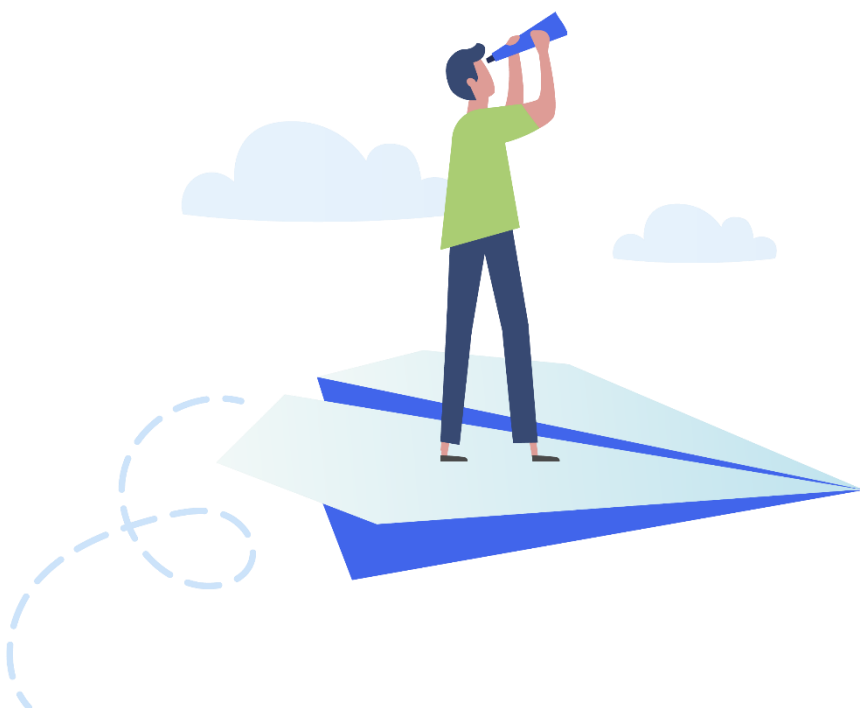




Clinical Audit User Guide

Version 1.2

17 November 2023



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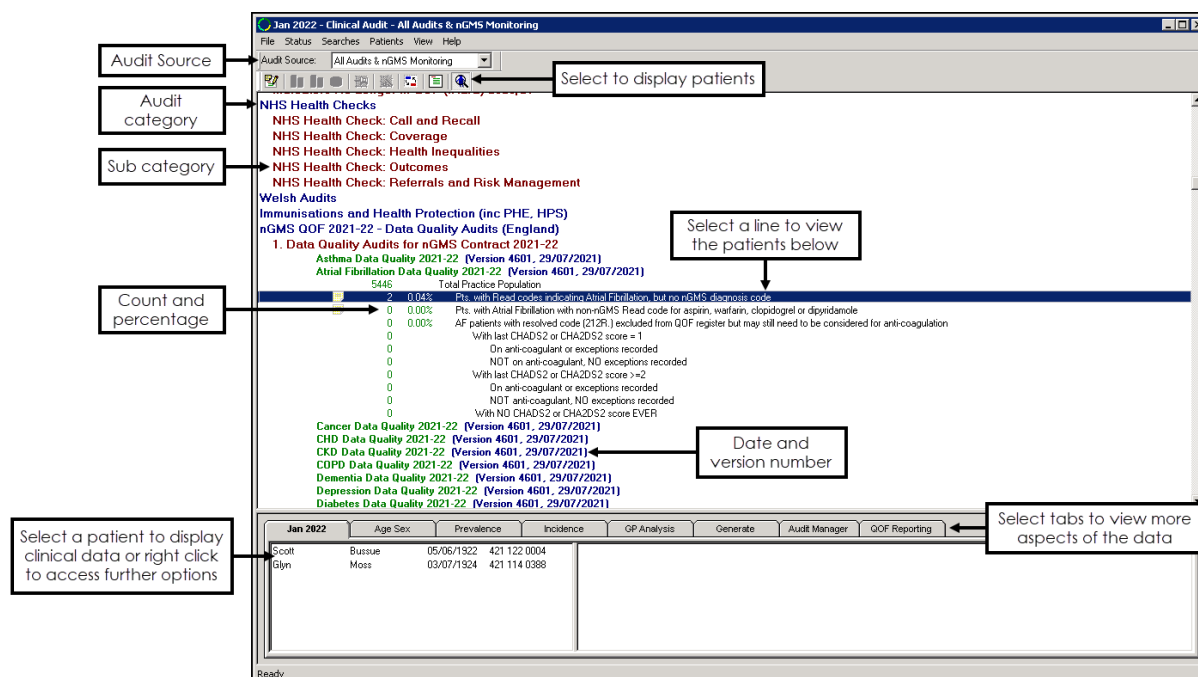


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Navigating Clinical Audit

Clinical Audit generates comprehensive reports making it easier for your practice to manage complex reporting requirements:



The screenshot shows the 'Jan 2022 - Clinical Audit - All Audits & nGMS Monitoring' window. Callouts identify the following features:

- Audit Source:** A drop-down menu at the top left.
- Audit category:** A list of categories on the left, including 'NHS Health Checks' and 'Welsh Audits'.
- Sub category:** A list of sub-categories under a selected category.
- Count and percentage:** A column showing patient counts and percentages for each audit line.
- Select to display patients:** A button at the top right.
- Select a line to view the patients below:** A callout pointing to a specific audit line.
- Date and version number:** A callout pointing to the date and version information for each audit.
- Select tabs to view more aspects of the data:** A callout pointing to the bottom tab bar.
- Select a patient to display clinical data or right click to access further options:** A callout pointing to a patient's name in the table.

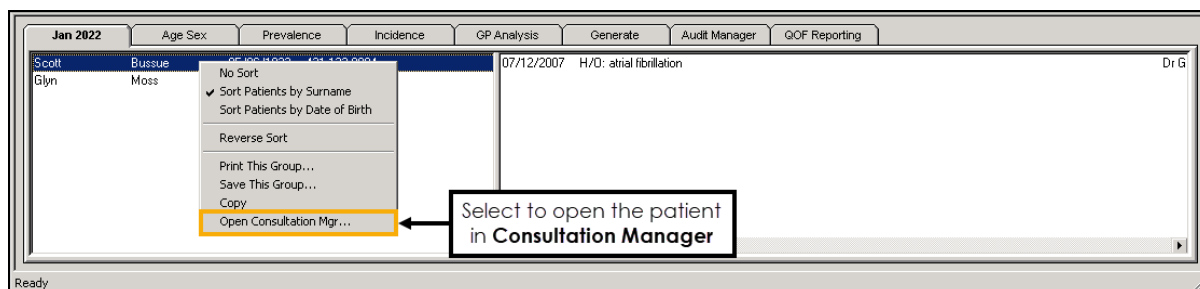
- Menu options vary depending on the active tab in the bottom section.
- Use the **Audit Source** drop-down to set the active view.



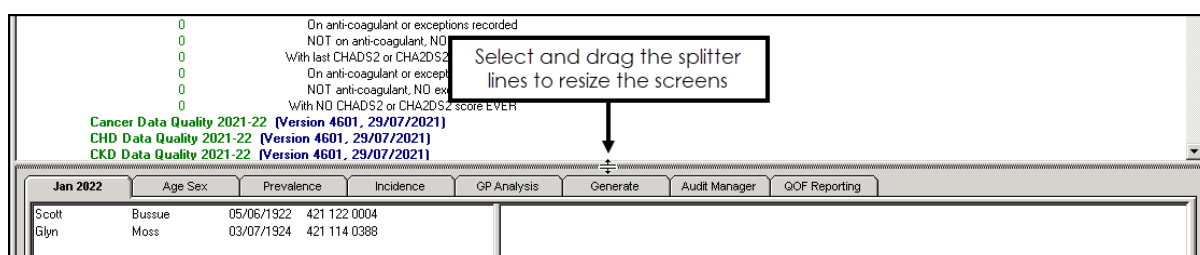
See [Overview of QOF/QAIF Audits](#) in the **Clinical Audit Help Centre** for details.

- The blue lines indicate an audit **Category**.
- The dark red lines indicate a **Sub category**.
- The green lines indicate a **Clinical category**.
- Each audit line has a date and version number.
- There are multiple tabs that give different aspects of the data.

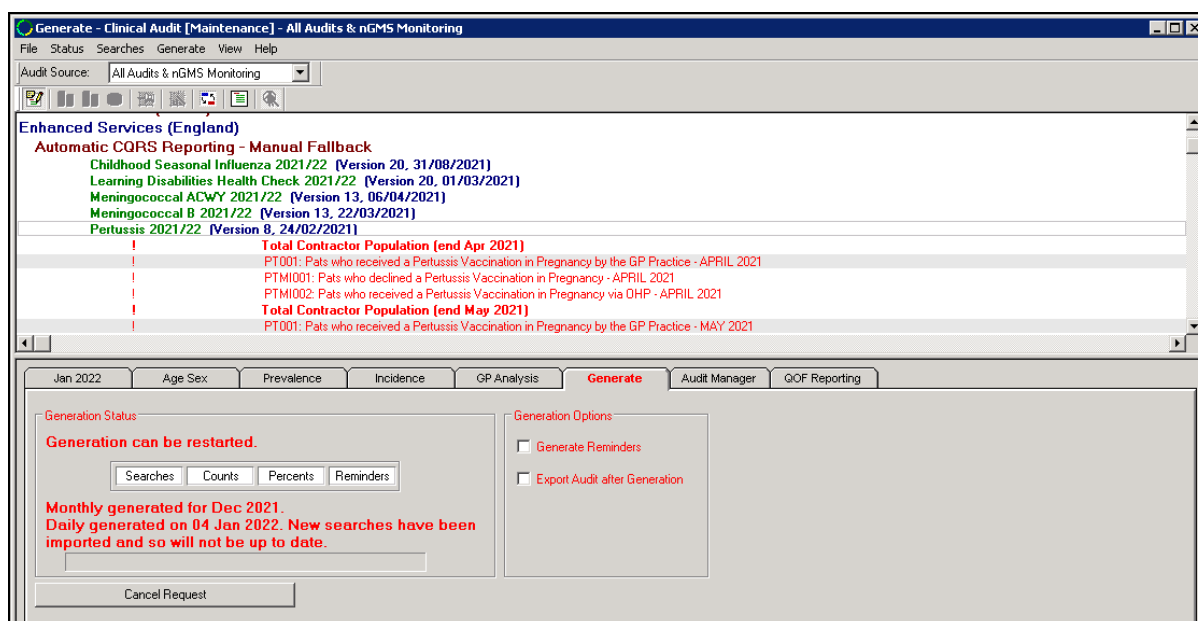
- Select an audit line to display the patients in the group, in the bottom left pane. Right click on a patient and select **Open Consultation Mgr** to open the patient's clinical record:



- Select and drag splitter lines to resize the tab/graph panes:



Generating Clinical Audits



Clinical Audit generates automatically each night:

- If **Generate** displays in red, the statistics are due for generation, or there are new/updated audits.
- Newly imported audits, that have yet to be run, display in red with an exclamation mark to the left of each line.
- If you have your own server (LAN), select **Continue Generation** or wait for the audit to run automatically over night.
- If you are using a hosted server, for example, AEROS, wait for the audit to run automatically overnight. However if the audit is urgent, you can contact the service desk to run it sooner.












See [Contacting Us for Support](#) in the **Clinical Audit Help Centre** for details.

Toolbar and Menu Options

Toolbar Options



Description		
	Maintenance Mode	Select to enable Import and Delete options. When active the title bar displays "Clinical Audit [Maintenance]".
	Count	Displays the prevalence chart by patient numbers.
	Proportion	Displays patients, on the prevalence chart, as a proportion of the base population of the clinical category.
	Percentage	Displays patients, on the prevalence chart, as a percentage of the base population of the clinical category.
	Keep Y Axis Constant	When active, the axis of the graph you are viewing remains fixed, even if you change the criteria of the graph.
	Wizard	Select to open the graph wizard to change the graph style.
	Order by Subject or Source	Changes the grouping of the audits.
	Toggles full screen results	Hides or displays the tabs at the bottom of the screen.
	Show Patients	Displays (default) or hides the patient list for an active audit line.

Menu Options

File

- **Maintenance Mode** - Select to import or delete audits.
- **Exit** - Select to close **Clinical Audit**.

Status

Active on selection of an audit line:

- **Active reminder** - Activates an inactive reminder.
- **Reminder - Add** or **Edit** reminder text, or remove the tick from **Active** to inactivate a reminder.

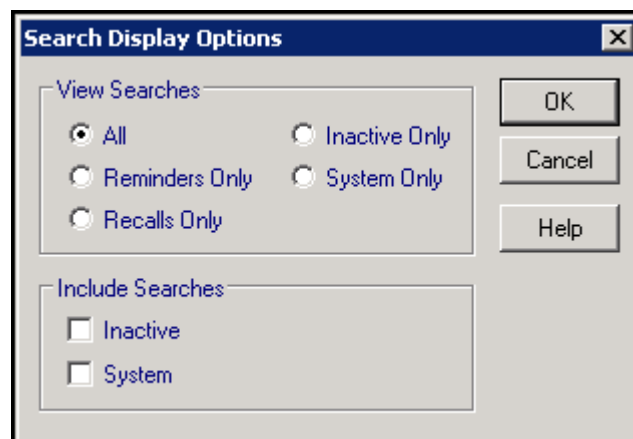


See [Managing Reminders](#) in the **Clinical Audit Help Centre** for details.

- **Inactive** - Inactivates an audit line.

Searches

- **Patient Counts** - Displays total patient numbers for each audit line.
- **Search Percents** - Displays percentages of base population per audit line.
- **Options** - Display options for viewing searches:



- **View Searches:**
 - All
 - Reminders Only
 - Inactive Only
 - Recalls Only
 - System Only
- **Include Searches:**
 - Inactive
 - System

- **Inactive Searches** - Includes inactive searches, these display with a red cross to the left:

✖	0	0.00%	Patients with last Cholesterol = or > 6.2
---	---	-------	---

- **System Searches** - No longer used.
- **Order by Subject / Order by Source** - Changes the grouping of the audits by subject or source.
- **Print Preview** - Select to preview a report before printing.
- **Print** - Select to print the current view. Audit details print for expanded lines only.
- **Export Results** - Select to export the selected audit in CSV (Microsoft Excel) format.
- **Import Searches** - Select to import new audits. Only available when **Maintenance mode** is active.

Age Sex

- **Show Patients** - Selected by default, displays patients for the active line in the bottom left pane, remove the tick to hide the list.
- **Counts** - Selected by default, displays the Age Sex graph by patient numbers in the audit group.
- **Percents** - Select to display the Age Sex graph by percentage of base population.
- **Percents - Adjusted for Sex Bias** - Select to display the Age Sex graph by percentage within one sex only. For example, this takes all the male patients and displays their percentage by age, as oppose to the proportional representation of the whole group.
- **Percents - Adjusted for Age Bias** - Select to display the Age Sex graph by percentage within each age group, so you can see the proportion of male and female patients.
- **Percents - Adjusted for Age & Sex Bias** - This is active if the base population selected in **%Base** is different from that on the audit group.
- **Previous Base Population** - Select the higher level base population for the Age Sex graph.
- **Next Base Population** - Select the next lower level base population for the Age Sex graph.
- **Export** - Export in CSV (Microsoft Excel) format.

Prevalence

- **Count** - Displays the prevalence chart by patient numbers.
- **Proportion** - Displays patients as a proportion of the base population of the clinical category.
- **Percentage** - Displays patients as a percentage of the base population of the clinical category.

Incidence

- **Show Patients** - Selected by default, displays patients beneath the graph.
- **By Year** - Display chart by year.
- **By Month** - Selected by default, display chart by month.

