



Primary Care Support England

Practice Guide - Childhood Immunisations

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The National Health Service Commissioning Board was established on 1 October 2012 as an executive non-departmental public body. Since 1 April 2013, the National Health Service Commissioning Board has used the name NHS England for operational purposes.

Primary Care Support England provides administrative and support services for primary care on behalf of NHS England and is part of Capita plc.

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To update the table of contents - right click on the contents table and select 'Update field', then 'update entire table'

1 Childhood Immunisations and Pre-School Boosters

To claim payment for Directed Enhanced Services for childhood immunisations, Practices are required to confirm the vaccination status of all children aged two and five years registered with the practice on the first day of each quarter.

Using the Open Exeter facility, Practices can submit details of vaccinations online, rather than annotating lengthy printouts. Once Practices have registered for Childhood Immunisations Lists they will receive an e-mail each quarter notifying when the lists have been made available for completion.

It is important that the lists are actioned and submitted before the cut-off date as failure to do so will result in payments not being made. Please see example on Page 4 with cut off dates.

PCSE are obliged to use NHAIS to calculate payments and therefore should not be making any kind of manual calculation outside the system. If a Practice submits late and the system cannot calculate, Practices should contact their RLT (Area team). It is then at the discretion of the RLT to either manually calculate and add it into a monthly PCSE contract variance report, or decide not to pay since the cut-off date has not been met.

There will be two exceptions to this rule:

- If the practice uploads within the appropriate timescale but there has a technical issue with the system and the payment has been incorrectly calculated/not calculated at all, PCSE will raise the relevant support ticket and follow the issue through to conclusion.
- In some exceptional circumstances, NHSE may instruct PCSE to keep the quarter open (due to an epidemic such as swine flu or similar). In these instances, guidance will be given and the system will still calculate, under different timescales.

Any Practice who has not submitted a return will also receive an e-mail two weeks before the cut-off date reminding them to submit the claim.

If the email address for notification/reminder needs to be changed the primary contact will need to contact PCSE with the practice name, code and address and confirm the email address for the new contact. This is a bulleted list in an NHS England document

2 Accessing Childhood Immunisation Lists

To access the Immunisation lists

- Click on the Application drop-down menu and select Childhood Immunisation Lists.
- The user is then presented with the Childhood Immunisations Lists - Summary screen.
- There will be an entry for each GP who has children aged two or five or, if the practice hold a pooled list, one list is held for each type (i.e. one for childhood immunisations and boosters)

NHS Childhood Immunisations Lists
[main-menu](#) | [log-out](#) | [help](#)

Childhood Immunisations Lists - Summary

Please select a patient list from the table.
Alternatively you may upload a CSV file or review the current performance of the Partnership(s) by using the show/hide links.

Partnership Performance [\(show\)](#)

CSV Upload [\(show\)](#)

Reset Filters Apply Filters

2 Records

List Date	GP Name	Total	Imms Type	Status	Datasource		
Show all	<input type="text"/>		All	Not Submitted	<input type="text"/>	Delete	Submit
01.07.2011	ANDREW AMBER	3	IMMUNISATIONS	NEW	TES		
01.07.2011	ANDREW AMBER	6	BOOSTERS	NEW	TES		

- Click on the relevant quarter you are working on i.e. 01.07.2011 to view the Childhood Immunisations Lists – List screen showing the details of children due for vaccination.

Please note when new users are added to view Childhood Immunisation lists there are two user options:

- Update only which only allow the user to view and update records
- Childhood Immunisations Lists (for practice staff) which allows users to update and submit lists.

Childhood Immunisations Lists

You are viewing the Boosters list for ANDREW AMBER (000001) on 01.07.2011.

The Submission Deadline for this List is 01.11.2011.

