

VeForms

INPS



INPS

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Table of Editions and Contents

| Date | Version | Contents | Output |
|-----------|---------|---|--------|
| 15/9/2009 | 001 | Introduction to using VeForms | PDF |
| 22/9/09 | 002 | Change to product name and saving Drafts JTHO review | PDF |
| 24/9/09 | 003 | Review actioned JTHO review | PDF |
| 6/10/09 | 004 | Screen Shots updated | PDF |
| 5/11/09 | 005 | Change to the Editing process | PDF |
| 11/11/09 | 006 | Q3 Read requirement entered and requesting information | PDF |
| 10/03/10 | 007 | Update requested by HMAG, LHOL, LHAY | PDF |

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VeForms

Introduction

Vision Electronic Forms, known as VeForms, enable the design of documentation, assessments, referrals and general data entry forms.

Data can be written back to Consultation Manager automatically or, for data that has no Read code, it can be stored as part of the PDF attachment that is created by VeForms. Calculations can also be written into VeForms.

VeForms can be passed around within a practice to enable multiple staff input.

Corresponding Clinical Audits will be written to enable searching on all data recorded whether Read coded or not.

Finish the Assessment Save the Assessment as Draft Discard the Assessment

Parkfield Medical Centre / Learning Disabilities Health Check eForm

JOHNSON, LEWIS (MR) Born 25/08/1950 Gender Male NHS ... 1234569876

| | | | |
|--|--|--|--|
| Address 22 PARKLAND COU... | Phone and email 0113 123 654 ... | | |
| Usual Address 22 PARKLAND COURT MOORSIDE LEEDS LS1 2PQ | Home 0113 123 654 Work 0113 987 654 Mobile +447793 456 987 Email lewis.johnson@inps.co... | | |

Examination Findings

| | |
|--|--|
| Weight: 88.4 Kg | Height: 1.8 m |
| BMI: | BP: 120 / 80 |
| Smoking Status: <input checked="" type="radio"/> Smoker <input type="radio"/> Never Smoked <input type="radio"/> Ex Smoker | Alcohol Status: <input checked="" type="radio"/> Currently Drinks <input type="radio"/> Lifelong Teetotaler <input type="radio"/> Ex-Drinker |
| Urine Analysis: Potential Abnormal Select or type... | Cholesterol: 4.5 (if indicated) |
| Blood Glucose: Normal (if indicated) | |

Immunisation - People with learning disabilities should have the same regime as others and the same contra-indications apply.

| | | |
|--|---|--|
| Has the patient completed a full course of currently recommended vaccinations? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| If no, has the patient been offered the recommended top up vaccinations? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Is the patient included in the annual influenza programme? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

(Practices may wish to consider adding more specific questions to their template)

An example of a simple VeForm

VeForms are not designed to replace Guidelines; they are an additional option to enable a more flexible form design.

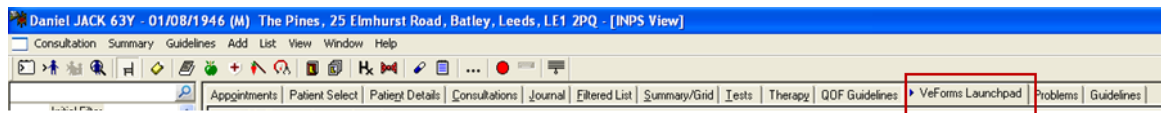
VeForms are aimed at both PCTs and practices, and can be requested from INPS via email at marketing@inps.co.uk for a consultancy charge.

Note In order to use this facility MS InfoPath 2007 and .NET Framework v2.0 must be loaded on to the Vision Workstation. Either your PCT/HB, if you are on a LAN, or INPS, if you are on a managed server, will do this on your behalf.

Note Quarter 3 Read codes must be loaded to enable the use of VeForms. To check this, go to the main Vision screen, click on Help and About Vision

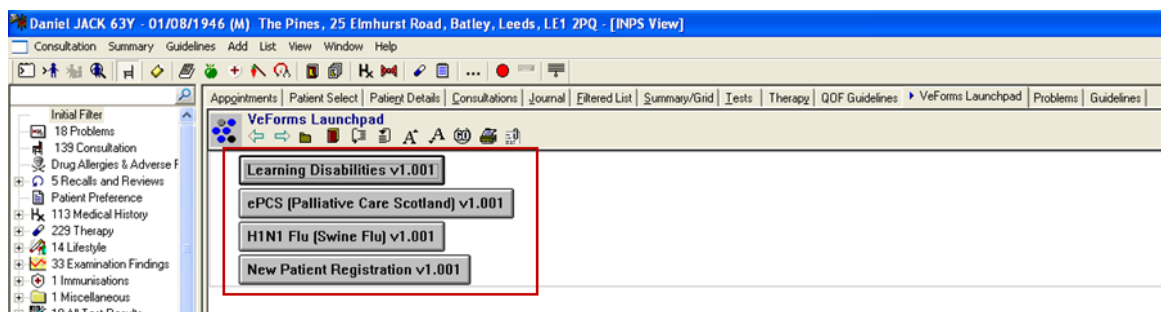
Using VeForms

Your INPS Training Consultant will set up a tab for VeForms within Consultation Manager.