Graph

- **Fit to Graph** - If you have zoomed in on a graph, select to restore normal view.
- **Fix Axes** - Select to fix the axes of the graph you are viewing. This applies even if you change the criteria of the graph.
- **Toggle Style** - Select to change between column charts and line graphs.
- **Properties** - Select to update the way your graph displays, for example, different colours and label styles.
- **Print Preview** - Select to see how the graph prints.
- **Print** - Select to print the graph.
- **Show Net (Incidence tab only)** - Select to switch the display to show either the total (net) change or both the increases and decreases.
- **Show Sexes Together, Show Sexes Separately, Show Male Only, Show Female Only (Age Sex tab only)** - Select to change how the age sex graph displays.

Patients

- **Show Patients** - Selected by default, includes patient lists.

View

- **Toolbar** - Displays or hides the toolbar.
- **Audit source** - Displays or hides **Audit Source** options above the toolbar, this relates to the view of Quality and Outcomes Framework (QOF) / Quality Assurance and Improvement Framework (QAIF) audits.
- **Status Bar** - Displays or hides the status bar.
- **Wizard** - Displays the relevant wizard to choose styles, and other options. Available when the **Age Sex** or **Incidence** tab is active.



See [Age Sex Wizard](#) and [Incidence Tab](#) in the **Clinical Audit Help Centre** for details.

- **Audit Line Tooltips** - Enables you to view the reminder text when you hover over it.
- **Results Only / Show Tabs** - Select **Results Only** to hide the tabs or **Show Tabs** to display both.

Right Click Options

The options vary depending on where you perform a right click:

Audit heading / Audit sub heading

- **Include in Audit Export** - No longer used.
- **Exclude from Audit Export** - No longer used.
- **Export Results** - Select to create a CSV file.



See [Exporting Clinical Audit Data](#) in the **Clinical Audit Help Centre** for details.

- **Delete Searches** - Select to delete audits (available in **Maintenance mode** only).



See [Delete Searches](#) in the **Clinical Audit Help Centre** for details.

Audit line

- **Reminders** - Select to **Add** or **Edit** reminder text.



See [Managing Reminders](#) in the **Clinical Audit Help Centre** for details.

- **Inactive** - Make audit line inactive.
- **Show Details** - Select to view the version number and date of an audit.

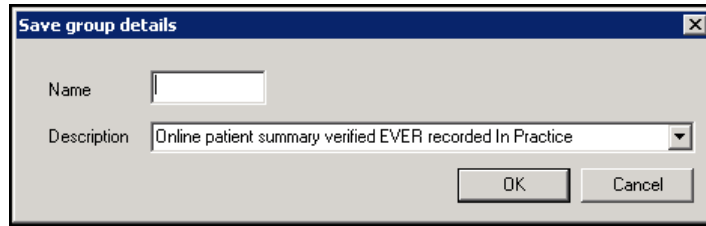
Patient list - By default the list sorts by patient NHS or CHI number, select:

- **No Sort** - Select to remove any sorting on the list.
- **Sort Patients by Surname** - Select to sort the patient list by surname (A-Z).
- **Sort Patients by Date of Birth** - Select to sort the patient list by date of birth (eldest - youngest).
- **Reverse Sort** - Select to reverse the order of the patient list, for example, if the list is currently sorted by surname (A-Z) select **Reverse Sort** to sort by surname (Z-A).
- **Print this Group** - Select to print the patient list.



See [Printing a Patient List](#) in the **Clinical Audit Help Centre** for details.

- **Save This Group** - Select to save the patient list as a **Vision 3 Patient Group**:



In **Name** enter a name for your group and select **OK**.



Note - The **Description** automatically populates with the information from the audit line.



Training Tip - All **Clinical Audits** automatically save as groups within **Patient Groups**.



See the [Patient Groups Help Centre](#) for details.

- **Copy** - Select to copy the patient list to your Windows clipboard.
- **Open Consultation Mgr** - Select to open the selected patient's record in **Consultation Manager**.



See [Getting Started](#) in the **Consultation Manager Help Centre** for details.



Note - The **Toolbar** and **Menu** options vary depending on which tab you select.

Date Tab

To view the patients within a group, select an audit line and the patients display in the **Date** tab. By default the list displays in patient NHS or CHI number order.

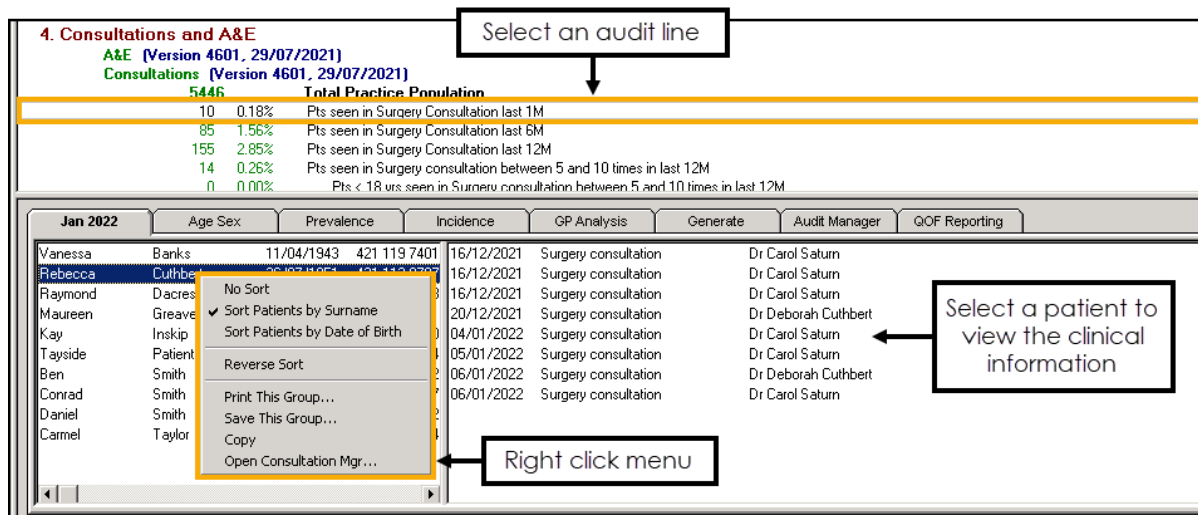


Training Tip - If the tabs do not display, select **Toggles full**

screen results  from the toolbar to display the tabs at the bottom of the screen.

If the patient list does not display, select **Show Patients**  from the toolbar.

Select a patient to view the clinical information relating to the audit line, or right click to view the menu:



4. Consultations and A&E
A&E [Version 4601, 29/07/2021]
Consultations [Version 4601, 29/07/2021]

5446		Total Practice Population
10	0.18%	Pts seen in Surgery Consultation last 1M
85	1.56%	Pts seen in Surgery Consultation last 6M
155	2.85%	Pts seen in Surgery Consultation last 12M
14	0.26%	Pts seen in Surgery consultation between 5 and 10 times in last 12M
0	0.00%	Pts < 18 yrs seen in Surgery consultation between 5 and 10 times in last 12M

Jan 2022		Age Sex	Prevalence	Incidence	GP Analysis	Generate	Audit Manager	QOF Reporting
Vanessa	Banks	11/04/1943	421	119	7401	16/12/2021	Surgery consultation	Dr Carol Saturn
Rebecca	Cuthbert					16/12/2021	Surgery consultation	Dr Carol Saturn
Raymond	Dacres					16/12/2021	Surgery consultation	Dr Carol Saturn
Maureen	Greave					20/12/2021	Surgery consultation	Dr Deborah Cuthbert
Key	Inskip					04/01/2022	Surgery consultation	Dr Carol Saturn
Tayside	Patient					05/01/2022	Surgery consultation	Dr Carol Saturn
Ben	Smith					06/01/2022	Surgery consultation	Dr Deborah Cuthbert
Conrad	Smith					06/01/2022	Surgery consultation	Dr Carol Saturn
Daniel	Smith							
Carmel	Taylor							

Right click menu options:

- No Sort
- Sort Patients by Surname
- Sort Patients by Date of Birth
- Reverse Sort
- Print This Group...
- Save This Group...
- Copy
- Open Consultation Mgr...

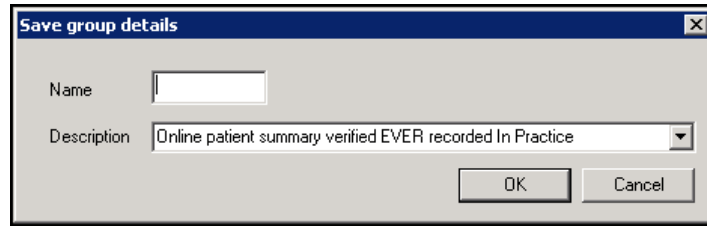
Menu Options

- **No Sort** - Select to remove any sorting on the list.
- **Sort Patients by Surname** - Select to sort the patient list by surname (A-Z).
- **Sort Patients by Date of Birth** - Select to sort the patient list by date of birth (eldest - youngest).
- **Reverse Sort** - Select to reverse the order of the patient list, for example, if the list is currently sorted by surname (A-Z) select **Reverse Sort** to sort by surname (Z-A).
- **Print this Group** - Select to print the patient list.



See **Printing a Patient List** on page 33 for details.

- **Save This Group** - Select to save the patient list as a **Vision 3 Patient Group**:



In **Name** enter a name for your group and select **OK**.



Note - The **Description** automatically populates with the information from the audit line.



Training Tip - All **Clinical Audits** automatically save as groups within **Patient Groups**.



See the [Patient Groups Help Centre](#) for details.

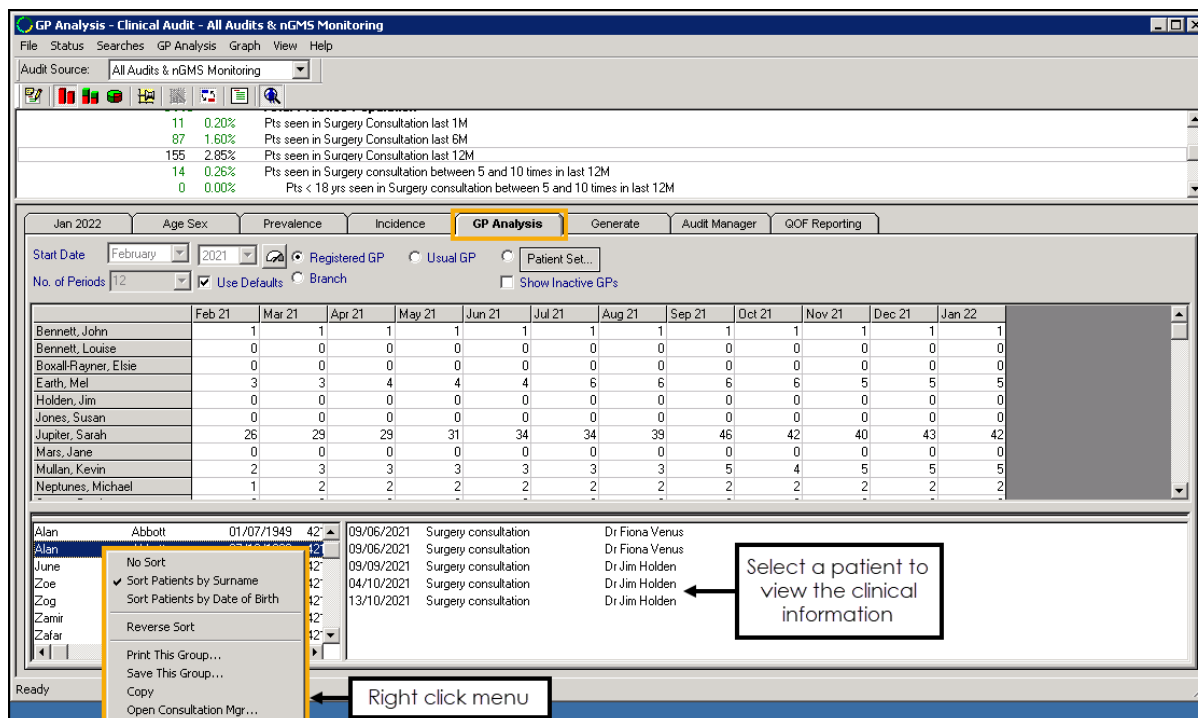
- **Copy** - Select to copy the patient list to your Windows clipboard.
- **Open Consultation Mgr** - Select to open the selected patient's record in **Consultation Manager**.



See [Getting Started](#) in the **Consultation Manager Help Centre** for details.

GP Analysis Tab

Use the **GP Analysis** tab to analyse an audit line with different criteria:



Select from the following options:

- **Registered GP**
- **Usual GP**
- **Branch** - Select to report on patients with **Branch** selected in **Notes Kept at** on the **Registration - Other** tab.
- **Patient Set** - Practice defined.

Select the numeric result within the table to display a specific patient list.

Patient List Options

Select a patient to view the clinical detail, or right click to access the menu options:

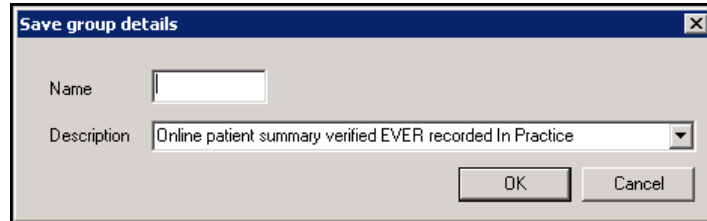
- **No Sort** - Select to remove any sorting on the list.
- **Sort Patients by Surname** - Select to sort the patient list by surname (A-Z).
- **Sort Patients by Date of Birth** - Select to sort the patient list by date of birth (eldest - youngest).
- **Reverse Sort** - Select to reverse the order of the patient list, for example, if the list is currently sorted by surname (A-Z) select **Reverse Sort** to sort by surname (Z-A).

- **Print this Group** - Select to print the patient list.



See [Printing a Patient List](#) on page 33 for details.

- **Save This Group** - Select to save the patient list as a **Vision 3 Patient Group**:



In **Name** enter a name for your group and select **OK**.



Note - The **Description** automatically populates with the information from the audit line.



Training Tip - All **Clinical Audits** automatically save as groups within **Patient Groups**.



See the [Patient Groups Help Centre](#) for details.

- **Copy** - Select to copy the patient list to your Windows clipboard.
- **Open Consultation Mgr** - Select to open the selected patient's record in **Consultation Manager**.

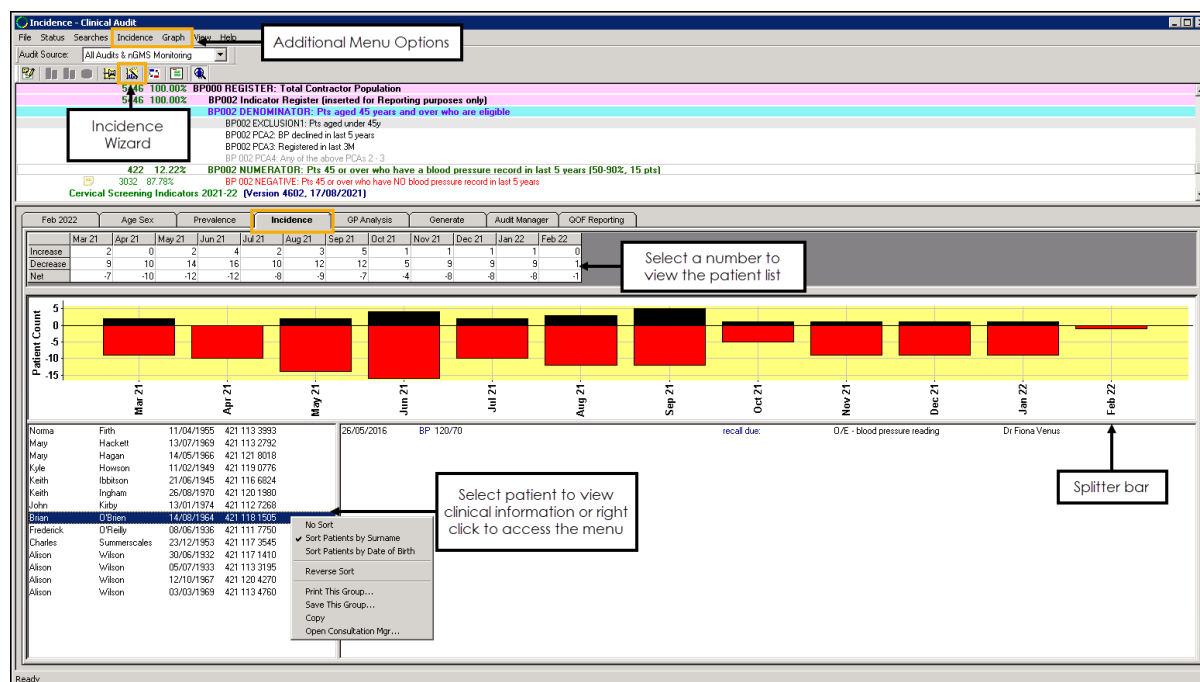


See [Getting Started](#) in the **Consultation Manager Help Centre** for details.