[View Next Boosters list for ANDREW AMBER](#)
[Reset Filters](#) [Apply Filters](#)

[Print Preview](#)
[Return to Lists Screen](#)
[Reset List](#)
[Save List](#)
[Submit List](#)

4 patients [Hide Quarterly Divisions](#)

NHS Number	Patient Name	Date Of Birth	Sex	Comments	Booster Date	Booster As GP
			Either	All	All	All
333 344 2582	SKYE SKYE	02.02.2006	FEMALE	Edit	01.01.2011 Date Picker	<input checked="" type="checkbox"/>
478 944 6417	MADDOCKS NIGEL	01.02.2006	MALE	Add	01.01.2011 Date Picker	<input checked="" type="checkbox"/>
Entered cohort on 01.10.2010						
512 345 6112	KHAN BRADLEY	02.08.2005	MALE	Edit	01.01.2011 Date Picker	<input checked="" type="checkbox"/>
438 471 9108	KENT MARGARET	01.08.2005	FEMALE	Edit	02.01.2011 Date Picker	<input type="checkbox"/>
		Totals		6	4	3

In the example above the screen shows the list of children due for booster vaccination for Dr Amber on 01.07.2011.

The screen shows all children aged 5 who were registered on the first day of the quarter to qualify for payment the booster vaccination should have been given on or before that date. To meet the payment deadline this statement must be submitted by the second month of the quarter in which the payment is due (e.g. for payments due on 31.12.2011, the deadline for submission will be 01.11.2011).

After the cut-off date, the details will disappear from the screen and you will be unable to submit your claim.

To assist with sending claims in on time the system will generate an e-mail to the main contact at the Practice, usually the Practice Manager or GP, two weeks before the cut-off date to advise that no claims have been received.

The following screen shows the list of children who are due for immunisation for Dr Amber on 01.07.2011.

3 Recording Immunisation Data

There are two ways to record immunisation data:

- Inputting immunisation data manually
- Uploading immunisation data using a CSV file

3.1 Inputting immunisation data manually

Click on the relevant quarter you are working on i.e. 01.07.2011. You will then be presented with the **Childhood Immunisations Lists** – List screen.

NHS Childhood Immunisations Lists
[main-menu](#) | [log-out](#) | [help](#)

Childhood Immunisations Lists

You are viewing the Immunisations list for ANDREW AMBER (000001) on 01.07.2011.
The Submission Deadline for this List is 01.11.2011.

View Next Immunisations list for ANDREW AMBER Reset Filters Apply Filters

Print Preview Return to Lists Screen Reset List Save List Submit List

3 patients [Hide Quarterly Divisions](#)

NHS Number	Patient Name	Date Of Birth	Sex	Comments	Men C Date	Men C As GP	MMR Date	MMR As GP	5 in 1 Date	5 in 1 As GP
512 345 6120	STANTON JOSEPH	02.02.2009	MALE	Edit	<input type="text" value="01.01.2010"/> Date Picker	<input checked="" type="checkbox"/>	<input type="text" value="01.01.2010"/> Date Picker	<input checked="" type="checkbox"/>	<input type="text" value="10.09.2010"/> Date Picker	<input checked="" type="checkbox"/>
373 623 6239	BABES MARY	01.02.2009	FEMALE	Edit	<input type="text" value="01.12.2010"/> Date Picker	<input checked="" type="checkbox"/>	<input type="text" value="01.12.2010"/> Date Picker	<input checked="" type="checkbox"/>	<input type="text" value="01.12.2010"/> Date Picker	<input type="checkbox"/>
Entered cohort on 01.10.2009										
IMMS1	IMMS FRED	02.07.2007	MALE	Edit	<input type="text" value="01.01.2010"/> Date Picker	<input checked="" type="checkbox"/>	<input type="text" value="01.08.2010"/> Date Picker	<input checked="" type="checkbox"/>	<input type="text" value="03.07.2011"/> Date Picker	<input checked="" type="checkbox"/>
Totals :			3		3	3	3	3	3	2

Completing the List

- To enter details of vaccinations against one of the children's names listed, insert the date of the **Completing Dose** of the relevant vaccination in the date fields using the date picker facility.
- If the vaccination has been given under GMS i.e. at the surgery or at the child's previous surgery, you must put a tick in the box under heading '**As GP**' next to the date the vaccination was given.
- When the list is complete, press **Save List**.
- Click on **Return to Statement List** to return to the main menu.
- Complete a statement for each GP.

