

Download and Import Guidelines from INPS Website

INPS



INPS

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Table of Editions and Contents

Date	Version	Contents	Output
22.02.02		gdlinestxt.doc	KM125
26.02.02		HMAG; recompile	HTML
19.06.02		Revised screenshot	
21.10.03		Amended with updated screenshots	
04.12.03		Amended (TEAR) with bureau instructions, added triggering	
03.06.04		Amended - Client Zone, Downloads	
24.06.04		Amended with new INPS website screenshots	
05.10.05			
23.02.09		Revised for new INPS website; amend export truncates filenames	Pdf
20.10.09		Update - rebranding	PDF

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Download and Import Guidelines from INPS Website

Guidelines Download and Import

What this User Guide covers

New guidelines are being created all the time and shared between practices. There is a rapidly growing library of user-donated and INPS guidelines available at the In Practices Systems website on <http://www.inps.co.uk/>, My Vision, Guidelines, so it is worth visiting the website regularly. Most guidelines are editable so you can always adapt them for your own use. Some guidelines cannot be edited, but they can be copied then edited. However, if an update to these guidelines are made, newer guidelines may supersede older ones.

This User Guide explains how to download guidelines from the website, and import them into Consultation Manager within Vision. It also explains how to add a new guideline to the Local Guideline Index. If you also enter a Read code trigger for a guideline, then whenever that Read code is entered on a patient's record, the guideline can be actively or passively triggered.

Note There are separate download instructions for practices using the **bureau/VES** solution on page 7.

Summary of how to download and import guidelines

Detailed instructions for downloading a guideline from the INPS website are given on the next page. In summary:

- On <http://www.inps.co.uk/>, select My Vision - Guidelines, then right click on the guideline to be downloaded and select **Save Target As**.
- Create an appropriate new folder in O:\Download\Guidelines. It is advisable that downloaded guidelines are not mixed into the same folder – each one must have a separate folder.
- Download any accompanying User Guide if present.
- Close the website.
- All the files are in self-extracting compressed zip format. Find the file in Windows Explorer, browse to your new directory, and double click on it to expand it up into the files you need to import.
- In Consultation Manager, select Guidelines – Select Guidelines. Browse to the folder you created. Click on the Import button and select the file just downloaded. Follow the prompts.
- Optionally, add your newly imported guideline to your Local Guideline Index.
- Optionally, add a READ code trigger to the guideline so it will be triggered for patients.

Download and import guidelines

Note There are separate download instructions for practices using the **bureau** solution on page 7.

Downloading Guidelines

New Guidelines are being created all the time and shared between practices. There is a rapidly growing library of user-donated guidelines available at www.inps.co.uk so it is worth visiting the website regularly. Most local guidelines are editable so you can always adapt them for your own use.

1. Go to the INPS website at **www.inps.co.uk**.
2. Go to the **My Vision - Guidelines**.

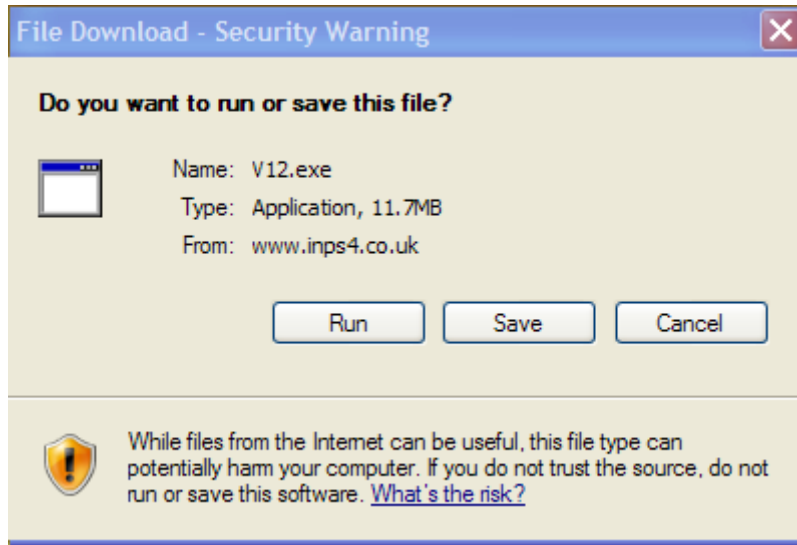
The screenshot shows the INPS website interface. At the top, there's a navigation bar with 'Vision' and 'My Vision' tabs. Below that, a menu includes 'Helpline', 'Training Guides', 'Downloads', 'Clinical Audit', 'Guidelines', 'nGMS Resources', 'Hardware', and 'Change R'. The main content area is titled 'Guideline Library' and contains a table of guidelines. A sidebar on the right is titled 'Browse our' and lists 'Most recent books'.

