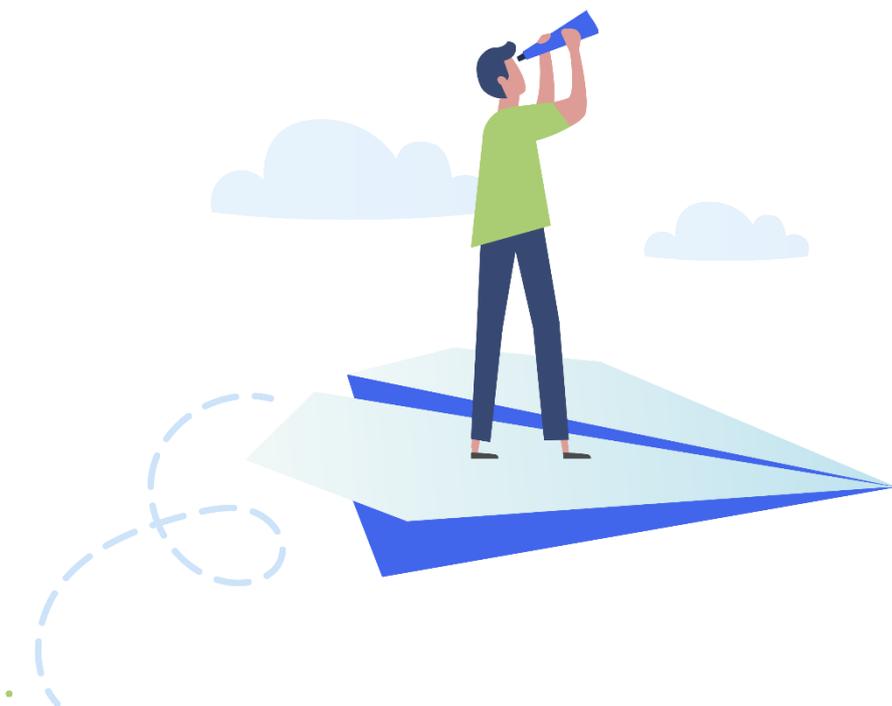




GP2GP User Guide Northern Ireland

Version 1.1

13 December 2022



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GP2GP - Northern Ireland

Introduction

GP2GP enables the electronic transfer of computerised patient notes from a patient's previous practice to a new practice, when they register for primary health care, see **Incoming Patient Record** on page 8 for details.

The main benefits of **GP2GP** are:

- **Improved Quality and Continuity of Care:**
 - Full patient electronic health record available for the patient's first appointment, which results in a more focused and informed consultation.
 - Past medical history available and information about medication, allergies, adverse reactions, immunisations and vaccinations.
- **Improved Safety:**
 - Fewer transcribing errors and omissions, the need to key in information from paper records is greatly reduced.
 - Allergies and adverse reactions are flagged for review for new patients, resulting in safer prescribing.
- **Clinical Time Saving:**
 - The electronic health record contains information such as lab results and letters from specialists, which helps in the clinical decision-making process.
 - This also means there are fewer requests for unnecessary duplicate lab tests.
- **Administrative Time Saving:**
 - The need to transfer essential patient information from paper records is significantly reduced.
 - Attachments received electronically, which results in time saved not having to re-scan items into the patient's electronic health record.
 - Quality and Outcomes Framework information populated immediately when a patient's electronic health record is integrated.

Vision 3 receives and files records coded in both Read and SNOMED CT terms.

GP2GP in Northern Ireland is currently available for patients transferring within Northern Ireland and restricted to the following systems:

- **Vision 3 to Vision 3.**
- **Vision 3 to EMIS.**
- **EMIS to Vision 3.**
- **EMIS to EMIS.**

 See **Incoming Patient Record** on page **8** for details.

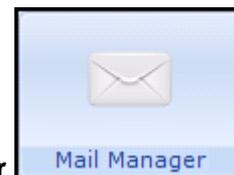
Getting Started

Before you can send or receive **GP2GP** records you need to:

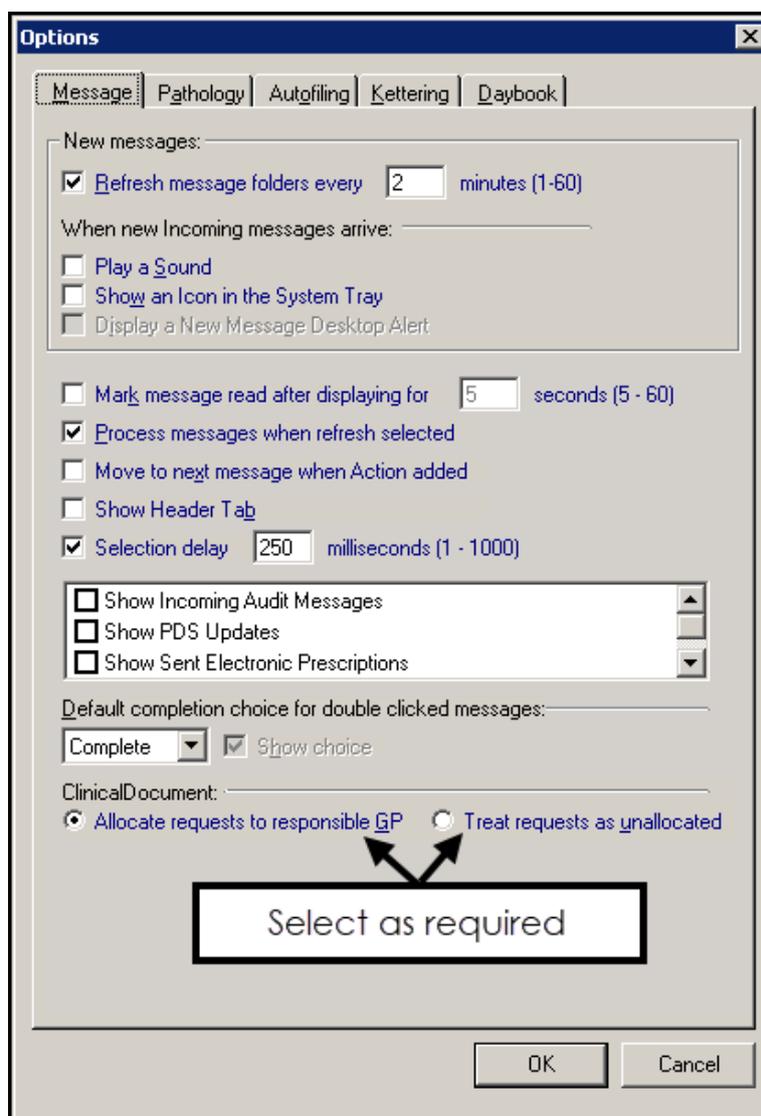
- Select which mailboxes you want the incoming **GP2GP** messages to be delivered to in **Mail Manager**.

Setting up Mail Manager for GP2GP

Before you start using **GP2GP**, you are strongly advised to review the settings in **Mail Manager** which determine which mailbox incoming **GP2GP** messages are allocated to, to do this:



1. From the **Vision 3 front screen**, select **Mail Manager**
2. Select **Tools - Options** and then the **Message** tab:



3. Within **GP2GP** select one of the following:
 - **Allocate requests to responsible GP** - Selected by default. Any **GP2GP Record** requests that are incoming go into the mailbox of the patient's registered GP.
 - **Treat requests as unallocated** - This is the recommended option. If selected, **GP2GP** messages come in unallocated and need to be dealt with by a member of staff who has the rights to view unallocated mail. Ensure the relevant admin staff have rights to view unallocated mail.
4. Select **OK** to save.

Incoming Patient Record

Patient Registers

- Register the patient in the usual way with your normal checks

Notes Requested

- Providing the patient is coming from a GP2GP enabled Northern Ireland practice, a GP2GP request for notes is automatically sent.
- If the previous practice is fully digitised the notes are sent on the same day. If the previous practice is not fully digitised, they are granted a specific time frame to rectify this as configured in the Systems and Services Directory (SSD). Current time frames are detailed in the BSO FAQs.

Notes Received

- Once the message is forwarded to the patients previous practice, the patient records are received into **Mail Manager** with a status of **Available for filing**

File the records

- Within **Mail Manager**, right click on the record received and select **File All**

Review the records received

- Within **Consultation Manager**, select the patient concerned and complete the following:
 - Add a **Reminder** to warn of an imported GP2GP record
 - Address degraded records, particularly allergies and medication

A Summary of Incoming Patient Records

The following details the **GP2GP** process for a new patient:

1. **Register the patient in Registration** - When registering a new patient, first find them from the **National Register**, either via their NHS Number or by doing an Advanced Search using surname, date of birth and gender, see [Registering a Patient](#) on page **13** for details.

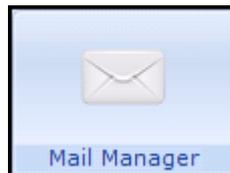
Providing both you and the patient's previous practice are **GP2GP** enabled, a **GP2GP Request** is automatically sent. If the previous practice is fully digitised the notes are sent on the same day. If the previous practice is not fully digitised, they are granted a specific time frame to rectify this as configured in the Systems and Services Directory (SSD).



Note - Current time frames are detailed in the **BSO FAQs**.



Important - Patients who have previously been registered at your practice do not qualify for a **GP2GP** transfer.



2. From **Mail Manager**, once you receive the record, complete the following:
 - **File the record received** - The previous GP's practice send the notes automatically on receiving your **GP2GP** Request. When notes are received, a **Record Transfer** message displays in **Incoming Mail** with a status of **Available for filing**. Right click on the message and select **File All**. This files all the message details into the patient's record in **Consultation Manager**, see [Filing the Record Received](#) on page **16** for details.
 - **Import Summary Review** - You can review the details of any degraded data from the **Import Summary** tab.



Note - Even if automatic filing is switched on, you must file **GP2GP** messages manually.

