and complete on your system. The files you receive on 17th October is a re-run of the previous files sent, so you will be able to cross-reference it against the information you have recorded.

**Please note: the ‘date vaccinated’ should not be changed when recording in your clinical system as this will create duplicates to the CHIS record.**