Guideline	Notes	File
nGMS Contract 2008-9	The new guidelines to support the NGMS Contract 2008-9 are redesigned, with revised colours and updated to match the business rules v12. During the redesign we have appended a number of new management guidelines which will not only allow the practices to add the correct Read Codes needed to report to QMAS but will also assist in the day to day management of patients with Chronic Disease within the QOF Domains. We have also embedded some Macmillan Guidelines for the management of Cancer and Palliative Care patients.	Download Guideline
	New Version 10/12/2008: This fixes several reported errors in the Guidelines and incorporates some new Guidelines for the Clinical DES recently published for Alcohol, Osteoporosis, Ethnicity, Learning Disabilities and Heart Failure.	Download User Guide
		Download Guideline Corrections
Immunisation and CHS for Greenwich PCT	Written by INPS to match criteria from Greenwich PCT.	Download Guideline
South East Wales Cardiac Network (20/11/2008)	The South East Wales Cardiac Network (SEWCN) have, with some technical help from INPS, produced a referral guideline and print out report in order for practices to ensure that they have the correct data for each patient who is being referred.	Download Guideline
	The User Guide available here contains instructions on the use of the guideline and the suggested Read Codes which have been used, these are in line with the Cardiac Disease National Service Framework for Wales published in September 2008. Further guidance can be found on the SEWCN website at http://www.sewcn.wales.nhs.uk	
	This is the Scottish DES guideline (Amended 29/01/07) to help enter data for CVD Risk patients, patients who are carers and those with	

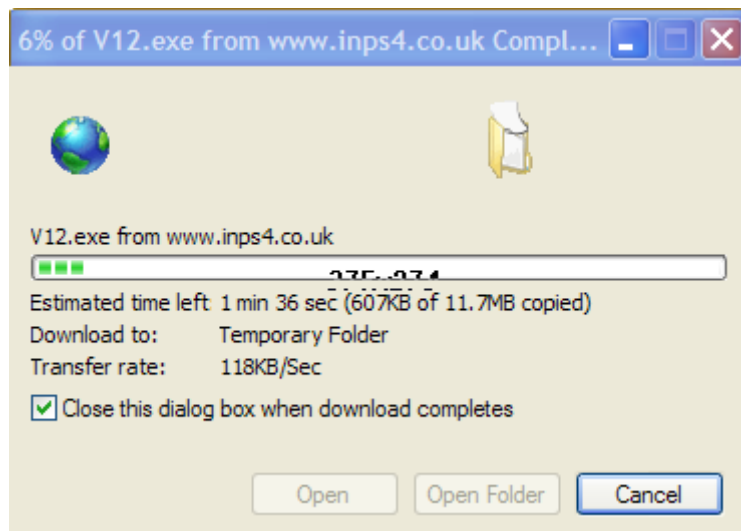
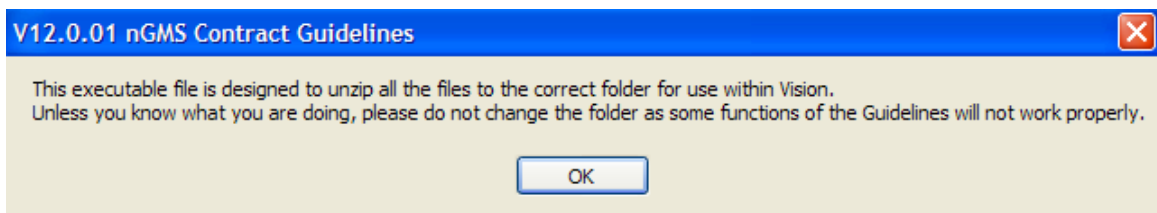
Browse our
Most recent books


- [Helpline Support 09/02/2009](#)
- [Helpline Support 26/01/2009](#)
- [Helpline Support 19/01/2009](#)
- [Changing from C Views in Consul](#)
- [V13 Smoking G](#)
- [Nicorette Invisi p](#)
- [Differences betw QOF Last Repor views - 08/01/20](#)
- [Helpline Support 08/01/2009](#)
- [Information rega QOF Smoking 0 - 07/01/2009](#)
- [Information rega 07/01/2009](#)

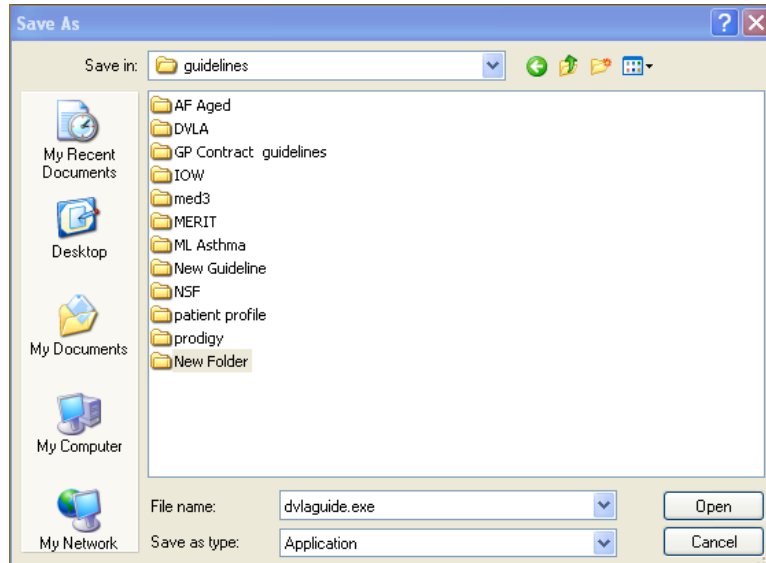
3. Scroll down to find the guideline you want and click on **Download Guideline**.



