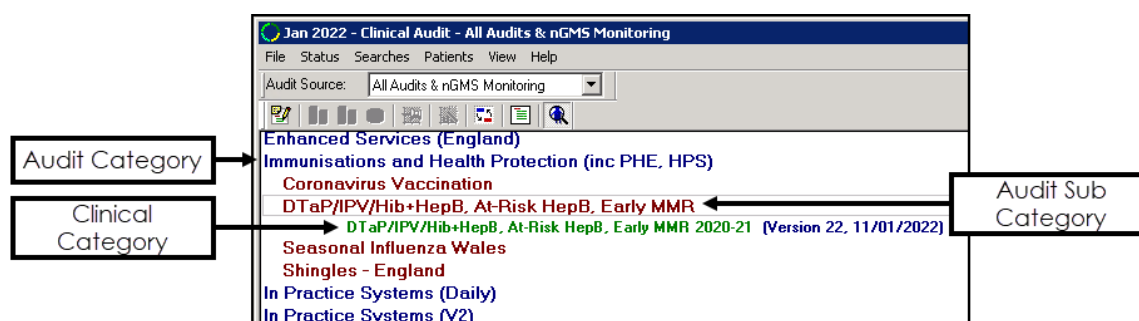


# Frequently Asked Questions

## ? Using Clinical Audit

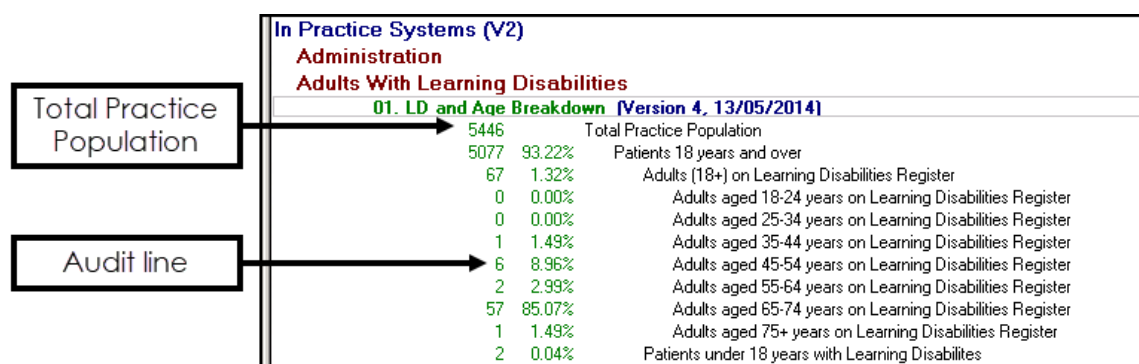
### How do I view and expand Clinical Audits?

**Clinical Audits** are split out as follows:



- Blue lines - Audit **Category**.
- Dark red lines - Audit **Sub Category**.
- Green lines - **Clinical Category**, includes the version number and release date in blue.

Select the **Clinical Category** required to view the clinical audit details:



- Each audit starts with a **Total Practice/Contractor Population** depending on the type of audit selected. This displays the count of all active patients at the practice.
- Subsequent audit lines display the cohort group and the patient count.



See [Navigating Clinical Audit](#) for more information.



**Note** - nGMS/QOF/QAIF audits display more information, see [Overview of nGMS/QOF Audits](#) for more details.

## How do I know I have the latest audit?

Compare the **Version** and **Date** (green line) of the audit against the latest version available from [Clinical Audit Downloads](#):

In Practice Systems (Daily)	
Administration	
Children New Registration	(Version 7, 27/04/2020)
Month of Birth Cohorts	(Version 4, 07/03/2019)
SMS Validation	(Version 17, 01/05/2018)
Coronavirus Administration (COVID-19)	

Report Name,  
Version and Date



**Note** - Some audits for Quality and Outcomes Framework (QOF) / Quality Assurance and Improvement Framework (QAIF) automatically update.



See [Downloading and Importing Clinical Audits](#) for more information.