3.2 Uploading immunisation data using a CSV file

To upload immunisation data into Open Exeter you will first need to create a CSV file containing the following information, which may be available on your clinical system:

- **GP Code:** A valid local GP Code
- **Immunisation Type:** BOOSTER, MMR, FIVE IN ONE or MENC
- **List Date:** The valid quarter date, e.g. 01.01.10
- **Immunisation Date:** Date immunisation administered
- **Data source:** NHAIS cipher code of where the data is from
- **NHS Number:** 10 digit NHS number

Immunisation Under GMS: Please indicate „Y“ or „N“ if including this information in upload. This information can be entered manually after upload if necessary.

- To upload the CSV file, click **Show** on the Childhood Immunisations Lists – Summary screen.

Childhood Immunisations Lists - Summary

Please select a patient list from the table.

Alternatively you may upload a CSV file or review the current performance of the Partnership(s) by using the show/hide links.

Partnership Performance	(show)
CSV Upload	(show)

2 records

LIST DATE	GP NAME	TOTAL	IMMS TYPE	STATUS	DATASOURCE	Delete	Submit
01.01.2011	ANDREW AMBER	4	IMMUNISATIONS	NEW	TES	<input type="checkbox"/>	
01.01.2011	ANDREW AMBER	6	BOOSTERS	NEW	TES	<input type="checkbox"/>	

- To select the CSV file to be uploaded, click **Browse**. Alternatively, the file location can be typed into the box, if known

NHS Childhood Immunisations Lists [main-menu](#) | [log-out](#) | [help](#)

Childhood Immunisations Lists - Summary

Please select a patient list from the table.
Alternatively you may upload a CSV file or review the current performance of the Partnership(s) by using the show/hide links.

Partnership Performance [\(show\)](#)

CSV Upload [\(hide\)](#)

Upload CSV file of immunisation data (see [help](#) for required file format) No upload report to load

File Uploads attempted during this login: 0 Status of last upload: **None made**

2 Records

List Date	GP Name	Total	Imms Type	Status	Datasource	Delete	Submit
01.07.2011	ANDREW AMBER	3	IMMUNISATIONS	NEW	TES		
01.07.2011	ANDREW AMBER	6	BOOSTERS	NEW	TES		

- Once the CSV file has been selected, click the Upload button
- A file upload report will appear above the Upload and Browse buttons.
- Access the file upload report. This will show whether the upload was successful or failed. Further guidance may be found by clicking the help link above the Browse button.

4 Submitting the Claim

- **IMPORTANT:** Once all statements for the practice have been completed, and they are all in Save mode you must then go back into each one and click on **Submit Claim**.
- A box will then appear in the top left hand corner named **Script Prompt**. In the box underneath will be the word **Undefined**.
- You must delete the word undefined and type in your User Code then click on **OK**. The claim will then be submitted to the system and the database will be updated with the information you have provided. (This process has been introduced to ensure that claims will not be submitted in error).

5 View Immunisations due Next Quarter

- The screen below shows the children whose names will appear in the next quarter's statements.
- To view this, select the immunisation quarter from the Summary screen and then click on the button on the left hand side of the **Childhood Immunisations Lists – List** screen called **View Next Immunisations list for xxxx**.



Childhood Immunisations Lists - New Patients

[main-menu](#) | [log-out](#) | [help](#)

Childhood Immunisations - Future Statement

You are viewing the provisional data for the 01.10.2011 immunisations list for ANDREW AMBER (000001)

This page only shows patients who will appear for the first time in this list.

The patient list shown here is subject to change at any point until fully released.

Return to 01.07.2011 List Reset Filters Apply Filters

Print Preview Return to Lists Screen Reset List Save List

1 patients

NHS Number	Patient Name	Date Of Birth	Sex	Comments	Men C Date	Men C As GP	MMR Date	MMR As GP	5 in 1 Date	5 in 1 As GP
111 111 1111	FRANLIN FELICITY	02.08.2009	MALE	Add	01.02.2010 Date Picker	<input checked="" type="checkbox"/>	01.01.2010 Date Picker	<input checked="" type="checkbox"/>	01.01.2010 Date Picker	<input checked="" type="checkbox"/>