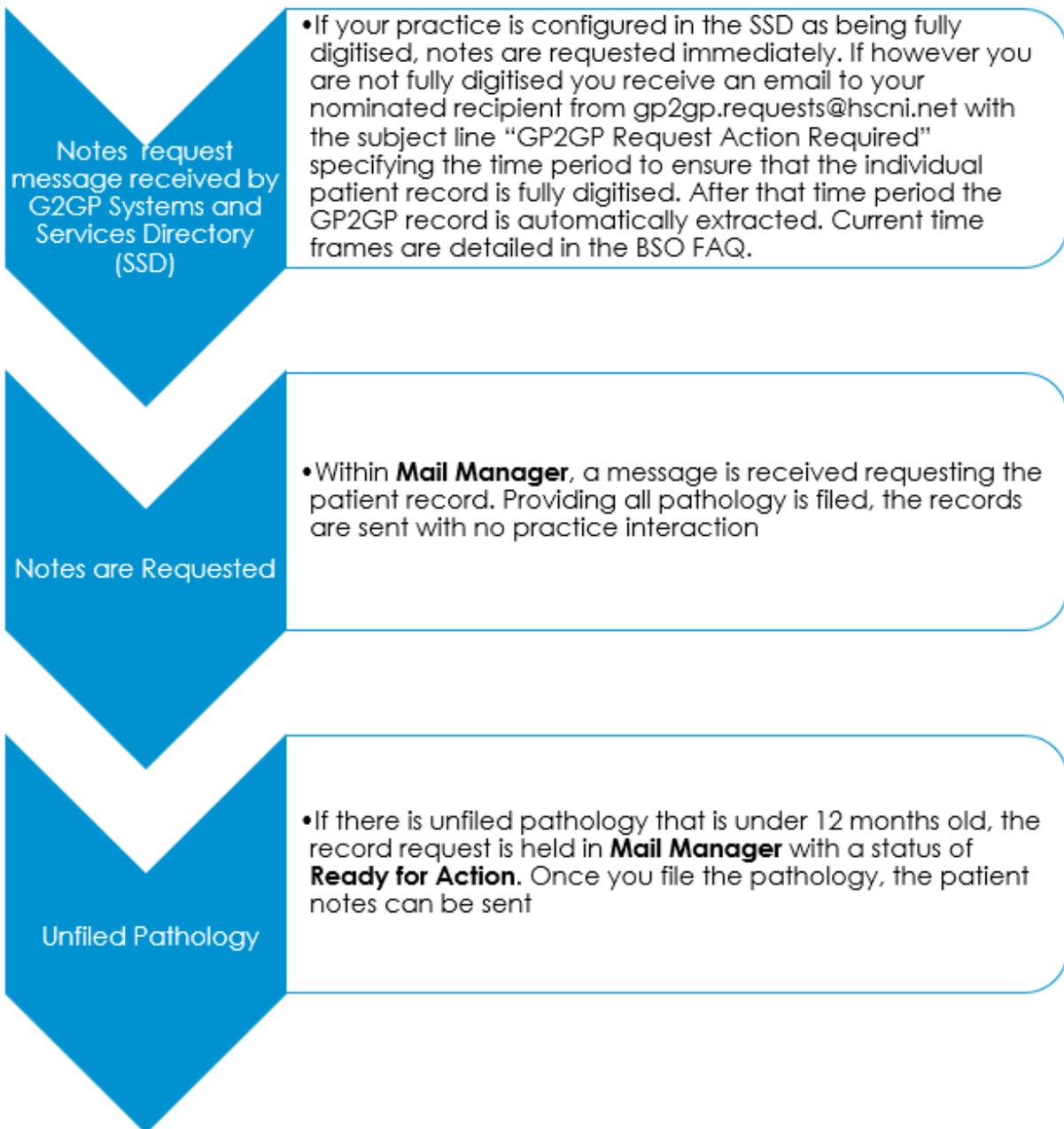


3. Now select **ConMgr** to open the selected patients record and complete the following:

- **Add Reminders** - We recommend you add two reminders to the patient record:
 - A warning that the patient record is a **GP2GP** received one and therefore may not conform to your practice protocols.
 - Notification that the records have yet to be summarised (remove once the record has been summarised), see [Adding Reminders to Identify Patients with a GP2GP Record](#) on page [17](#) for details.
- **Allergy Review** - A clinician should check and add allergies in **Consultation Manager**, ideally with the patient. You cannot prescribe from **Consultation Manager** until degraded allergy records have been updated, see [Processing Degraded Allergies and Adverse Reactions](#) on page [29](#) for details.
- **Medication Review** - You must review active repeat masters received and reauthorise them to match your practice protocols. You cannot issue against masters that have not been updated, see [Processing Degraded Repeat Medication](#) on page [31](#) for details.
- **Degraded Record Review** - You should review degraded records in **Consultation Manager**, see [Processing Degraded Data](#) for details.

Clinical term **91...00 Patient Registration** is automatically added to the patient record enabling you to search for newly transferred notes.

Outgoing Patient Record



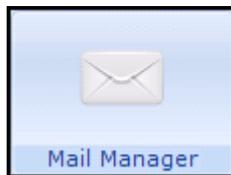
A Summary of Outgoing Patient Records

When one of your patients registers with a new practice, if you are configured in the SSD as being fully digitised, notes are requested immediately. If however you are not fully digitised you receive an email to your nominated recipient from gp2gp.requests@hscni.net with the subject line 'GP2GP Request Action Required' specifying the time period to ensure that the individual patient record is fully digitised. After that time period the GP2GP record is automatically extracted as follows:



Note - Current time frames are detailed in the **BSO FAQs**.

Incoming GP2GP Request message



Within **Mail Manager** - **Incoming Mail**:

- An **Incoming GP2GP request** message arrives with the status of **Ready for Action**. Providing there are no unfiled pathology results for the patient under a year old, the message automatically processes and the status updates to **Notes Sent**. If there is unfiled pathology for the patient that is under a year old, the message cannot be sent automatically, see [Unfiled Pathology](#) on page **38** for details.

Deregistration by GP2GP Clinical Term



Within **Consultation Manager** - **Patient Record**:

- An entry with the clinical term of **92... Patient deregistration by transfer of GP to GP electronic record** is added to the patient's record, enabling you to search for patients whose records have been transferred recently. The patient's registration status remains **Permanent** until deducted in the usual way. We recommend you add a manual reminder that the patient's records have been transferred.

Registering a Patient

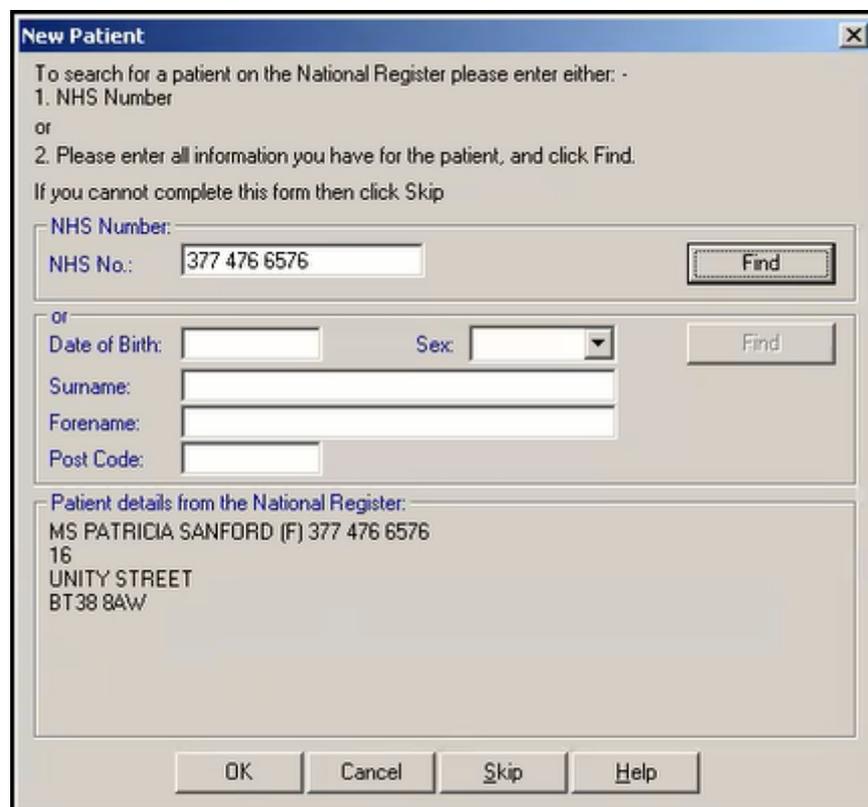
Before registering a new patient, you must search for them on **Vision 3** using their date of birth to ensure they have not been previously registered with your practice. A **GP2GP** record transfer does not occur for re-registering patients as it can result in duplicated records.

i Important - Please be aware a patient must have a **Transferred out** status before re-registering them as applied. If they are registered with any other status, for example **Temporary Resident**, then **Vision 3** does not recognise they already have a clinical record and a **GP2GP** transfer is attempted. This can lead to duplicated data on your system.

