



Vision+ Meningitis ACWY 2016-17 England/Wales

The new Meningitis ACWY primary care catch-up reports and alerts are now also available in Vision+. The criteria is based on the Public Health England and Public Health Wales Meningitis ACWY campaigns for 2016/17. For more information, see:

- *Public Health England Men ACWY Vaccination Programme*
<https://www.gov.uk/government/collections/meningococcal-acwy-men-acwy-vaccination-programme>
- *Public Health Wales Men ACWY Vaccination Programme*
<http://www.wales.nhs.uk/news/38366>

This quick reference guide explains how to:

- Run the reports - See *Running the Men ACWY Reports* (page 2).
- Recall your patients - See *Letter/SMS Templates* (page 4)

Pre-requisites

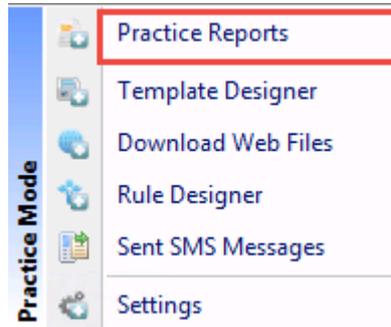
To use the Meningitis ACWY module provided by INPS you need to download it from **Download Web Files**. For help on how to download web files, see:

- *Watch a video on how to download templates and reports*
<http://www.inpshelp.co.uk/DLM490/Visionplus/index.htm#71145>
- *On-screen help*
http://www.inpshelp.co.uk/DLM490/Visionplus/index.htm#52225_1

Running the Meningitis ACWY Reports

To run the Meningitis ACWY Reports:

1. From the Windows Notification Area, right click on the Vision+ icon  and select **Practice Reports**.

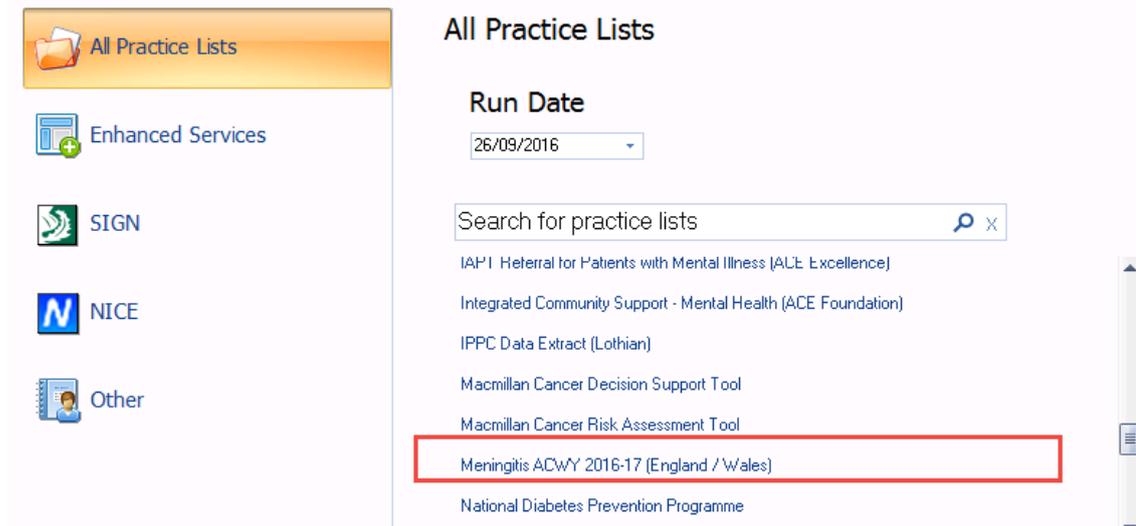


Practice Reports

2. From the Practice Report screen, click **Practice Lists**
3. Select the Meningitis ACWY 2016-17 (England/Wales) report.