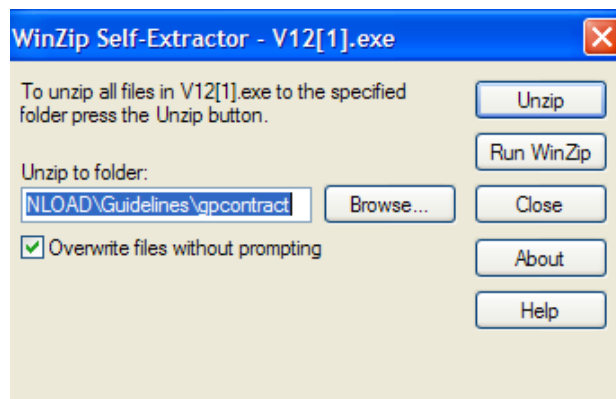
4. You can click on Run or Save.
 - If you click on **Run**, the guideline will unzip to a folder in O:\DOWNLOADS \guidelines. Take note of the message warning not to change the folder to which the guideline will unzip.



- If you click on **Save**, save it to O:\DOWNLOADS \guidelines, creating a new folder .
- Click on **Open** to open the folder you have just created.

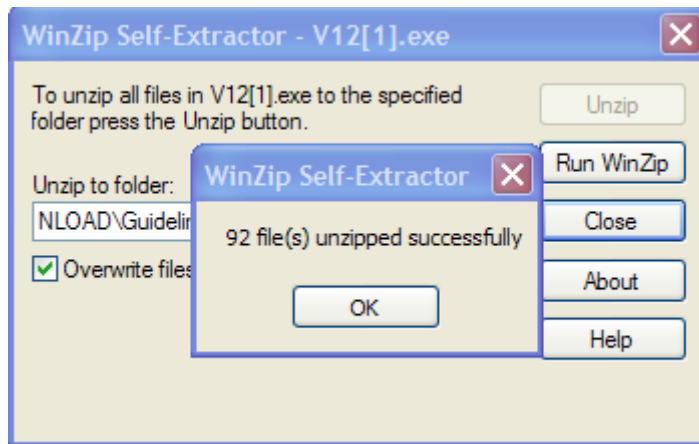


- You should now have the name of the new guideline folder in Save in at the top of the screen; and in File name should be the [guideline].exe file you are downloading. Then click on **Save** to finish the downloading.
 - When it has finished, download any other guidelines you want, at the same time, remembering to store each in a separate folder so the files do not get mixed.
5. Download any accompanying User Guide or help files.
 6. Close and exit from the website.
 7. If you have saved the guideline in a new folder, in Windows Explorer, find the downloaded file in O:\DOWNLOADS \guidelines[new folder].
 8. Double-click on the downloaded .exe file which is in self-extracting compressed zip format.

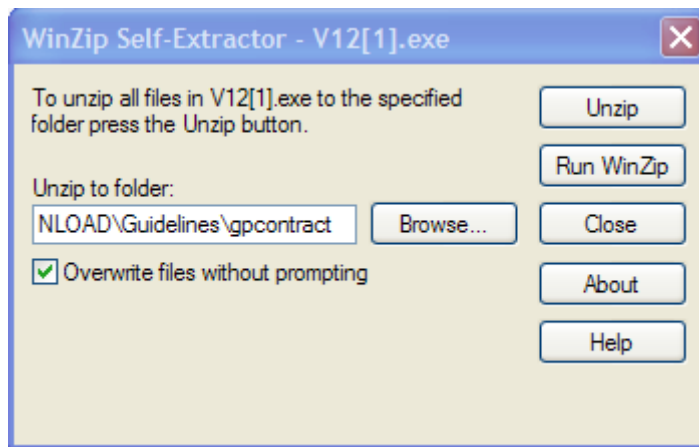


9. At the WinZip Self-Extractor screen, click **Unzip**.

Each downloaded guideline consists of a .txt and .htm file and often several ~veg*.htm files. You only need actively to import the .txt file. The ~veg*.htm files are embedded guidelines within imported guidelines. The reason for keeping guideline separate is so that the import can determine which embedded guideline goes with which other guideline. Close when finished.



10. Click OK at the *unzipped successfully* message.



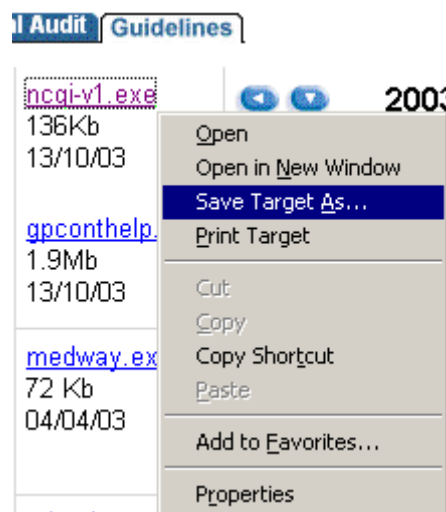
11. Click on **Close**.

For the process of importing the guideline into Vision, see [Import Guidelines and Reports](#) on page 11.