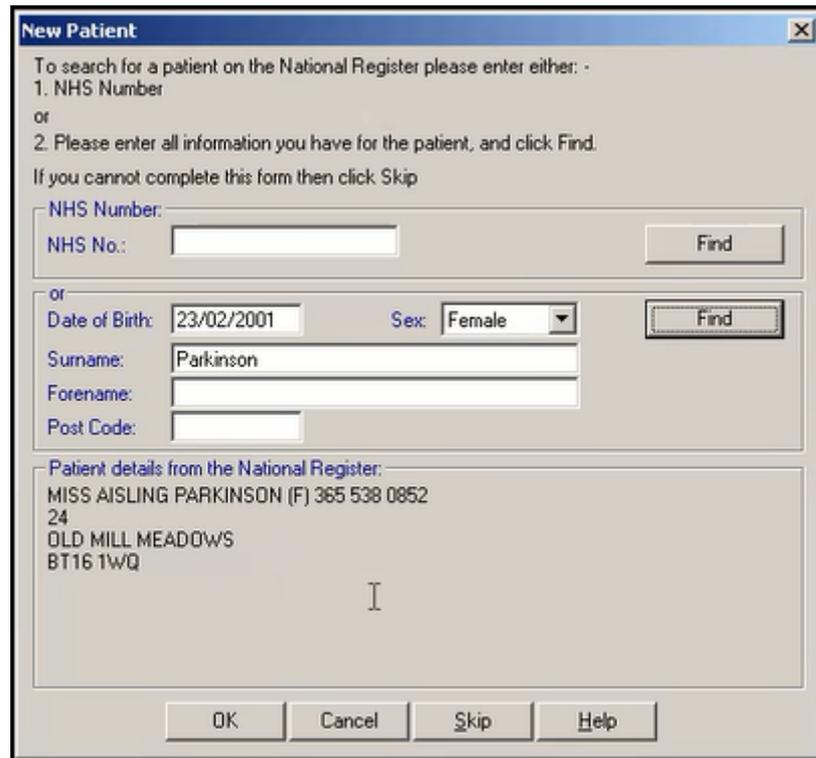
💡 Training Tip - From **Registration**, use **Action - Re-Registration** to re-register a patient.

To register a patient:

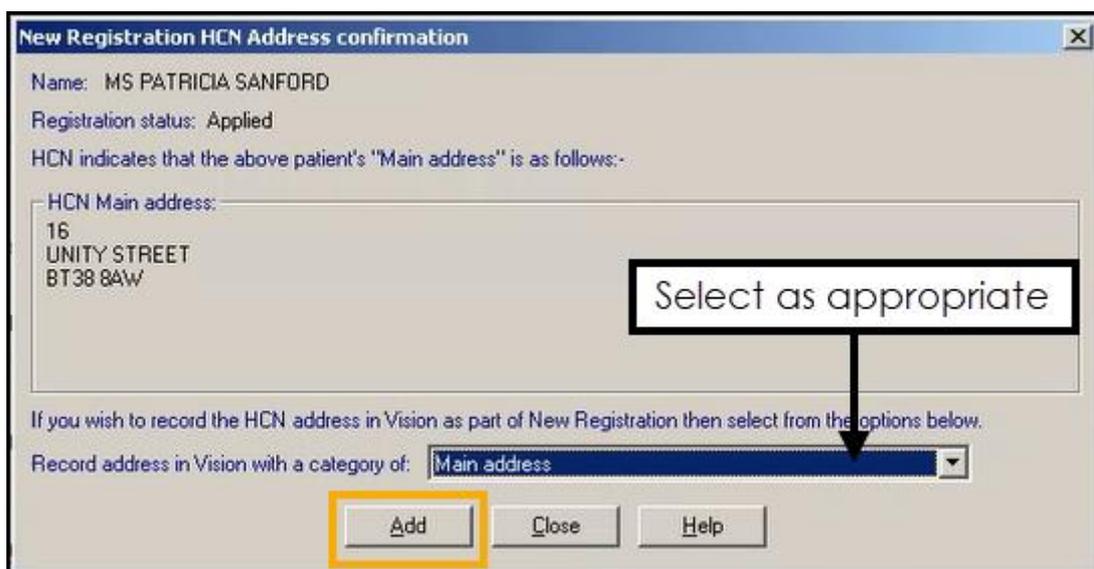
1. Locate the patient from the National Register, using either:
 - Their **NHS Number/H+C Number**:



- An advanced search using **Date of Birth, Surname** and **Sex**:



2. Select **Find** and where a choice is given, select the appropriate patient.
3. The patient's details display in the bottom half of the screen, select **OK**.
4. The **Registration - Personal Details** screen displays, complete the in the usual way and select **OK**, see the [Registration Help Centre](#) for details if required.
5. The **New Patient Registration** warning displays, select **Yes** to continue.
6. The **New Registration HCN Address confirmation** screen displays, confirm the address and select **Add**:



7. Finish completing the **Registration** screens in the usual way, remembering to check and update the address where required, see

[Adding a New Patient](#) in the **Registration** Help Centre for details if required.

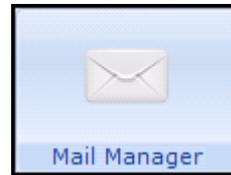
The system automatically sends a **GP2GPRequest** message to the previous practice providing the following criteria is met:

- You use **Vision 3** via the National Register.
- The patient is transferring from another Northern Ireland practice.
- The patient has not been registered with you in the past, a re-registration.
- The Data Transfer Service (DTS) is functional. This is the method by which messages transfer, if the service is down, a message displays.
- Both you and the patient's previous practice are **GP2GP** enabled, if this criteria is not met, a message displays.

Registering the Wrong Patient

It is important that you do not select the wrong patient from the National Register screen, however if it does happen and you accidentally complete the registration process, the wrong patients notes are requested.

- If this error is spotted straight away, contact the Helpdesk on your usual number to cancel the request.
- If you receive the wrong patient's records, you must not file the records



to **Consultation Manager**. Within **Mail Manager**, right click on the record received in error and select **Message - Cancel / Supersede**.

Filing the Record Received

In **Northern Ireland**, on receipt of your **GP2GP** request, the patient's previous practice automatically send a copy of their notes, this displays in **Mail Manager**.

To file the records:



1. From **Mail Manager**, select **Incoming Mail**, a **Record Transfer** message with a status of **Available for filing** displays:

Status	Type	Read	Date	Staff	Patient	Action/Subject
Available for filing	Record Transfer	<input type="checkbox"/>	12/05/2020 16:01	*Fao: Practice M...	Amey, Aarondeep 2...	



Training Tip - If you want to view a record before filing it, select the message and view the **Import Summary** tab at the bottom of the screen.

2. Right click on the message and select **File All**.
3. All the records in the message file into the patient's record in **Consultation Manager**.



Training Tip - Highlight a message and select **ConMgr**



to open the patient's clinical record.



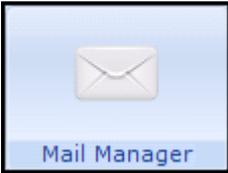
See [Adding Reminders to Identify Patients with a GP2GP Record](#) on page 17, [Processing Degraded Data](#) on page 18, [Processing Degraded Allergies and Adverse Reactions](#) on page 29 and [Processing Degraded Repeat Medication](#) on page 31 for details.

Adding Reminders to Identify Patients with a GP2GP Record

We recommend you draw attention to patients with **GP2GP** imported records. This ensures your staff are aware that the record they are viewing does not necessarily follow your practice protocols. This is done by adding a reminder to the yellow post-it within **Consultation Manager**.

To add a reminder:

1. From either:

- **Mail Manager** , with the **GP2GP** message highlighted, select **ConMgr** , or
- **Consultation Manager** , select the patient required.

2. Select **Add - Reminders**.
3. Type in the reminder text, for example '*Incoming GP2GP Record received 25.05.2022*'. This helps clinicians see that entries preceding this date are from a previous practice.
4. Select **OK**.
5. Right click on the yellow reminder that displays in the top right corner and select **Add**.
6. Type in the reminder text, for example '*GP2GP Record - Not yet Summarised*'.
7. Select **OK** to save.



Remember - Delete the '*Not yet summarised*' reminder line once the notes are summarised.

Processing Degraded Data

Not all records can be imported cleanly into **Vision 3**, for example, an unrecognised drug or clinical term may be received, for GP2GP purposes, these are known as degraded records.

Degraded records have a clinical term entry of **9bJ Transfer-degraded record**, and should all be edited or replaced within the patient's record:

- **9bJ0.** Transfer-degraded medication entry
- **9bJ1.** Transfer-degraded referral
- **9bJ2.** Transfer-degraded request –



Note - Requests are not transferred in GP2GP

- **9bJ3.** Transfer-degraded plan - this refers to recalls
- **9bJ4.** Transfer-degraded drug allergy
- **9bJ5.** Transfer-degraded non-drug allergy

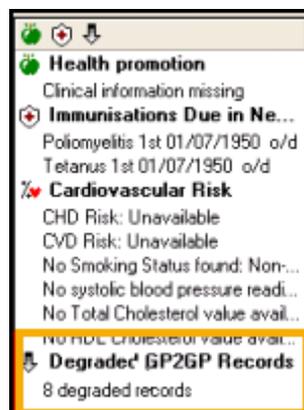


Training Tip - You can view all degraded data from **Mail Manager**, by selecting the incoming record and then the **Import Summary** tab.

To process degraded data received via **GP2GP**:



1. From **Consultation Manager**, select the correct patient and open an appropriate consultation.
2. Double click **Degraded GP2GP Records** under the navigation pane to filter a list of degraded records:



3. Process the degraded data as per the following:

Degraded Allergies

Until a clinician has reviewed and edited a patient's degraded allergies and/or adverse reactions, you are unable to prescribe, edit, reauthorise or reactivate therapy for the patient, see [Processing Degraded Allergies and Adverse Reactions](#) on page 29 for details

Degraded Repeat Medication

Active repeat masters received must be reviewed and reauthorised to match your practice protocols. You cannot issue against masters that have not been updated, see [Processing Degraded Repeat Medication](#) on page 31 for details.

Degraded Acute Medication

Acute medication is "past" issued therapy and if degraded, cannot be searched on, edited or copied.

For reporting purposes you can add a new item in the usual way with the following exceptions:

- **Date Prescribed** - Enter the original date prescribed
- **Source of Drug** - Select **By GP in another practice**



Remember - If you add replacement acute therapy you should delete the original degraded item. For audit purposes the original item is recorded on the **Import Summary** within **Mail Manager**.

