

## Priority Update

**Priorities** are a way of categorising your **Medical History** entries.

Each **Medical History** entry can be allocated a **Priority** number from 0-9 as per your practice protocols.

**Priority Update** enables you to change **Medical History** priorities for a selected group of patients to a single priority, for example, change all Asthma diagnosis entries to a priority 1.

**Important** - Please be aware of the following:

- Once the priority update runs, you cannot undo this, individual records would have to be accessed and edited.
- Changing priorities may affect the results obtained by data extracts, third party products which use clinical data, filters, reports and merged template letters.
- **Priority Update** only applies to **Medical History** entries, Structured Data Area (SDA) forms, for example, blood pressure do not have a **Priority** option.
- All updates to priorities are recorded in the audit trail accessible from the item updated.
- All updates are recorded in **Event Log - Other Events**. Details recorded include date, time, user, workstation name, the original and new **Priority**.

## Prerequisites

In order to use **Priority Update**:

- **Priority Update** rights are assigned to the **System Managers** security group. If you wish to remove user access from this functionality, from **Management Tools**, select **Control Panel - Security** and remove the required users from the **Utilities** security group.
- For practices in England, you require the **B0062 Local System Administration** business function on your Smartcard to enable access. Your registration authority (RA) can assist you with this.

## Using Priority Update

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 **Note** - You do not need exclusive access to patient records to run the priority update process.

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To run the priority update functionality:

1. Check a suitable patient group exists or create a group of patients using **Search and Reports** or **Patient Groups**.

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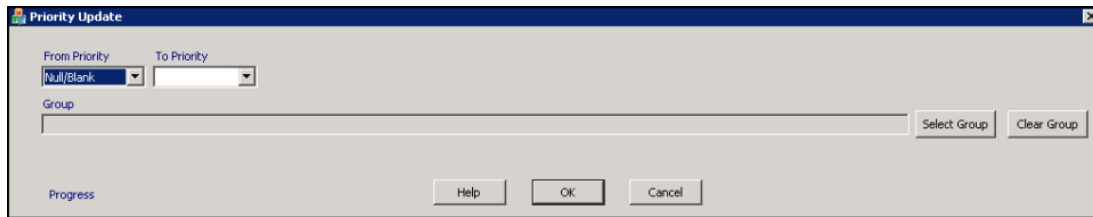
 See [Group Output](#) in the **Search and Reports Help Centre** and the [Patient Groups Help Centre](#) for details.

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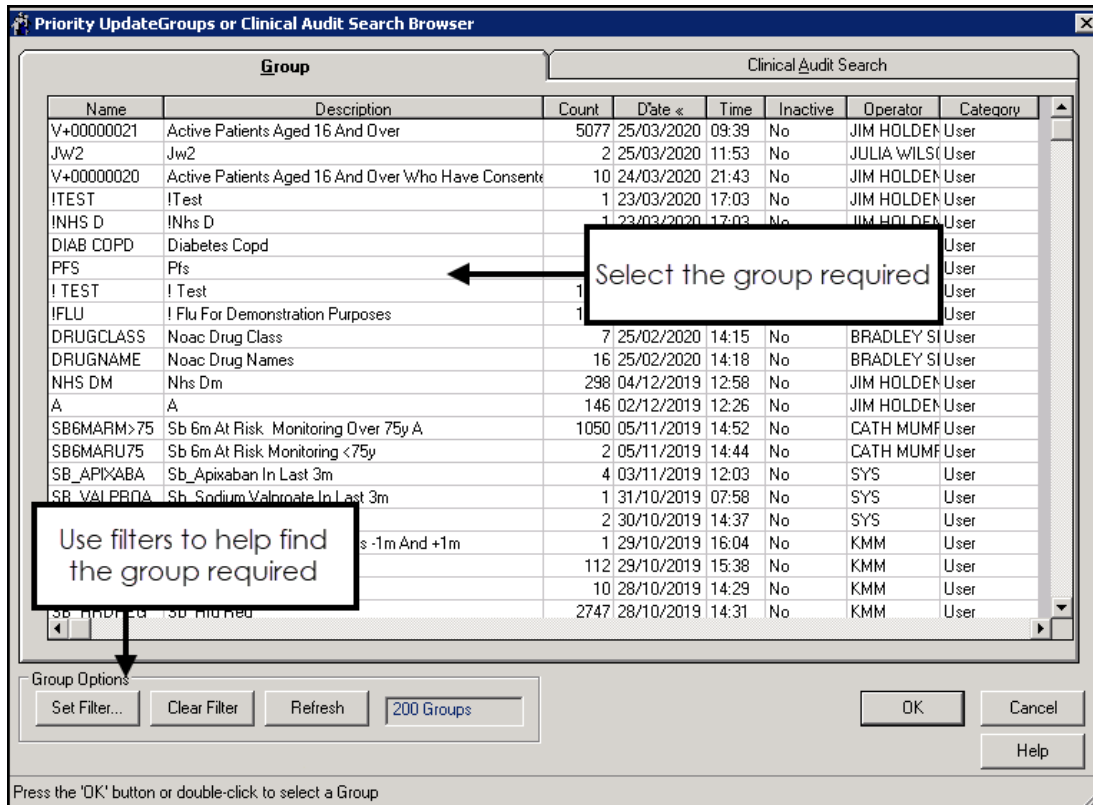
2. From the **Vision 3** front screen, **select Utilities - Priority Update**