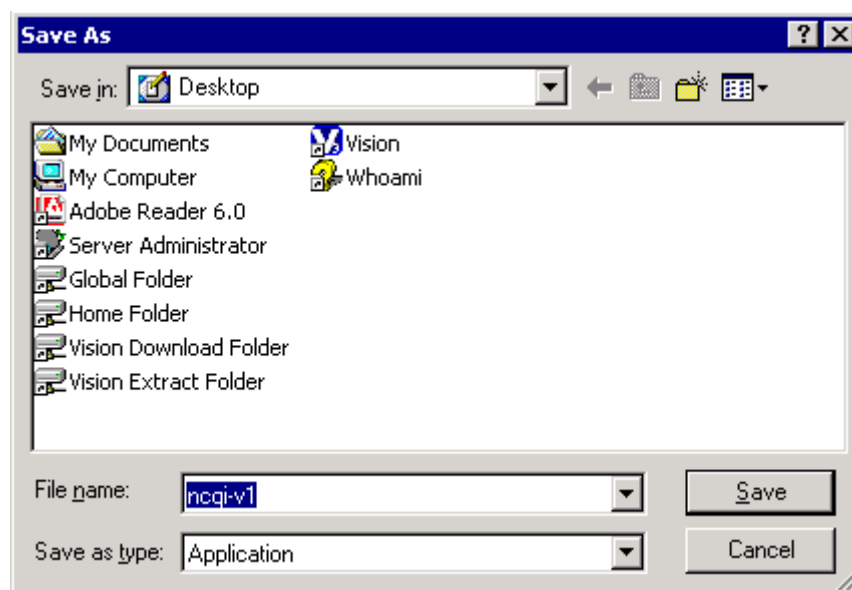
Downloading Guidelines - for Bureau/VES Practices

Bureau practices vary with their group policies, but once logged on, some do not have access to Windows Explorer, or a CD-ROM, and cannot browse other drives from My Computer. This necessitates downloading via the Vision Download folder icon on the desktop.

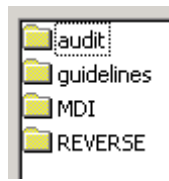
1. Go to the INPS website at **www.inps.co.uk**.
2. Go to the **My Vision - Guidelines**.
3. Select the Guideline you wish to download.
4. Right click on the guideline to be downloaded and select **Save Target As** (see below).




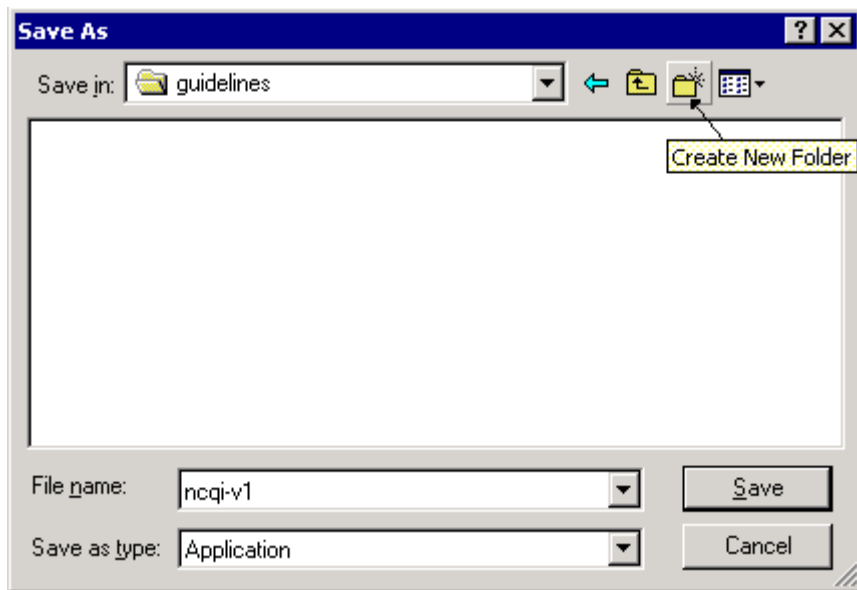
5. Navigate to the **Vision Download Folder** which will be accessible below **Desktop** (see below) and double-click on it.



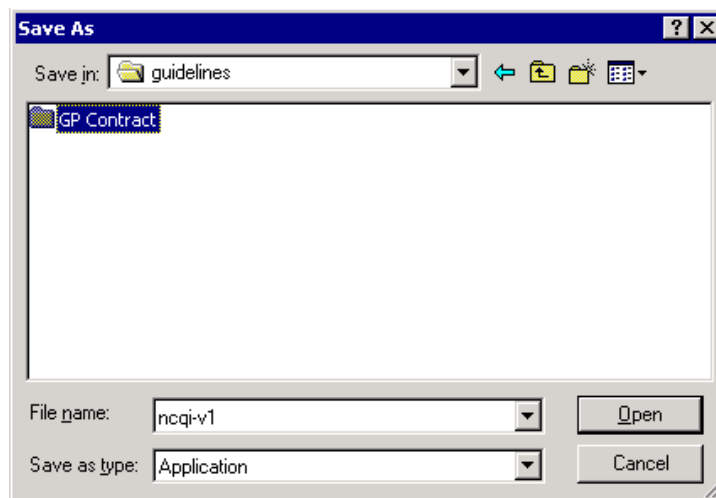
6. You should see a list of folders similar to the following.