Processing Degraded Medication Reviews

Different practices have different review protocols. So even if received **Medication Reviews** are not degraded they should all be checked and if necessary updated by your practice

To list and update any **Medication Reviews** transferred via **GP2GP**:



- a. From **Consultation Manager** , select **List - Medication Review**.
- b. Right click and select **Edit**.
- c. Update the **Medication Review** as per your practice protocols.
- d. Select **OK**.

If no medication reviews are listed, and your practice protocol dictates there should be reviews, go to the **Therapy** tab and select **Add**

Medication Review  to start a new sequence.

Some **GP2GP** transfers from **non-Vision 3** practices include **Medication Review** data which does not contain a review date and a clinician, this can interfere with the review process. To resolve this issue, add a valid medication review, then right click and select **Delete** to remove the degraded item.

Processing Degraded History Entries

Most entries import successfully and where appropriate file into the correct structured data area (SDA). However, some records transfer without a clinical term, these records display as **History** entries with the clinical term of **9bJ..00**, for example a BP record with just a systolic reading, displays as a degraded entry with the BP reading in free text.

For accurate reporting purposes, you should update the **History** record where appropriate or add a new record and delete the degraded entry where it should be filed within an SDA for example weight, height, blood pressure.

Depending on the type process the entry in one of the following ways:

Degraded History Entry

- a. Right click on the entry and select **Edit**.
- b. Update the Read code to a suitable code.
- c. Select **OK** to save.

Degraded History Entry Normally Filed in an SDA

- a. Add a new record in the usual way, ensuring the following
 - **Date of Recording** - Enter the date of the original record.
 - **In Practice** - Remove the tick.
 - Enter the value as appropriate.
- b. Select **OK**.
- c. Right click on the degraded item and select **Delete**.
- d. Select **Delete** again to finish the process.

Reviewing Priorities

Different practices have different Priority protocols. This can cause problems with records received via **GP2GP**, it is essential that the recipient practice understands the intended meaning of the priority flag from the sending practice. To address this issue, we have created a **GP2GPPriority Mapper**, see [Setting the Priority Mapper](#) on page 35 for details.

Data imported from systems that are not **Vision 3** may have no **Priority** specified at all. **Priority** can be allocated in bulk using **Priority Update**



, save the patient as a group and change all the null priorities to 3 then correct the significant entries and update to 1, 2 etc as per your summarising protocol, see [Priority Update](#) in the **Utilities** Help Centre for details.

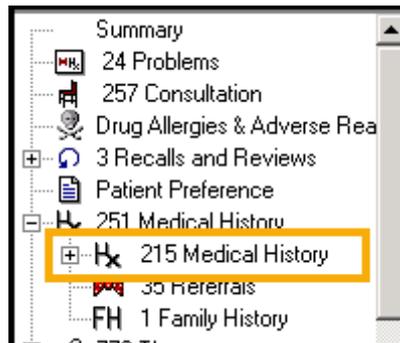
i **Important - Medical History** entries with no **Priority** specified, are automatically included in the **Medical History** mail merge field even where you select priority of **Medical History** attributes. It is therefore strongly recommended that you add appropriate priorities.

Manually Reviewing Priorities

To manually review the priorities received via **GP2GP**:



- From **Consultation Manager**, select the patient required.
- From the left-hand navigation pane, select **Medical History** to expand the Medical History list.
- Select the lower **Medical History**:



- The received **Medical History** entries display in the **Filtered** tab.
- Work down the list, check each entry and its priority. Where necessary right click and select **Edit** to update the priority to match your practice protocols.
- Select **OK** to close and save.

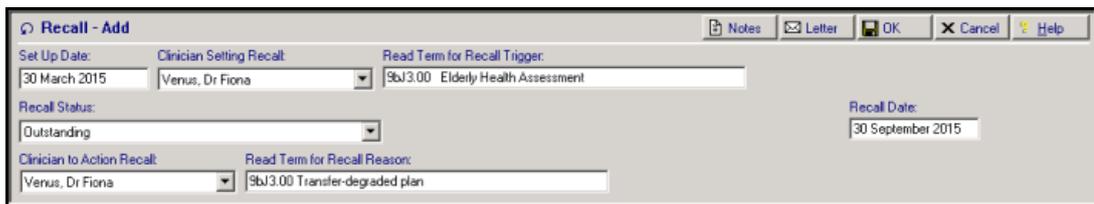
Processing Degraded Recalls

Recalls set up in the previous practice need to be checked and updated to match your practice protocols.



Training Tip - You do not need to start a consultation to view, edit or delete recalls.

The **Read Term for Recall Trigger** and the **Read Term for Recall Reason** for a Recall may have a degraded **9bJ..** term, right click and select **Edit** to update them:



Cytology records may need a recall added to them and patients from **non-Vision 3** practices may need to be excluded from your Cytology Target, as appropriate.



Note - Some systems give recalls to babies from their moment of registration, including a 20 year recall for cytology for baby girls, and eighty years for elderly assessment. Sometimes the recall date is so far into the future that you may want to delete the recall altogether.

Additional Transferred Data Information

Please also be aware of the following:

- **Smoking** - If Read code **137L Current Non-Smoker** is received via **GP2GP**, the ex-smoker smoking status on the **Smoking SDA** is populated.
- **BMI** - Any BMI data received which also has weight data with the same date in the same consultation, is combined within the **Weight** entity with no separate **BMI** entry recorded.
- **Palliative Care** - The following **Palliative Care** Read codes are included in the **GP2GP** transfer message:
 - **671..** Palliative Care Plan - free text not included
 - **672..** Palliative Care at Home - free text not included
 - **673..** OOH Arrangements (Palliative Care) - free text not included
- **Referrals** - Referrals are included in **GP2GP** transfers, however if the sending practice is not a **Vision 3** practice, the referral record could be degraded.
- **Requests** - Requests are currently not included in **GP2GP** transfers.
- **Audit Trail for Previous Practice** - This is not included in the **GP2GP** transfer.
- **Disease Registers - Vision 3** does not use specific terms to record a patient has been placed on a chronic disease register. For records received via **GP2GP** the diagnosis code is recorded with 'Placed on register' recorded in the free text.
- **Pathology and Test Results** - For degraded test results, free text is added to the notes section of the corresponding test result, the result qualifier is also shown here. Results outside the reference range have a qualifier of "Outside reference range".
 - Pathology results which are multi-specimen and appear at the previous practice as multi-tabs, display as a single tab at your practice.



Training Tip - Right click on a pathology result and select **Source** to show the exact message with reference values.

- **Units of Measure** - Units of measure received via **GP2GP** should conform to the Unified Code for Units of Measure (UCUM) standard. Where any unit is represented in a different format, for example, /d or /day, those units are recognised and filed appropriately. A number of units outside this list which have been historically supported by **Vision 3** also file appropriately. If a unit falls outside these classifications then no attempt is made to automatically convert it to a known unit and it is therefore downgraded to text. For incoming test results where the numeric value is blank but a unit of measure value has been sent, the unit of measure is changed to **<none>** to avoid confusion.
- **CPRD and THIN Collections** - If you subscribe to either CPRD or THIN Collections, you need to review any free text imported for patient identifying comments as it is included in the CPRD or THIN collection.



Training Tip - To stop free text being collected by CPRD or THIN, edit the comments to add '/' to precede any free text.

- **GP2GP Data Entry Free Text Notes** - Free text entries recorded on the previous system display in **Vision 3** as **Notepad** entries. They form part of the patient record and do not require any intervention. However, you may want to view the entry by selecting **Miscellaneous - Notepad**.

- **Attachments and Correspondence** - Attachments filed within the patient record at the previous practice transfer into the new record. Letters sent by the previous practice display as either **Attachments** or **Correspondence**.

To view an attachment or correspondence, from **Consultation Manager**, select the patient required, select **Miscellaneous - Attachments** or **Correspondence**, double click on the item and then select **View** or **Letter** to display the image.

Patient records can contain attached test results such as Spirometry and ECGs which appear as **Multimedia attachments** in the **Journal**. You can filter these using **Miscellaneous**.

 **Note** - Docman documents are included in the **GP2GP** transfer, however they are stored in **Consultation Manager** as normal attachments and not integrated into your Docman system. Vision Editor letters are not transferred in **GP2GP**.

 **Training Tip** - Remember you can use the **Clinical Document Viewer** app to view all the selected patient's documents

GP2GP Attachments and Correspondence

You should ensure that any attachments are as compact as possible. You are strongly advised to consider removing any unnecessary pictures in any letters that are attached to the clinical records, for example, Word headers that contain a picture of the surgery.

To remove an unnecessary image from an attachment

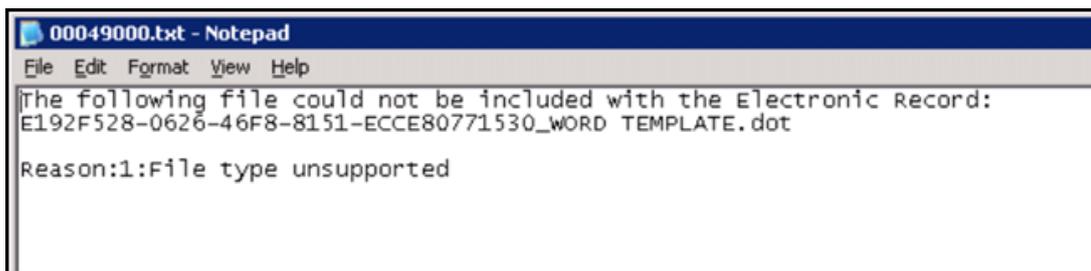
- a. From **Consultation Manager**, with the patient selected, locate the attachment.
- b. Right click on the attachment and select **Edit**.
- c. Highlight unnecessary pictures and press **Delete** on your keyboard.
- d. Select **Save** .
- e. The **Save As** screen displays, select **Save** without changing the name or location.

