Vision 3

Adding Vision Data for Emergency Care Summary

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Adding Vision Data for Emergency Care Summary

Overview

The aim of the Electronic Care Summary (ECS) is to provide accurate medical data, which can be used by Out-of-Hours services and Secondary Care providers (e.g. during patient admissions or outpatients). In order to maximise patient safety it is important that this information is accurate and comprehensive.

Testing of the ECS on the different clinical systems has shown that one of the issues that can affect the accuracy of the ECS output is how repeat medication, allergies and adverse drug reactions are added to the patient medical record on the Clinical System in the GP practice.

To this end, it is important that staff in GP practices add repeat medication, allergies and adverse drug reactions by a method that will ensure these are included in the ECS.

This guide will show how these entries should be recorded for them to be included in the summary data for a patient.

What's New

DLM 410 28/03/12

- The following prescribing details are now included in the ECS extract:
  - Repeat Dispensing
  - Medication issued outside of the Practice

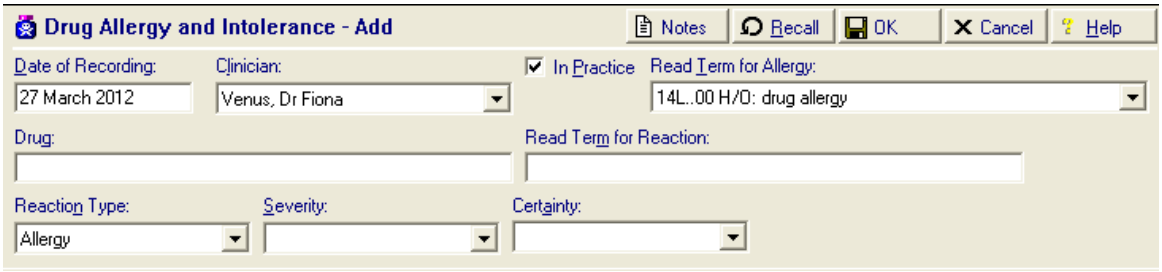
  For instruction on how to enter such data into Vision see:
  - Adding Repeat Dispensing Therapy on page 7.
  - Adding Therapy Details not issued at Practice on page 8.

Adding Drug Allergies

A clinical entry must be made in the Drug Allergy and Intolerance structured data area (SDA) for all patients who have a known drug allergy or adverse reaction to a drug(s).

To enter a drug allergy:

1. In Consultation Manager select a patient and start a consultation.
2. From the **Add** menu, select **Drug Allergy/Adverse Reaction**.
3. The Drug Allergy and Intolerance Add screen is displayed. If the patient gives a history of previous allergy or intolerance, then enter the approximate date in **Date of Recording,** if the patient was not registered with your practice at that time remove the tick from the **In Practice** box.



Add Drug Allergy and Intolerance

4. The following details should be checked and used as required:
    - **Read Term for Allergy** - Click on the picklist arrow to display the list of Read terms for selection. Use the vertical scroll bar to view the full list. Click on your selection, for example:

        14L H/O drug allergy (the default)

        14L1 H/O : penicillin allergy

        14L2 H/O: antibiotic allergy NOS, etc

        TJ drugs and other substances-adverse effects in therapeutic use, etc

        U60 [X]Drugs/meds/biol subs caus adverse effects in therap use, etc

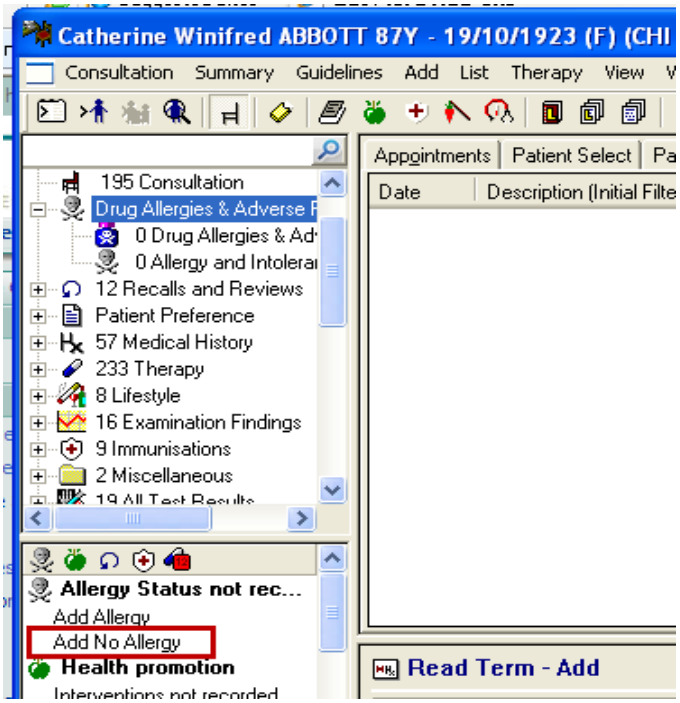
        ZV14 [V]Personal history of drug allergy, etc