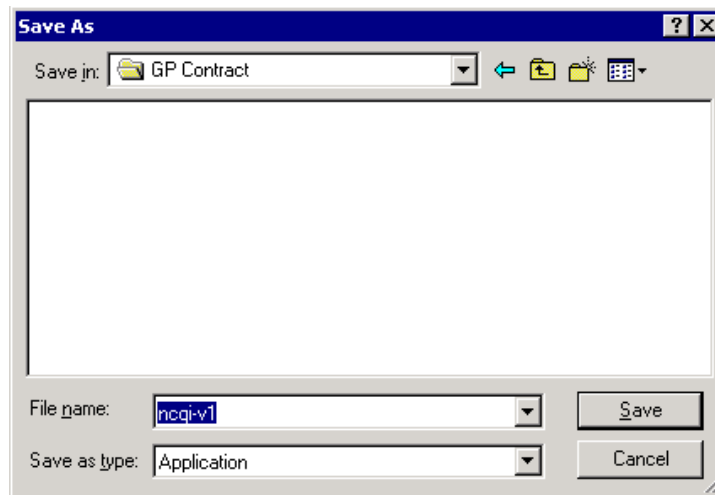
7. If the Guidelines folder does not exist, you should create it by clicking on the  icon and renaming the New Folder as **Guidelines**.
8. Enter the Guidelines folder (see below) and click on the **Create New Folder** button.



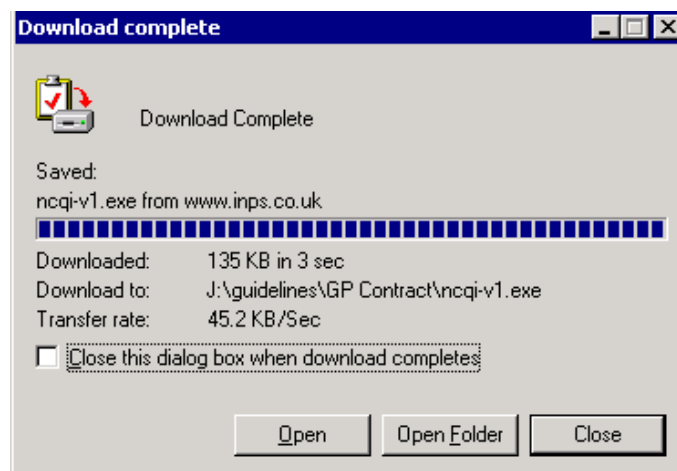
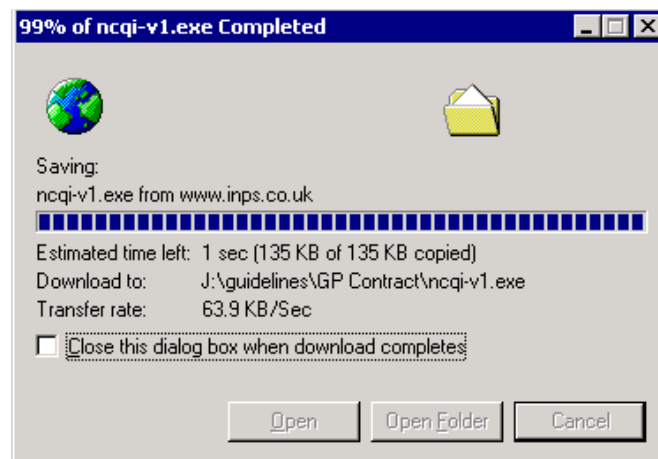
9. Rename the new folder with a name appropriate to the Guideline that will be saved to this folder (see example below).



10. Navigate to the newly-created folder and click on **Open** to save the Guideline to this location (see below).



11. You should then see a progress bar indicating the percentage of the download completed followed by a message indicating **Download Complete**.



12. When it has finished, download any others you want at the same time, remembering to store each in a separate folder so the files do not get mixed up. Repeat until you have downloaded all the guidelines you want.
13. Download any accompanying User Guide or help files.
14. Close and exit from the website.
15. Navigate to the downloaded file via the Vision Download Folder icon on the desktop (see below).



16. Now double-click on the downloaded .exe file which is in self-extracting compressed zip format. Type in the full path to the directory you created in step 9 and click Unzip. Each downloaded guideline consists of a .txt and .htm file and often several ~veg*.htm files. The ~veg*.htm files are embedded guidelines within imported guidelines. The reason for keeping guidelines separate is so that the import can determine which embedded guideline goes with which other guideline. Close when finished.