If at all possible, attached documents should be text only.

Documents not Transferred or Invalid Attachments

Documents held outside of the patient record with the exception of Docman, are not included as part of the **GP2GP** transfer.

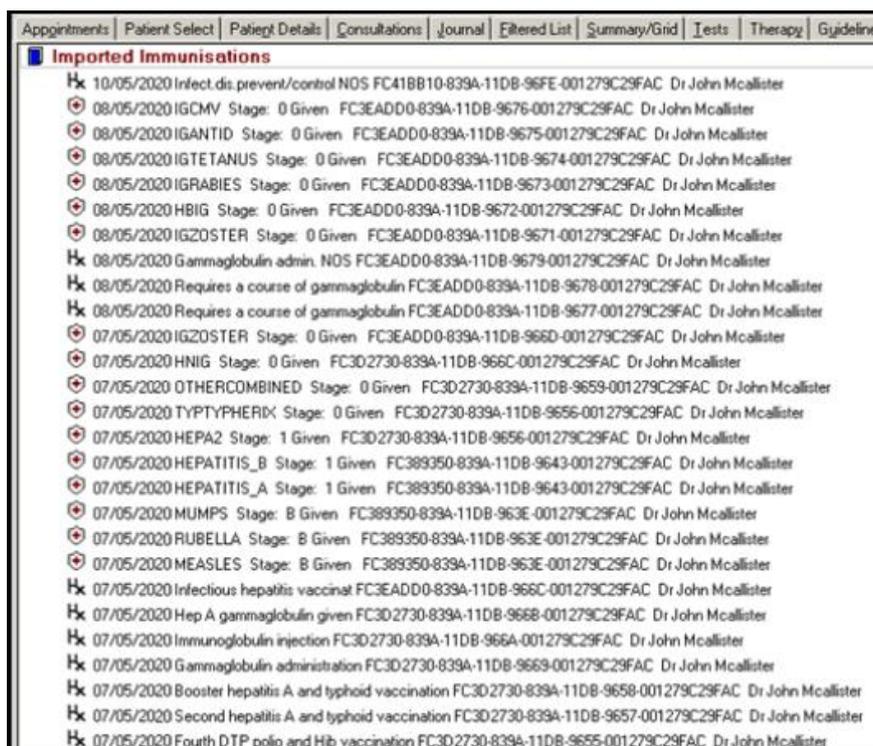
Some attachment formats are not supported by the **GP2GP** process. If there are unsupported attachments in a patient record a "placeholder" displays, these can be selected, but when you select **View**, a text message stating the reason the attachment is not present displays. You can either contact the previous practice or wait until the paper record arrives in the post and then decide whether to scan in the file in question:



Immunisations

Compound immunisations, such as Diphtheria/Tet/Pert/Polio/Haemophilus (DTaP/IVP/HiB), are sent and received as separate records, for example, individual Diphtheria, Tetanus, Pertussis, Polio and Haemophilus immunisations. Imported immunisation records that fail to covert file as **Medical History** entries.

Immunisations received via **GP2GP** also display in an **Imported Immunisations** problem:



Health Promotion

Unless a specific Read code such as **6791.00 Health ed. - smoking** is used, health promotion interventions received are coded as **6781.00 Health education offered** and are placed in the correct SDA with additional text:

Vision entity	Read code	Text
Health Promotion - Smoking	6791 Health ed. - smoking	For smoking
Health Promotion - Hypertension	6781 Health education offered	For Blood Pressure
Health Promotion - Overweight	6781 Health education offered	For Overweight

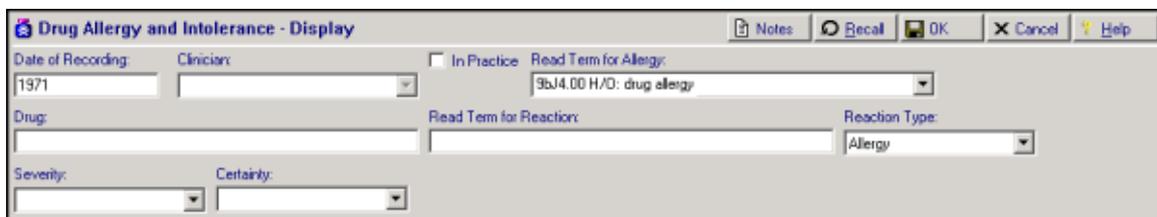
Processing Degraded Allergies and Adverse Reactions

Allergies and **Adverse Reactions** always display as degraded if received from a **non-Vision 3** practice, those received from a **Vision 3** practice do not generally display as degraded, unless they were degraded at the previous practice and never processed.

i Important - Until a clinician, or someone responsible for medicine management for example a pharmacist, has reviewed and edited a patient's degraded allergies and/or adverse reactions, you are unable to prescribe, edit, reauthorise or reactivate therapy for the patient. If you try and prescribe before addressing any degraded allergies or adverse reactions, the following message displays *'This patient has allergy records that have been degraded. You must correct these records before prescribing'*.



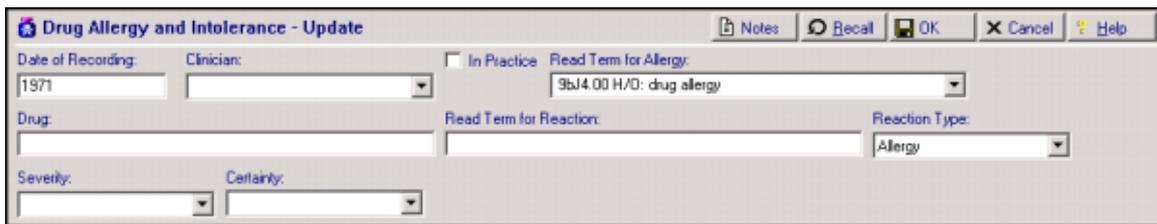
1. From **Consultation Manager**, select the patient required.
2. Double click on the degraded allergy line and the **Drug Allergy and Intolerance - Display** screen displays:



Note - The Read code on the degraded allergy screen is **9bJ4 H/O: drug allergy**. The **9bJ** shows that this is a degraded record. Where an allergy record is received from another system without an attached drug, it is imported as a non-degraded allergy record, for example, imported as **14L..00 H/O: Drug allergy** instead of **9bJ..00 Transfer-degraded record entity**.

3. If the **Notes** button has a red tick , it provides details of the drug allergy prescribed in the original record, select to view.

4. Select **Edit** to update the allergy record:



5. Complete as follows:

- **Read Term for Allergy** - Select the correct Read code from the available list.
- **Drug** - Type in the abbreviated drug name and select the correct drug from the drug dictionary.
- **Read Term for Reaction** - If appropriate, find the correct Read code from the dictionary in the usual way, for example, enter a keyword of 'drug rash' and press **Enter**.
- **Severity** - Select from the available list if known.
- **Certainty** - Select from the available list if known.

 **Note** - The **Clinician** field is blank, and there is no tick in **In Practice**.

6. Select **OK** to save.

Repeat the above steps until there are no more degraded allergies, you can now prescribe.

Processing Degraded Repeat Medication

Repeat medication, prescribed by the previous practice and active at the time of transfer, can be viewed in several ways:

- From the **Journal** tab.
- An **Active Medication** problem is automatically created to simplify the processing of repeat therapy received via **GP2GP**. It displays all active imported medication.
- From the **Therapy - Repeats** tab, you can differentiate between **Active**  and **Inactive**  items:

- **Prescribed out of Practice**  - Active imported medication, drugs they are currently taking.
- **Inactive Repeat Master**  - Inactive imported medication, drugs they used to take at the previous practice.

 **Note** - You can list **inactive** medication by deselecting the **Inactive Medication filter**  from the **Therapy Repeats** tab.

Reauthorising Inactive Imported Repeats

Repeat medication received via **GP2GP** must be reauthorised before it can be issued, as the originating GP and source are not valid, and you may want to review the repeat drug to ensure it complies with your practice protocol.

