How to use Childhood Immunisations and Pre-School Boosters on Open Exeter

- To claim payment for Directed Enhanced Services for childhood immunisations, practices are required to confirm the vaccination status of all children aged two and five years registered with the practice on the first day of each quarter.

- Using the Open Exeter facility, practices can submit details of vaccinations on-line, rather than annotating lengthy printouts.

- Once you have registered for Childhood Immunisations an automated e-mail will be sent each quarter notifying the nominated user when the lists are available for completion.

To access Childhood Immunisation Statements

- Click on the **Application** drop-down menu and select **Childhood Immunisation Statements**.

- You are then presented with the **Childhood Immunisation Statements** summary.

Points to note:

Under status there are 6 options: All (will show all lists), New (the latest quarter where no data has been added by the user), Saved (data has been entered and saved), Submitted (the list for the GP and quarter has been submitted), Failed Submission (the list was submitted but was not accepted at the Agency, this is rare and usually connected with a practice not being set up in the fringe area correctly), Not Submitted (will just show New and Saved lists).

When a practice is first set up for childhood immunisation lists it is possible lists for the current quarter are sent and the practice has already submitted on paper. If this is the case the user can put a tick in the boxes for that quarter and click on delete to clear the screens. If the practice has not submitted on paper they can use Open Exeter to submit that quarter's returns.

If the practice has a fringe list the user will see lists from each of the agencies. Each list will have to be actioned and submitted separately. The list is returned to the responsible agency who collates all the returns and makes payment.

Practices can enter information in the notes field for practice information. The note is carried forward into the next quarter if the child is still registered with the practice and the child is still aged 2 or 5.

The submit box only appears once data has been saved. Do not click in the submit box until the user is sure all the patients have been updated. Once submitted the lists cannot be updated and re-submitted.

- Click on the relevant quarter you are working on e.g. 01.04.2011

- There will be an entry for each GP in the practice and each type of vaccination statement i.e. Andrew Amber Immunisations or Andrew Amber Boosters. The screen above shows the Booster statement for Andrew Amber on 01.04.2011

- It shows all the children aged 5 as at 1 April 2011 and if known the dates of the boosters previously submitted. The submission deadline is shown and the list must be submitted on or before that date. Any item underlined in blue allows for users to drill down further, for example clicking on a patient's NHS number will drill down to the patient's registration details.

- After 01.08.2011 the details will disappear from your screen and you will be unable to submit your claim. To assist you in sending your claims in on time Open Exeter will generate an e-mail to the main contact at your surgery two weeks before the cut-off date to advise that no claims have been received from your practice.

Completing the Statement

- To complete the statement, insert the date of the **Completing Dose** of the relevant vaccination in any blank date fields. The date can be entered in the dd.mm.yyyy format or the **date picker** field selected. A calendar will appear allowing the user to select the correct date.

- If the vaccination has been given under GMS i.e. at the surgery or at the child's previous surgery, you must put a tick in the box next to the date the vaccination was given. A pop up box will appear as a reminder if the box is not ticked.

- When the statement is complete, click on **Save List**. . PLEASE DO NOT CLICK ON SUBMIT UNTIL ALL THE PATIENTS HAVE BEEN UPDATED AND THE LISTS SAVED.

- Click on **Return to Statement List** to return the main menu.

- Or click **View Boosters patients due in next quarter**. This will show all patients currently on the practice list who will be aged 5 when the next targets are run. It will allow the user to update the details and save. When the lists are available in July the details previously saved will be included. Please note the pages will be pink to make it appear different to the lists in the current quarter which are blue.

- Complete a statement for each GP and SAVE each list.

Submitting the Claim

- Once all statements for the practice have been completed, and they are all in **Save** mode you must then go back into the Summary screen and click in the box underneath the word Submit, a tick will appear.

- A box will then appear in the top left hand corner named **Script Prompt**. In the box underneath type in your **User Code** then click on OK. The claim will then be submitted.