        8I23 - 8I2L (Immunisations contraindicated)
    - **Drug** - Double click in the Drug box, this opens the **Select Drug** window, type in the drug name eg penicillin and click **Find**. Select the required drug from the list, click **OK** to close**.**
    - **Read Term for Reaction** – *(O*ptional) Double click in the Read Term for Reaction box, type a word(s) in the Keyword box eg rash, click **Find**. Select the Read term from the list eg M130 Drug induced rash. Click **OK** to close.
    - **Reaction Type** – Click the arrow to view the drop-down list, select from the following choices:
        - Adverse Effect

        - Allergy
        - Intolerance.
    - **Severity** is a mandatory entry. Click the arrow to view the drop-down list, the options are:
        - Minimal
        - Mild
        - Moderate
        - Severe
        - Very severe
        - Potentially Fatal
    - **Certainty** is a mandatory entry. The options are:
        - Tentative
        - Unlikely
        - Possible
        - Likely
        - Certain
        - Absolute.
5. You can add a free text note if required, click the **Notes** button and add the required information. Click **Close**.
6. A recall can be added if required, click the **Recall** button and check the details presented, add a date to the **Recall Date** box as required, eg 6m (6 months). Click **OK.**
7. Click **OK** to save and close. The allergy or adverse effect warning is shown at the bottom of the Repeat Master or Acute Therapy Add screen.

Enter no known allergies

If the patient has no allergies and you want to record this as No *known Allergies*, double click on **Add No Allergy** in the Alerts pane in the bottom left of your Consultation Manager screen.



Add No Allergy

This automatically enters a "*No Known Allergies"* record to the Medical History SDA for the patient, using the Read code 1151 No known allergies. It is displayed at the bottom of a Therapy - Add screen.

Adding Repeat Therapy

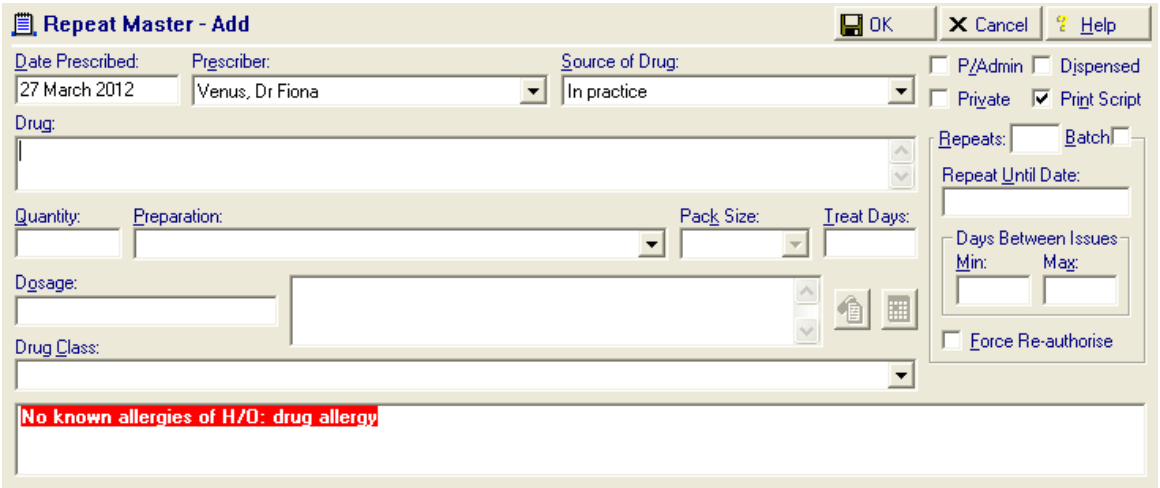
> **IMPORTANT –** You must have permission to add, re-authorise or issue repeat masters in Consultation Manager Security.

A repeat master is a therapy item which the patient can repeat at regular intervals, usually monthly, the GP will set the number of issues allowed before a review is required eg 6 issues. Once the maximum number of issues has been reached the prescription cannot be printed. The GP needs to re-authorise the repeat master to allow further issues.

> **NOTE -** Repeat masters must have a minimum of 1 issue, otherwise Vision will treat the issue as acute therapy and further issues will need to be added/copied.