Incidence Tab

The **Clinical Audit Incidence** tab displays the change in the number of patients for the line selected.

The **Incidence** table displays increases, decreases, and net (total) change. Increases display in black and decreases in red:



Additional Menu Options

Incidence Menu

The **Incidence** menu displays when you select the **Incidence** tab. Select from the following to change the display:

- **Show Patients** - Selected by default, displays patients beneath the graph.
- **By Year** - Displays the chart by year.
- **By Month** - Displays the chart by month (default).

Graph Menu

The **Graph** menu contains the **Show Net** option, this enables you to toggle the display to show just the total (net) change over the selected time frame or both the increases and decreases.

Viewing Patients

Select any number in the **Incidence** table to view the patient list in the bottom section of the screen.



Note - You may need to drag the splitter bar beneath the graph to display the patient list.

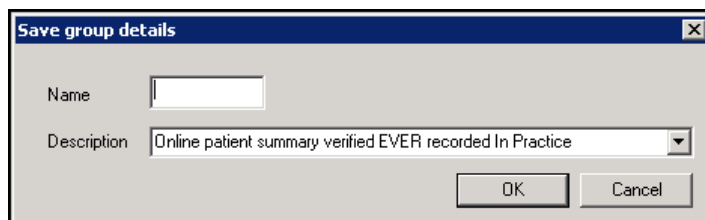
Select a patient to view their qualifying clinical details, or right click to access the following options:

- **No Sort** - Select to remove any sorting on the list.
- **Sort Patients by Surname** - Select to sort the patient list by surname (A-Z).
- **Sort Patients by Date of Birth** - Select to sort the patient list by date of birth (eldest - youngest).
- **Reverse Sort** - Select to reverse the order of the patient list, for example, if the list is currently sorted by surname (A-Z) select **Reverse Sort** to sort by surname (Z-A).
- **Print this Group** - Select to print the patient list.



See [Printing a Patient List](#) on page 33 for details.

- **Save This Group** - Select to save the patient list as a **Vision 3 Patient Group**:



In **Name** enter a name for your group and select **OK**.



Note - The **Description** automatically populates with the information from the audit line.



Training Tip - All **Clinical Audits** automatically save as groups within **Patient Groups**.



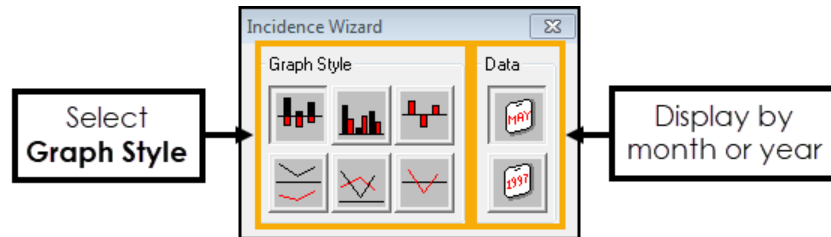
See the [Patient Groups Help Centre](#) for details.

- **Copy** - Select to copy the patient list to your Windows clipboard.
- **Open Consultation Mgr** - Select to open the selected patient's record in **Consultation Manager**.

→ See [Getting Started](#) in the **Consultation Manager Help Centre** for details.

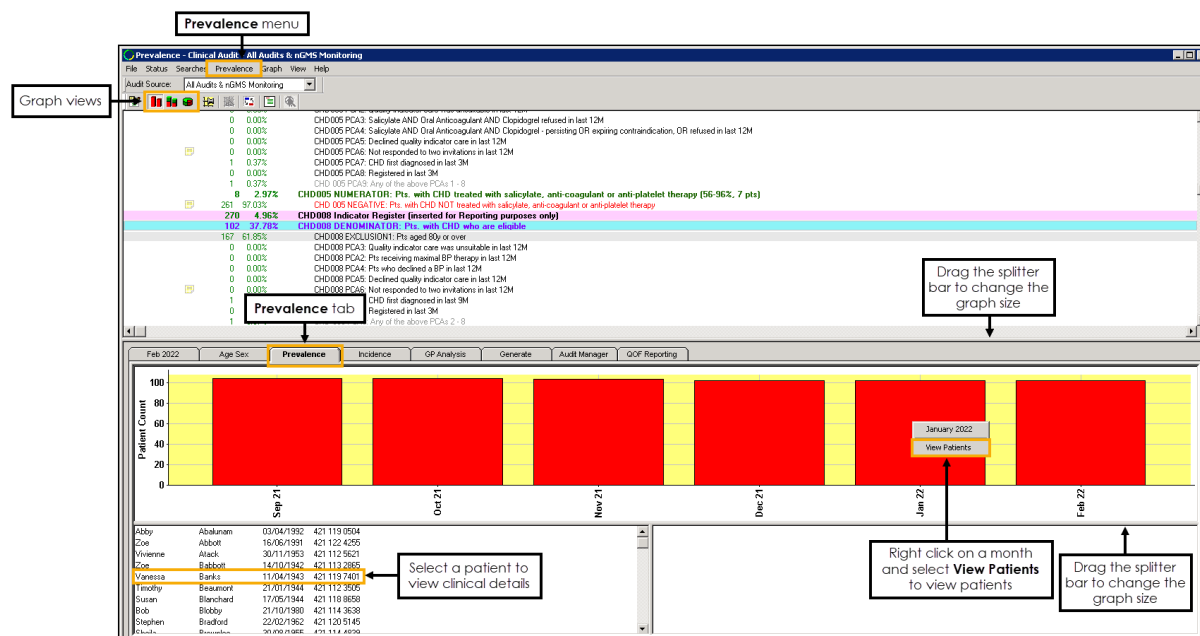
Incidence Wizard

Select the **Incidence Wizard** , to change the style of the graph section. You have the option to select column charts or line graphs, and display by either month or year:



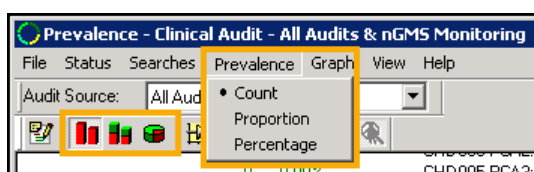
Prevalence Tab



The **Prevalence** tab displays the trend of patient numbers for an audit line. The start date is set by the **Base Start Date** set in **Generate - Generation Options**:



Prevalence Menu

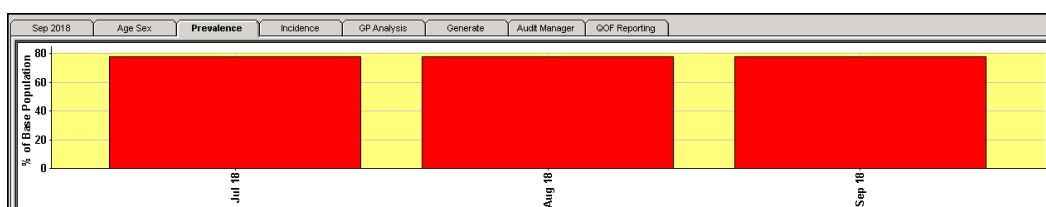
You can view the prevalence chart by **Count**, **Proportion**, or **Percentage**:



-  **Count** - Displays the prevalence chart by patient numbers.
-  **Proportion** - Displays patients as a proportion of the base population of the clinical category:



-  **Percentage** - Displays patients as a percentage of the base population of the clinical category:





Training Tip - To maximise the display, drag the splitter bar to change the size of the graph area. Double click on a graph to zoom in on the detail.

Viewing Patients

To display a list of patients for a specific section, right click on the section required, and select **View Patients**. The list displays in the bottom left section of the screen.



Note - You may need to drag the splitter bar beneath the graph to display the patient list.

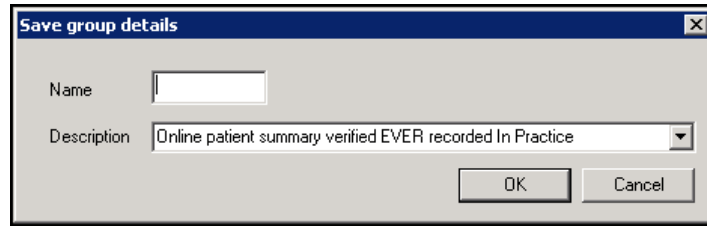
Select a patient to view their qualifying clinical details, or right click to access the following options:

- **No Sort** - Select to remove any sorting on the list.
- **Sort Patients by Surname** - Select to sort the patient list by surname (A-Z).
- **Sort Patients by Date of Birth** - Select to sort the patient list by date of birth (eldest - youngest).
- **Reverse Sort** - Select to reverse the order of the patient list, for example, if the list is currently sorted by surname (A-Z) select **Reverse Sort** to sort by surname (Z-A).
- **Print this Group** - Select to print the patient list.



See [Printing a Patient List](#) on page 33 for details.

- **Save This Group** - Select to save the patient list as a **Vision 3 Patient Group**:



In **Name** enter a name for your group and select **OK**.



Note - The **Description** automatically populates with the information from the audit line.



Training Tip - All **Clinical Audits** automatically save as groups within **Patient Groups**.



See the [Patient Groups Help Centre](#) for details.

- **Copy** - Select to copy the patient list to your Windows clipboard.
- **Open Consultation Mgr** - Select to open the selected patient's record in **Consultation Manager**.



See [Getting Started](#) in the **Consultation Manager Help Centre** for details.

Age Sex Tab

The **Age Sex** tab displays the distribution of patients in the selected audit line by their age and sex. Highlight the audit line required and then select the **Age Sex** tab in the bottom section. The **Age Sex** tab displays:

- A table of the patient count by their age and sex.
- A graph of the patient count for each age band.
- A list of patients included.

Note - You may need to move the splitter bar to display the full graph and chart. Point to the splitter bar below the table, and the cursor changes to a parallel lines with an arrow through, drag the line downwards until the chart displays.

Age Sex menu

Age Sex tab

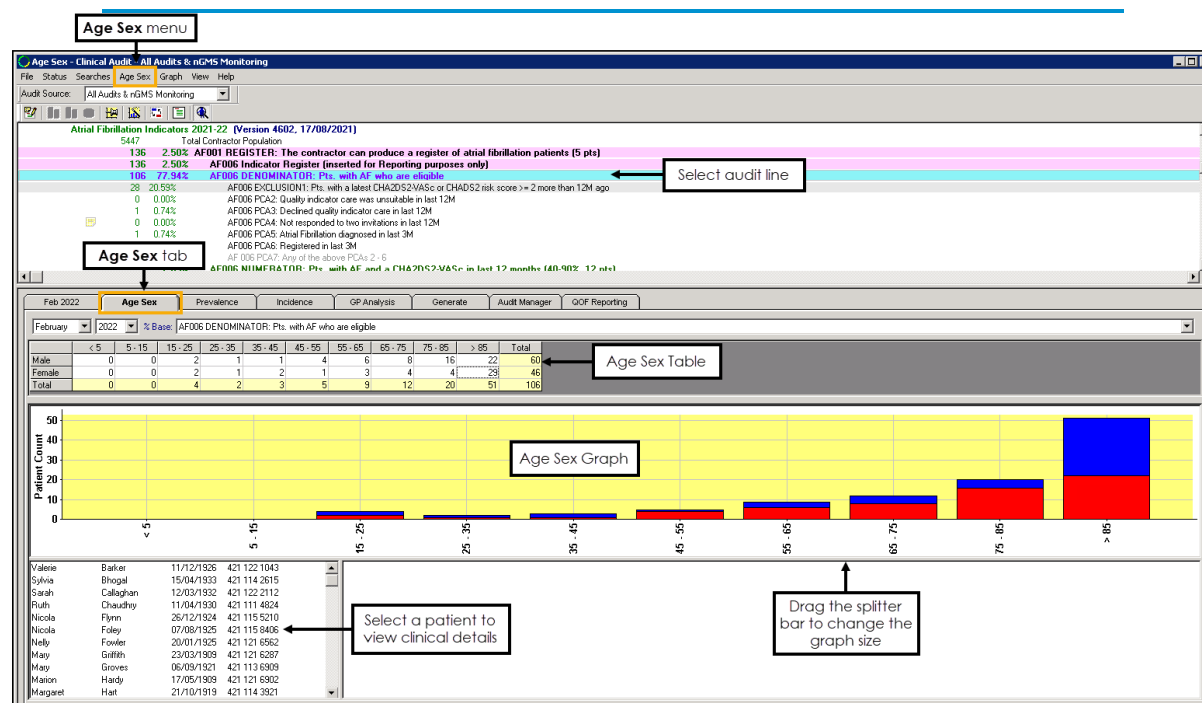
Select audit line

Age Sex Table

Age Sex Graph

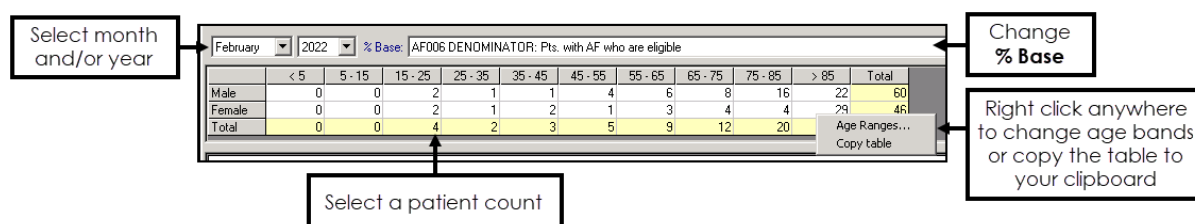
Select a patient to view clinical details

Drag the splitter bar to change the graph size



	< 5	5-15	15-25	25-35	35-45	45-55	55-65	65-75	75-85	> 85	Total
Male	0	0	2	1	1	4	6	8	16	22	60
Female	0	0	2	1	2	1	3	4	4	23	46
Total	0	0	4	2	3	5	9	12	20	51	106

Age Sex Table



Annotations for the Age Sex Table:

- Select month and/or year
- Change % Base
- Right click anywhere to change age bands or copy the table to your clipboard
- Select a patient count

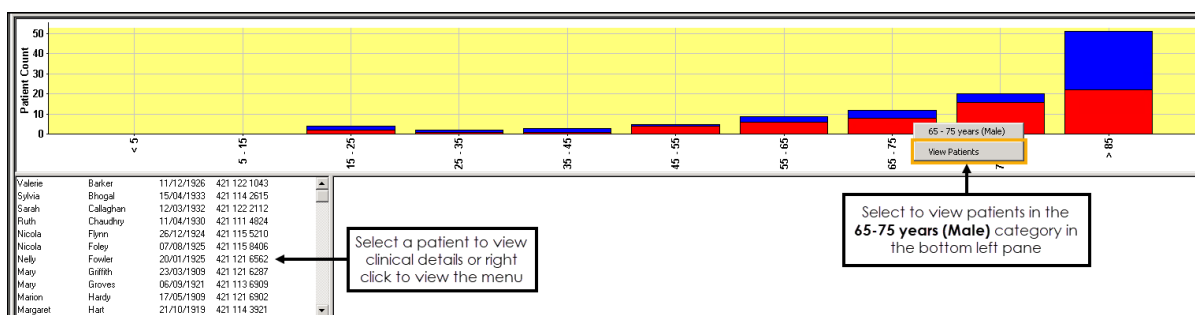
	< 5	5 - 15	15 - 25	25 - 35	35 - 45	45 - 55	55 - 65	65 - 75	75 - 85	> 85	Total
Male	0	0	2	1	1	4	6	8	16	22	60
Female	0	0	2	1	2	1	3	4	4	29	46
Total	0	0	4	2	3	5	9	12	20		

To select the data to display:

- Select the month and year required, from the available list.
- Select the **% Base**.
- Highlight a patient count to view the patient list below the graph.
- Right click anywhere on the table to change the age bands or copy the table to your Windows clipboard.