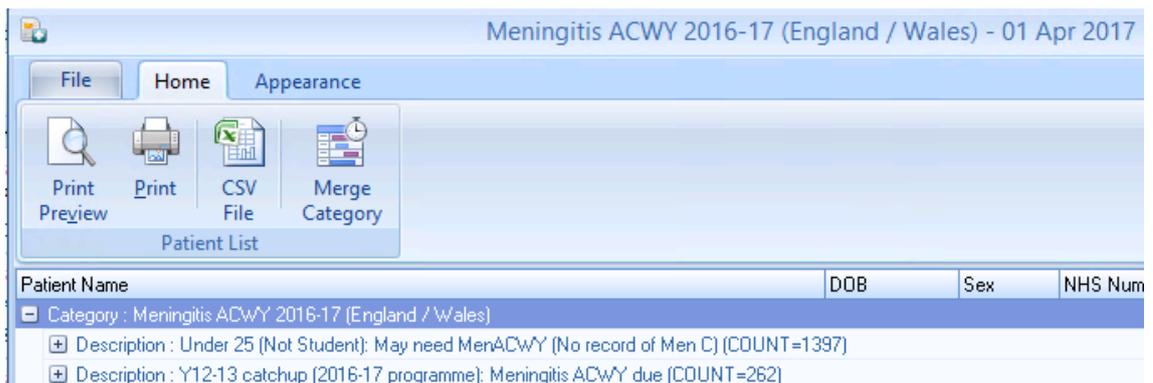
Practice Lists

Practice Lists

A screenshot of the 'Practice Lists' interface. On the left is a sidebar with categories: All Practice Lists (selected), Enhanced Services, SIGN, NICE, and Other. The main area is titled 'All Practice Lists' and has a 'Run Date' dropdown set to '26/09/2016'. Below is a search bar 'Search for practice lists' with a magnifying glass icon. A list of practice lists follows: IAP1: Referral for Patients with Mental Illness (ACE Excellence), Integrated Community Support - Mental Health (ACE Foundation), IPPC Data Extract (Lothian), Macmillan Cancer Decision Support Tool, Macmillan Cancer Risk Assessment Tool, Meningitis ACWY 2016-17 (England / Wales) (highlighted with a red box), and National Diabetes Prevention Programme.

Meningitis ACWY Reports

4. On completion the report lines display.



Report

From the Report you can now view patient lists or perform a mail merge - see [Recalling a group of Patients](#) (page 4).

Recalling a group of Patients

Recalling patients from Vision+ Practice Reports is easy. You first need to create a letter or SMS template, run your report then merge the patients from the relevant report line.

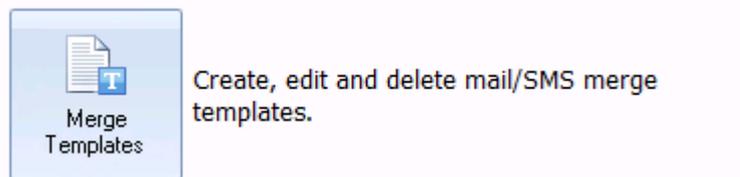


Overview of the steps to recalling a group of patients

Letter/SMS Templates

To design a recall template letter or SMS template:

1. From the Practice Lists screen, click **Merge Templates**.



Merge Templates

2. The **Letter Templates** screen, shown below, allows you to manage the list of letter and SMS templates you have created.

Template Name	Template Type
COPD RECALL (QOF)	SMS
CVD (QOF)	SMS
DALESMS	SMS
DALETEST	SMS
DIABETES RECALL (QOF)	SMS
DRUG MISUSE	SMS
RECALL	SMS
TEST1	SMS

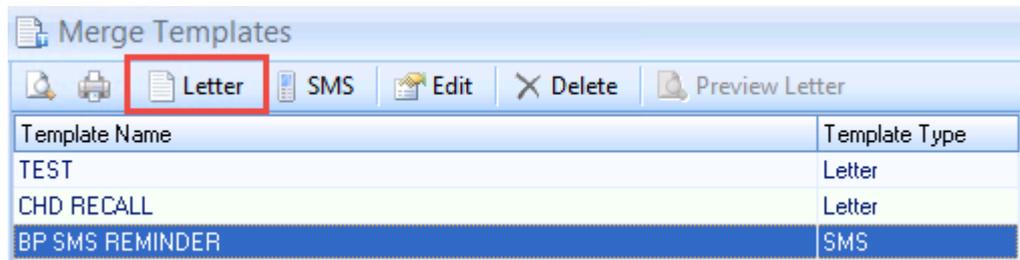
Merge Templates - Letters/SMS

- To create a letter template - See [Creating a Letter Template](#) (page 5)
- To create a SMS template - See [Creating an SMS Template](#) (page 6)

