

Priority Amend Program - Scotland

INPS



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Priority Amend Program for Scotland

Introduction

The Priority Amend program changes the priority flag on Read coded data in Medical Histories to a priority one for all records where the Read code is in the Scottish Clinical Information Management in Practice (SCIMP) list of important Read codes. The list includes codes that may not have been recorded as a priority one in the past but are relevant to the patient's summary.

The program can be run as a one-off process or on a regular basis and can be set to run immediately or as a scheduled task.

The Benefits

Many national projects in Scotland rely on important data being fed from GP practice to external systems, such as SCI referrals and the Emergency Care Summary (ECS). The Priority Amend program allows important data to be standardised as a priority one and subsequently sent in the data flow.

What this guide covers

This guide covers how to run the Priority Amend program and explains what data is converted. Below is a summary of what is included:

- How to check that no users are currently logged into Vision. See '[Running the Priority Amend program](#)' on page 3.
- How to access the Priority Amend program. See '[Running the Priority Amend program](#)' on page 3.
- How to run the Priority Amend program immediately with no Scheduled times. See '[Running the Priority Amend program immediately with no Scheduled times](#)' on page 4.
- How to run the program immediately with a Scheduled end time and date. See '[Running the program immediately with a Scheduled End Time and Date](#)' on page 5.
- How to schedule the program to run later. See '[Scheduling the program to run later](#)' on page 6.
- What happens during the update process? See '[The Updating Process](#)' on page 9.
- How to halt the update process. See '[Cancelling the Priority Amend program whilst it is running](#)' on page 10.
- Viewing the audit trail. See '[Audit Trail](#)' on page 10.
- Review the list of important Read codes, as defined by SCIMP. See '[Which Read codes are converted during the Priority Amend program](#)' on page 11.

Running the Priority Amend program

Important: The Priority Amend program changes all Read Codes to a priority one, based on the SCIMP list of important codes. The Read codes must be in Medical History and will not be changed if already recorded as a priority one. The program will convert all occurrences of the Read code; we therefore recommend that you check '**Which Read codes are converted during the Priority Amend program**' on page 11.

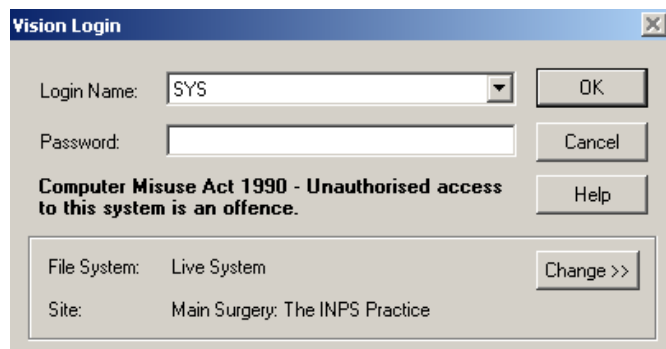
Priority Amend requires exclusive access when updating the patients' records. However, you can access the program whilst other users are logged into Vision in order to schedule the program to run later. For more information on the options available when running the Priority Amend program, refer to page 4.

1. To run the **Priority Amend** program double click the icon, as displayed below:



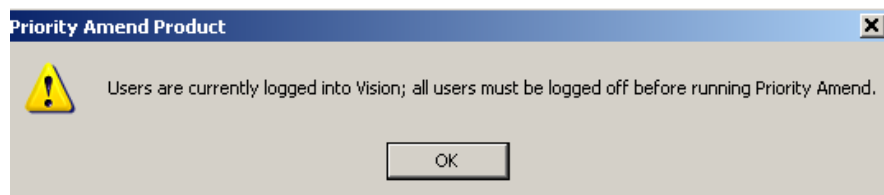
The Priority Amend program icon.

2. You must log in using your normal Vision login so that all changes are audited.



Vision Login screen.

3. If users are already logged into Vision and you select **Start** to run the priority amend program, you will see the following dialog box: **Users are logged into Vision; all users must be logged off before running Priority Amend.** Click **OK**.