 To alter the age bands across all audits see [Changing Age Bands](#) on page 27.

Age Sex Graph



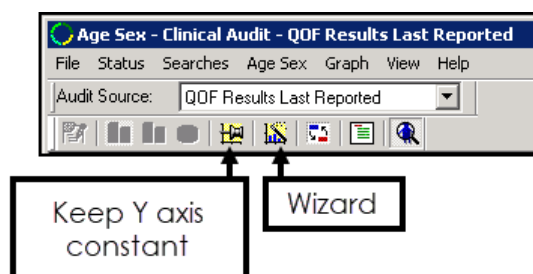
The **Age Sex** graph displays the **Patient Count** for each age band, male patients display in red and female patients in blue.

To view the age band and access the option to **View Patients**, right click on the area of the graph desired. The relevant information displays in the bottom left pane.

Additional Menu Options

Toolbar

Selecting the **Age Sex** tab activates the **Age Sex** and **Graph** menus, along with additional items on the toolbar:



- **Keep Y Axis Constant** - When active, the axis of the graph you are viewing remains fixed, even if you change the criteria of the graph.
- **Age Sex Wizard** - Select different styles of column charts or line graphs and also percentage adjustment options for Age Sex.



See **Age Sex Wizard** on page 30 for more details.

Age Sex Menu

Select the **Age Sex** menu to view the following options:

- **Show Patients** - Selected by default, displays patients for the active line in the bottom left pane, remove the tick to hide the list.
- Select from:
 - **Counts** - Selected by default, select to display the Age Sex graph by patient numbers in the audit group.
 - **Percents** - Select to display the Age Sex graph by percentage of base population.
 - **Percents adjusted for Sex bias** - Select to display Age Sex graph by percentage within one sex only. For example, this takes all the male patients and displays their percentage by age, as oppose to the proportional representation of the whole group:

February 2022 % Base: AF006 DENOMINATOR: Pts. with AF who are eligible

	< 5	5 - 15	15 - 25	25 - 35	35 - 45	45 - 55	55 - 65	65 - 75	75 - 85	> 85	Total
Male	0.00%	0.00%	3.33%	1.67%	1.67%	6.67%	10.00%	13.33%	26.67%	36.67%	100.00%
Female	0.00%	0.00%	4.35%	2.17%	4.35%	2.17%	6.52%	8.70%	8.70%	63.04%	100.00%
Total	0.00%	0.00%	3.77%	1.89%	2.83%	4.72%	8.49%	11.32%	18.87%	48.11%	100.00%

- **Percents adjusted for Age bias** - Select to display Age Sex graph by percentage within each age group, so you can see the proportion of male and female patients:

February	2022	% Base:	AF006 DENOMINATOR: Pts. with AF who are eligible								
	< 5	5 - 15	15 - 25	25 - 35	35 - 45	45 - 55	55 - 65	65 - 75	75 - 85	> 85	Total
Male	0.00%	0.00%	50.00%	50.00%	33.33%	80.00%	66.67%	66.67%	80.00%	43.14%	56.60%
Female	0.00%	0.00%	50.00%	50.00%	66.67%	20.00%	33.33%	33.33%	20.00%	56.86%	43.40%
Total	0.00%	0.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

- **Percents adjusted for Age and Sex Bias** - This is active if the base population selected in **%Base** is different from that on the audit group.
- **Previous Base Population** - Select the higher level base population for the Age Sex graph.
- **Next Base Population** - Select the next lower level base population for the Age Sex graph.
- **Export Results** - Export in CSV (Microsoft Excel) format.

Graph Menu

- **Fit to Graph** - If you have zoomed into a graph, select to restore normal view.
- **Fix Axes** - Select to fix the axes of the graph you are viewing. This applies even if you change the criteria of the graph.
- **Toggle Style** - Select to change between column charts and line graphs.
- **Properties** - Select to update the way your graph looks, for example, different colours and label styles.
- **Print Preview** - Select to see how the graph prints.
- **Print** - Select to print the graph.
- **Show Net (Incidence tab only)** - Select to switch the display to show either the total (net) change or both the increases and decreases.
- **Show Sexes Together, Show Sexes Separately, Show Male Only, Show Female Only (Age Sex tab only)** - Select to change how the age sex graph displays.

Viewing Patients

To display a list of patients in a specific section, right click on the section of the graph required and select **View Patients**. The list displays in the bottom left section of the screen.



Note - You may need to drag the splitter bar beneath the graph to display the patient list.

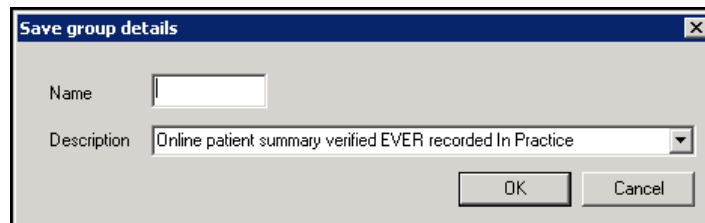
Select a patient to view their qualifying clinical details, or right click to access the following options:

- **No Sort** - Select to remove any sorting on the list.
- **Sort Patients by Surname** - Select to sort the patient list by surname (A-Z).
- **Sort Patients by Date of Birth** - Select to sort the patient list by date of birth (eldest - youngest).
- **Reverse Sort** - Select to reverse the order of the patient list, for example, if the list is currently sorted by surname (A-Z) select **Reverse Sort** to sort by surname (Z-A).
- **Print this Group** - Select to print the patient list.



See [Printing a Patient List](#) on page 33 for details.

- **Save This Group** - Select to save the patient list as a **Vision 3 Patient Group**:



The dialog box titled "Save group details" contains two input fields. The "Name" field is a text box. The "Description" field is a dropdown menu with the text "Online patient summary verified EVER recorded In Practice". At the bottom right are "OK" and "Cancel" buttons.

In **Name** enter a name for your group and select **OK**.



Note - The **Description** automatically populates with the information from the audit line.



Training Tip - All **Clinical Audits** automatically save as groups within **Patient Groups**.



See the [Patient Groups Help Centre](#) for details.

- **Copy** - Select to copy the patient list to your Windows clipboard.
- **Open Consultation Mgr** - Select to open the selected patient's record in **Consultation Manager**.

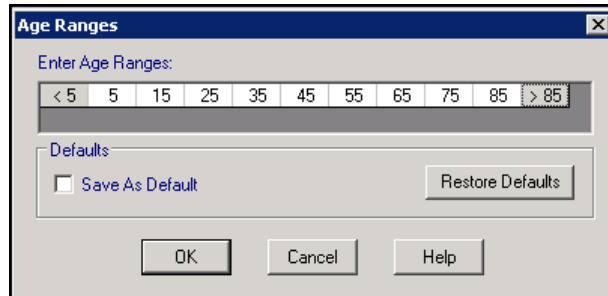


See [Getting Started](#) in the **Consultation Manager Help Centre** for details.

Changing Age Bands

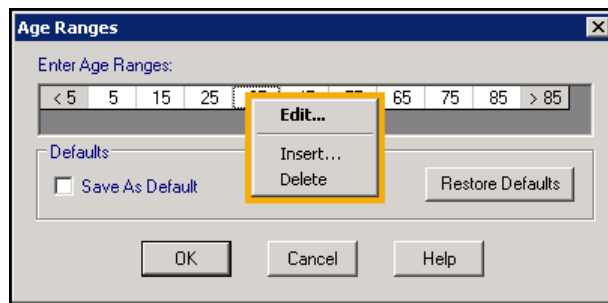
You can customise age ranges that display in an audit. To update age ranges:

1. From the **Age Sex** tab, right click within the table and select **Age Ranges**. The **Age Ranges** screen displays:



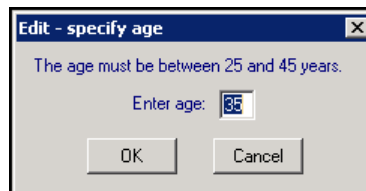
The **Age Ranges** dialog box shows a list of age ranges: < 5, 5, 15, 25, 35, 45, 55, 65, 75, 85, > 85. Below the list is a **Defaults** section with a ☐ **Save As Default** checkbox and a **Restore Defaults** button. At the bottom are **OK**, **Cancel**, and **Help** buttons.

2. Right click on an age range and select from the available options:



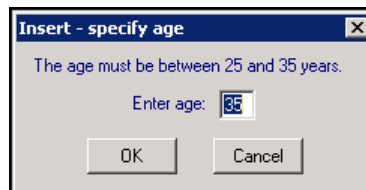
The **Age Ranges** dialog box is shown with a context menu open over the '25' range. The menu options are **Edit...**, **Insert...**, and **Delete**. The **Defaults** section and buttons at the bottom are also visible.

- **Edit** - Select to update the age. The **Edit - specify age** screen displays, update **Enter age** and select **OK**:



The **Edit - specify age** dialog box displays the message "The age must be between 25 and 45 years." Below this is a text field labeled "Enter age:" with the value "65" entered. At the bottom are **OK** and **Cancel** buttons.

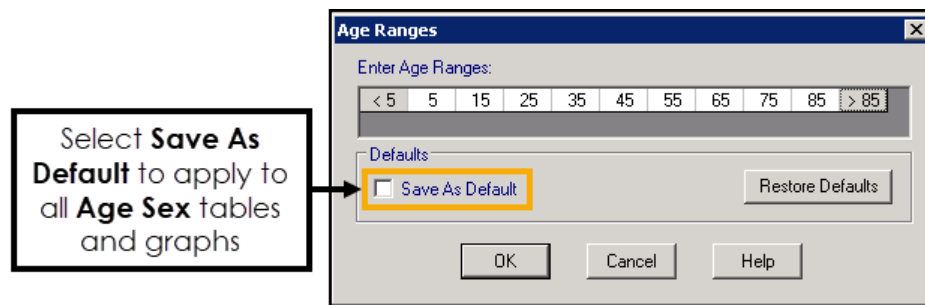
- **Insert** - Select to insert an age. The **Insert - specify age** screen displays, update **Enter age** and select **OK**:



The **Insert - specify age** dialog box displays the message "The age must be between 25 and 35 years." Below this is a text field labeled "Enter age:" with the value "65" entered. At the bottom are **OK** and **Cancel** buttons.

- **Delete** - Select to remove the age.

- Optionally, to apply to all **Age Sex** tables and graphs, select **Save As Default**:



- Select **OK** to save and finish.



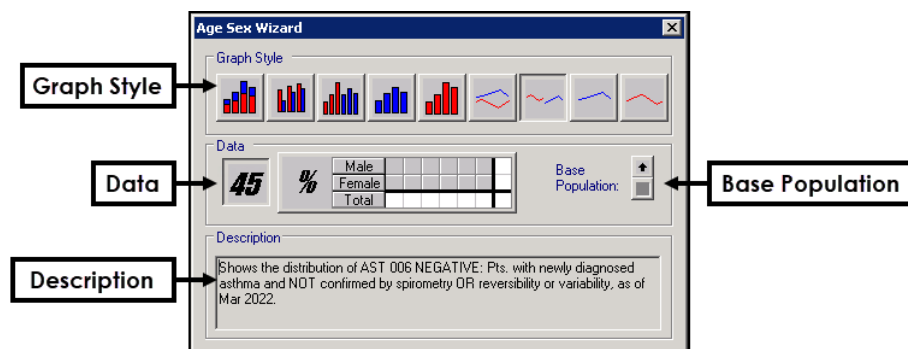
Training Tip - Select **Restore Defaults** to revert to the original range of <5, 5, 15, 25, 35, 45, 55, 65, 76, 87 and >85 years.

Age Sex Wizard

The **Age Sex Wizard** allows you to change the way your data displays in the **Age Sex** tab.

To display or hide the wizard, select **Wizard**  from the **Clinical Audit** toolbar. The wizard can be moved around your screen by selecting the top bar, dragging and dropping as required.




To change the way your data displays in the **Age Sex** tab, select from:



- **Graph Style** - Select from:
 - **Column charts** - Stacked, Side by side, All Female and All Males, Females only, Males only.
 - **Line Graphs** - Comparison, All Female and All Males, Females only, Males only.



Training Tip - Males display in red and females display in blue.

- **Data** - Displays by either a count or percentage. Select **45** to view as **Counts**, or select **%** to view the **Percentages**:
 - **Base Population** - Relates to the percentages, select from:
 -  - To view the percentages for the selected audit line.
 -  - To view the percentage compared to the parent audit group.
 -  - To view the percentage compared to the entire practice population.
- **Description** - Displays the **Description** of the selected audit line.

These changes can also be made from the **Age Sex** menu.

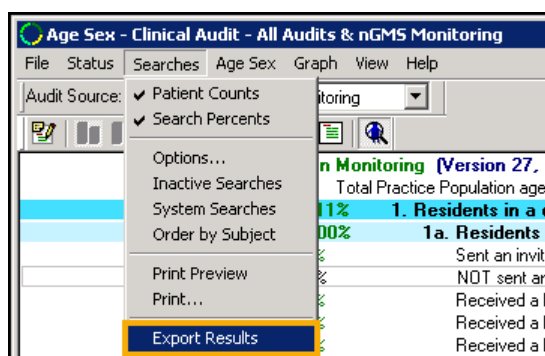


See **Age Sex Tab** on page **21** for more details.