## What Clinical Audits can I download?

You can download any of the **Clinical Audits** available from [Clinical Audit Downloads](#).



See [Downloading and Importing Clinical Audits](#) for more information.

## How do I set a reminder against a Clinical Audit line?

To set a reminder right click on the audit line required and from the menu select either:

- **Active Reminder** - To activate an existing inactive reminder.
- **Reminder...** - To create a new reminder, simply add the reminder text and tick **Active**.

To generate reminders make sure that, on the **Generate** tab, **Generate Reminders** is ticked. If you are on a hosted server select **Request Reminders** to generate reminders.



**Training Tip** - Review active reminders frequently and remove those that are not topical, see How do I view what audits have active reminders set? on page 3 for more information.



See [Managing Reminders](#) for more information.

## How do I switch off a reminder?

To switch off a reminder, right click on the audit line and from the menu select either:

- **Active Reminder** - Remove the tick.
- **Reminder...** - Remove the tick from **Active** to deactivate the reminder.



See [Managing Reminders](#) for more information.

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## How do I view what audits have active reminders set?

To display the audits that have active reminders against them:

1. From **Clinical Audit**, select **Searches - Options** from the toolbar.
2. The **Search Display Options** screen displays, select **Reminders Only** and then **OK**.

The **Clinical Audit** list filters to display audits with active reminders. To display all audit lines again select **All**.



See [Toolbar and Menu Options](#) for more information.

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## How do I generate audits?

**Clinical Audits** generate automatically overnight however:

- If the **Generate** tab displays in red, the statistics are due for generation, or there are new 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 overnight.
- If you are on a hosted server, for example AEROS, wait for the audit to automatically run over night or if urgent, contact the service desk to run sooner.



To contact the service desk, see [Contacting Us for Support](#).


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See [Navigating Clinical Audit](#) for more information.

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## How do I view a list of patients in a Clinical Audit?

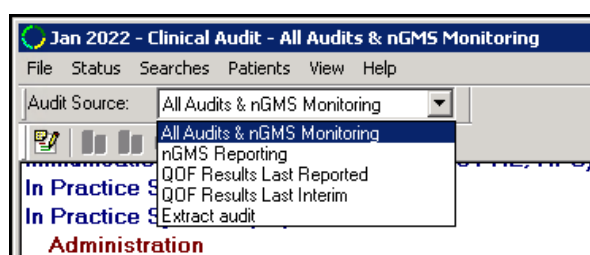
1. From **Vision 3**, select **Reporting - Clinical Audit** and highlight the audit line you want to view.
2. From the toolbar, make sure **Show Patients**  is active.
3. The patients display in the bottom left pane of the **Date** tab. You can either export this to a **Vision 3 Patient Group** or export the list to a CSV (Microsoft Excel) document.



See [Date Tab](#) or [Export Results](#) for more information.

## What does selecting from the Audit Source list do?

Select from the available **Audit Source** list to view the following as required:



- **All Audits & nGMS Monitoring** - View all Clinical Audits.
- **nGMS Reporting** - View all nGMS/QOF/QAIF audit figures for the current QOF/QAIF year.
- **QOF Results Last Reported** - View the QOF/QAIF data last reported.
- **QOF Results Last Interim** - View the QOF/QAIF data reported in the last generated interim report.
- **Extract audit** - View only the reported lines.



See [Audit Source Views](#) for more information.

## How do I delete unused Clinical Audits?

To delete an unused audit:

1. From **Clinical Audit** select **File - Maintenance Mode**.



**Note** - You can only access **Maintenance Mode** when no one else is using Clinical Audit.

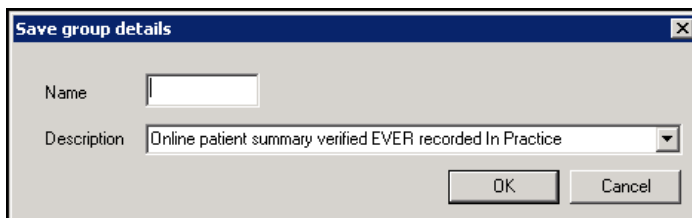
2. On each audit you want to delete, right click and select **Delete Searches**.
3. Once you have finished you need to take Clinical Audit out of **Maintenance Mode**, select **File** and remove the tick from **Maintenance Mode**.