Dialog box confirming users are still logged into Vision.

4. To check which users are logged in, select **Login - Show Users** from the Vision Front menu.

The Options

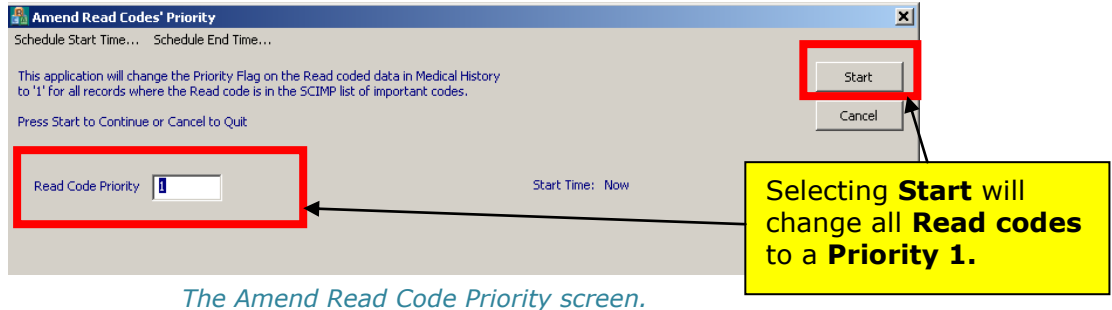
There are **three** options available when running the **Priority Amend** program.

- You can run the program immediately. See 'Running the Priority Amend program immediately with no Scheduled times' on page 4.
- You can run the program immediately and include a scheduled end time and date. This will process the records up until the end time/date is reached then automatically finish the process. The next time you start the program, the remaining records are updated. See 'Running the program immediately with a Scheduled End Time and Date' on page 5.
- You can schedule the program to run later by entering a start time/date and, optionally, an end time and date. See 'Scheduling the program to run later' on page 6.

Running the Program immediately with no Scheduled times

Important - We recommend you keep the Read Code Priority field as one. This will ensure that all important read codes are changed to a priority one. For a list of Read codes, see '**Which Read codes are converted during the Priority Amend program**' on page 11.

1. You are presented with the **Amend Read Codes Priority** screen.

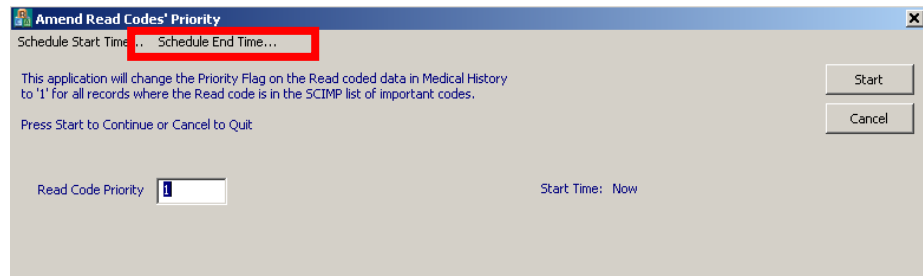


2. To run the program immediately and change the Read codes to a priority one, select **Start**.
3. When the program is running the **Start** button is disabled. See 'The Updating Process' on page 9.

Note – the Update process can be cancelled at any stage by selecting **Cancel**. See '**Cancelling the Priority Amend Program whilst it is running**' on page 10.