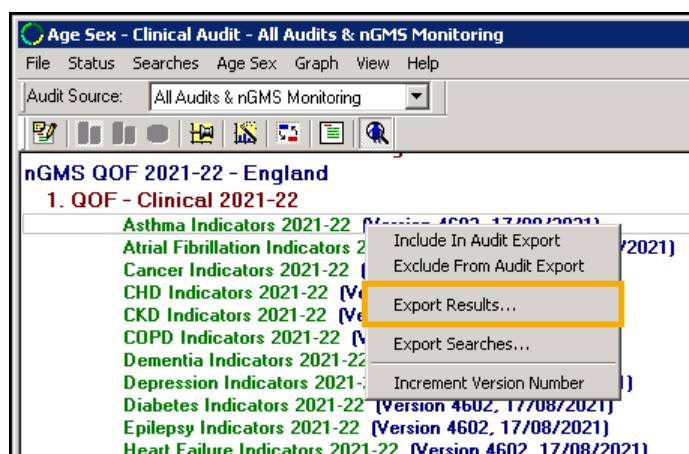
Exporting Clinical Audit Data

You can export data from **Clinical Audit** in CSV (Microsoft Excel) format. To export **Clinical Audit** data:

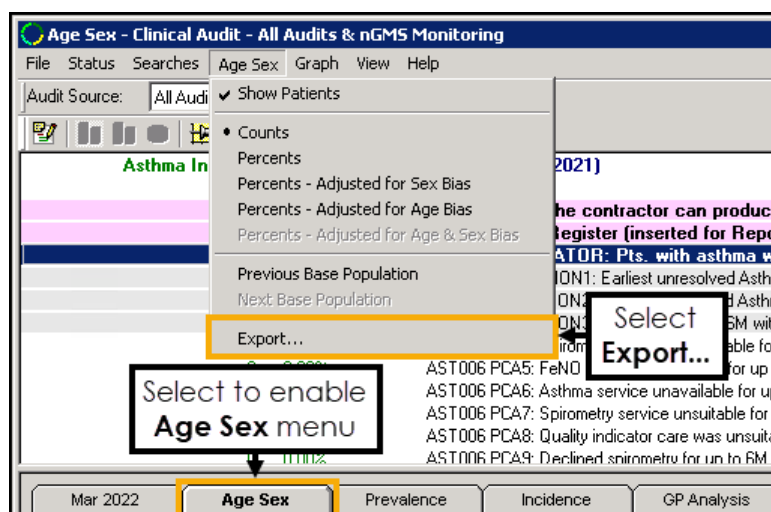
- From **Clinical Audit**, depending on what data you want to export, select from the following options:
 - To export all **Clinical Audit** statistics select **Searches - Export Results**:



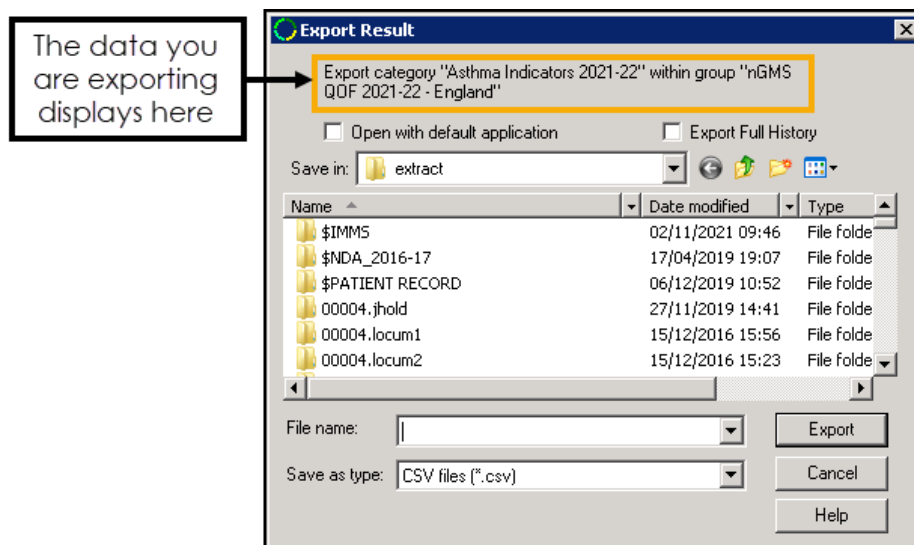
- To export a particular **Category**, **Sub Category** or **Audit Category**, right click on the audit line and select **Export Results**:



- To export **Age Sex** results for an audit line, select the **Age Sex** tab to enable the **Age Sex** menu and select **Export**:



- The **Export Result** screen displays with your default extract folder, change the **Save in** folder as required:



Training Tip - The data you are exporting displays at the top of the screen.

- Select the following options as required:
 - Open with default application** - Select to open the results in your default application after export.
 - Export Full History** - By default only the current month's statistics export. Select to include data from previous months.

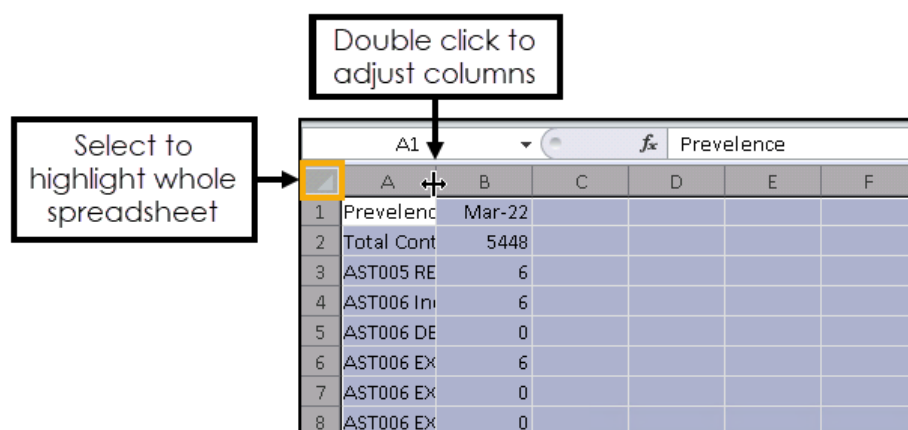


Note - This is not available for **Age Sex** exports.

- Enter a name for the export file in **File name**.
- Select **Export**.



Training Tip - To quickly adjust the columns in the spreadsheet so that all data displays, select the corner and then double click on any boundary line between two columns:



Printing a Patient List

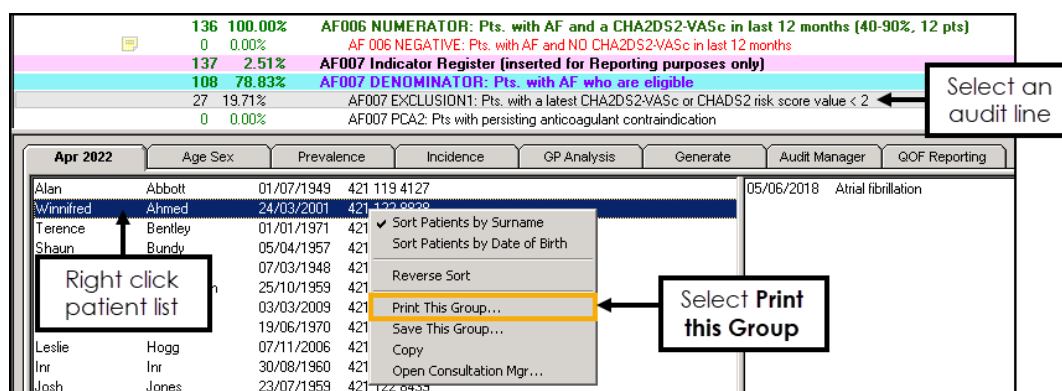
To print a group of patients identified by an audit:

1. Select the audit line required and the patient list displays in the **Month/Year** tab below.



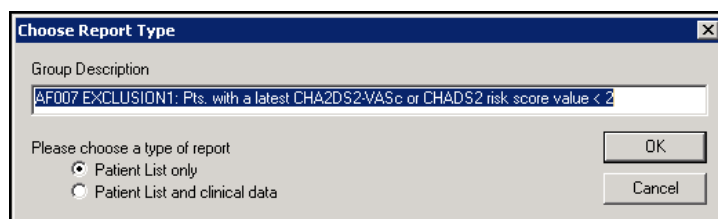
Training Tip - If no patients display, select **Show Patients**  in the toolbar.

2. Right click within the patient list to display the right click menu and select **Print This Group**:



The screenshot shows a patient list table with columns: Name, Surname, DOB, NHS No, and Clinical Data. A right-click menu is open over the list, with options: Sort Patients by Surname, Sort Patients by Date of Birth, Reverse Sort, **Print This Group...**, Save This Group..., Copy, and Open Consultation Mgr... A callout box points to the 'Print This Group...' option with the text 'Select Print this Group'. Another callout box points to the audit line 'AF007 DENOMINATOR: Pts. with AF who are eligible' with the text 'Select an audit line'.

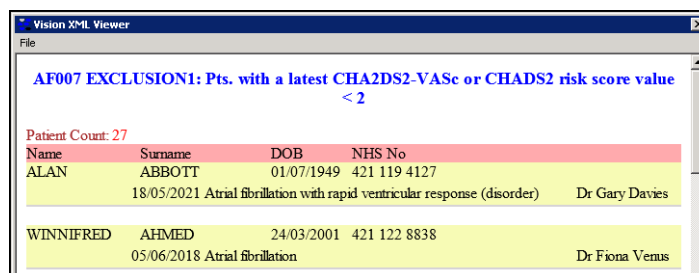
3. The **Choose Report Type** screen displays:



The 'Choose Report Type' dialog box shows the 'Group Description' as 'AF007 EXCLUSION1: Pts. with a latest CHA2DS2-VASc or CHADS2 risk score value < 2'. Under 'Please choose a type of report', the 'Patient List only' radio button is selected. There are 'OK' and 'Cancel' buttons.

From **Please choose a type of report**, select either:

- **Patient List Only** - Default option, to print the patient's name, date of birth and NHS/CHI number only.
 - **Patient List and clinical data** - To print the patient's name, date of birth, NHS/CHI number and any related clinical data including the clinician's name.
4. Select **OK** and the report output displays in the **Vision XML Viewer** with the audit line details and patient count at the top of the screen:



The Vision XML Viewer displays the report for 'AF007 EXCLUSION1: Pts. with a latest CHA2DS2-VASc or CHADS2 risk score value < 2'. The Patient Count is 27. The table shows patient details:

Name	Surname	DOB	NHS No	Clinical Data	Clinician
ALAN	ABBOTT	01/07/1949	421 119 4127	18/05/2021 Atrial fibrillation with rapid ventricular response (disorder)	Dr Gary Davies
WINNIFRED	AHMED	24/03/2001	421 122 8838	05/06/2018 Atrial fibrillation	Dr Fiona Venus

5. From the **Vision XML Viewer** menu select **File - Print**.
6. The **Print** screen displays, select your printer and then select **Print**.

Viewing and Sorting Patients within an Audit Group

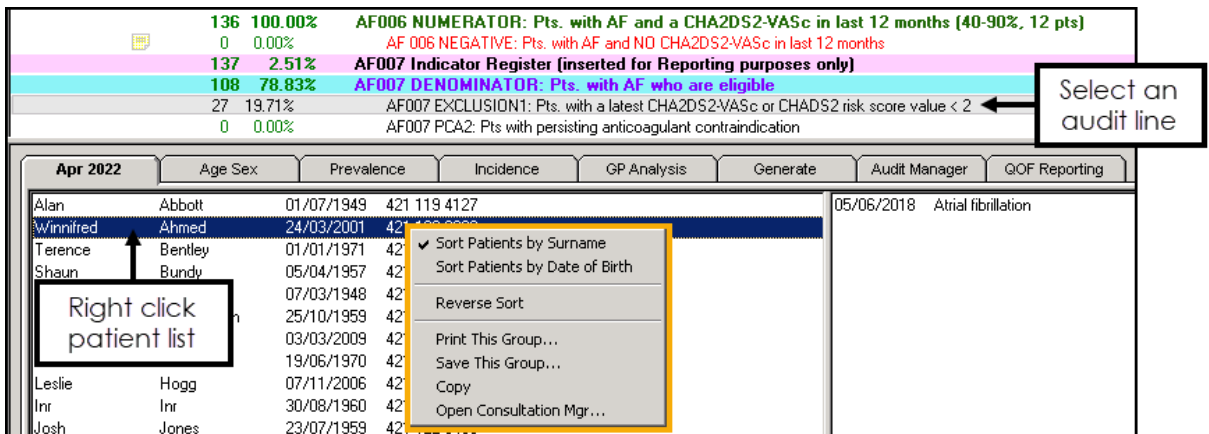
To view and sort the patients within an audit group:

1. From **Clinical Audit**, select the audit line required and the patient list displays in the **Month/Year** tab.



Training Tip - If no patients display, select **Show Patients**  in the toolbar.

2. Right click within the patient list to display the right click menu:



The screenshot shows the 'Apr 2022' tab with a patient list. A right-click context menu is open over the list, showing options: 'Sort Patients by Surname' (checked), 'Sort Patients by Date of Birth', 'Reverse Sort', 'Print This Group...', 'Save This Group...', 'Copy', and 'Open Consultation Mgr...'. A callout box points to the 'AF007 DENOMINATOR: Pts. with AF who are eligible' line, stating 'Select an audit line'. Another callout box points to the right-click menu, stating 'Right click patient list'.

Month/Year	Age Sex	Prevalence	Incidence	GP Analysis	Generate	Audit Manager	QOF Reporting
Alan	Abbott	01/07/1949	421 119 4127				
Winnifred	Ahmed	24/03/2001	42				
Terence	Bentley	01/01/1971	42				
Shaun	Bundy	05/04/1957	42				
		07/03/1948	42				
		25/10/1959	42				
		03/03/2009	42				
		19/06/1970	42				
Leslie	Hogg	07/11/2006	42				
Inr	Inr	30/08/1960	42				
Josh	Jones	23/07/1959	42				

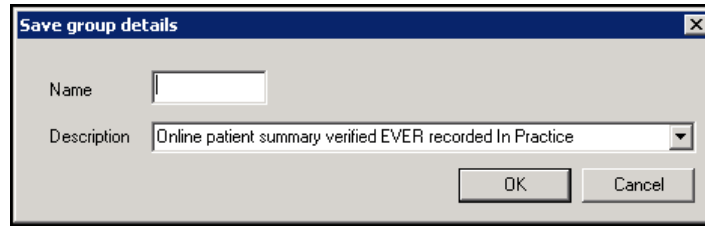
Select from the following options:

- **No Sort** - Select to remove any sorting on the list.
- **Sort Patients by Surname** - Select to sort the patient list by surname (A-Z).
- **Sort Patients by Date of Birth** - Select to sort the patient list by date of birth (eldest - youngest).
- **Reverse Sort** - Select to reverse the order of the patient list, for example, if the list is currently sorted by surname (A-Z) select **Reverse Sort** to sort by surname (Z-A).
- **Print this Group** - Select to print the patient list.




See **Printing a Patient List** on page 33 for details.

- **Save This Group** - Select to save the patient list as a **Vision 3 Patient Group**:



In **Name** enter a name for your group and select **OK**.

 **Note** - The **Description** automatically populates with the information from the audit line.

 **Training Tip** - All **Clinical Audits** automatically save as groups within **Patient Groups**.

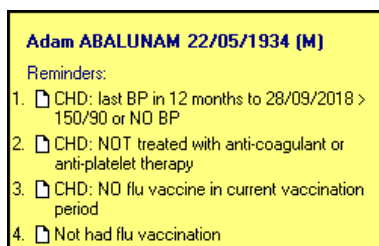
 See the [Patient Groups Help Centre](#) for details.

- **Copy** - Select to copy the patient list to your Windows clipboard.
 - **Open Consultation Mgr** - Select to open the selected patient's record in **Consultation Manager**.
-

 See [Getting Started](#) in the **Consultation Manager Help Centre** for details.

Managing Reminders

Active reminders display as notes on a yellow background in **Consultation Manager**:



Reminders remain active when updated versions of new audits are imported, unless there is a significant change in the clinical nature of the audit line.

Reminders and QOF/QAIF

If you are using **Vision+ Alerts** then you may wish to inactivate the **Clinical Audit** reminders for QOF/QAIF, as **Vision+** offers real-time alerts for missing QOF/QAIF data.



See the [Vision+ Help Centre](#) for further information.

For the QOF/QAIF audits, you can activate a reminder for an audit line in either the monitoring or reporting view, but not both at the same time.

Having a reminder active in one view automatically inactivates this in the other set of audits. Alternatively, a reminder can be inactive in both reporting or monitoring. The same reminder text displays in both views, when viewed in **Consultation Manager** the date changes accordingly.



Note -If QOFDATE is used in the reminder text, this automatically displays as either 1st April (1st October for Wales) for a Reporting reminder or the date of the last generation for Monitoring reminders.

Some practices find it helpful to use the nGMS Monitoring reminders for the first half of the QOF/QAIF year, then the Reporting reminders for the second half.

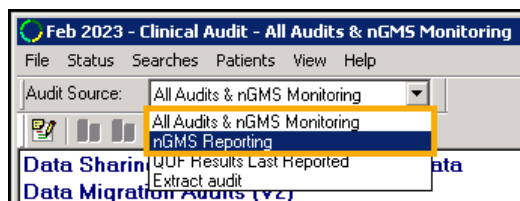



See [Overview of QOF/QAIF Audits](#) on page 51 for details.

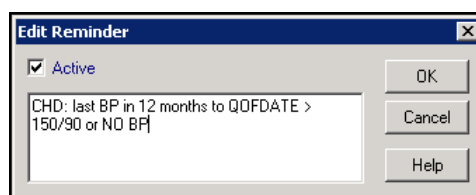
Activating Reminders

To activate a reminder:

1. From the **Audit Source** drop-down select either **nGMS Reporting** or **All Audits & nGMS Monitoring**:



2. Find the audit line you wish to activate a reminder for. This may have an **Inactive Reminder**  alert.
3. Right click on the audit line and select either:
 - **Active Reminder** - To activate an inactive reminder. This places a tick beside **Active Reminder**.
 - **Reminder** - To create a new reminder. The **Edit Reminder** screen displays, add the reminder text and select **OK**:

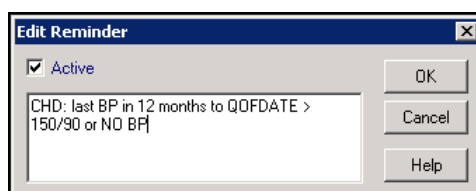


4. The **Reminder**  alert displays in **Clinical Audit** and after audit generation, a reminder displays in **Consultation Manager** for relevant patients.