To add a Repeat Prescription:

1. In **Consultation Manager**, select the patient - Make sure a consultation is started
2. Click **Therapy – Repeats** or press **F5**. The patients list of repeat masters is displayed according to the filter buttons used. The display may include valid, inactive and expired items depending on your settings.
3. To add a new repeat master start typing the name of the drug eg ibupro, the **Repeat Master – Add** screen is displayed. Alternatively, press **Esc** to open the screen then type the drug name. Press **Enter** to find the drug.



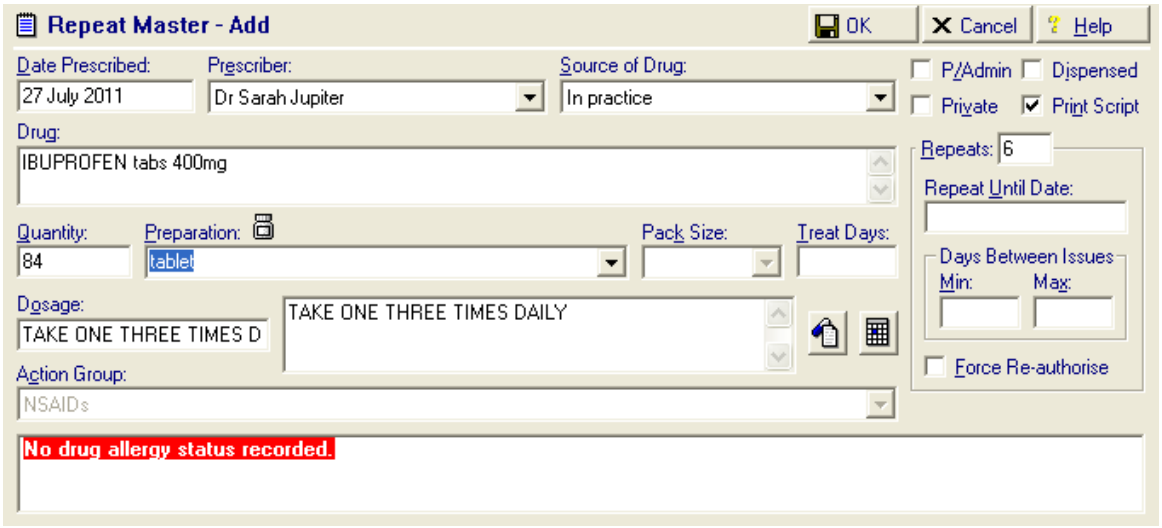
Repeat Master - Add

4. The first drug matching your request is displayed, you can scroll the alphabetical list using the keyboard arrow keys, or press **F3** to view the **Select Drug** list, use the scroll or Hierarchy buttons to find the required medication. Highlight the item and click **OK.**
5. The following details should be checked and used as required:
   - Check the Quantity, Preparation and Dosage fields; edit the default details if required.
   - Click in the **Repeats** box (on the right of the screen), add a number, this is the maximum number of issues that can be made, before the GP

needs to reauthorise the prescription (e.g. 6 repeats). ***This is a mandatory entry***.

- The **Repeat Until** date is an optional field, which enables you to set a date for the repeat master to expire regardless of how many repeat issues have been made. To enter a date, use the date abbreviated format: eg, 56D (56 days), 3M (three months), 6W (six weeks), 1Y (one year).
- The **Days between Issues** is an optional field that allows you to set a minimum and / or maximum number of days between issues. Attempts to issue the item are not allowed during the minimum/maximum period.
- If **Force Re-Authorise** is blank, anyone can re-authorise a repeat master. If this box is checked, only the GP who prescribed the item can re-authorise it.
- To add **free text**, which will print on the right-hand side of the prescription form, click the **Notes for Patients** button, type your free text message in the **Information for Patient** box, then click **OK**.

6. Check the details are correct, then click **OK** to add the repeat master.



7. If prompted check the **Drug Checks Results** screen, look for warnings of any possible contraindications, interactions or drug doubling. To continue, answer **Yes** to the question "*Do you still wish to prescribe this drug?*"
8. You are then prompted: "*Please enter your reason for overriding this warning:"* Type your response in the box provided, then click **Proceed** to finish.
9. Depending on your Consultation Manager settings you may be prompted to add the Medication to a Problem. Select the problem from the displayed list, or click **New Problem** to create a new entry. Once ticked, click **OK** to close and add the medication to the selected problem.
10. The new repeat master can now be issued. When the maximum number of issues has been reached the repeat master is displayed as Expired and no further prescriptions can be issued until it is re-authorised.