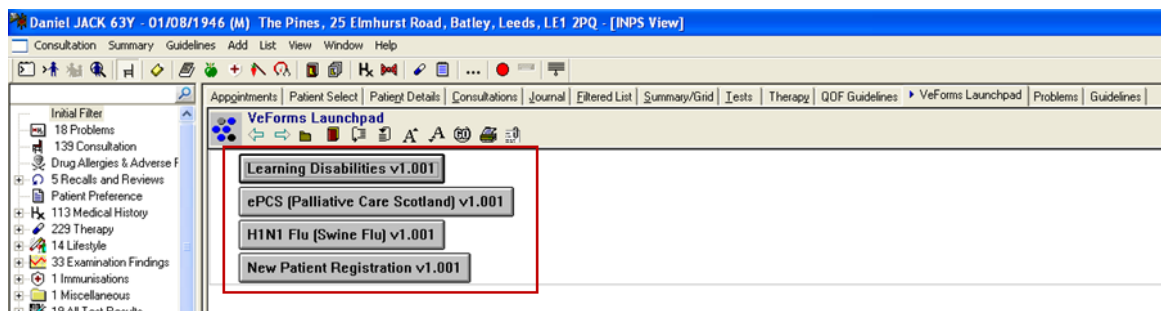
Consultation Manager tabs including added VeForms tab

To access VeForms, click on the tab and the installed VeForms will be displayed.



VeForms tab displaying available VeForms

To launch a VeForm, click on the required button.



VeForms tab displaying available VeForms

Adding Data

There are various ways in which data can be added to VeForms depending on the designs chosen:

- Check Boxes

| | | |
|--|---|--|
| Has the patient completed a full course of currently recommended vaccinations? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| If no, has the patient been offered the recommended top up vaccinations? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Is the patient included in the annual influenza programme? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

- Data Entry Fields

- Pick Lists

- Radio Buttons.

If the data being added is outside of the range that Vision will accept, an error message will be displayed.



Example of invalid data error message

Click on **OK** to return to the VeForm and enter the correct value to continue.

Saving VeForms

To save a VeForm, there will be a button at either the top or bottom of the form, depending on the design you have requested, that says either **Save** or **Submit**. This will automatically create a PDF attachment within Consultation Manager and write back all of the Read coded information recorded within the VeForm.

An example of a Submit button available on VeForms

If the document needs to be completed by another member of staff, the option **Save as Draft** or **Save unfinished** will be available. In this case the data will not be written back to Vision, this will only happen when the VeForm is finished.

An example of a Save unfinished button available on VeForms

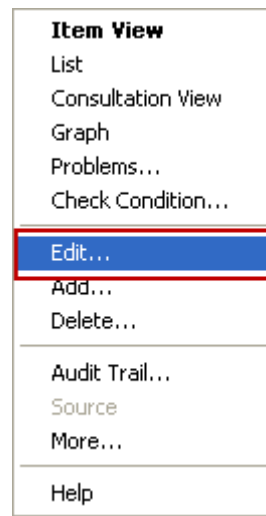
A VeForm saved, as a Draft will be prefixed on the journal as **Incomplete**.



| Date | Description | Priority | Clinician |
|----------|---|----------|-----------|
| 04/11/09 | Incomplete Assessment Form - H1N1 Swine Flu - Patient Assessment Template | | |
| 24/07/09 | Letter sent to outside agency | 3 | SJ |
| | Letter sent to outside agency | 3 | JM1 |
| | Contact type=Letter Encounter | 3 | FV |
| 17/04/09 | [D]Cough | | |

An example of an Incomplete VeForm in journal

If a draft has been saved, a member of staff can complete the VeForm by right clicking on the VeForm within Consultation Manager and selecting **Edit**.

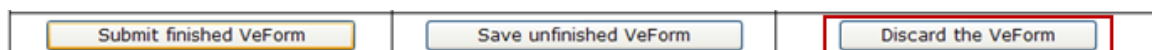


Right click menu with Edit highlighted

The VeForm can now be completed as required or again saved as a draft.

Remember The data will not be written to Vision until the VeForm is completed.

The VeForm can have a **Discard** option for cancelling the form if completed in error. As data is not written to Consultation Manager until the form is saved or finished, no data entries will have been made into Vision.