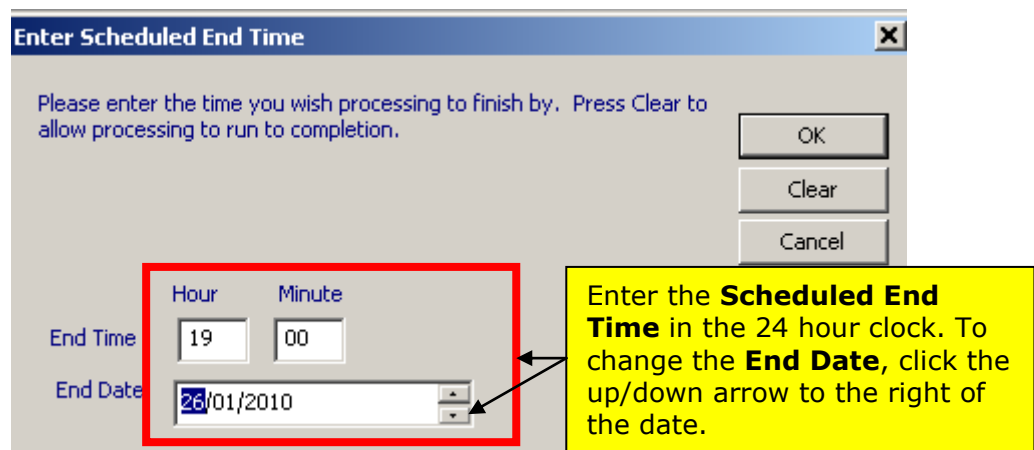
Running the Program immediately with a Scheduled End Time and Date

1. Select **Schedule End Time** from the **Amend Read Codes Priority** screen.



Scheduling an End Time.

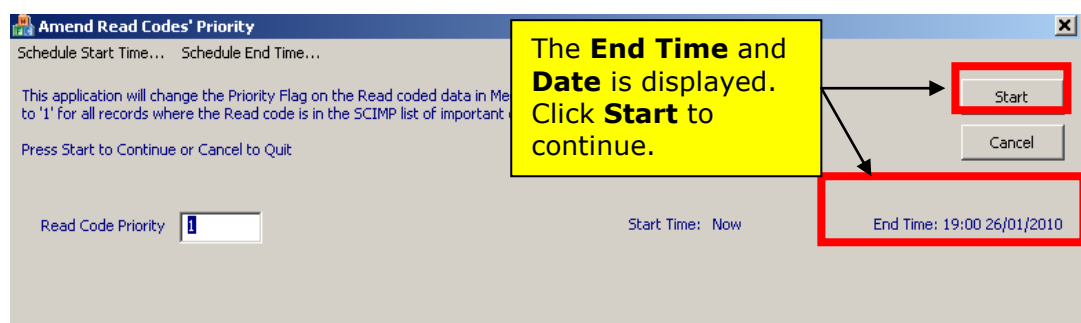
2. Enter the time and the date you want the program to finish. The date will default today, but can be changed. To exit the screen and save the End Time and Date, click **OK**.



This example shows that the program will finish at 19:00 on the 26th January 2010

Note - If you decide you want the program to run to completion and not include an end time, press **Clear**.

3. You are returned to the Amend Read Codes Priority screen where the End Time is displayed. Click **Start** to commence the update process.



The Scheduled End Time is displayed on the Amend Read Codes Priority screen.

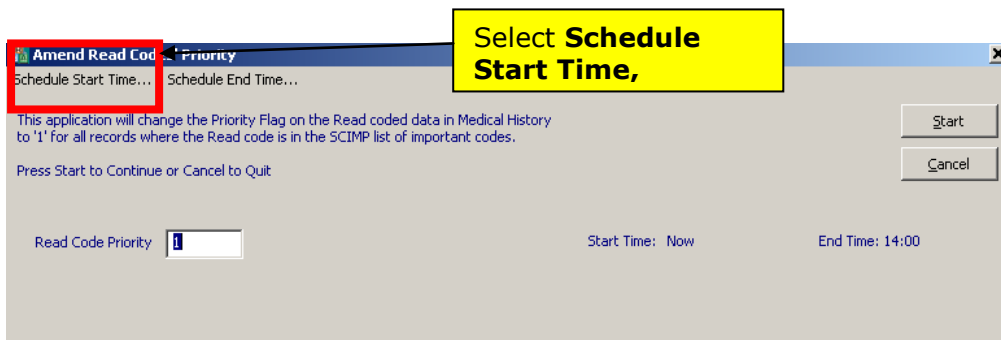
4. The following screen is displayed when the process starts:



The Date and the End time is displayed.

