

Dear Primary Care colleagues,

We would like to thank you for your hard work to date in delivering the flu vaccine to this year's eligible cohorts during a very challenging time for all in Primary Care. As you know, the flu season is far from over and we anticipate clinics to continue to run and patients to be invited until the season ends and the national ambitions are achieved.

We are fast approaching the date for the next mandatory flu data upload on to ImmForm and wanted to ensure all practices are prepared for this process.

This month, the GP System Supplier **automatic upload submission end date is 11.59 on 09.12.21**. So, on the morning of the **10<sup>th</sup> December**, we would advise that practices check and ensure that their data has uploaded successfully automatically via the GP System.

Occasionally, there are problems with this automatic upload and the data extraction is unsuccessful. If this is the case for your practice, you will need to perform a **manual upload of the data**. This is part of the service specification and is mandatory for all practices signed up to deliver flu vaccinations this season. You will need to be registered with ImmForm to check and submit data.

**Please note you should check both the main and child collections as you may be required to upload manually for one or both collections.**

The manual survey **opens at 12am on the morning of 10.12.21 and closes at Midnight on 15.12.21** so there are 4 working days in which to check data has uploaded, collate searches, and upload manually if necessary.

A manual upload is relatively straightforward and requires input of relevant data into the blue mandatory fields only. You will need to obtain the following data sets to complete the manual entry:

<b>Patient group (all patients)</b>	<b>Number of patients registered on day of extraction</b>	<b>Number Vaccinated since 1<sup>st</sup> September 2021</b>
<b>All patients (Includes patients in at-risk groups/all pregnant women (cumulative)/carers)</b>		
Aged 65 and over		
Aged 6 months to under 2 years		
Aged 2 years to under 5 years		
Aged 5 years to under 16 years		
Aged 16 to under 50 years		
Aged 50 to under 65 years		
<b>Summary of patients in one or more at-risk group(s) (excluding 'healthy' pregnant women and carers)(subset of All patients))</b>		
Aged 65and over		
Aged 6 months to under 2 years		
Aged 2 years to under 5 years		
Aged 5 years to under 16 years		
Aged 16 to under 50 years		
Aged 50 to under 65 years		
<b>Seasonal Flu Vaccine Uptake in Pregnant Women (Mandatory)</b>		
Pregnant and not in a clinical risk group		

Pregnant and in a clinical risk group		
<b>2-3 year olds</b>		
Age 2 and not in a clinical risk group		
Age 2 and in a clinical risk group		
All age 2		
Age 3 and not in a clinical risk group		
Age 3 and in a clinical risk group		
All age 3		

Please note the data is cumulative and the data required for this month is therefore for all vaccinations administered from 1<sup>st</sup> September 2021 until Sunday 30<sup>th</sup> November 2021. Your GP System Supplier should be able to assist you in running the necessary searches to obtain this data.

The data entry itself is straightforward and you are just required to submit the data for the number of patients registered on the day of extraction and the number vaccinated since 1<sup>st</sup> September as per the above table. Once you have completed all fields, press submit (scroll right to the bottom to access this button), and the upload is complete.

**Summary – what do you need to do:**

**Do now:**

- Ensure you are registered and familiar with ImmForm and can access your practice data.

**Do on 10.12.21:**

- Check that your mandatory monthly practice data has uploaded to ImmForm for both the main and child collections.
- If necessary, run the searches for the information required in the table above in preparation for a manual upload. Contact your GP System Supplier for assistance with this process.
- Manually enter the data for the main and / or child collections as required.
- Check that data has uploaded successfully.

We will, of course, be very happy to support you in this process and if you have any questions or queries relating to it please do get in touch by emailing: [england.swscreeningandimms@nhs.net](mailto:england.swscreeningandimms@nhs.net)

Thank you in advance for completing the mandatory manual upload where necessary. It is important that we capture all the hard work practices have invested in the flu season by showing this accurate and timely data.

Kind regards

South West Screening and Immunisation Team