Editing Reminder Text

To edit the reminder text:

1. Right click on the audit line containing the reminder you want to edit and select **Reminder** from the list.
2. Update the text in the **Edit Reminder** screen:



Remove a Reminder

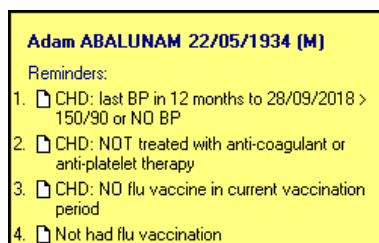
Rather than removing a reminder, you inactivate it. Simply edit the reminder (see above), and remove the tick from **Active**.

Reminders in Consultation Manager



Note - Reminders can also be added on an individual basis in **Consultation Manager** and **Appointments**, or via **Patient Groups**.

Yellow pop-up reminders display in **Consultation Manager** when viewing a patient's record:



Right click on a yellow reminder for the following options:

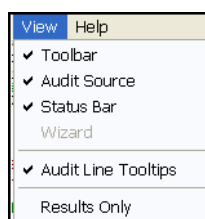
- **Why** - Only relevant for **Clinical Audit Reminders** to find the source of the reminder. This is disabled for **Group Reminders**.
- **Cancel** - This puts a line through the reminder, double clicking on the reminder line has the same effect. All reminders can be cancelled on an individual patient basis, cancelled audit reminders remain until either the patient is removed from the group, the reminder is reinstated or reminders regenerated.
- **Delete** - You can only delete **Group Applied** or **Manual Reminders**.
- **Edit** - You can only edit **Group Applied** or **Manual Reminders**. Edit the text in **Edit Reminder**. If a **Patient Group** or **Appointments** generated reminder is edited in this way it becomes unlinked from the original reminder.
- **Add** - Select to create a reminder for the selected patient.
- **Close** - Hides the yellow reminder. **Prescription notes** or **Outstanding tasks** cannot be hidden. Reminders can be re-displayed by selecting **View - Reminders**.



See [Reminders](#) in the **Consultation Manager Help Centre** for more details.

Viewing Reminder Text

The **View** menu includes the option to enable **Audit Line Tooltips**, select to activate:



When this is active, hover over an audit line with a reminder to display the text:

	3451	Total Practice Population
	16	0.46% Pts. with Read codes indicating CHD
	0	0.00% Pts. currently taking Nitrates (BNF ca
	0	0.00% Pts. with Framingham score > 15%
	0	0.00% Pts. with Framingham score > 30%
	0	0.00% Pts. with JBS risk score 10 - 20%
	0	0.00% Pts. with JBS risk score 20 - 30%

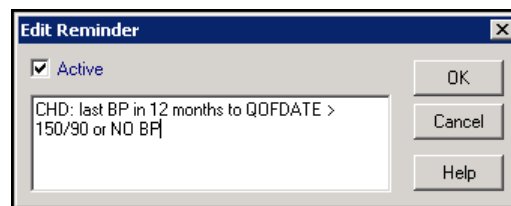
Reminders Containing Dates

Reminders can also include relevant dates to make the alert more meaningful.

Upper case must be used for the date field but it can be placed anywhere in the reminder text.

QOF/QAIF Audits Date Fields

For QOF/QAIF alerts, the reminder text is the same in reporting and monitoring audit views, and the date populates automatically:



- **QOFDATE** - 1st April for England and Northern Ireland or 1st October for Wales (Reporting) or last generation date (Monitoring).
- **BASELINEDATE** - Same value as **CUTOFF** which is last day of the previous month for monthly generations, today for daily.

Non QOF Audits Date Fields

- **CUTOFF** - Set to the last day of the previous month.
- **Q1_START, Q1_END, Q2_START, Q2_END, Q3_START, Q3_END, Q4_START, Q4_END** - Quarters 1-4 start and end dates.
- **REFERENCEDATE** - 1st April for the current financial year.
- **FLUCYSTART** - Start of flu period current financial year - 1st September.
- **FLUCYEND** - End of flu period current financial year - 31st March.
- **FLUPYSTART** - Start of flu period previous financial year - 1st September.
- **FLUPYEND** - End of flu period previous financial year - 31st March.

Downloading and Importing Clinical Audits

New or amended audits are available from the [Clinical Audit Downloads](#) section of the **Clinical Audit Help Centre**. These can be downloaded, unzipped and imported into **Clinical Audit** as required.

Audits of general interest usually come under the **In Practice Systems** heading. Others are specifically requested, for example, by practices or ICS/Health Board.

Downloading Clinical Audits

To download new or updated audits:

1. Select the heading of the audit you require from the [Clinical Audit Downloads](#) section of the **Clinical Audit Help Centre**.

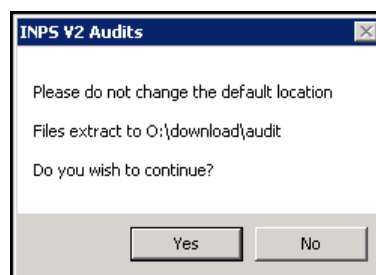


Note - You can either download the full audit suite or a particular audit section.

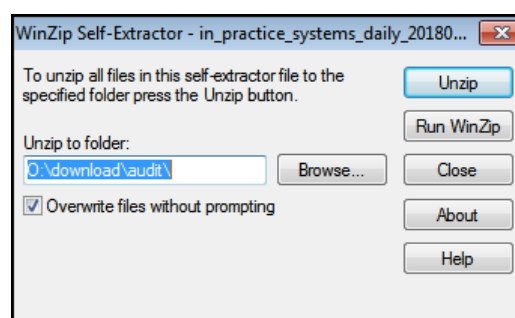


Training Tip - Some top level audits do not include individual audits as they are country specific.

2. Select the downloaded file. Depending on your browser settings a security warning may display, select **Run** if prompted.
3. When prompted, select **Yes** to the message 'Please do not change the default location. Files extract to O:\Download\Audit. Do you wish to continue?':



4. Next, select **Unzip**:



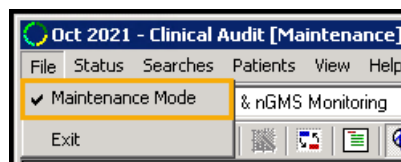
The files download to the default location.

5. Select **OK** to the confirmation message 'files unzipped successfully'.

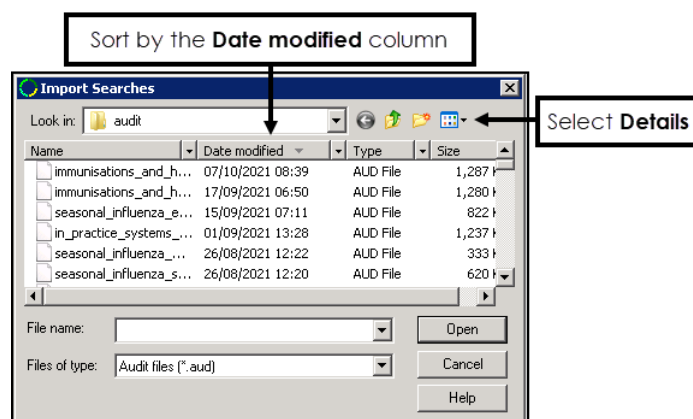
Importing the Audits into Clinical Audit


To import the downloaded audits in **Clinical Audit**:


1. From the **Vision 3** front screen, select **Clinical Audit**.
2. Select **File - Maintenance Mode**:



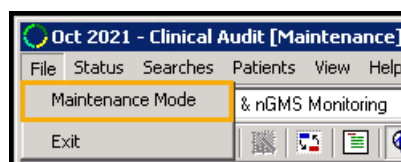
3. Now select **Searches - Import Searches**, the default location is O:\Download\Audit. The **Import Searches** screen displays:



4. Select **View Menu**  - **Details**, and double click on the **Date Modified** column so the most recent date is at the top.
5. Highlight the audit you require and select **Open**.
6. You may be prompted 'Importing this file will replace existing searches in the same category, Do you wish to continue?', select **Yes** to proceed.

 **Note** - If you download more than one audit, each audit must be imported separately.


7. Select **File - Maintenance Mode** to exit **Maintenance Mode**:

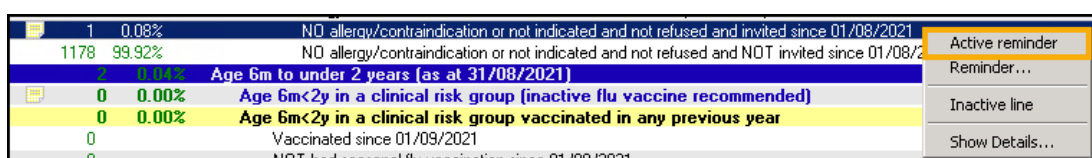


Activate Reminders

Audit lines with pale yellow reminders have inactive reminders. You can choose which reminders you want to activate before you generate the new audit, after generation reminders display as yellow post-its on the relevant patient record within **Consultation Manager**.

To activate a reminder:

1. From **Clinical Audit**, find the audit line with the pale yellow inactive reminder .
2. Right click on the audit line and select **Active reminder**:



1	0.08%	NO allergy/contraindication or not indicated and not refused and invited since 01/08/2021	<input type="button" value="Active reminder"/> <input type="button" value="Reminder..."/> <input type="button" value="Inactive line"/> <input type="button" value="Show Details..."/>
1178	99.92%	NO allergy/contraindication or not indicated and not refused and NOT invited since 01/08/2021	
Age 6m to under 2 years (as at 31/08/2021)			
0	0.00%	Age 6m<2y in a clinical risk group (inactive flu vaccine recommended)	
0	0.00%	Age 6m<2y in a clinical risk group vaccinated in any previous year	
0		Vaccinated since 01/09/2021	
0		NOT had seasonal flu vaccination since 01/09/2021	

The reminder activates and displays a dark yellow  symbol.

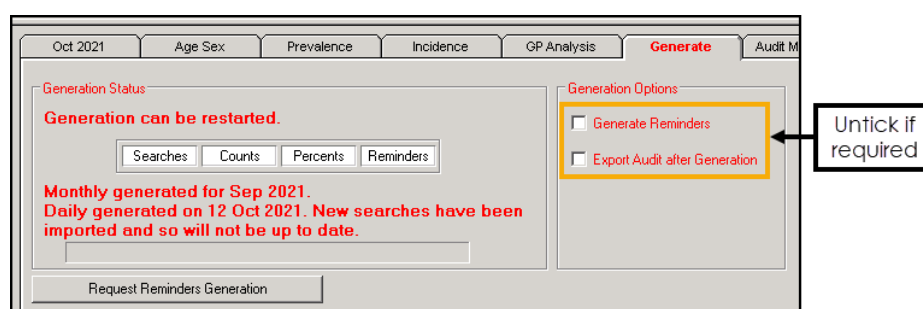
3. Following the generation of **Clinical Audit**, the reminder can be viewed from the patient's record in **Consultation Manager**.

Generate the New Audit

Following the import of audits, the **Generate** tab displays in red, signifying that the statistics are out of date. These generate automatically overnight.

If immediate generation is needed, hosted practices need to contact the Helpdesk, see [Contacting Us for Support](#) in the **Clinical Audit Help Centre**. Practices with their own server can run an ad-hoc regeneration:

1. From **Clinical Audit**, select the **Generate** tab:



Oct 2021 | Age Sex | Prevalence | Incidence | GP Analysis | **Generate** | Audit M

Generation Status

Generation can be restarted.

Searches | Counts | Percents | Reminders

Monthly generated for Sep 2021.
Daily generated on 12 Oct 2021. New searches have been imported and so will not be up to date.

Request Reminders Generation

Generation Options

☐ Generate Reminders

☐ Export Audit after Generation

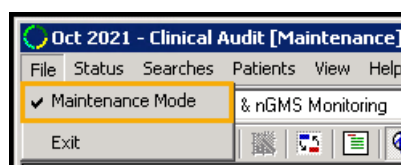
Untick if required

2. Untick the following:
 - **Generate Reminders** - If this is the only audit for which you are generating statistics. If you are about to do your usual monthly generation, leave this ticked.
 - **Export Audit after Generation** - If ticked.
3. Select either:
 - **Continue generation for ...** - To run the newly imported audit, or,
 - **Generate data for ...** - To run a full generation.

Deleting Searches

Searches can be removed at audit group level. This deletes all the searches within the clinical category, it is good practice to delete any searches that are no longer required:

1. Select **Maintenance Mode**  from the toolbar or select **File - Maintenance Mode**:



2. Right click on the audit you want to delete.
3. Choose **Delete Searches**.
4. When prompted, select **Yes** to the message 'Are you sure you wish to delete category X?'.

The audit is removed.

Inactivating searches

It is not possible to delete individual searches in an audit, however you can inactivate them instead.

To inactivate a search:

1. Right click on the search you want to inactivate:

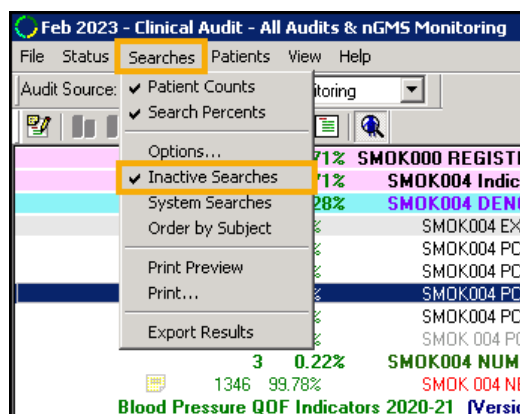
Smoking QOF Indicators 2020-21 (Version 4503, 20/01/2021)			
5462	Total Contractor Population		
1309	23.97%	SMOK000 REGISTER (for SMOK002 & 005): Patients with any combination of diagnoses CHD, PAD, Stroke & TIA, hypertension, diabetes, COPD, Asthma, CKD Register, MH	
1309	23.97%	SMOK002 Indicator Register (inserted for Reporting purposes only)	
1308	99.92%	SMOK002 Indicator Register: Pts. on the co-morbidity register above	
0	0.00%	Active reminder	Asthmatics under 20 yrs of age
0	0.00%	Reminder...	Indicator care was unsuitable in last 12M
0	0.00%	Inactive line	Usual to reveal smoking status in last 12M
0	0.00%	Show Details...	Quality indicator care in last 12M
0	0.00%		Invited to two invitations in last 12M
1	0.08%		Unresolved co-morbidity disease diagnosed in last 3M

2. Select **Inactive line**.

The search is inactivated, there is no prompt.

Displaying Inactive Searches

From the **Searches** menu you need to select **Inactive Searches**:



A red cross displays next to inactive searches:

	167	7.66%	Pts age 6m to < 50 yrs in a clinical risk group / carer / close contact of immunocompromised individuals / health and social care worker
×	0	0.0%	to < 50 yrs at risk or carer and seasonal flu vaccination administered by practice and in practice in SEPTEMBER 23
×	0	0.0%	to < 50 yrs at risk or carer and seasonal flu vaccination administered by practice and in practice in OCTOBER 23
×	0	0.0%	to < 50 yrs at risk or carer and seasonal flu vaccination administered by practice and in practice in NOVEMBER 23
×	0	0.00%	Pts 6m to < 50 yrs at risk or carer and seasonal flu vaccination administered by practice and in practice in DECEMBER 23

Reactivating Searches

To reactivate a search, first you must display inactive searches, then right click on an inactive line and remove the tick next to **Inactive line**:

×	912	16.70%	Pts in a clinical risk group or a carer
×	0	0.00%	Pts 6m to < 65 yrs at risk or carer had
	0		65 yrs had seasonal flu va
	0		65 yrs had seasonal flu va
	0		65 yrs had seasonal flu va
	0		65 yrs had seasonal flu va
	0		65 yrs had seasonal flu va
	0		65 yrs had seasonal flu va
	0		65 yrs had seasonal flu va
×	0		65 yrs had seasonal flu va
	0		65 yrs had seasonal flu va
	0	0.00%	Pts 6m to < 65 yrs had seasonal flu va

The search is reactivated.