Adding Repeat Dispensing Therapy

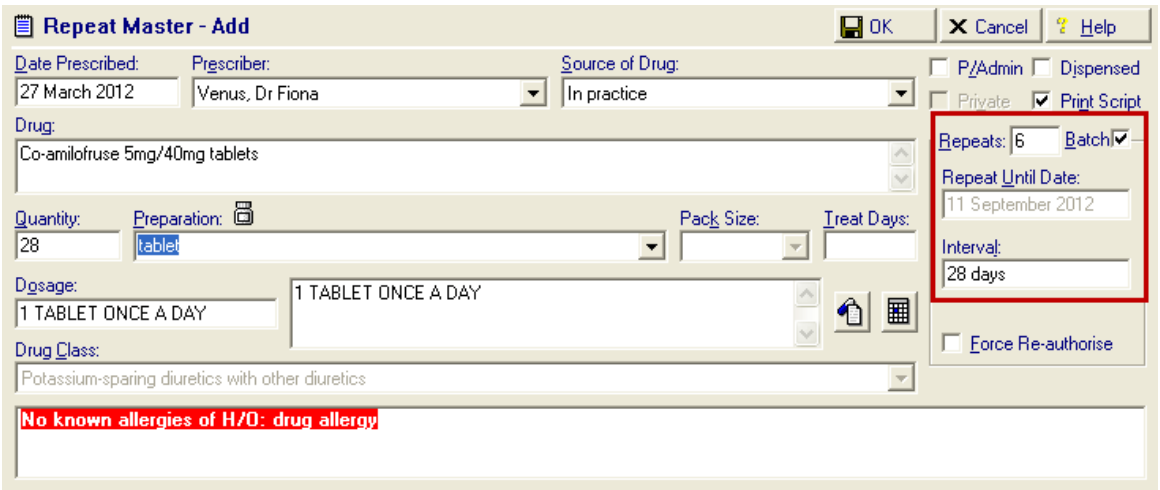
Repeat Dispensing enables you to issue a repeatable prescription and a series of 'batch issues' of up to a year's duration. The repeatable prescription is retained by the pharmacy when signed by the GP. The batch issues are post dated, the patient keeps the remaining batch issues or asks the pharmacist to keep them on his/her behalf, until another issue of the medication is required.

Approval is required from your local Health Board prior to enabling Repeat Dispensing.

> **NOTE –** To turn on Repeat Dispensing go to Consultation Manager, then **Consultation – Options – Setup – Therapy tab** and tick the **Enable Repeat Dispensing** box. You can also define the default interval.

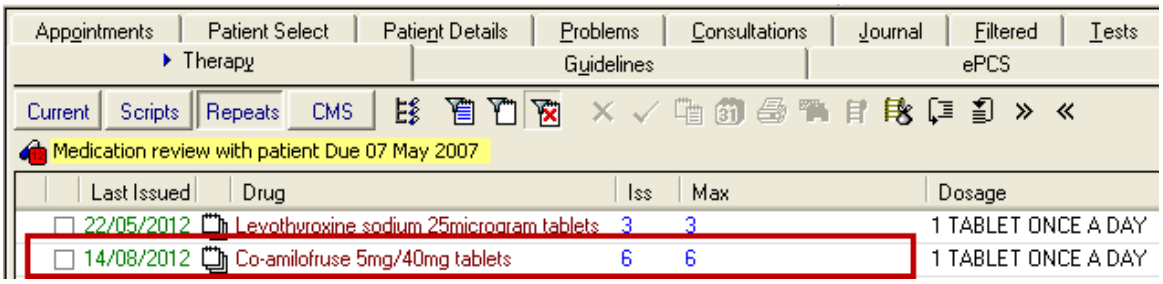
To add a Repeat Dispensing prescription:

1. In **Consultation Manager**, select the patient - Make sure a consultation is started
2. Click **Therapy – Repeats** or press **F5**. The patients list of repeat masters is displayed according to the filter buttons used. The display may include valid, inactive and expired items depending on your settings.
3. To add a new repeat master start typing the name of the drug eg Co-amilof, the **Repeat Master – Add** screen is displayed. Alternatively, press **Esc** to open the screen then type the drug name. Press **Enter** to find the drug.
4. Tick the **Batch** box to turn the repeat into a new batch prescription.
    - An **Interval** box appears, this denotes the interval between issues, this can be altered using abbreviations eg 2m (two months) 6w (six weeks) etc.
    - The **Repeats** box defaults to 6 issues, this can be amended, but cannot exceed 1 year.
    - The **Repeat Until Date** is populated showing the date the last issue expires.