An example of a Discard button available on VeForms

Retrieving Data Recorded Using VeForms

Read coded data is recorded in Consultation Manager, using the Structured Data Area (SDA) where appropriate. Data with no Read code is held within the PDF attachment created by VeForms, and can be viewed by right clicking on the item and selecting **Item View**.

| Date | Description |
|----------|---|
| 17/06/09 | Completed Assessment Form AssessmentTemplate\MLEventsExample |
| | H _d Advice about treatment given Swine Flu (influenza A H1N1). |
| | H _d Other specified pneumonia or influenza confirmed case of Swine Flu (influenza A H1N1). |
| | H _S General symptom NOS |
| | H _S Loss of appetite - symptom |
| | H _S Nose running |
| | H _S Sneezing symptoms |
| | H _d [D]Chills with fever |
| | H _S Aching muscles |
| | H _S Tiredness symptom |
| | H _S Sore throat symptom |
| | H _S C/O - a headache |
| | H _S Shortness of breath |
| | H _S Cough |
| | H _S Feels hot/feverish |
| | Nasal swab taken |
| | Throat swab taken |
| | BP 130 / 90 taken. Sitting. Cuff: Standard. O/E - blood pressure reading |
| | O/E - pulse rate = 98 beats/min |
| | O/E - temperature level = 60 degC |
| | H _d Other viral disease contact with Swine Flu (influenza A H1N1). |
| | H _S Recent foreign travel to: Mexico |

Ve-Form Saved as a PDF Attachment within Consultation Manager

Consultation Manager – Journal view showing a saved VeForm

Appendix 1

This shows an example of a simple VeForm.

Finish the Assessment | Save the Assessment as Draft | Discard the Assessment

Parkfield Medical Centre / Learning Disabilities Health Check eForm

| | | | | |
|--|--|------------------------|--------------------|---------------------------|
| JOHNSON, LEWIS (MR) | | Born 25/08/1950 | Gender Male | NHS ... 1234569876 |
| Address 22 PARKLAND COU... | Phone and email 0113 123 654 ... | | | |
| Usual Address 22 PARKLAND COURT MOORSIDE LEEDS LS1 2PQ | Home 0113 123 654 Work 0113 987 654 Mobile +447793 456 987 Email lewis.johnson@inps.co... | | | |

Examination Findings

| | |
|--|--|
| Weight: 88.4 Kg | Height: 1.8 m |
| BMI: | BP: 120 / 80 |
| Smoking Status: <input checked="" type="radio"/> Smoker <input type="radio"/> Never Smoked <input type="radio"/> Ex Smoker | Alcohol Status: <input checked="" type="radio"/> Currently Drinks <input type="radio"/> Lifelong Teetotaller <input type="radio"/> Ex-Drinker |
| Urine Analysis: Potential Abnormal | Cholesterol: 4.5 (if indicated) |
| Blood Glucose: Normal (if indicated) | |
| | Potential Abnormal |

Immunisation - People with learning disabilities should have the same regime as others and the same contra-indications apply.

| | | |
|--|---|--|
| Has the patient completed a full course of currently recommended vaccinations? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| If no, has the patient been offered the recommended top up vaccinations? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Is the patient included in the annual influenza programme? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

(Practices may wish to consider adding more specific questions to their template)

An example of a simple VeForm

Appendix 2

This shows a complex VeForm that demonstrates the power of the calculation function. Once the LMP is entered, the green bar moves across the 40-week pregnancy chart showing the progress of the pregnancy. The week numbers highlighted in yellow indicate checks are due and a single click on them will access those checks.

Maternity Care Pathway - Microsoft Office InfoPath

Vision Antenatal Care Plan

| | | | |
|---------|------------------|--------------|---------|
| Version | Commenced | Last Updated | More... |
| 1.00 | 16/07/2009 12:52 | | |

| Age | Births | LMP | EDD | Week |
|-----|--------------|------------|------------|------|
| 36 | | 01/04/2009 | 2010-01-06 | 16 |
| | Miscarriages | Certainty | Adjusted | |
| | | | | |

| Care Team | | Birth Plan |
|------------|--|------------|
| Date | | |
| GP | | |
| Midwife | | |
| Hospital | | |
| Consultant | | |

| 01/04/2009 | 10/06/2009 | 15/07/2009 | 19/08/2009 | 23/09/2009 | 28/10/2009 | 02/12/2009 | 06/01/2010 |
|------------------|------------|------------|------------|------------|------------|------------|--------------|
| Prior to week 10 | | 16 | 18-20 | 25 | 28 | 31 32 | 34 36 38 40+ |
| | | | | | | | |

[Hide](#)

Initial Booking Consultation (Ideally before week 10)

- Information for GP
- Information for parents and carers

Date of consultation: 16/07/2009

Pregnancy Dates:
 LMP Date: 01/04/2009 Certainty: Sure EDD: 06/01/2010
 Notes:

Tests Requested:

Blood group Rhesus status Full blood count Haemoglobinopathies Hepatitis B
 HIV Rubella Syphilis Red Cell Alloantibodies Down's Syndrome
 Ultrasound scan Proteinuria Asymptomatic Bacteriuria

Advice offered:

| Subject of advice | Verbal | Leaflet | Subject of advice | Verbal | Leaflet |
|-------------------|--------------------------|--------------------------|-----------------------|--------------------------|--------------------------|
| Smoking | <input type="checkbox"/> | <input type="checkbox"/> | Exercise in pregnancy | <input type="checkbox"/> | <input type="checkbox"/> |

An example of a complex VeForm containing calculation fields