Hosted Practices

Hosted practices generations run automatically, additional generations require a request to be logged to the hosted systems support team.

Generation Types

- **Daily generation of audits and Reminders** - Automatic.
- **Generation of mandatory QOF/QAIF Reports** - Generated on the first day of each month, run as part of the daily generation.
- **Generation of Interim QOF/QAIF Reports** - No longer used.
- **Monthly Clinical Audit Generate** - This runs after the QOF/QAIF Report generation.
- **Monthly reminders generation** - Run as part of the monthly generation.
- **Regenerate reminders** - Submit Reminder request.
- **Advanced Generation** - Submit Advanced Generate request.

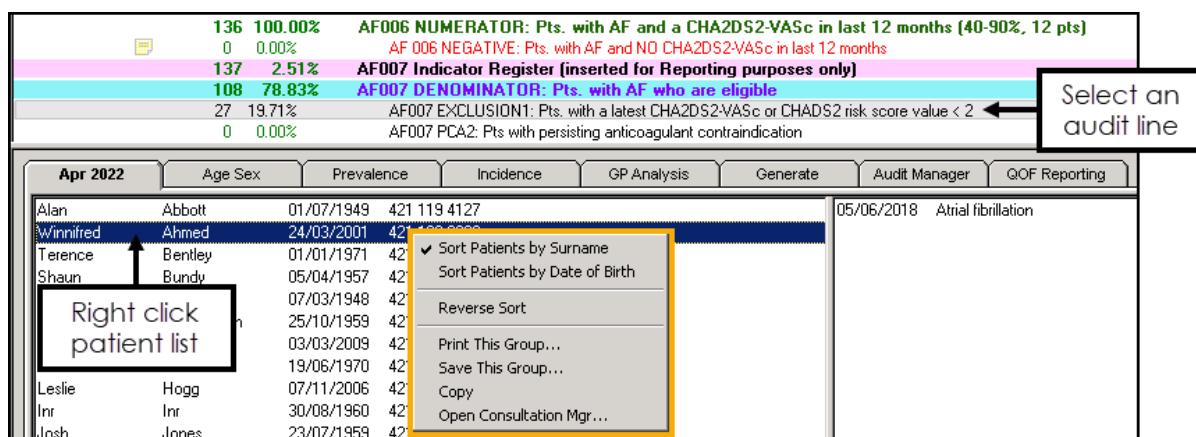
Patient Groups

When **Clinical Audit** generates, a group of relevant patients is created for each audit line, this repopulates on each generation.

The groups can be accessed in other **Vision** modules via the audit browser:

- **Patient Groups** - Select an audit line, see [Selecting a Clinical Audit Group](#) in the **Patient Groups Help Centre** for more details.
- **Searches and Reports** - Group input, see [Selecting a Group](#) in the **Search and Reports Help Centre** for more details.
- **Consultation Manager** - Select a **Patient Group**, see [Select a Patient Group](#) in the **Consultation Manager Help Centre** for more details.

If you specifically want to save a patient group in its current state, go the **Month Year** tab in **Clinical Audit**, select the audit line to display the patients, right click on the patient list and select **Save This Group**:



The screenshot displays the 'Apr 2022' tab in the Clinical Audit module. At the top, there are summary statistics for three audit lines:

Audit Line	Count	Percentage	Description
136	100.00%	AF006 NUMERATOR: Pts. with AF and a CHA2DS2-VASc in last 12 months (40-90%, 12 pts)	
0	0.00%	AF 006 NEGATIVE: Pts. with AF and NO CHA2DS2-VASc in last 12 months	
137	2.51%	AF007 Indicator Register (inserted for Reporting purposes only)	
108	78.83%	AF007 DENOMINATOR: Pts. with AF who are eligible	
27	19.71%	AF007 EXCLUSION1: Pts. with a latest CHA2DS2-VASc or CHADS2 risk score value < 2	
0	0.00%	AF007 PCA2: Pts with persisting anticoagulant contraindication	

Below the summary, a table lists individual patients. A right-click context menu is open over the patient list, showing options such as 'Sort Patients by Surname', 'Sort Patients by Date of Birth', 'Reverse Sort', 'Print This Group...', 'Save This Group...', 'Copy', and 'Open Consultation Mgr...'. A callout box points to the 'AF007 DENOMINATOR' line with the text 'Select an audit line'. Another callout box points to the patient list with the text 'Right click patient list'.

Re-run Statistics



Note - Hosted practices can either request a generation or wait for the audits to automatically generate overnight.

Updating Reminders

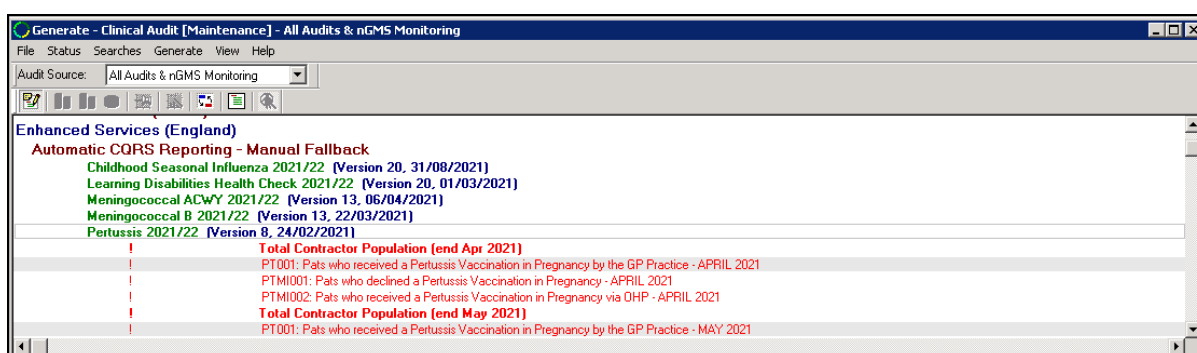
You do not need to re-run the generation if you have amended reminders and want them to become effective.

To update reminders, select the **Generate** tab, then select **Generate Reminders**.

New Audits

If you have imported a new audit, a message displays 'The statistics are out of date and should be regenerated'.


The new audit lines display in red, and have an exclamation mark to the left:




Select the **Generate** tab, a message displays 'Clinical Audit data generation can be restarted for [month/year]. Statistics were last generated for [month/year]. New searches have been imported and so will not be up to date'.

Select **Continue Generation for [month/year]** to create data for newly imported searches.

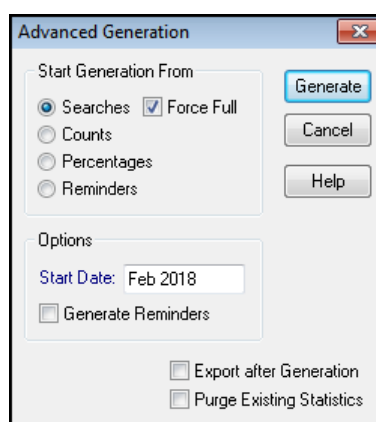
Advanced Generation

 Please speak to the Helpdesk if you want further advice on this feature, see [Contacting Us for Support](#) in the **Clinical Audit Help Centre** for details.

To run an **Advanced Generation**:

 **Note** - You only need to use this option if you want to clear all statistics.

1. From **Clinical Audit**, select **Generate - Advanced Generation**. The **Advanced Generation** screen displays:



The screenshot shows the 'Advanced Generation' dialog box. It has a title bar with a close button. The main area is divided into two sections. The top section, 'Start Generation From', contains four radio buttons: 'Searches' (selected), 'Counts', 'Percentages', and 'Reminders'. To the right of these is a checked checkbox labeled 'Force Full'. To the right of the radio buttons are three buttons: 'Generate' (highlighted in blue), 'Cancel', and 'Help'. The bottom section, 'Options', contains a text field labeled 'Start Date' with the value 'Feb 2018', a checkbox labeled 'Generate Reminders' which is unchecked, and two checkboxes at the bottom: 'Export after Generation' and 'Purge Existing Statistics', both of which are unchecked.

2. Select from the following options:

- **Start Generation From:**
 - **Searches** (default)
 - **Counts**
 - **Percentages**
 - **Reminders**

Quality and Outcomes Framework (QOF) / Quality Assurance and Improvement Framework (QAIF) audits can be run incrementally, only looking for new records since the last run. However, if **Force Full** is selected (default), the sub-searches will start from new. This is mainly used by the Service Desk for support purposes.



Note - If you remove the tick from **Force Full**, it applies only to that generation.

- **Generate Reminders** - Select to generate reminders.
- **Export after Generation** - If checked, any audits flagged for Export are exported either via email or to a file.



Note - This is not related to QOF/QAIF.

- **Purge Existing Statistics** - Only select if there are already some statistics on **Clinical Audit** which you want to clear completely.



Important - For instance, if you have changed the **Base Start Date** on **Generation Options**, this only applies to newly imported searches, unless you select **Purge Existing Statistics**, in which case it will apply to all audits.

3. Finally, select **Generate** or **Request** for Hosted sites to run the **Advanced Generation**.

Overview of QOF/QAIF Audits

The new General Medical Services (nGMS) audits consist of Quality and Outcomes Framework (QOF) / Quality Assurance and Improvement Framework (QAIF) reporting lines, followed by non-reporting lines, the negatives and additional exception summaries.

There is a separate suite of data quality audits to support the QOF/QAIF Audits highlighting potential patients and helping you manage expiring exceptions.

Monitoring and Reporting Views

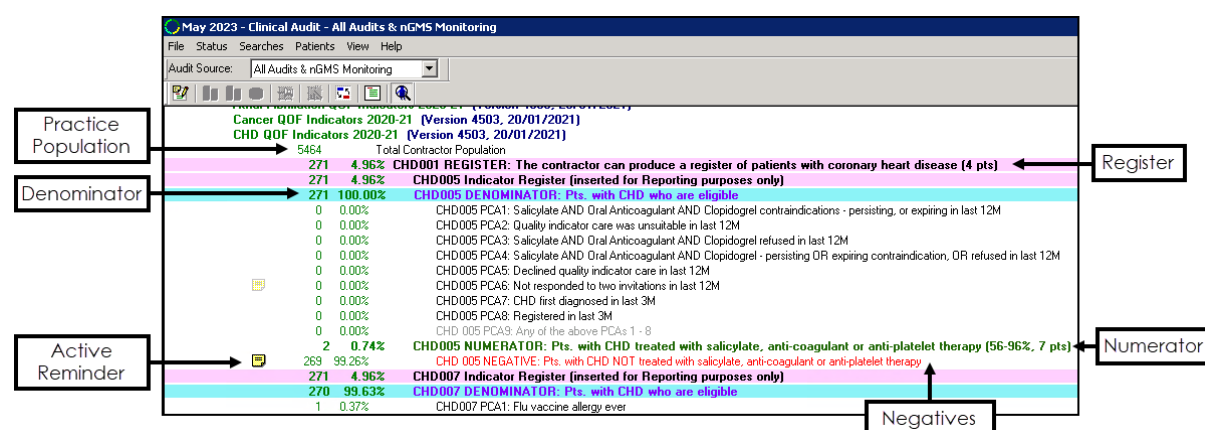


- **Monitoring View** - Displays the figures as they are currently, allows you to see how you are progressing. To access **Monitoring View**, from **Audit Source** select **All Audits and nGMS Monitoring**. The latest generation date is used as the reference date.
- **Reporting View** - The next 1st April (1st October in Wales) is used as the reference date, rolling forward each year. To access the **Reporting View**, from **Audit Source** select **nGMS Reporting**.



See [Audit Source Views](#) on page 63 for details.

Audit Lines Structure



Practice Population	Denominator	Active Reminder	Register	Numerator	Negatives
5464	271	2	271	269	
	271	271	271	270	1

Audits consist of:

- **Total Practice Population** - The top line within each clinical category is the total practice population.
- **Register** - Each clinical category includes a register line, this displays on a purple/pink background. This is also referred to as the Virtual Register, as it is created from qualifying criteria. This register is not subject to exception reporting.
- **Denominator** - The Denominator displays purple text on a light blue background and represents the target population for that indicator:

The denominator is made up of two groups:

- Patients who are eligible and meet the criteria. For example, 'DM002 - Diabetic patients who have had a blood pressure check $\leq 150/90$ in the last 12 months'.
- Patients who are eligible, who have not met the requirement, with any patients with exceptions removed. For example, 'DM002 - Diabetic patients who have not had a blood pressure check $\leq 150/90$ in the last 12 months'.
- **Exceptions** - Exceptions display as dark grey lines, these are patients who should not be counted towards the achievement percentages:

AST002 EXCEPTION9: Asthma first diagnosed in last 3M
AST 002 EXCEPTION10: Any of the above exceptions 3 - 9



Note - The light grey summary lines are not included in QOF/QAIF reporting.

- **Numerator** - The numerator displays in dark green text, and is also known as the Indicator. These are the patients that fulfil the criteria:

CHD QOF Indicators 2020-21 (Version 4503, 20/01/2021)		
5464	Total Contractor Population	
271	4.96%	CHD001 REGISTER: The contractor can produce a register of patients with coronary heart disease (4 pts)
271	4.96%	CHD005 Indicator Register (inserted for Reporting purposes only)
271	100.00%	CHD005 DENOMINATOR: Pts. with CHD who are eligible
0	0.00%	CHD005 PCA1: Salicylate AND Oral Anticoagulant AND Clopidogrel contraindications - persisting, or expiring in last 12M
0	0.00%	CHD005 PCA2: Quality indicator care was unsuitable in last 12M
0	0.00%	CHD005 PCA3: Salicylate AND Oral Anticoagulant AND Clopidogrel refused in last 12M
0	0.00%	CHD005 PCA4: Salicylate AND Oral Anticoagulant AND Clopidogrel - persisting OR expiring contraindication, OR refused in last 12M
0	0.00%	CHD005 PCA5: Declined quality indicator care in last 12M
0	0.00%	CHD005 PCA6: Not responded to two invitations in last 12M
0	0.00%	CHD005 PCA7: CHD first diagnosed in last 3M
0	0.00%	CHD005 PCA8: Registered in last 3M
0	0.00%	CHD 005 PCA9: Any of the above PCAs 1 - 8
2	0.74%	CHD005 NUMERATOR: Pts. with CHD treated with salicylate, anti-coagulant or anti-platelet therapy (56-96%, 7 pts)
269	99.26%	CHD 005 NEGATIVE: Pts. with CHD NOT treated with salicylate, anti-coagulant or anti-platelet therapy
271	4.96%	CHD007 Indicator Register (inserted for Reporting purposes only)

Numerator
Indicator

The numerator line displays criteria for the achievement that can be made, for example, CHD005 (56-96%, 7 pts) shows that if between 56% and 96% of the patients eligible achieve the indicator, then 7 points are awarded.