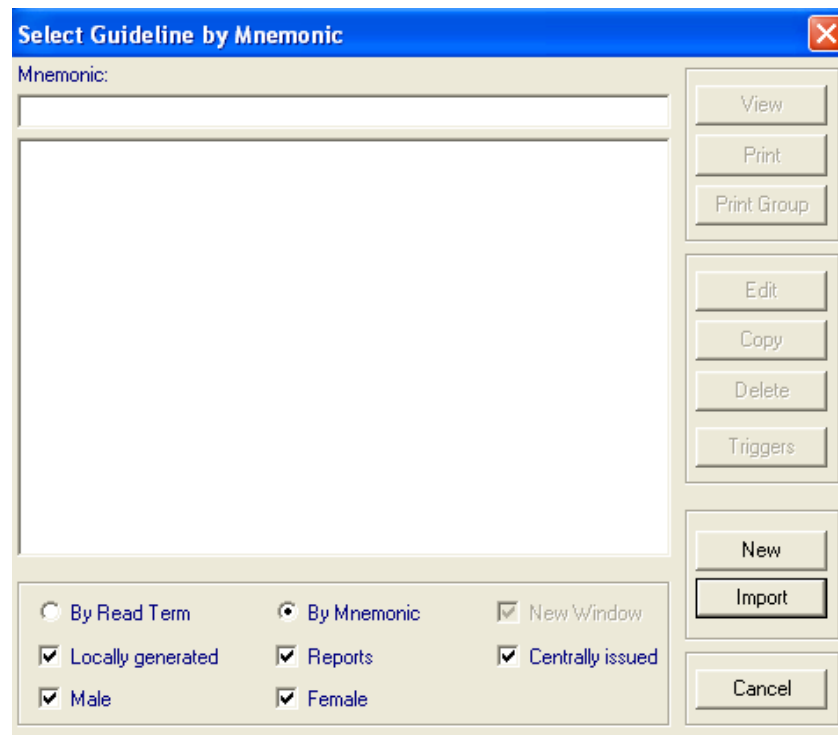


17. For the process of importing the guideline into Vision, see **Import Guidelines and Reports** on page 11.

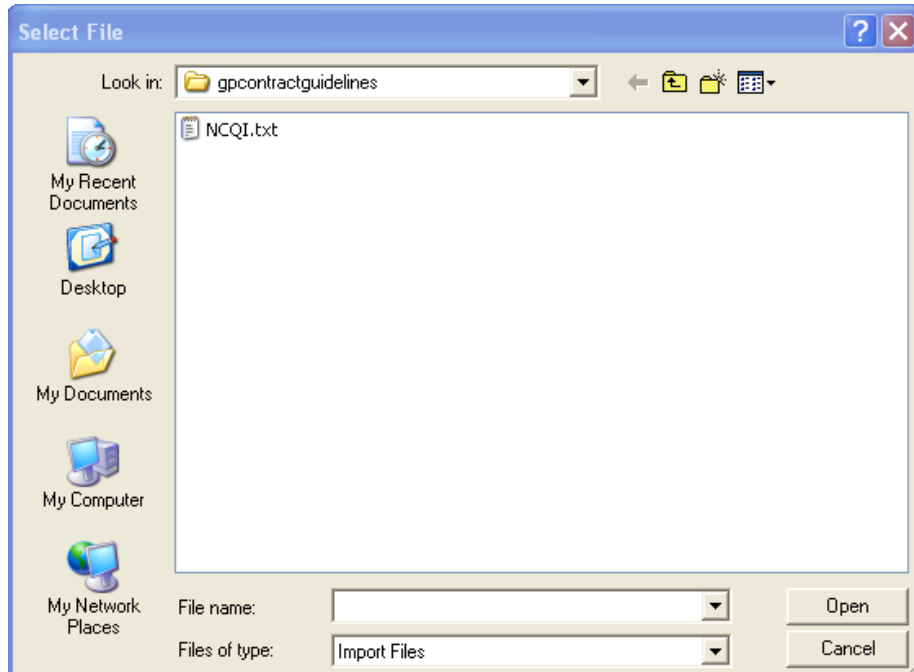
Import Guidelines and Reports

First follow the steps in the Download section on page 3.

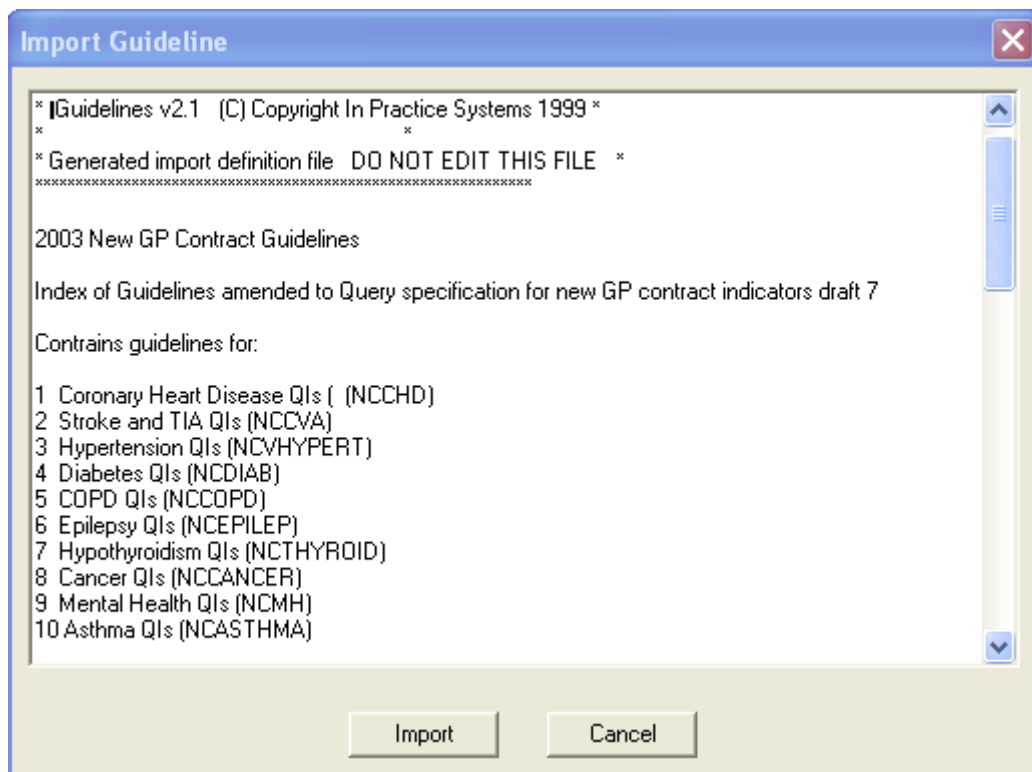
1. In **Vision – Consultation Manager**, select **Guidelines – Select Guideline**.