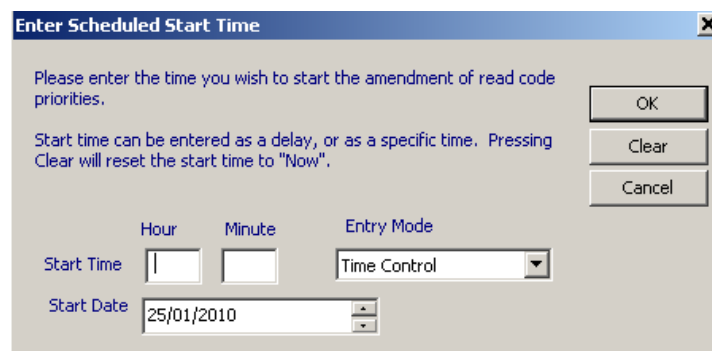
Scheduling the Program to run later

1. To schedule the program to run later, select **Schedule Start Time**.



Choosing the Schedule Start Time.

2. You are presented with the following screen:



The Scheduled Start Time screen.

3. There are various options available when scheduling the process to run later:
 - You can schedule the program to run at a specific time and date. Enter a **Start Time** and leave the **Entry mode** box as **Time Control**. Select a start date or leave the date as today.

Enter the **Start Time** in the 24 hour clock and leave the **Entry mode** box as **Time Control**. Select a **Start Date** or leave the date as today.

Hour Minute Entry Mode
Start Time [] [] Time Control
Start Date 25/01/2010

An example of how to enter an scheduled time and date

- Or delay the program so that it runs later. Change the **Entry Mode** box to **Delay Control** and enter the **Hours/Minutes**.

Enter Start Time for Amending Read Code Priorities

Please enter when to commence amendment of read code priorities
Commencement can be entered as a delay, or as a specific time

Start Time [] [] Entry Mode
Time Control
Time Control
Delay Control

The **Entry Mode** is changed to **Delay** if you want to delay the program.

An Example of how to change the Entry Mode.

Hours Minutes Entry Mode
Delay [] [] Delay Control

Enter the number of **Hours/Minutes**, or both.

The delay control view.

Note – If you decide not to include a scheduled Start time, select **Clear** and the Start time will revert to **'Now'**.

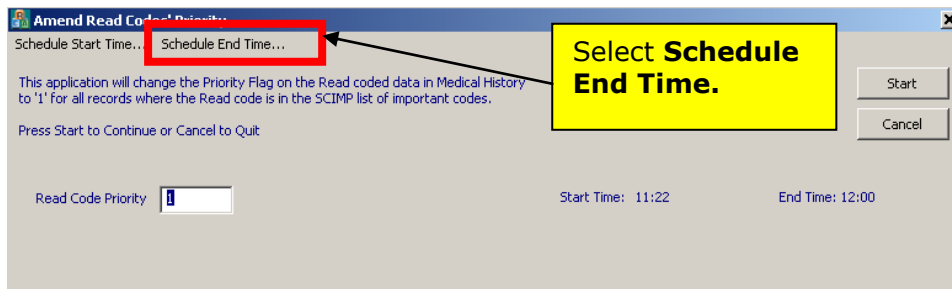
4. Once you have entered the time or delay value, select **OK**.
5. You are returned to the Amend Read Codes Priority screen. It displays the time the processing will begin.

Read Code Priority [] Start Time: 18:00 25/01/2010

The **Start Time** is displayed.