3. The **Priority Update** screen displays:



Select **Select Group** and the **Priority Update Groups** or **Clinical Audit Search Browser** screen displays:



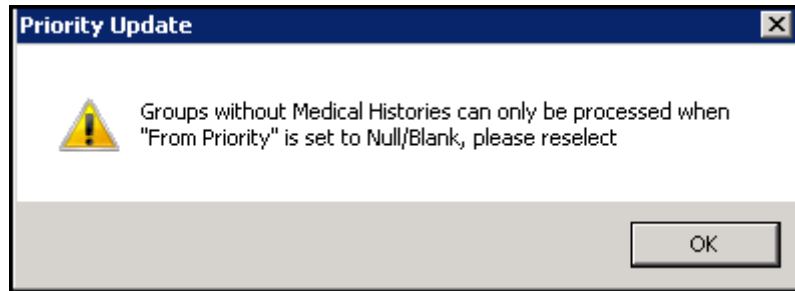
Name	Description	Count	Date	Time	Inactive	Operator	Category
V+00000021	Active Patients Aged 16 And Over	5077	25/03/2020	09:39	No	JIM HOLDEN	User
JW2	Jw2	2	25/03/2020	11:53	No	JULIA WILSON	User
V+00000020	Active Patients Aged 16 And Over Who Have Consent	10	24/03/2020	21:43	No	JIM HOLDEN	User
ITEST	ITest	1	23/03/2020	17:03	No	JIM HOLDEN	User
INHS D	INhs D	1	23/03/2020	17:03	No	JIM HOLDEN	User
DIAB COPD	Diabetes Copd						User
PFS	Pfs						User
! TEST	! Test	1					User
IFLU	! Flu For Demonstration Purposes	1					User
DRUGCLASS	Noac Drug Class	7	25/02/2020	14:15	No	BRADLEY S	User
DRUGNAME	Noac Drug Names	16	25/02/2020	14:18	No	BRADLEY S	User
NHS DM	Nhs Dm	298	04/12/2019	12:58	No	JIM HOLDEN	User
A	A	146	02/12/2019	12:26	No	JIM HOLDEN	User
SB6MARM>75	Sb 6m At Risk Monitoring Over 75y A	1050	05/11/2019	14:52	No	CATH MUMF	User
SB6MARU75	Sb 6m At Risk Monitoring <75y	2	05/11/2019	14:44	No	CATH MUMF	User
SB_APIXABA	Sb_Apiaban In Last 3m	4	03/11/2019	12:03	No	SYS	User
SB_VALPROA	Sb_Sodium Valproate In Last 3m	1	31/10/2019	07:58	No	SYS	User
		2	30/10/2019	14:37	No	SYS	User
		1	29/10/2019	16:04	No	KMM	User
		112	29/10/2019	15:38	No	KMM	User
		10	28/10/2019	14:29	No	KMM	User
		2747	28/10/2019	14:31	No	KMM	User

4. Select the group you would like to change priorities for, from the following tabs:


- **Group** - These are created from **Searches & Reports** or **Patient Groups**, optionally, select a column heading to sort, or use the filters options to refine the list.
- **Clinical Audit Search** - These are the latest groups generated by **Clinical Audit**, drill down to select an individual audit line.