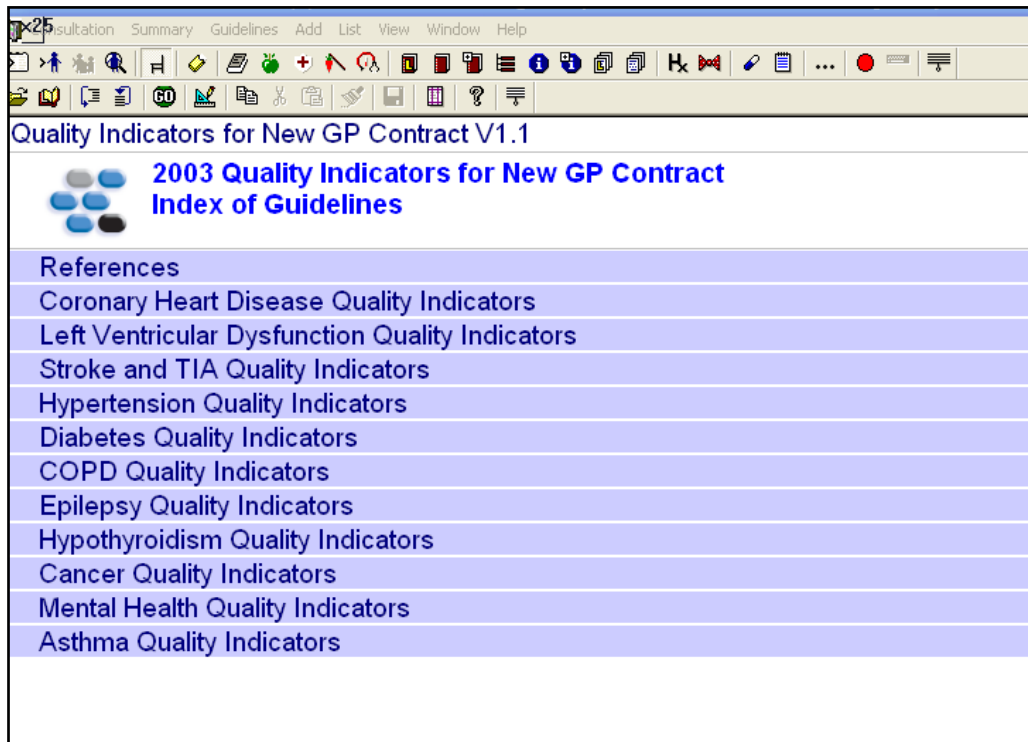
2. Click on **Import**.
3. Find the folder to which the guideline files were downloaded:
 - **Non Bureau practices** - Browse to select the directory where your guideline files are stored (e.g. the Guidelines\new folder directory you created earlier). You will only see the *.txt file (although there is an associated .htm file, you import the .txt file). Sometimes there is more than one .txt file, in which case you highlight and import each in turn.
 - **Bureau practices** need to use the Vision Download folder icon on the desktop.






4. Click on the *.txt file to open and a title screen is shown. Click on **Import**.



5. When importing has finished, the guideline is opened.




6. Before closing it, find out what its mnemonic is – you will need this to select it later. Click on the Design mode icon . From the Floating toolbar, click on the Header icon . Write down the name in Guideline Mnemonic. OK to close the Header screen.
7. Close the guideline .

Notes about importing and exporting guidelines

Note the following advice about **importing** guidelines:

- Imported guidelines always have at least two files: .txt and .htm file. You normally only see the *.txt file when importing and the *.htm file(s) import automatically.
- Some zipped files contain more than one *.txt file. In this case, import each individually.
- When importing guidelines, any embedded PILS or guidelines within the imported guideline may be duplicated on the guideline index. There is no way of avoiding this happening.
- There is a library of guidelines on the INPS website which you can import as required. These have been devised by other practices, health authorities and INPS.
- If you would like your newly imported guideline to be triggered following entry of relevant clinical entries, set up Read code triggers as explained on page 17.
- READ term triggers are not included in an export/import of guidelines and need to be set up again.

Note the following advice about **exporting** guidelines:

- Another practice can export a guideline by placing it in design mode, then using the Export process  (see page 21).
- Guidelines will not export if there is a space in the title. Ampersand & does not export well and is best avoided in guideline titles.

Accessing this guideline

- We suggest you place the newly imported guideline into the Local Guideline Index.
- On page 17, we describe how you can also add a READ code trigger to the guideline so when that Read code(s) is entered on a patient's record, the relevant guideline either displays or you are asked if you want to display it.