Creating a Letter Template

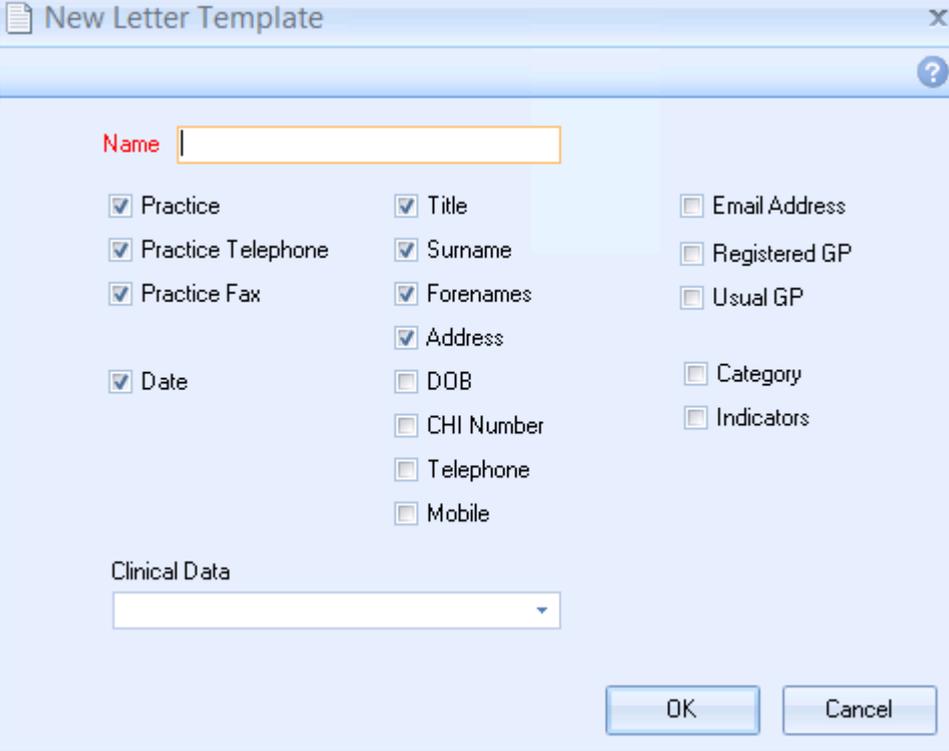
To recall a patient by letter:

1. On the toolbar, click the **Letter**  button.



Creating a new letter

2. Type a descriptive **Name** for the new template.
3. Select the checkbox of each item of information from the patients records that you would like to merge into the letter, or clear the checkbox for any items you don't require.



Name

<input checked="" type="checkbox"/> Practice	<input checked="" type="checkbox"/> Title	<input type="checkbox"/> Email Address
<input checked="" type="checkbox"/> Practice Telephone	<input checked="" type="checkbox"/> Surname	<input type="checkbox"/> Registered GP
<input checked="" type="checkbox"/> Practice Fax	<input checked="" type="checkbox"/> Forenames	<input type="checkbox"/> Usual GP
<input checked="" type="checkbox"/> Date	<input checked="" type="checkbox"/> Address	<input type="checkbox"/> Category
	<input type="checkbox"/> DOB	<input type="checkbox"/> Indicators
	<input type="checkbox"/> CHI Number	
	<input type="checkbox"/> Telephone	
	<input type="checkbox"/> Mobile	

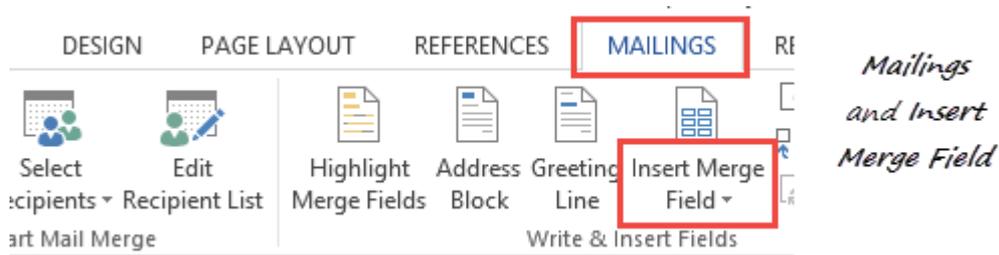
Clinical Data

OK Cancel

Merge Options

4. Click **OK** and Microsoft Word opens in a new window with a basic template layout displayed.
5. Use Microsoft Word to make any changes to the template layout that you require.

