


GP2GP Scotland Quick Reference – Summarising Patient Records

This guide provides some recommendations about what to review and consider when summarising a GP2GP record. It should be used in conjunction with your practice summarising protocol.

 **Note** - Some of the topics are also covered in other GP2GP guides, for example, there is a specific guide for [Managing Degraded Data](#).

Alignment

Transfer of data between different practices can result in an alteration in the way information displays in the receiving practice. The GP2GP record should be reviewed to ensure it contains all the necessary entries to support practice change processes, and if required, amend entries to align with practice protocols. Changes and deletions of data should only be done if they are necessary from a safety, usability or business process point of view and a record of any deletions should be maintained in the audit trail and by using the Read term **9R9 – Error entry deleted**.

Special Notes – Key Information Summary (KIS), Emergency Care Summary (ECS) and electronic Palliative Care Summary (ePCS)

For patients with KIS, ECS or ePCS plans, the Read term **9Ee10 – Transfer Summary Report** is added to the journal. This information can be searched for and checked to make sure that the patient is reviewed, and a new plan put in place.



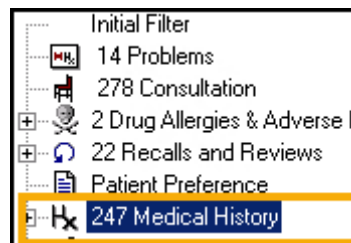
Medical Histories

Medical Histories converted from a different clinical system or from another Vision practice may not have priorities attached or you may not use the same priorities in your practice.

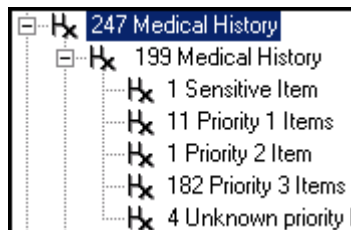
To view **Medical Histories** and the different priorities:



1. From **Consultation Manager** select the required patient.
2. From the navigation pane select **Medical History**:



3. Select **Expand**  **247 Medical History** to view the different types of medical histories.
4. Select **Expand**  again to view medical histories by priority number:



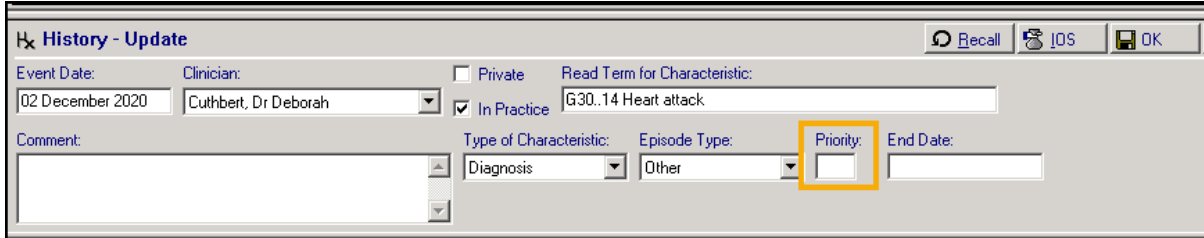
5. Highlight the histories you want to view, for example **Unknown priority items**:



Note – Unknown priority items are those received from a non-Vision practice.


Next Patient History Therapy FreeHand Test Summary Guidelines	
Date	Description (Unknown priority Items)
02/12/20	H _d Heart attack
16/09/20	H _e Body Mass Index
30/04/20	H _a Message given to patient (finding) advised about tests
16/04/20	H _s Shortness of breath symptom

6. To update the medical history and change/add a priority, right click and select **Edit**.
7. The **History Update** screen displays, record a priority number between one and nine in the **Priority** box and select **OK** to save the changes.



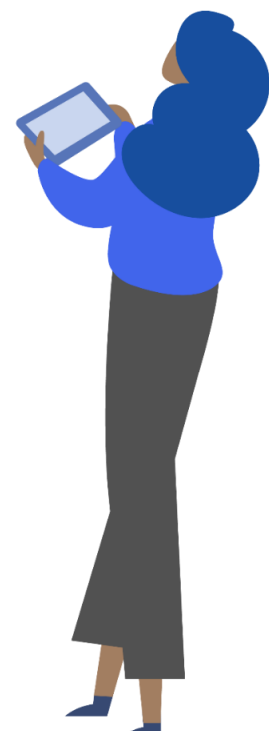

Training Tip – Priority Update enables you to change medical history priorities for a group of patients, or in this case a group of one patient. For example, you can change all the priority nulls to three. Click [here](#) for the **Priority Update** help centre.

Problems

Many practices now use Problems when recording major illnesses. It is therefore recommended that you check that data on the **Problems**  tab is correct and complies with your practice summarising protocol.



Note – If you do not have a **Problem** tab on your view click [here](#) to see how to add a new tab.



Immunisations

Some imported immunisations do not convert to the **Immunisation** Structured Data Area (SDA) in **Vision 3**.

To view GP2GP imported Immunisations:





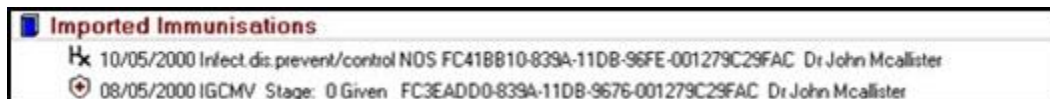
1. From **Consultation Manager**, select the patient required and open a consultation.

2. Select the **Problems** tab.

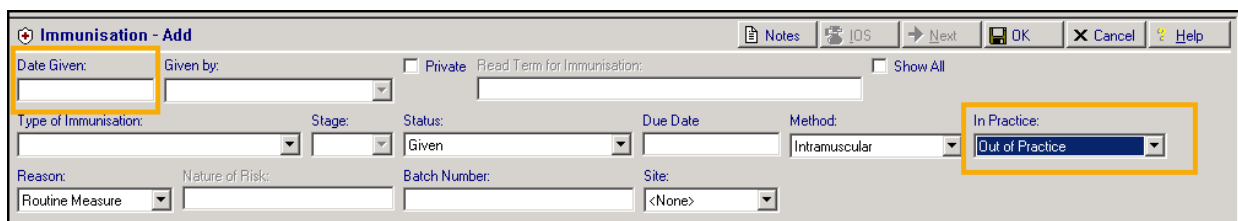
3. View the heading **Imported Immunisations**:



4. The immunisation should display with an  symbol. If the immunisation displays with a history  symbol this indicates the immunisation has not converted to the correct area:



5. To resolve this, simply add the Immunisation again using **Add - Immunisation**. Make sure the correct date is entered and **Out of Practice** selected.



GP2GP Free text Notes

Free text notes recorded in a non-Vision system import as a Notepad entry. All notepad entries have a corresponding Read term, but occasionally you may want to add an additional Read term.

Dates

Some imported GP2GP records contain data with blank or partial dates. It is advisable to update the entry to a full date. If the exact date cannot be found use the 1st January and the year.

SCI Gateway

SCI Gateway referrals are automatically transferred and should require no intervention.

Test Results

SCI Pathology results are automatically transferred and populated in the patient's journal and should require no intervention.

Cytology (SCCRS) and Bowel Screening (BOSS) results

Cytology and Bowel screening results along with their appropriate recall details and exclusions are automatically imported.

Clinical Audit

To help review your data we provide a suite of audits. Click [here](#) to review and download the audits.

Signposting

Your summarising protocol should also include checking:

- [Allergies and Therapy quick reference guide](#)
- [Recalls and reviews quick reference guide](#)
- [Degraded data quick reference guide](#)