When choosing groups:

- Remember, groups are only as current as the last time the search/audit was generated.
- If the group is empty, you cannot run **Priority Update** and are prompted to select another group.
- If your group does not have **Medical Histories** specified, an alert displays 'Groups without medical histories can only be processed when "From Priority" is set to Null/Blank, please reselect.':



See [Updating Medical Histories with No Priorities](#) on page 6 for details.

- **Clear Group**  removes the selected group from the **Priority Update** screen.

5. Select **OK**.

6. Set the criteria for your update:

- **From Priority** - Select the priority to be changed from 1 - 9, or:
  - **All** - All priorities for specified medical histories for patients in the selected group are updated, only available if you have a group selected.
  - **Null/Blank** - Entries without priorities are updated. You do not need to have medical histories specified to update entries without a priority.

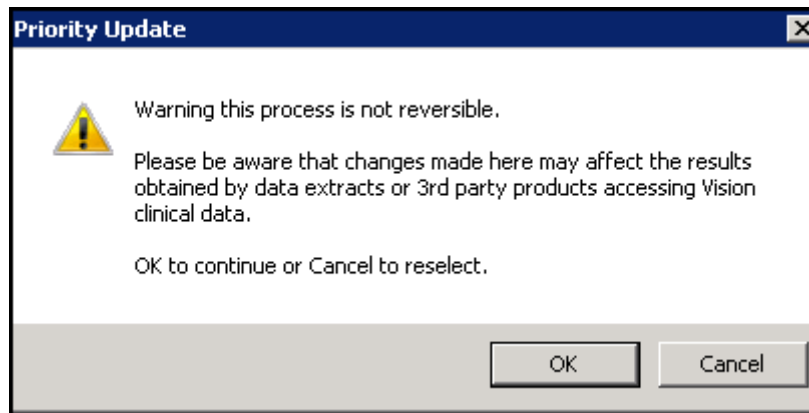


See [Updating Medical Histories with No Priorities](#) on page 6 for details.

- **To Priority** - Select the priority to update to, from 0 - 9.

7. Select **OK**.

8. A 'This process is not reversible. Please be aware that changes made here may affect the results obtained by data extracts or 3<sup>rd</sup> party products accessing Vision clinical data. OK to continue or Cancel to reselect.' warning message displays:



**Note** - If you accidentally update priorities for a group, you can select the group from **Consultation Manager** and manually change the affected priorities back.

Select **OK** to proceed.

9. The percentage complete and number of records updated so far displays:



**Important** - You can cancel the process at any stage, any updates completed are not undone.

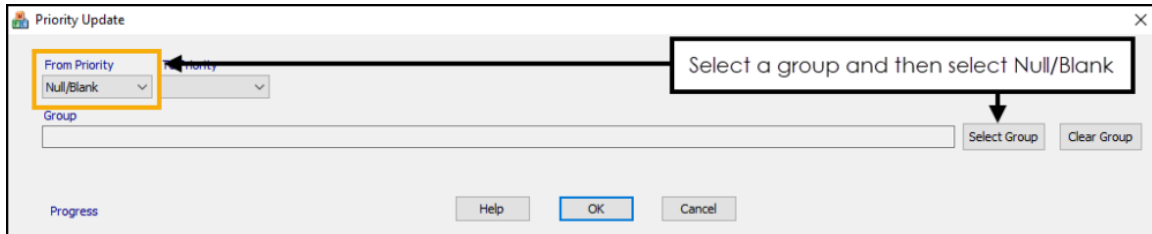
On completion (or cancellation), the number of records updated display.

10. Select **Yes** when prompted 'Do you wish to exit the programme'.

## Updating Medical Histories with No Priorities

You can update **Medical Histories** that do not have priorities and select a priority to update them with, for example, an incoming GP2GP record from another clinical system.

Simply select the group required and in **From Priority** select **Null/Blank**:




**Remember** - A group can contain just one patient.

The rest of the process is the same as any other group.



See [Using Priority Update](#) on page 2 for details.