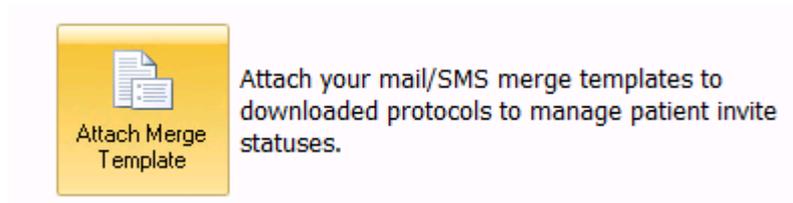
Any mail merge fields appear with a {{ }} around them but you can move them around or copy them to other areas of the document. Alternatively, you can insert additional merge fields from within Word by selecting **Mailings** and choosing **Insert Merge Field**.



Mailings - Insert Merge Field

You can use all of the familiar word processing features in Microsoft Word to make the layout of the letter more attractive. They can also be formatted and justified in the usual way.

6. In Microsoft Word, click the **Save** button (📁).
7. **Close** Microsoft Word.
8. You should now see the new letter template in the list on the Letters Template screen.
9. The next step is to attach the template letter to the Meningitis ACWY report. To do this from the Practice Lists screen, select **Attach Merge Template**.



Attach Merge Templates

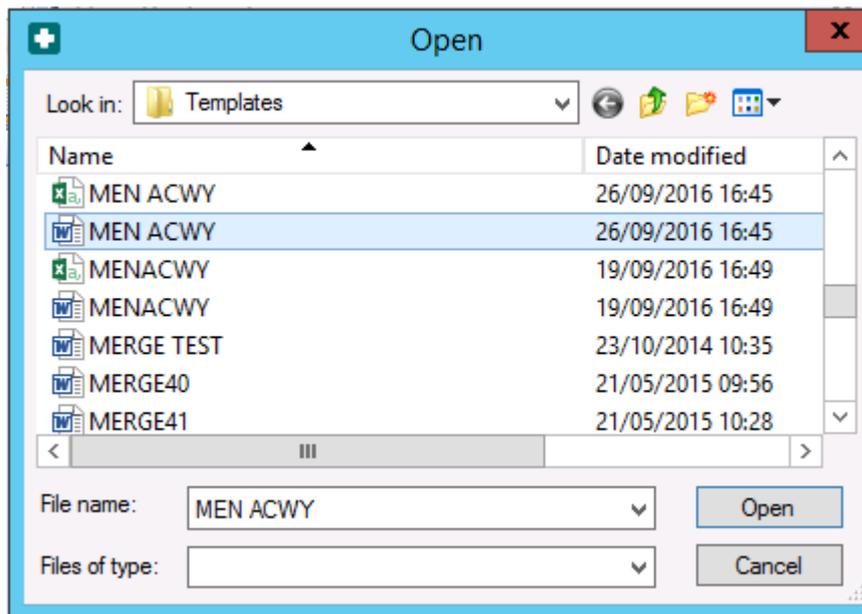
10. Next, select Meningitis ACWY and click **Attach** 



Select Vision+ Template and Choose Attach

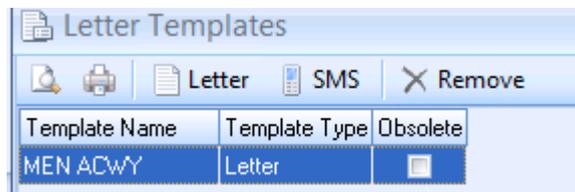
11. The **Letter Templates** screen is displayed. Click the **Letter**  button.

12. Choose your letter template and click **Open**.



Choose your Men ACWY Template letter

13. The letter template is now added to the **Templates Screen**.

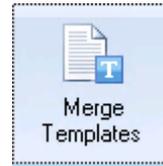


Letter Template attached

14. Click **OK** to close.

Creating an SMS Template

If you are going to recall the patient by text message:

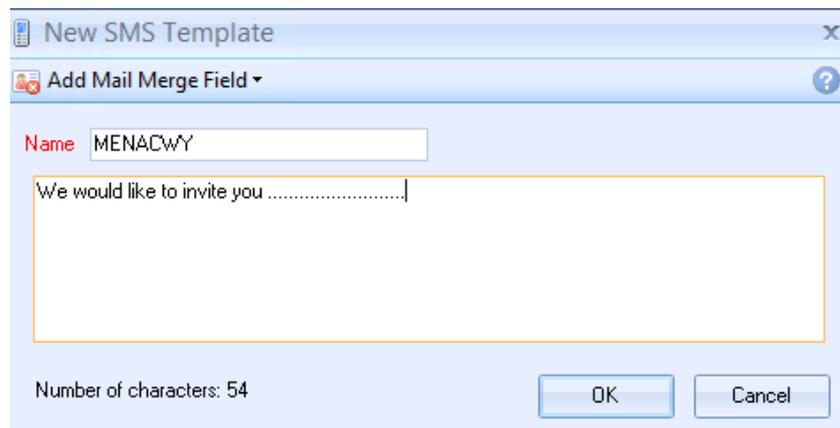


1. From **Practice Lists**, select **Merge Templates**
2. Click the **SMS** button.



SMS button

You need to complete as follows:

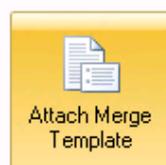
A dialog box titled 'New SMS Template'. It has a close button (X) in the top right. Below the title bar is a section 'Add Mail Merge Field' with a help icon (?). There is a text input field for 'Name' containing 'MENACWY'. Below that is a large text area containing 'We would like to invite you'. At the bottom left, it says 'Number of characters: 54'. At the bottom right are 'OK' and 'Cancel' buttons.

SMS Template

- **Name** - Type a name so that you can distinguish your template type in the Merge Templates screen. The patient does not see this text when they receive the SMS message.
- **Description** - Add the text context. This will be what is included in the SMS message to your patient(s). You have 126 characters available.

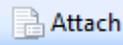
Advice for text message content:

- Text messages should not contain patient identifiable data.
 - If you have not added this in the SMS settings (see SMS Settings in Vision+), it is advised that the message content contains instructions that the patient cannot reply to the text message.
3. The next step is to attach the template letter to the Meningitis ACWY report. To do this from the Practice Lists screen, select **Attach Merge Template**.



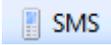
Attach your mail/SMS merge templates to downloaded protocols to manage patient invite statuses.

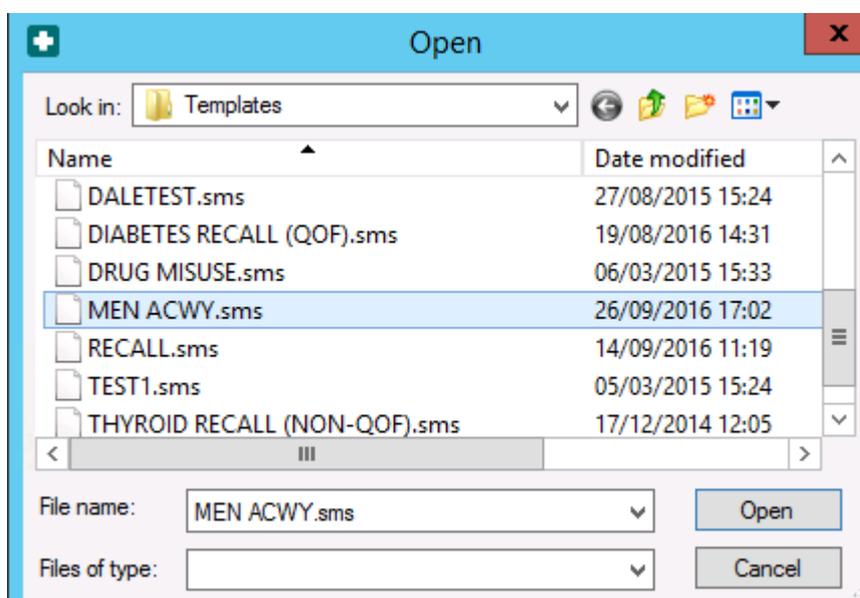
Attach Merge Templates

4. Next, select Meningitis ACWY and click **Attach** 



Select Vision+ Template and Choose Attach

5. The **Letter Templates** screen is displayed. Click the **SMS**  button.
6. Choose your SMS template and click **Open**.