For this reason, when viewed in **Therapy - Repeats**, imported repeat

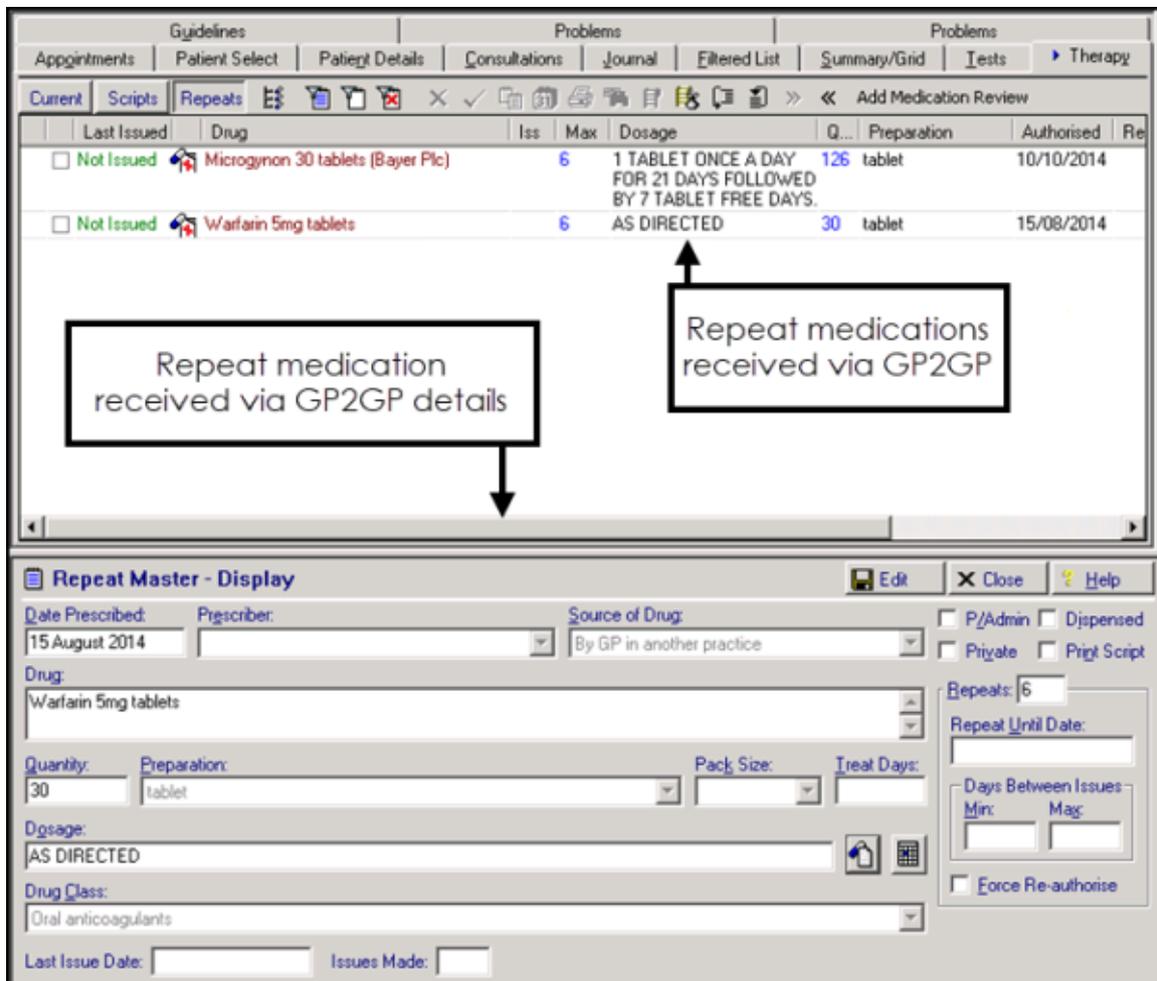
medication displays preceded with **Prescribed out of Practice** .



Remember - You may have to select **Filter Inactive Repeats**



in order to see imported medication, depending on your settings.

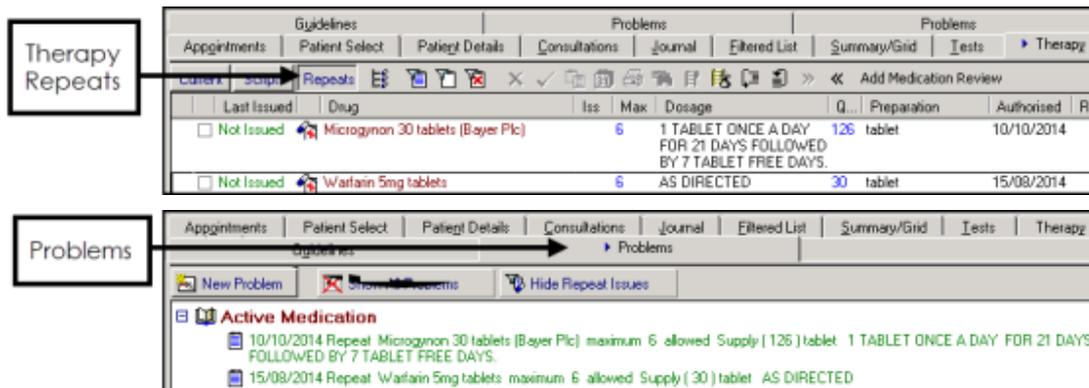


The screenshot displays the 'Therapy - Repeats' interface. At the top, there are tabs for 'Guidelines', 'Problems', and 'Problems'. Below these are sub-tabs for 'Appointments', 'Patient Select', 'Patient Details', 'Consultations', 'Journal', 'Filtered List', 'Summary/Grid', 'Tests', and 'Therapy'. The main area shows a list of repeats with columns for 'Last Issued', 'Drug', 'Iss', 'Max', 'Dosage', 'Q...', 'Preparation', 'Authorised', and 'Re'. Two rows are visible: 'Microgynon 30 tablets (Bayer Plc)' and 'Warfarin 5mg tablets'. A box labeled 'Repeat medication received via GP2GP details' points to the 'Microgynon' row. Another box labeled 'Repeat medications received via GP2GP' points to the 'Warfarin' row. Below the list is the 'Repeat Master - Display' form, which is currently showing details for 'Warfarin 5mg tablets'. The form includes fields for 'Date Prescribed' (15 August 2014), 'Prescriber', 'Source of Drug' (By GP in another practice), 'Drug', 'Quantity' (30), 'Preparation' (tablet), 'Pack Size', 'Treat Days', 'Dosage' (AS DIRECTED), 'Drug Class' (Oral anticoagulants), 'Last Issue Date', 'Issues Made', 'Repeats' (6), 'Repeat Until Date', 'Days Between Issues' (Min, Max), and a checkbox for 'Force Re-authorise'.

To reauthorise repeat medication received via **GP2GP**:

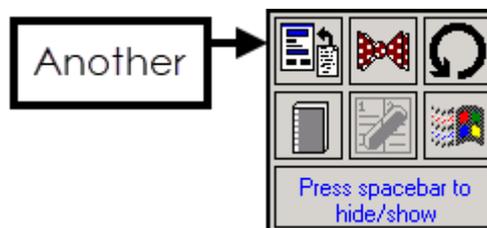


1. From **Consultation Manager**, select the patient required and open a consultation if necessary.
2. Select either **Therapy - Repeats** or **Problems - Active Medication**:



3. Highlight all the items you wish to reauthorise, by holding down **Ctrl** on your keyboard and selecting the items required, while holding the click on the last item, move the mouse pointer to the floating toolbar that

appears. Release the mouse on **Another**  at the top left corner of the floating toolbar:



i Important - It is vital you check and update all aspects of the medication as per your practice protocols.

4. Enter a suitable number in **Repeats**.
5. Select **OK** and the next repeat now displays ready for processing.
6. If you are presented with a repeat you do not want to reauthorise, select **Cancel** to move on to the next one.
7. Repeat steps 4 - 8 until you have processed all of the **GP2GP** received repeat medications.

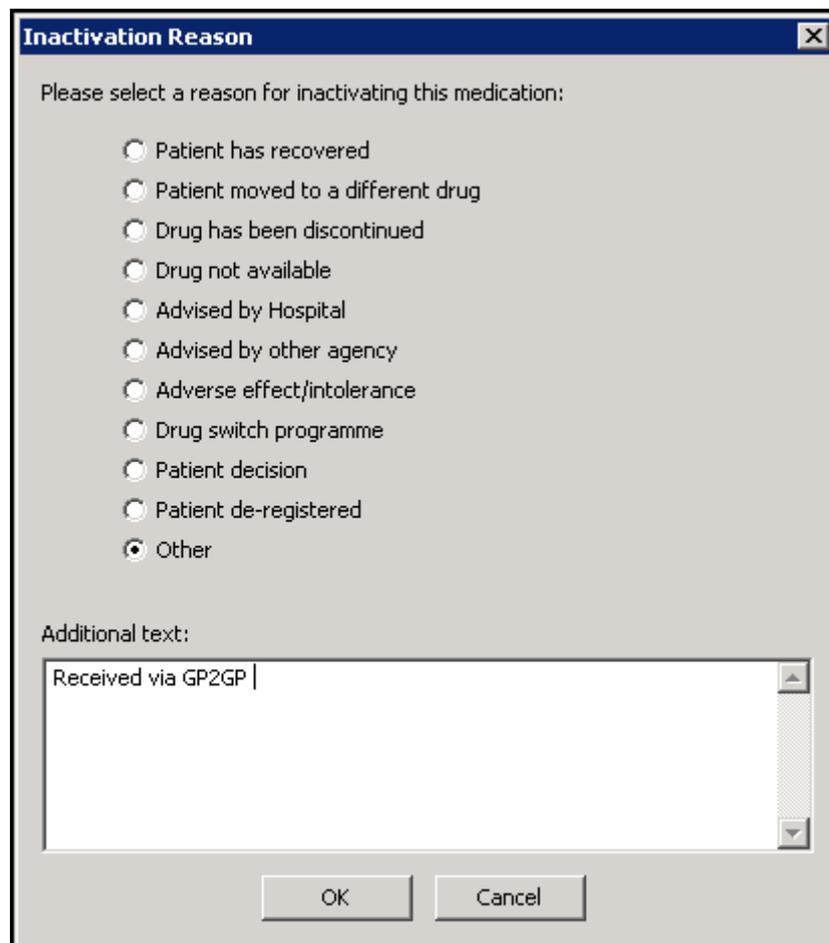
Once you have reauthorised the repeat medication you require, the repeat medication received via **GP2GP** must be inactivated.



Remember - The original is available to view within the **Consultation Manager** audit trail.

