

Prevenar recall – a double-sided cheatsheet for Medical Director

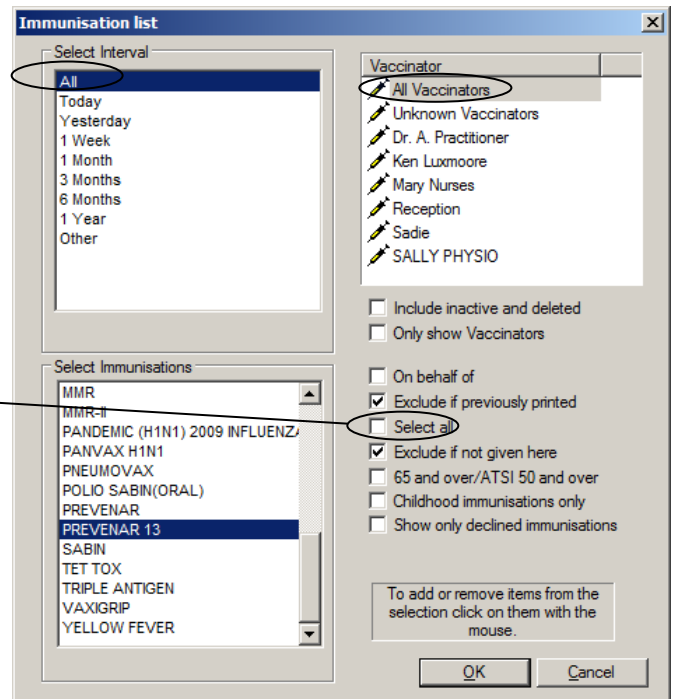
Please Note: The process is a little convoluted. This is because it is easy to create a list of patients who have had a particular vaccination, but you can't easily generate a list of those who haven't had that vaccination. The process below is a "workaround" of that problem.

1 Install Prevenar 13 Recall template from NEVDGP website

1. This is found under **Information Management -> IM Resources -> Clinical Software templates -> 12. Other.**
2. Make sure you follow the install instruction **to the letter.**

2 Find all patients who have had Prevenar 13 vaccination

1. No patient record open – Select **Search -> Immunisation...**
2. Select **Interval – All, Vaccinator: All Vaccinators.**
3. Click twice in **Select all** – this will clear all immunisations.
4. Select **Prevenar 13** and then click **OK.**
5. Select **Print** and put the list to one side for later use. Click **Close.**



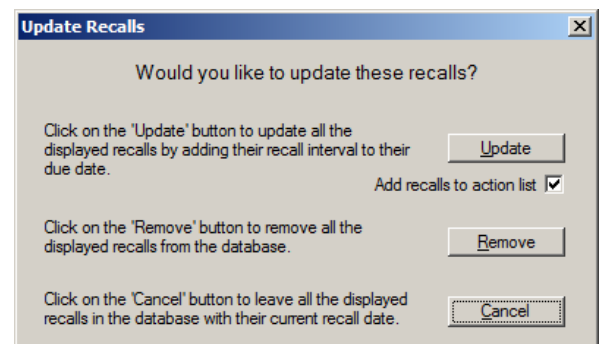
3 Add a Prevenar 13 Recall

1. No patient record open – Select **Search -> Patient...**
2. **Age greater than or equal to: 1**
Age less than or equal to: 2
Click on **Search** and a list of all children between 1 and 3 will appear.
3. Click on the **Add Recall** button at the bottom of the screen – as a recall reason, add **"Prevenar 13 Supplementary Dose"**
Leave the Recall date as today's date and click on the **Add** button.
4. Click on **Save** and then **Close.**

4 Send a Prevenar Recall mail merge letter

1. No patient record open – Select **Search -> Recall...**
2. From **Select Reasons: Prevenar 13 Supplementary Dose**. Select **Doctor: All** and click **OK.**
3. A list of all the Prevenar recall patients will appear.
4. From the printed list you created in Step 2 above, remove the tick from the box beside the patients' surnames – this means they will not receive the recall letter.
5. Click on the **Mail merge** button at the bottom of the screen and select the Prevenar recall template from the list of templates.
6. Once the letters are printed you will be asked to **Update, remove or Cancel** the recalls. Click on **Remove.**

Please note: You should also open up the patient record for each patient in the printed list of Step 2 and remove the Prevenar 13 recall.



PREVENAR 13 Flowchart

