

Charlotte Keel Medical Practice

Child Health Immunisations List Process

Authorisation date:

Review date:

April 2023

Authorised by:

Name: Liz Turner

Signature:



Date:

Persons responsible:

Admin assistant to Lead Nurse – George Farley

TRNs

Lead Nurse – Liz Turner

Child health immunisations request Email received to CKMP inbox from Child health is forwarded to the Admin assistant for the Lead



Save PDF in "Due" folder for admin assistant



Open PDF – copy in patient NHS number into EMIS



Regular invites:

Each patient receives at least 3 invitations, 1 of which must be a phonecall, and each invite should be coded to EMIS.

If no response after 3 or more invites code: Immunisation invitation – Not replied in comment box

If declined code in comment box: "No consent *Vaccine*" then freetext info. (EG No consent MMR - mum declined, worried re: development)

If wish to delay, write this on EMIS & PDF

Imms record requests:

Some patients join the practice with no record of previous immunisation. The letter/text templates are slightly different, but the process is similar – 3 invites, at least 1 phone call

Codes for record requests should be: *Child Immunisation – First/Second/Third Call* - *Free text outcome*

The shortcuts for these are 9o51, 9o52 & 9o53

For Text invites:

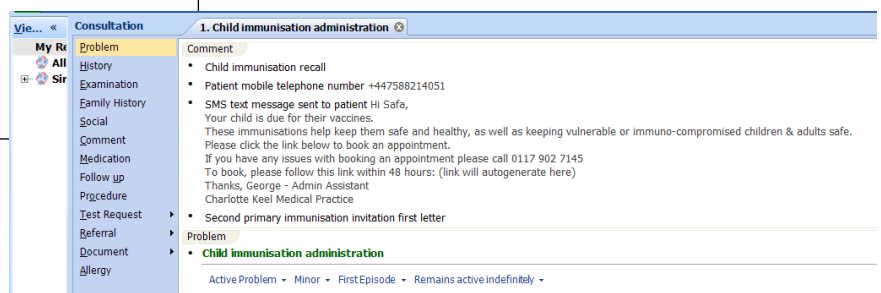
Send text with template: Text template "Imms Due" or "Child Imms history"

Add appointment book option for Child immunisation TRN appt (Or response link if record request)

Edit consultation with text on EMIS

Add problem heading: Child immunisation Administration (

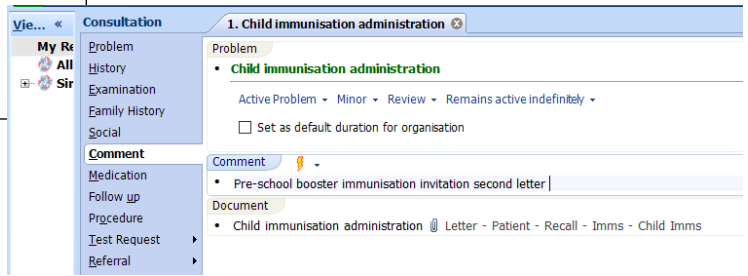
Add text comment: *Immunisation name recall 1/2/3*



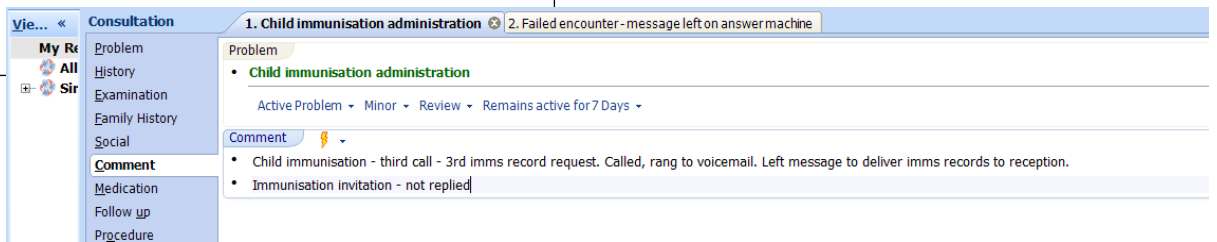
The screenshot shows the EMIS software interface. The top bar indicates 'Consultation' and '1. Child immunisation administration'. The left sidebar shows navigation options like 'My Ri', 'All', 'Sir', 'Examination', 'Family History', 'Social', 'Comment', 'Medication', 'Follow up', 'Procedure', 'Test Request', 'Referral', 'Document', and 'Allergy'. The main area displays a 'Comment' section with the following text: 'Child immunisation recall', 'Patient mobile telephone number +447588214051', 'SMS text message sent to patient Hi Safa, Your child is due for their vaccines. These immunisations help keep them safe and healthy, as well as keeping vulnerable or immuno-compromised children & adults safe. Please click the link below to book an appointment. If you have any issues with booking an appointment please call 0117 902 7145 To book, please follow this link within 48 hours: (link will autogenerate here) Thanks, George - Admin Assistant Charlotte Keel Medical Practice'. Below the comment is a 'Problem' section with a bullet point: 'Child immunisation administration'. At the bottom, there are dropdown menus for 'Active Problem', 'Minor', 'First Episode', and 'Remains active indefinitely'.

For Letter invites:

Add consult -> Problem: Child immunisation administration (9o5)
 Send Letter template: "Letter – Patient – Recall – Imms –Child imms"
 (or "Letter – Patient – Recall – Imms – Imms record request")
 Fill out relevant letter & sign
 Add comment: *Immunisation Name* *1st/2nd/3rd*

**For Telephone invites:**

Add consult -> Problem: Child immunisation administration (9o5)
 Add text comment: *Immunisation Name* *1st/2nd/3rd* - (Freetext) Outcome

**Codes:**

9o5 - Child Immunisation Administration - 714761000000109

Invitations

9o5 1/2/3 - Child Immunisation – 1/2/3 - 185559001 / 185560006 / 185561005

9o5 c/d/e – First Primary Immunisation invitation 1/2/3 - 867671000000101 / 867691000000102 / 867711000000100

9o5 F/G/H – Second Primary Immunisation invitation 1/2/3 - 867731000000108 / 867751000000101 / 867771000000105

9o5 J/K/L – Third Primary Immunisation invitation 1/2/3 - 867791000000109 / 867811000000105 / 867831000000102

9o5 M/N/P – 12-13 month Immunisation invitation 1/2/3 - 867971000000108 / 868011000000101 / 868031000000109

Pre-School Booster Immunisation invitation 1/2/3 – 868111000000100 / 868131000000108 / 868161000000103

Teenage Td/IPV Booster Immunisation invitation 1/2/3 - 1916781000006105 / 1916791000006108 / 1916801000006109

No consent

All immunisations: 268559007

Flu: 171272004

All primary immunisation: 171283008

DTPaP/IPV/Hib: 981971000006101

Pneum: 171292006

MenB: 1957521000006105

Rota: 868731000000107

All Preschool Immunisation: 171285001

MMR: 171280006

Hib/MenC: 1931941000006100

No response

Immunisation invitation - not replied 171274003