To inactivate received repeats:

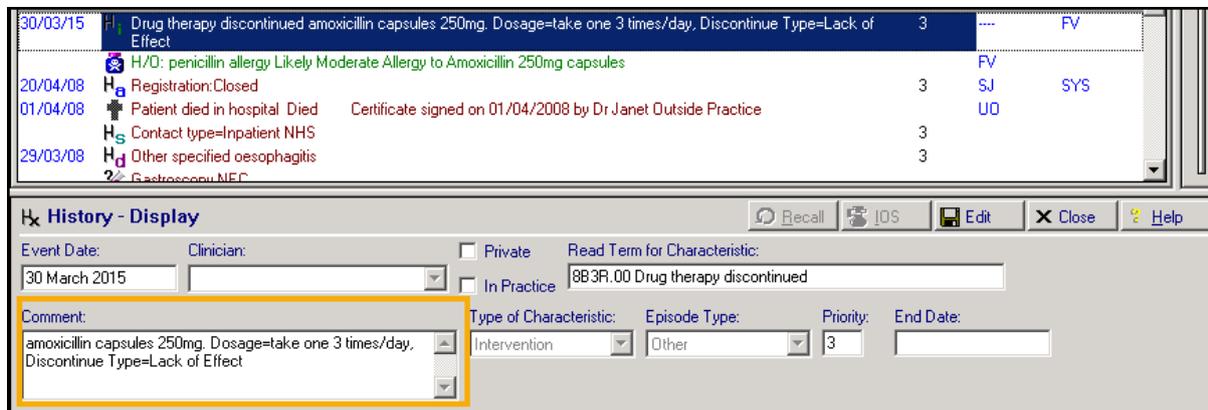
1. From **Consultation Manager - Therapy - Repeats**, remember to select **Filter Inactive Repeats**  if required.
2. Highlight all items you wish to inactivate, by holding down **<Ctrl>** on your keyboard and selecting the items required.
3. Select **Inactivate** .
4. The **Inactivation Reason** screen displays, select **Other** and enter a valid free text reason:



5. Select **OK**, all selected medications now have the same inactivation reason.

Discontinued Medication

All discontinued medication received is added to the patient record as a medical history entry with the Read code **#8B3R.00 Drug Therapy Discontinued**. The details of the discontinued drug display in **Comment**:



Date	Event	Priority	Read Code	System
30/03/15	Drug therapy discontinued amoxicillin capsules 250mg. Dosage=take one 3 times/day. Discontinue Type=Lack of Effect	3	#8B3R.00	FV
20/04/08	H/O: penicillin allergy Likely Moderate Allergy to Amoxicillin 250mg capsules			FV
20/04/08	Registration:Closed	3		SJ SYS
01/04/08	Patient died in hospital Died Certificate signed on 01/04/2008 by Dr Janet Outside Practice			UD
	Contact type=Inpatient NHS	3		
29/03/08	Other specified oesophagitis	3		
	Gastroscopy.NEC			

History - Display

Event Date: 30 March 2015 Clinician: [] Private: In Practice: Read Term for Characteristic: #8B3R.00 Drug therapy discontinued

Comment: amoxicillin capsules 250mg. Dosage=take one 3 times/day. Discontinue Type=Lack of Effect

Type of Characteristic: Intervention Episode Type: Other Priority: 3 End Date: []

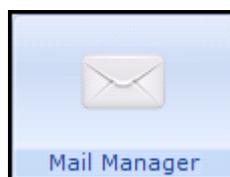
Setting the Priority Mapper

The **GP2GP Priority Mapper** is a practice wide setting which allows you to map each medical history priority number used by your practice to a predefined external priority for both incoming and outgoing **GP2GP** messages to and from other **Vision 3** practices. The main benefit to your practice is that all transferred medical histories should have the correct priority as per your practice protocols.



Note - You must have System Manager rights in **Vision 3** to update the **GP2GP Priority Mapper**.

To access the **GP2GP Priority Mapper** and set your export and import preferences:



1. From **Mail Manager**, select **Tools - GP2GP Priority Mapper**.
2. The **GP2GP Priority Mapper** screen displays. The screen is divided into three columns:
 - **Export** - Where the external priorities for outgoing medical history priorities are defined. Each **Vision 3** priority 0-9 must be mapped to an external priority. You can map more than one priority to the same external priority.
 - **External Priority** - This details categories for import and export priorities to map to.

- **Import** - Allows you to define the medical history priorities for incoming data categories/external priorities:

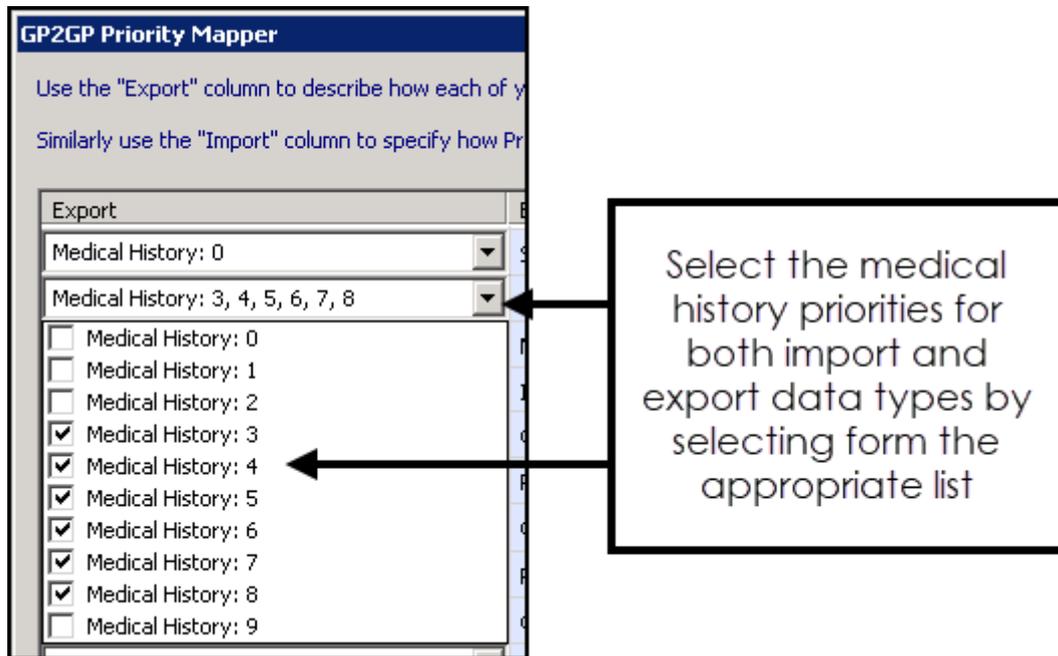
GP2GP Priority Mapper

Use the "Export" column to describe how each of your local Priority Codes should be represented to external systems.
 Similarly use the "Import" column to specify how Priority Values received from external systems should be mapped locally.

Export	External Priority	Import
Medical History: 0	Sensitive/Confidential/Secure items	Medical History: 0
Medical History: 3, 4, 5, 6, 7, 8	Normal, Default or Routine entries	Medical History: 3
Medical History: 1	Major, significant, important, enduring diagnoses/summaries	Medical History: 1
Medical History: 2	Inactive diagnoses or non-enduring events or past history	Medical History: 2
	Other Diagnosis	Medical History: 3
	Minor diagnoses	Medical History: 3
	QOF data	Medical History: 3
	Restricted release data	Medical History: 3
	Operations	Medical History: 3
	Examinations	Medical History: 3
Medical History: 9	Administrative entries	Medical History: 9
	Scanned documents and hospital correspondence	Medical History: 3
	Practice Nurse	Medical History: 3
	Nurse	Medical History: 3
	Health Visitor	Medical History: 3
	Midwife	Medical History: 3
	HV & Midwives	Medical History: 3
	Attached or Allied Staff	Medical History: 3
	Private	Medical History: 3
	Occupational	Medical History: 3
	Social Demographic	Medical History: 3
	Out of Hours	Medical History: 3
	High Priority	Medical History: 1
	Medium Priority	Medical History: 2
	Low Priority	Medical History: 3

OK Cancel

- Set your export and import preferences against the **External Priority Definitions** by selecting from each list. You can select more than one priority for each **External Priority**:



 **Note** - If you do not select a medical history priority for Export data, the data is automatically mapped to **Normal, Default** or **Routine** entries.

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

Unfiled Pathology

If there is unfiled pathology in a patient's record and you receive a **GP2GP** record request, **Vision 3** tries to automatically file the pathology:

- If the results cannot be filed automatically and are under a year old, the **GP2GP** record is not sent. The request displays in **Mail Manager - Incoming folder** as **An acknowledgement has been sent - Notes not yet sent** stating 'There are outstanding pathology results that must be filed before the history can be sent'.
- If the results cannot be filed automatically and are over a year old, the **GP2GP** record is sent without including them.
- If the results file, they transfer as part of the patient record, although the responsibility for actioning unfiled results remains with you as the original practice:

 **Note** - The recipient of this message is ***Fao:Practice Manager**, it therefore displays in the unallocated folder.

Status	Type	Read	Date	Staff	Patient	Action/Subject	Copy	From
<input type="checkbox"/>	Acknowledged - notes ...	<input type="checkbox"/>	15/04/2015 11:15				No	
<input type="checkbox"/>	Available for filing	<input type="checkbox"/>	15/04/2015 11:10				No	Microbiology
<input type="checkbox"/>	Available for filing	<input type="checkbox"/>	15/04/2015 11:10				No	Microbiology
<input type="checkbox"/>	Available for filing	<input type="checkbox"/>	15/04/2015 11:10				No	Microbiology
<input type="checkbox"/>	Notes sent	<input type="checkbox"/>	14/04/2015 14:28				No	
<input type="checkbox"/>	Notes sent	<input type="checkbox"/>	13/04/2015 15:00				No	
<input type="checkbox"/>	Notes sent	<input type="checkbox"/>	13/04/2015 14:48				No	
<input type="checkbox"/>	Notes sent	<input type="checkbox"/>	13/04/2015 08:38				No	
<input type="checkbox"/>	Notes sent	<input type="checkbox"/>	01/04/2015 09:32				No	
<input type="checkbox"/>	Notes sent	<input type="checkbox"/>	01/04/2015 09:13				No	

A request has been made for the history of [REDACTED]

An acknowledgement has been sent - Notes not yet sent

There are outstanding pathology results that must be filed before the history can be sent

Please select your response:

Requesting practice details:

[REDACTED]