- **Negatives** - Negatives lines, which display in red, display patients from the denominator group who do not fulfil the criteria:

CHD QOF Indicators 2020-21 (Version 4503, 20/01/2021)		
5464	Total Contractor Population	
271	4.96%	CHD001 REGISTER: The contractor can produce a register of patients with coronary heart disease (4 pts)
271	4.96%	CHD005 Indicator Register (inserted for Reporting purposes only)
271	100.00%	CHD005 DENOMINATOR: Pts. with CHD who are eligible
0	0.00%	CHD005 PCA1: Salicylate AND Oral Anticoagulant AND Clopidogrel contraindications - persisting, or expiring in last 12M
0	0.00%	CHD005 PCA2: Quality indicator care was unsuitable in last 12M
0	0.00%	CHD005 PCA3: Salicylate AND Oral Anticoagulant AND Clopidogrel refused in last 12M
0	0.00%	CHD005 PCA4: Salicylate AND Oral Anticoagulant AND Clopidogrel - persisting OR expiring contraindication, OR refused in last 12M
0	0.00%	CHD005 PCA5: Declined quality indicator care in last 12M
0	0.00%	CHD005 PCA6: Not responded to two invitations in last 12M
0	0.00%	CHD005 PCA7: CHD first diagnosed in last 3M
0	0.00%	CHD005 PCA8: Registered in last 3M
0	0.00%	CHD 005 PCA9: Any of the above PCAs 1 - 8
2	0.74%	CHD005 NUMERATOR: Pts. with CHD treated with salicylate, anti-coagulant or anti-platelet therapy (56-96%, 7 pts)
269	99.26%	CHD 005 NEGATIVE: Pts. with CHD NOT treated with salicylate, anti-coagulant or anti-platelet therapy
271	4.96%	CHD007 Indicator Register (inserted for Reporting purposes only)

Negatives



Note - Negative lines are not reported.

- **Reminders** - Negative lines have Reminders which, when activated, add a yellow post-it to the patient's record in **Consultation Manager**, to alert the clinician.

The Monthly Report

- The **QOF/QAIF Report** is the xml file transmitted to your country's reporting system which contains the mandatory reporting data generated from the nGMS clinical audits.
- The register, denominator, indicator and exception lines of the nGMS Contract audits automatically generate a report on the first day of each month.
- Data for a National Prevalence Day Report is taken from the QOF/QAIF Report submitted on the 31st March of each year.

Daily Generation

- The nGMS audits generate daily.

Updates to the QOF/QAIF Audits

- New nGMS audits import automatically as part of a SIS upgrade. If this does not happen, they import on the last day of the month.
- **Cegedim Healthcare Solutions** re-author the nGMS audits to conform to the latest Dataset and Business Rules.

Generation of Audits

Clinical Audit runs an automatic daily generation of Quality and Outcomes Framework (QOF) audits in England and Northern Ireland and Quality Assurance and Improvement Framework (QAIF) audits in Wales which gives you up-to-date data for both reporting and monitoring, as of the evening of the day before:

- **Practices using hosted servers** - The daily generation runs automatically every night.
- **Practices with their own server** - By default, the daily generation starts at midnight.

If there are any newly imported audits these are run as part of the daily generation.

The following lists other reports available:

- **Generation of monthly mandatory QOF/QAIF Reports - Vision 3** automatically generates the Regular QOF/QAIF report on the 1st day of each month.
- **National Prevalence** - Data for NPD is taken from the QOF/QAIF Report.
- **Monthly Clinical Audit Generate** - Audits that do not generate daily run monthly, as close as possible to the 1st day of each month. This generation also includes the daily audits.

Reporting Tab in Clinical Audit

The **QOF Reporting** tab in **Clinical Audit** relates to the nGMS audits:

- **Registration** - Current Registration Status, along with the ODS or National Code.
- **Monthly QMAS** - This lets you view QOF/QAIF reports.

Sending QOF/QAIF Reports

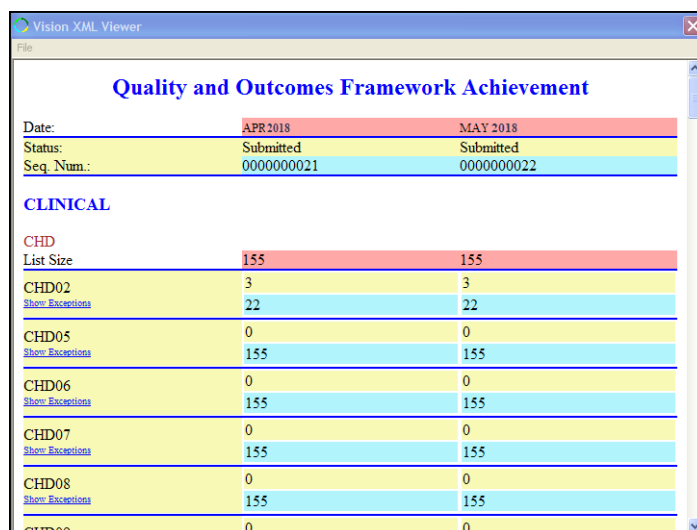
Reports submit automatically to your country specific system (England - GPES, Wales - CMWeb and Northern Ireland - PCAS):

- For monthly reporting, the baseline date is the first day of the month.
- The reference date in monthly reporting is fixed to the end of the current financial year.
- **National Prevalence Day** report is part of the submission at the end of the QOF/QAIF year.

Viewing Results on the QOF Reporting tab

Once a monthly or year end the QOF/QAIF report generates, you can check the QOF/QAIF Report submission:

1. From **Clinical Audit**, on the **QOF Reporting** tab, select **Monthly - View Results**. The **XML Viewer** displays the figures for the submitted report.
2. The denominator figures display as blue lines and the indicator figures as white or yellow lines. The month the report was run, reference and baseline dates also display:



Quality and Outcomes Framework Achievement		
Date:	APR 2018	MAY 2018
Status:	Submitted	Submitted
Seq. Num.:	000000021	000000022
CLINICAL		
CHD		
List Size	155	155
CHD02	3	3
Short Exceptions	22	22
CHD05	0	0
Short Exceptions	155	155
CHD06	0	0
Short Exceptions	155	155
CHD07	0	0
Short Exceptions	155	155
CHD08	0	0
Short Exceptions	155	155
CHD09	0	0

3. Scroll to the right of the screen to make sure that last month is in the far right column and displays a status of **Acknowledged**:
 - If the status is **Submitted**, then your reporting system has your report but has not yet acknowledged it.
 - If the status is still **Submitted** 24 hours later or **Rejected**, you should contact the Service Desk, see [Contacting Us for Support](#) in the **Clinical Audit Help Centre** for details.
4. Right click and select **Print** to print the report.



Note - View Results displays the last submission, which is usually the last month's figures, or in the case of the catch-up reports, all the months' figures from 1st April (1st October in Wales) up to the last full month.

Exceptions Overview

Under the Denominator line (in blue) is a group of **Exceptions**:

Cancer QOF Indicators 2020-21 (Version 4503, 20/01/2021)		
5464	Total Contractor Population	
15	0.27%	CAN001 REGISTER: Pts diagnosed with Cancer after 01/04/2003 (5 pts)
15	0.27%	CAN003 Indicator Register (inserted for Reporting purposes only)
2	13.33%	CAN003 DENOMINATOR: Pts. with cancer diagnosed in the preceding 18M who are eligible
12	80.00%	CAN003 EXCLUSION1: Cancer first diagnosed more than 18M before reference date
0	0.00%	CAN003 EXCLUSION2: Cancer Care Review recorded earlier than 12M before reference date
1	6.67%	CAN003 EXCLUSION3: Cancer first diagnosed in last 6M with no Cancer Care Review
0	0.00%	CAN003 PCA4: Quality indicator care was unsuitable in last 12M
0	0.00%	CAN003 PCA5: Declined quality indicator care in last 12M
0	0.00%	CAN003 PCA6: Not responded to two invitations in last 12M
0	0.00%	CAN003 PCA7: Cancer first diagnosed in last 3M
0	0.00%	CAN003 PCA8: Registered in last 3M
1	6.67%	CAN 003 PCA9: Any of the above PCAs 3 - 8
0	0.00%	CAN003 NUMERATOR: Pts. with cancer in the preceding 18M with a review within 186 days of the contractor receiving confirmation of diagnosis (50-90%, 6 pts)
2	100.00%	CAN 003 NEGATIVE: Pts. with cancer in the preceding 18M with NO review within 6M of the contractor receiving confirmation of diagnosis

Exceptions are patients who should not be counted towards achievement percentages, neither the Indicator or Denominator include exceptions. However, if a patient fulfils the Indicator criteria they are always counted, even if an exception is recorded.

For example, a patient with CHD recently recorded with a BP recorded in the last 12 months, is counted towards CHD015 even though an exception (registered in last 3 months) is present.

Exceptions apply only if indicator data is not present. One indicator which differs from this rule is Cytology, patients with no cervix are always excepted, even if a vault smear test is recorded.

Exceptions in England

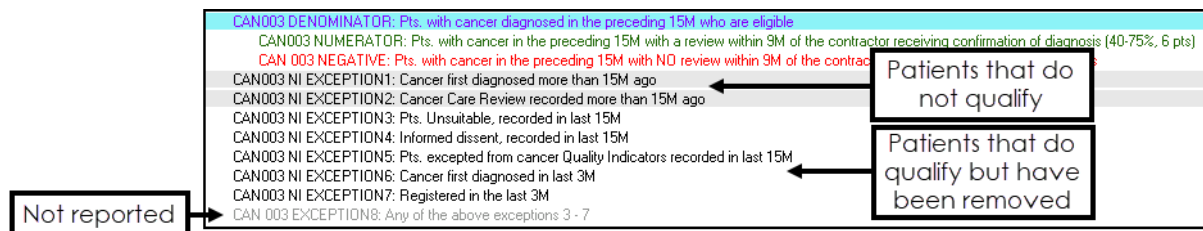
In England, Exceptions display as Exclusions and Personalised Care Adjustments (PCA):

CAN004 DENOMINATOR: Pts. with cancer diagnosed in the preceding 24M who are eligible		
CAN004 NUMERATOR: Pts. with Cancer in the preceding 24M with a Cancer Care Review within 12M of diagnosis (50-90%, 6 pts)		
CAN 004 NEGATIVE: Pts. with Cancer in the preceding 24M with NO Cancer Care Review within 12M of diagnosis		
CAN004 EXCLUSION1: Cancer diagnosed more than 24M ago	←	Exclusion
CAN004 EXCLUSION2: Cancer Care Review more than 12M ago		
CAN004 PCA3: Cancer diagnosed in last 12M and NO Cancer Care Review since		
CAN004 PCA4: Quality indicator care was unsuitable in last 12M		
CAN004 PCA5: Declined quality indicator care in last 12M		
CAN004 PCA6: Not responded to two invitations in last 12M	←	Personalised Care Adjustment (PCA)
CAN004 PCA7: Cancer first diagnosed in last 3M		
CAN004 PCA8: Registered in last 3M		
Not reported →		
CAN 004 PCA9: Any of the above PCAs 3 - 8		

- **EXCLUSION** - Exclusions display with a grey highlight. An exclusion removes patients who do not qualify for the denominator, in this case, the patient's cancer diagnosis was more than 24 months ago. Another example, patients are excluded from SMOK004 if they are not recorded as current smokers.
- **PCA** - A PCA removes qualifying patients from the denominator due to a patient or GP decision, in this case, the patient did not respond to two invitations in the last 12 months.
 - The last Personalised Care Adjustment is not reported however it details the total count of PCAs.

Exceptions in Wales and Northern Ireland

In Wales and Northern Ireland, Exceptions display as follows:



- **Grey background** - Exceptions with a grey background display patients that do not qualify for the denominator, in this example, the patient's cancer care review was recorded more than 15 months ago.
- **No background** - Exceptions with no background display patients that qualify but have been removed due to a patient or GP decision, for example, the patient has declined care.
 - The last exception in grey text is not reported, however it details the total count of exceptions where the patient qualifies but has been removed from the denominator due to a patient or GP decision.

Exception Reporting

Exception Reporting is the process by which patients are excluded from the Quality and Outcomes Framework (QOF) targets to ensure practices are not penalised, due to, for example, patients declining treatment, procedures or having contra-indications.

Exception details display at each individual indicator level and are submitted automatically.

Practices can compare their level of exception reporting against organisational and national averages. The rates display in a summary form based on five exception categories:

- Quality indicator care was unsuitable
- Declined quality indicator care
- Registration date
- Diagnosis date
- Other

ICS/Health Boards can examine details for each individual indicator, aggregated for the practices within their locality. They can also examine exception details compared with the national rates.

Domain and Indicator Specific Expiring Exceptions

There are two levels of exceptions for each clinical category:

Top Level - Domain Specific

These usually apply to all indicators within each category:

- Quality indicator care was unsuitable
- Declined quality indicator care

These must be recorded annually.

Indicator level

Apply to individual indicators only, for example:

- Maximum tolerated medication dosage
- Drug allergy / contraindication
- Patient recently registered
- Patient recently diagnosed
- Treatment / procedure declined

Drug allergies and adverse reactions only need to be recorded once in the patient records, these are called 'persistent exceptions'. Other exceptions must be recorded annually and are called 'expiring exceptions'.



Training Tip - For a CHD patient taking aspirin, another antiplatelet or an anticoagulant, contraindications to all three drug groups must be recorded for them to be excepted from these indicators. They can, however, be a mixture of persisting and expiring contraindications. For example, aspirin allergy (persisting), clopidogrel not tolerated (expiring) and warfarin declined (expiring). So the clopidogrel not tolerated and warfarin declined should be recorded annually. Similarly, for STIA007 where additionally dipyridamole must be recorded as a fourth option.

The same underlying rule applies to ACE inhibitor / A2 antagonist therapy (HF03, DM06). Patients not taking either of these two drugs need contraindications recorded to both drug groups. Again, one can be 'persisting' and the other one 'expiring'.

Audits for Exception Reporting

The **Data Quality Audits**, include audits for expiring exceptions. These can help you identify patients whose last exception of this type is in the previous QOF/QAIF year:

nGMS QOF 2022-23 - Data Quality Audits (England)	
1. Data Quality Audits for nGMS Contract 2023-24	
2. Expiring Exceptions for nGMS Contract 2023-24	
Domain-specific Expiring Exceptions 2023-24	(Version 4801, 01/04/2023)
Indicator-specific Expiring Exceptions 2023-24	(Version 4801, 01/04/2023)

Recently Registered or Recently Diagnosed Exceptions

Recently registered or diagnosed patients are excluded from individual QOF/QAIF indicators:


- **Recently Registered** - Patients registered in last three or nine months (criteria varies by denominator) prior to the next 1st April (1st October in Wales).
- **Recently Diagnosed** - Patients with a new diagnosis in the last three or nine months (criteria varies by denominator) prior to next 1st April (1st October in Wales).

Where a partnership changes, patients may have to be transferred within the practice. In **Registration** there is a Partnership Reallocation option, this does not change the acceptance date. Integrated Care Board (ICB) or Health Board (HB) confirmation should be obtained to ensure there are no problems with date restrictions, for example, if patients were registered prior to a new GP's start date.

Audit Source Views

There is one set of audits for Quality and Outcomes Framework (QOF) / Quality Assurance and Improvement Framework (QAIF) with different views for the Monitoring or Reporting results, this is defined from the **Audit Source** toolbar:



 **Note** - When new audits are imported, there is only one view, **All Audits & nGMS Monitoring**. The other views are visible after generation.

Audit Views

All Audits & nGMS Monitoring View

- This view displays all Clinical Audits and the nGMS Monitoring Audits. The date of the last generation is the reference date.
- This view includes the **Generate** tab.

nGMS Reporting

- This view displays the only the nGMS audits based on the QOF/QAIF Reporting date of next 1st April (1st October in Wales). This also includes the non-reporting lines.

Extract Audit

- You will only see this **QOF Results Last Reported** view after the submission of the end of the month generation.
- Select this view to display the data from the most recently generated monthly QOF/QAIF Report.
- This view displays ONLY the reported lines.

QOF Results Last Interim

- You will only see the **QOF Results Last Interim** view if you have run an interim generation.
- This view displays data reported in the last generated interim report.
- Only a single period displays in Prevalence.

View Audit Source Toolbar

On the **View** menu, select **Audit Source** to display the **Audit Source** toolbar, unselect it to hide the toolbar.

Baseline Date

The baseline date is either the first day of the month for monthly generated audits; the date of the last generation for daily audits:

- The audits only count patients who were registered BEFORE the baseline date.
- If transferred out, patients are still counted if they were transferred out ON or AFTER the baseline date.
- Qualifying diagnoses / therapy entries are only counted if made BEFORE the baseline date.
- All indicator and exception data is only counted if made BEFORE the baseline date.