

## SOP: Pertussis in Pregnancy Recall & Updating Master Spreadsheet

1<sup>st</sup> Thursday of month - Run report: Ardens -> 3.2 -> Pertussis -> Patients due



View Results -> Export -> Export to Excel



For all patients on new list Copy: EMIS number, Full name, DOB, Mobile, Code term

**Right click & PASTE ONLY VALUES at bottom of master spreadsheet.**



Duplicate cells should be automatically highlighted.

If not go to: Conditional formatting -> Highlight rules -> duplicate values -> select only the EMIS column.



Delete all newly added duplicates. Keep new & original entries.



Ensure new patients' EDD & 22wk date correct (these are initially based on first pregnancy coding to give estimates), then colour blue



Sort EDD by oldest to newest. invite those that are due for the vaccine but have not received by 22wks