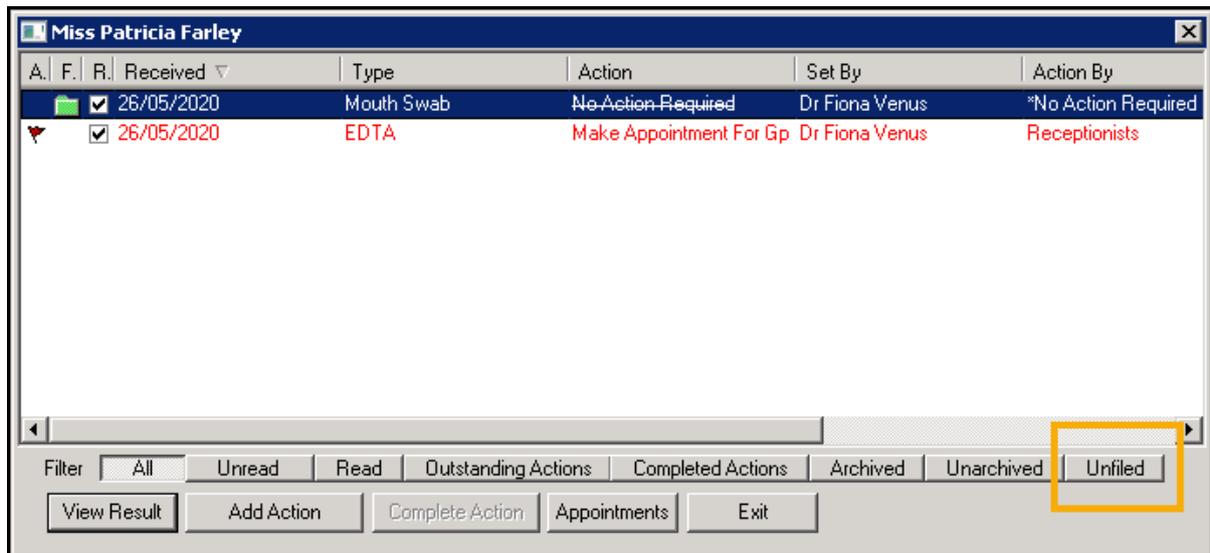
 **Note** - If any pathology results are received after the transfer of records has taken place, it is your responsibility to forward them to the patient's new practice.

You must file the unfiled pathology and then trigger the sending of the record:

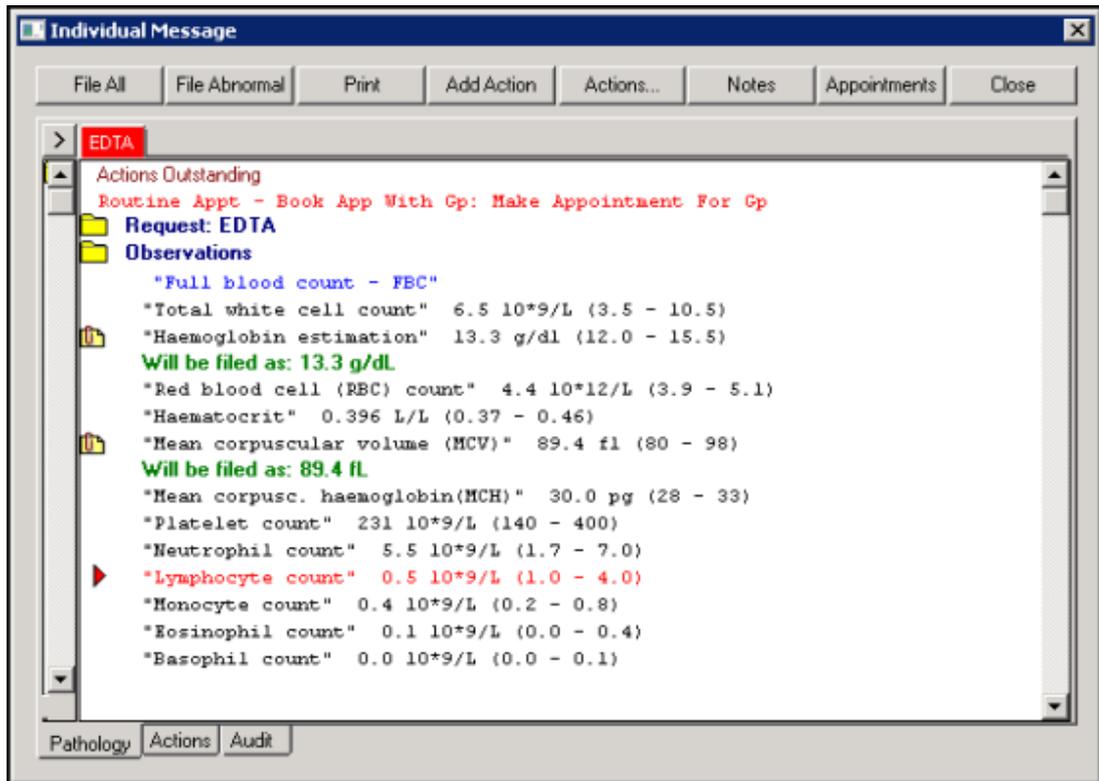
1. From either:

- **Mail Manager**  , with the **GP2GP** request highlighted, select **ConMgr**  , or
- **Consultation Manager**  , select the patient required

2. Select **View Mail for Patient**  and the **Current Mail** screen displays.
3. Select **Unfiled** to display unfiled results:



- Highlight the result you want to file and select **View Result**. The **Individual Message** screen displays:



- Results with a green tick are filed, for those items without a green tick, select **File All**.
- Once the outstanding pathology records are filed, return to **Mail Manager - Incoming Mail** and select the **Acknowledged - notes not yet sent** message.

- From **Please select your response**, select **Send patient notes** and then **Send Response**:

	Status	Type	Read	Date
<input type="checkbox"/>	Acknowledged - notes not yet sent	Incoming GP2GP Re...	<input type="checkbox"/>	15/04/20
<input type="checkbox"/>	Filed	Swab Culture	<input type="checkbox"/>	15/04/20
<input type="checkbox"/>	Filed	2nd Serum requested	<input type="checkbox"/>	15/04/20
<input type="checkbox"/>	Filed	Urine Microscopy / ...	<input type="checkbox"/>	15/04/20
<input type="checkbox"/>	Notes sent	Incoming GP2GP Re...	<input type="checkbox"/>	14/04/20
<input type="checkbox"/>	Notes sent	Incoming GP2GP Re...	<input type="checkbox"/>	13/04/20
<input type="checkbox"/>	Notes sent	Incoming GP2GP Re...	<input type="checkbox"/>	13/04/20
<input type="checkbox"/>	Notes sent	Incoming GP2GP Re...	<input type="checkbox"/>	13/04/20
<input type="checkbox"/>	Notes sent	Incoming GP2GP Re...	<input type="checkbox"/>	01/04/20
<input type="checkbox"/>	Notes sent	Incoming GP2GP Re...	<input type="checkbox"/>	01/04/20

A request has been made for the history of ROSA DC

An acknowledgement has been sent - Notes not yet sent

Please select your response:

Send patient notes

Requesting practice details:

- Once sent, the message status automatically updates to **Sent**.

GP2GP Messages

Mail Manager

The **Audit** tab for each **GP2GP** message shows the full message and activity for the selected message.

 See [GP2GP Message Type Summary](#) on page **43** and [GP2GP Message Errors](#) on page **45** for details.

GP2GP Message Type Summary

The following is a summary of the types of message you receive via **GP2GP** and what they mean:

For a new patient

Mail Manager Folder	Status	Type	Explanation and Action Required
Outgoing Mail	 Sent awaiting acknowledgment	GP2GP Request	<p>Patient is registered with you, notes requested.</p> <p>No action required. Select to display patient's old practice in the Summary tab below</p>
Outgoing Mail	 Acknowledged with caveats	GP2GP Request	<p>Patient's old practice has received your request and is processing it.</p> <p>No action required.</p>
Outgoing Mail	 Withdrawn	GP2GP Request	<p>Messages with a status of Acknowledged with caveats can be withdrawn if the paper records have been received and summarised.</p> <p>To withdraw the message, select Message - Withdraw Message and choose a reason for withdrawal. Select OK and the status changes to Withdrawn.</p>
Outgoing Mail	 Complete	GP2GP Request	<p>New patient's notes received.</p> <p>Locate the Record Transfer.</p>
Incoming Mail	 Available for filing	Record Transfer	<p>The actual notes and are ready to be filed and processed. File to the patient record and address any degraded data.</p>
Outgoing Mail	 Sent	GP2GP Response	<p>Confirms to the old practice you have received the notes. No action required</p>

For a patient leaving your practice

Mail Manager Folder	Status	Type	Explanation and Action Required
Outgoing Mail	 Sent	GP2GP Response	Request for notes received and being processed. No action required
Incoming Mail	 Notes Sent	Incoming GP2GP Request	Your patient has registered elsewhere and their notes have been requested and sent. No action required
Incoming Mail	 Acknowledged - notes not sent	Incoming GP2GP Request	Your patient has registered elsewhere, but their notes contain unfiled pathology so cannot be sent automatically. File all pathology results, see Unfiled Pathology on page 38 for details.
Outgoing Mail	 Sent	GP2GP Record Transfer	You have sent the records to the new practice. No action required
Outgoing Mail	 Complete	GP2GP Record Transfer	The new practice has received the notes. No action required

GP2GP Message Errors

If a **GP2GP** message goes into error, right click on the **Record Transfer** and select **Reprocess**, to solve the issue.

To reduce the number of transmission errors:

- Ensure that any attachment documents are as compact as possible. Word processing documents can be very large, especially if they incorporate images or pictures in the header or background. You are strongly advised to remove any embedded images in any word processor generated letters that are attached to the core clinical records. If at all possible, attached WP documents should be text only.
- Not all formats are supported in attachments, see **Processing Degraded Data** on page **18** for a list of those supported. If you send an unsupported attachment, a text placeholder is send to the receiving practice.

Daybook/Tasks

If a **GP2GP** message has not been sent within 60 minutes a task is automatically created to notify members of the **GP2GP** group. The task is based on a system template. The details of the transmission error is contained in the comment section.