Repeat Master Add – Batch Prescription

5. Click **OK**. Read and deal with any drug warnings. The Batch Repeat prescription is added to the Repeat Master list.
6. When issued and printed a batch prescription and a series of issue prescriptions are produced. The date of the issues will be calculated from the date of issue plus the interval eg 28d.
7. The Repeat Master is displayed on the **Therapy - Repeats** tab with the expired Batch Prescription icon and the date of last issue.



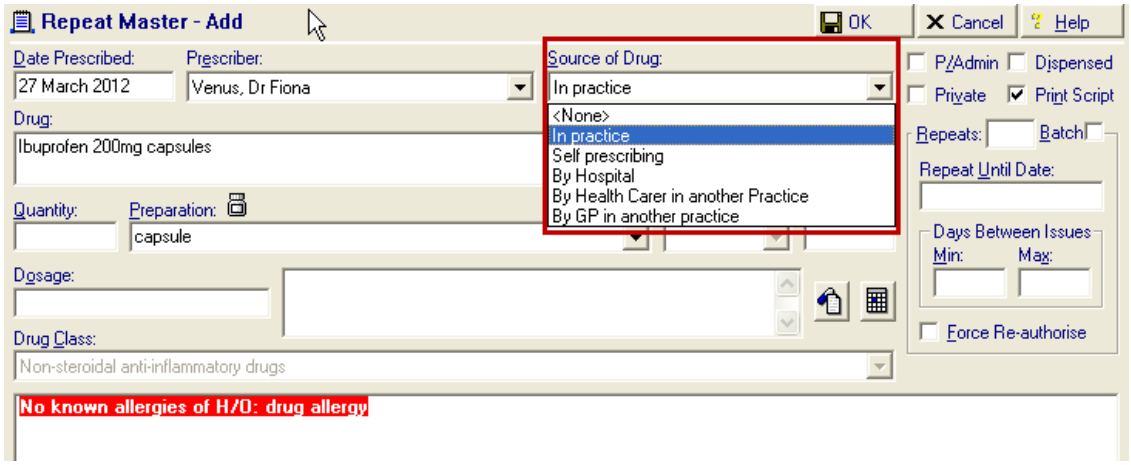
Repeat Masters – Issued Batch Prescription

Adding Therapy Details not issued at Practice

Details of medication issued to patients by Consultants, A & E, or Out – of- Hours (OOH) should be added to the patient's therapy records. This ensures that all medication issued to the patient is included in the ECS extract.

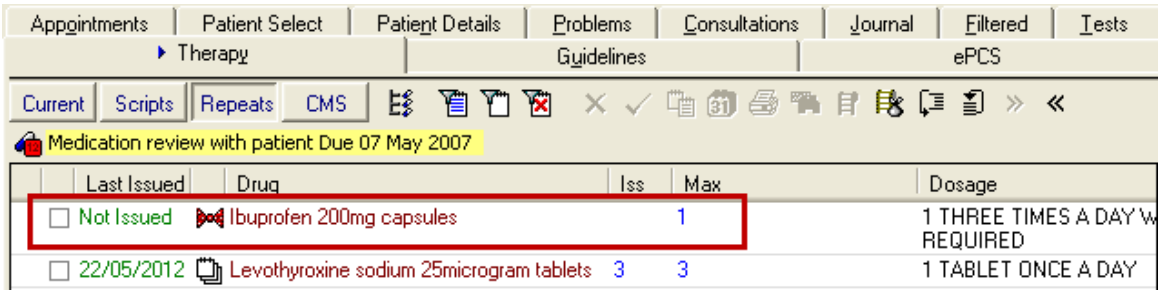
To add Therapy Details not issued at the Practice:

1. In **Consultation Manager**, select the patient - Make sure a consultation is started
2. Click **Therapy – Repeats** or press **F5**. The patients list of repeat masters is displayed according to the filter buttons used. The display may include valid, inactive and expired items depending on your settings.
3. To add a new repeat master start typing the name of the drug eg ibupro, the **Repeat Master – Add** screen is displayed. Alternatively, press **Esc** to open the screen then type the drug name. Press **Enter** to find the drug.
4. Click **Source of Drug** and select one of the following options from the drop-down menu:
    - Self Prescribing
    - By Hospital
    - By Health Carer in another Practice
    - By GP in another practice



Repeat Master Add – Source of Drug

5. Check the details match the information given, eg dosage, quantity etc. Type the number **1** in the **Repeats** box.
6. Click **OK** to finish.
7. The added Repeat Master record will be listed as expired on the Repeats tab; it is shown with the Bowtie icon.



Therapy Repeats – Source of Drug set to By Hospital

NOTE – The prescription cannot be issued or printed unless the source of drug is set to In Practice.