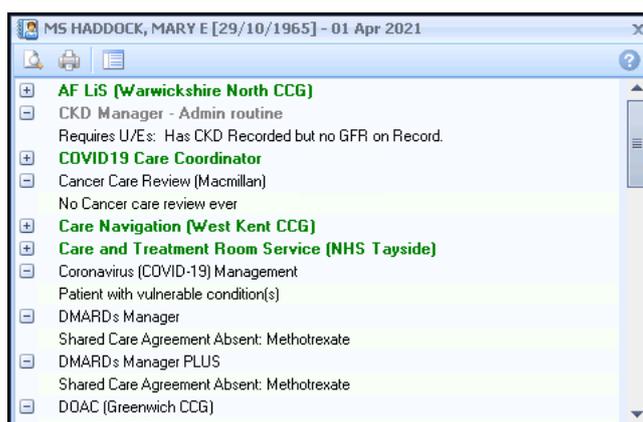


Quick Reference Guide - Alerts

Contract Alert Indicators

1. From **Consultation Manager**, select the patient and open a consultation.
2. After analysing the patient's data the **Alert Indicator** screen displays:



3. The screen shows a list of QOF/QAIF criteria relevant to the patient which contains:
 - **Category Headings** - QOF/QAIF categories, for example, Dementia.
 - **Contract Indicators** - QOF/QAIF indicators, for example, Dementia review.



Note - All the categories are expanded by default to show the indicators within them.

4. To collapse the header select **Collapse**  and to expand the header select **Expand** .
5. The screen always stays on top of the consultation screen. To close it select **Close** .
6. To re-invoke select **Show QOF Indicators** , **Show ES Indicators**  or **Show Other Indicators**  on the **Vision+ Floating** toolbar



Navigating the Alert Screen

Patient Details and Date - At the top of the **Alert** screen is the **Patient's name**, **Date of Birth** and **QOF/QAIF** date. The date can be set as the Reference date, for example, QOF/QAIF year end, today's date or a future date.



Note – If no date is shown the date is set to today's date.

Toolbar - The toolbar enables you to access different functions, some of which vary depending on the Category or Indicator selected.

The standard icons are:

Button	Function
	Displays the codeset data entry screen, see Data Entry in Vision+ .
	Displays the template for the selected indicator.
	Displays exception terms for the current contract year, see Adding Current Exception Clinical Terms .
	Print preview or print the alert screen.
	Perform a Mail and/or SMS merge, see Mail Merge Overview for more details.

Alert Colour Coding for Contract Indicators

Colour	Type of Indicator
Bold Green text	Bold green text represents a category where there are no current outstanding indicators or within a template where an indicator has been completed.
Black text	Black text represents information that requires completion now. Following the QOF/QAIF business rule set, these are either outside the time constraints or have never been recorded.
Bold Blue text	Indicators in bold blue text mean you have recorded the information, however you need to do it again as it falls outside the time frame.
Light Blue text	Light blue text is information that cannot be recorded until specific criteria is met, for example within a set period for the year, or a specific age is reached within the year. These indicators are for information purposes and are not removed if data is recorded when outside the criteria.
Bold Red text and a Red flag ▼	A red flag indicates a category has been exception coded in the current QOF/QAIF year.
Orange flag ▼	An orange flag category or indicator signifies that there is a previous exception code that has expired.
Bold Grey text	Information in bold grey text means that the category does not currently apply to the patient, for example where a patient is not part of a register.