Choose your Men ACWY SMS letter

7. The SMS template is now added to the **Templates Screen**.



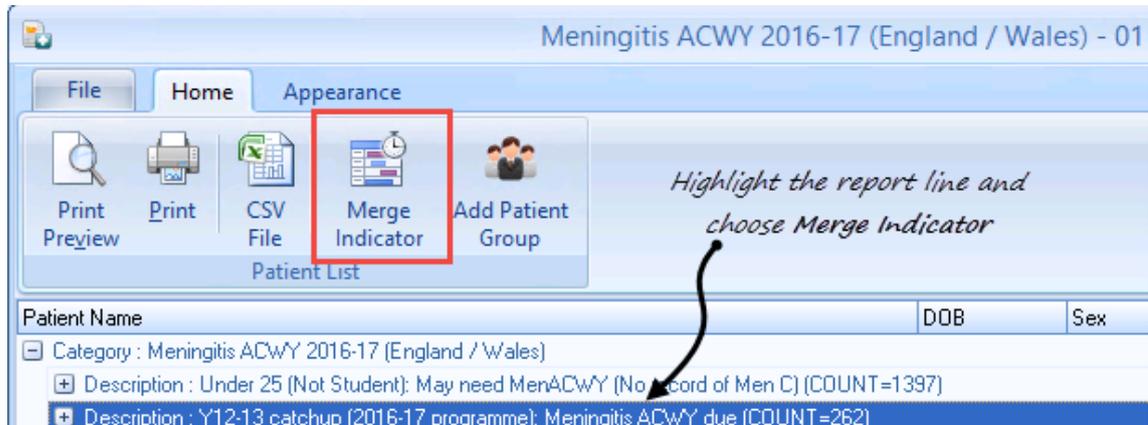
SMS Template attached

8. Click **OK** to close.

Performing a mail merge/sending an SMS message to a group of patients

To run a mail merge on a patient list:

1. Highlight the report line and click **Merge Indicator**.

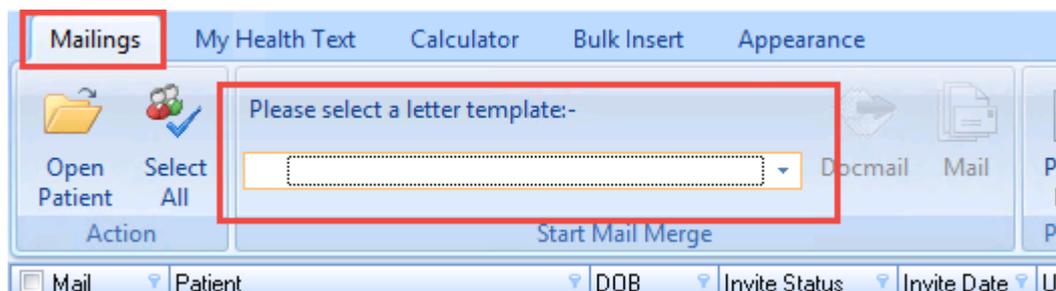


Merge Indicator

2. To send a letter. From the Mailings screen select your patient(s) and choose



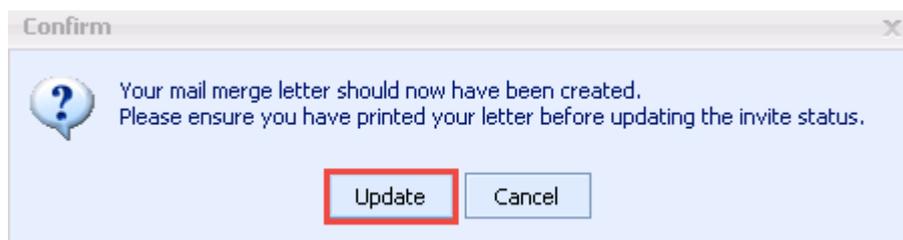
your template, then click **Mail**.



Mail Merge

3. The letter opens in a single Microsoft Word document, ready to be printed, each letter is held in a single page within one document.

After printing the document, you are prompted to confirm all the letters have printed successfully. If you are happy to update the patient's invite status click **Update**.



Letter Confirmation

4. To send a SMS Text message, click the **SMS** tab.



SMS tab

5. Select your patient(s), choose your SMS template and click **SMS Message**



 **Note** - For more information on how to send SMS text messages - see *SMS Recalls*
<http://www.inshelp.co.uk/DLM490/Visionplus/index.htm#64937>.