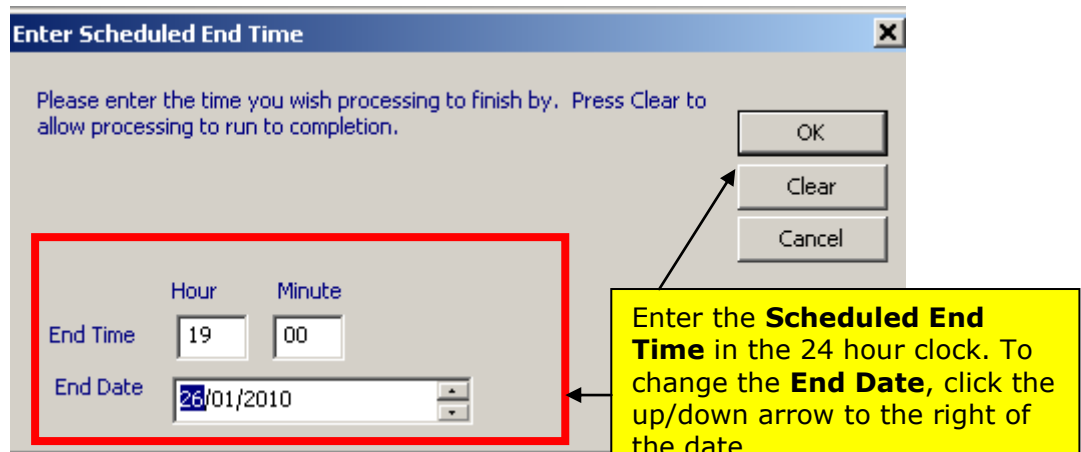
The screen displays the time the processing will start.

- If you do not want to enter a scheduled end time and you want the process to start at the scheduled time, select **Start**.
- Optionally, to include a scheduled end time, select **Schedule End Time**.



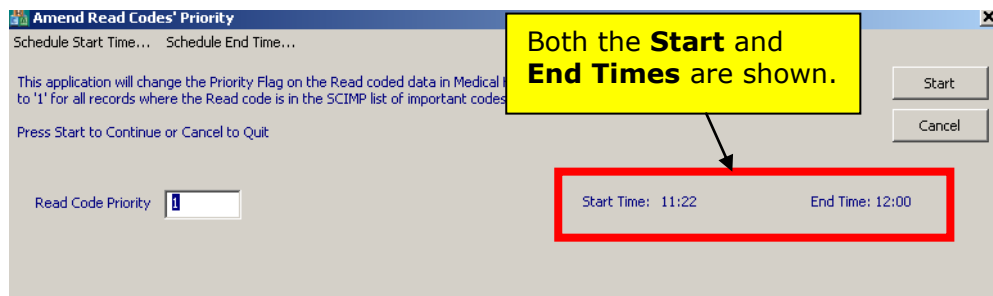
Scheduling an End Time.

- Enter the **Scheduled End Time** and **Date**, select **OK**.



Scheduled End Time.

- The following screen is displayed:



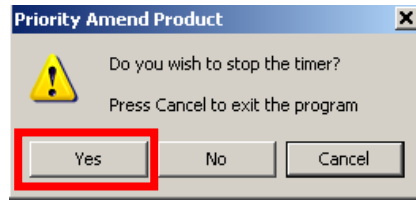
The Amend Read Codes Priority screen displays both the Start and End Times.

- Click **Start** and the process will automatically start at the specified time.

11. To cancel the scheduled process before it commences, select **Cancel**. You will see the following dialog box:

Do you wish to stop the timer? Press Cancel to exit the program

<Yes> <No> Cancel

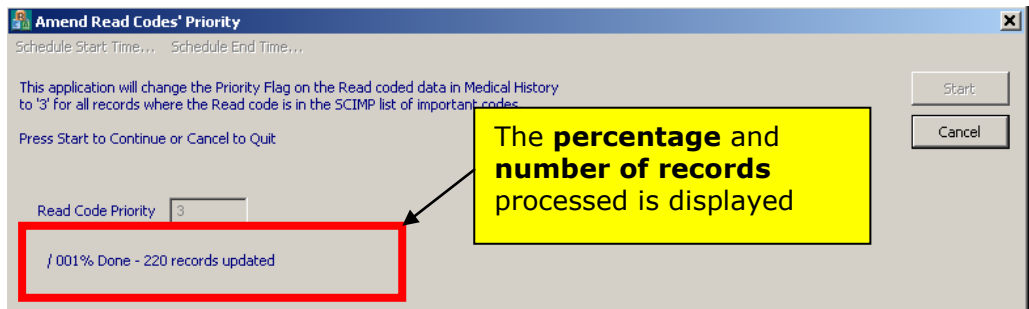


labelling the Timer.