See [Delete Searches](#) for more information.

## How do I create a Vision 3 Patient Group from a Clinical Audit?

1. From **Clinical Audit**, highlight the audit line.
2. View the patient list from the **Date** tab.
3. Right click on the patient list and select **Save This Group**. The **Save group details** screen displays:



4. In **Name**, enter a name for this group and select **OK**.



**Note** - The **Description** takes the information from the audit line.

You can now view the group in **Patient Groups**, see our [Patient Groups Help Centre](#) for more information.



**Training Tip** - You can also create groups directly from audit lines in **Vision 3 Patient Groups**, see [Selecting a Clinical Audit Group \(opens the Patient Groups Help Centre\)](#).

## ? nGMS/QOF/QAIF Clinical Audits

### What are the nGMS contract audits for?

The **New General Medical Services (nGMS)** contract audits report the percentage and patient counts relating to the Quality Indicators of the disease categories in the Quality and Outcomes Framework (QOF) / Quality Assurance and Improvement Framework (QAIF) clinical domain.



See [Overview of nGMS/QOF Audits](#) for more information.

### What do the denominator and indicator lines show?

Each QOF/QAIF **Clinical Audit** contains the following:

Register	5446 Total Contractor Population	Indicator Register
Denominator	136 2.50% AF001 REGISTER: The contractor can produce a register of atrial fibrillation patients (5 pts) 136 2.50% AF006 Indicator Register (inserted for Reporting purposes only)	
	106 77.94% AF006 DENOMINATOR: Pts. with AF who are eligible	Exclusion
	28 20.59% AF006 EXCLUSION1: Pts. with a latest CHA2DS2-VASc or CHADS2 risk score >= 2 more than 12M ago	
Numerator	2 1.89% AF006 PCA2: Quality indicator care was unsuitable in last 12M 0 0.00% AF006 PCA3: Declined quality indicator care in last 12M 0 0.00% AF006 PCA4: Not responded to two invitations in last 12M 2 1.47% AF006 PCA5: Atrial Fibrillation diagnosed in last 3M 0 0.00% AF006 PCA6: Registered in last 3M 2 1.47% AF 006 PCA7: Any of the above PCAs 2 - 6 104 98.11% AF006 NUMERATOR: Pts. with AF and a CHA2DS2-VASc in last 12 months (40-90%, 12 pts) AF 006 NEGATIVE: Pts. with AF and NO CHA2DS2-VASc in last 12 months	Negative

- **Total Contractor Population** - Displays the count of all active patients at the practice.
- **Register** - Count of patients with one or more conditions relating to the **Clinical Audit**.
- **Indicator Register** - This audit line is for reporting purposes only.
- **Denominator** - Number of patients from the **Register** who are eligible for this **Indicator**.
- **Exclusion** - Displays patients that are excluded from the **Denominator** group.
- **Numerator** - Shows how you are doing against the **Denominator**. It displays the percentage of patients seen and what percentage is required for QOF/QAIF.
- **Negative** - Your **To Do** list, this displays the count of patients that require intervention. These are taken from the **Denominator** list.



See [Overview of nGMS/QOF Audits](#) for more information.

## ***Why are patients with exception codes recorded still being shown on the register?***

The registers (first indicator in all clinical categories) are not subject to exception reporting.

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See [Exceptions Overview](#) for more information.

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## ***How can I tag the patients, in Negative groups, that I need to contact?***

**Clinical Audits** include negative lines for patients who do not fulfil criteria for the quality indicator line. These lines have a **Reminder** which can be activated.

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To activate reminders, see [Managing Reminders](#).

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For any more queries contact the service desk, see [Contacting Us for Support](#).

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