12. Select **Yes** to stop the scheduled process.
13. To recommence the process select **Start**, or to exit the program completely, select **Cancel**.

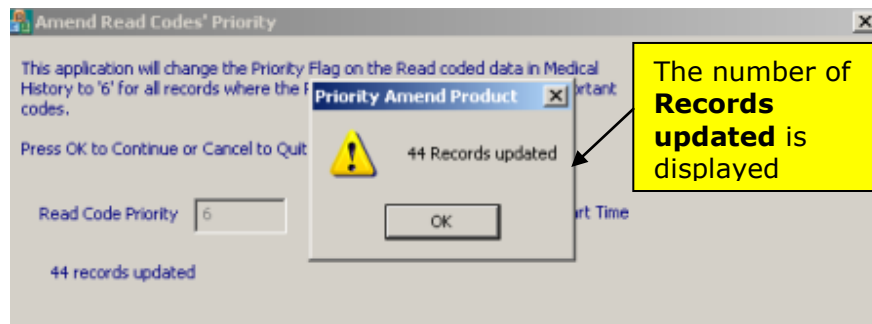
The Updating Process

Whilst the records are updating, a percentage and count is displayed. The time taken to update the records varies from practice to practice depending on the amount of data to be changed.



labelling the example shows how many records have been updated.

The screen below displays when the process is complete: It also details the number of records changed.



labelling the Update Process complete.

Cancelling the Priority Amend program whilst it is running

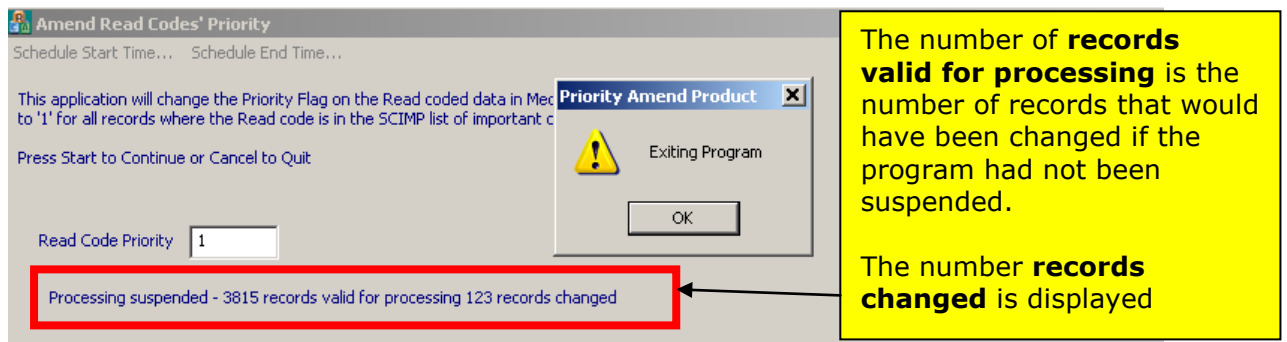
The update process can be halted at any time by pressing **Cancel**. The following confirmation dialog box is displayed:

Processing is not yet complete! Do you wish to stop reprocessing?

Changes performed already will not be reverted

<Yes> <No>

If you press **Yes**, the updating process is halted. A screen confirming that the process is suspended displays along with the number of records changed to the new priority and the number of records that would have been updated. To exit the program, select **OK**. The next time you start the program the remaining records are updated.



This screen displays that the program is suspended.

Audit Trail

All changes made to priorities are audited in the normal Vision audit trail.

Which Read codes are converted during the Priority Amend Program?

The Priority Amend program changes all Read codes to a priority one, based on the SCIMP list of important codes. The Read codes must be in Medical History and will not be changed if already recorded as a priority one. Go to www.inps.co.uk – **User Assistance - Scotland** to see the SCIMP Read code list.