Add guideline to the Local Guideline Index

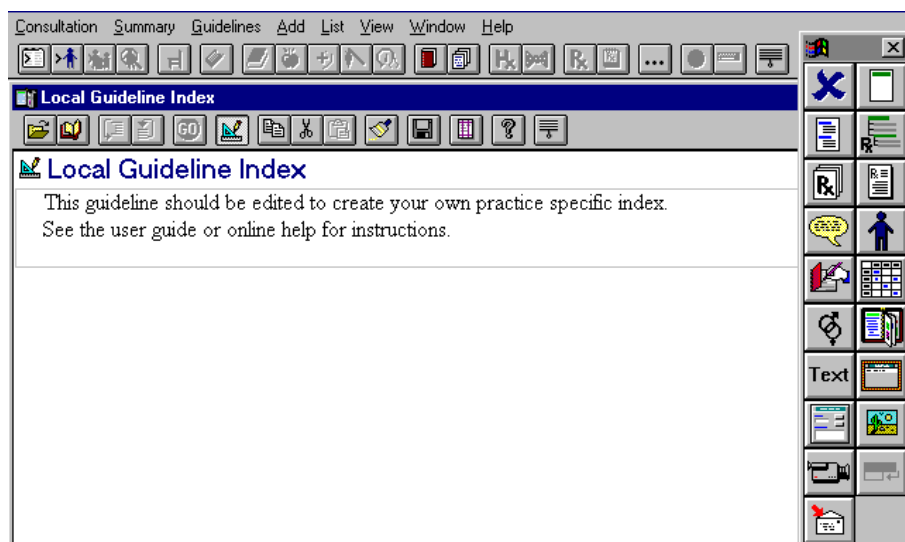
You will want everyone in the practice to have access to the newly imported guideline.


This can be done by placing it in the Local Guideline index so you can select it within Patient Records Management tab.

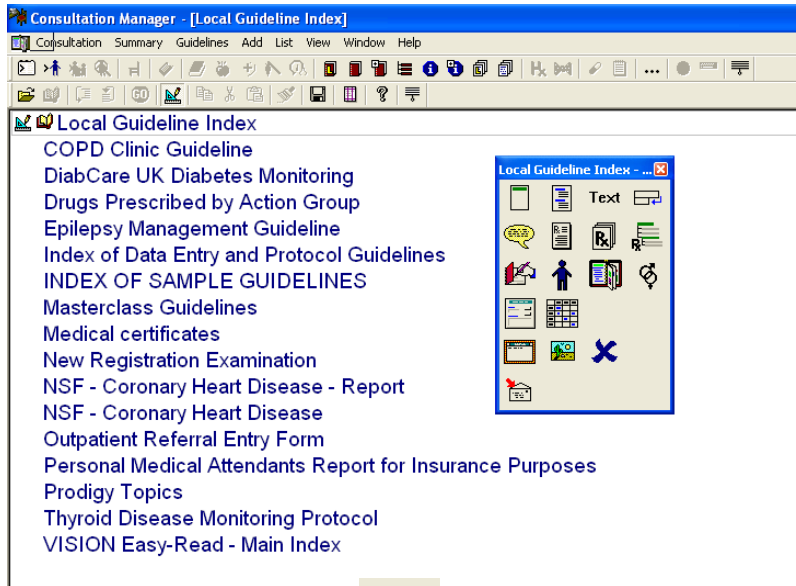
First find out what the mnemonic is of the newly imported guideline, as described in step 6 of

Import Guidelines and Reports - see page 13.

1. To way to display the Local Guideline Index, click on 
2. Click on Design mode .



1. If you have not yet created a local guideline index, the text *This guideline should be edited to create your own practice specific index...line* is framed, to show it is selected. (You can delete this text later by framing it and clicking on ). Anything you now add will go on the line below.
2. Click on a line in the index which will appear *before* the guideline you are about to add. The screenshot below illustrates a Local Guideline Index with many guidelines already added.





3.

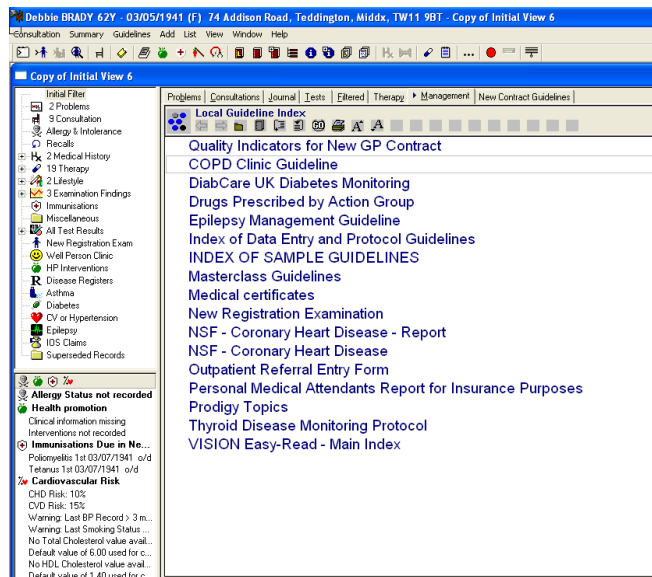
Click on the

Embed a Guideline icon.



. This displays the Select Guideline by Mnemonic screen.

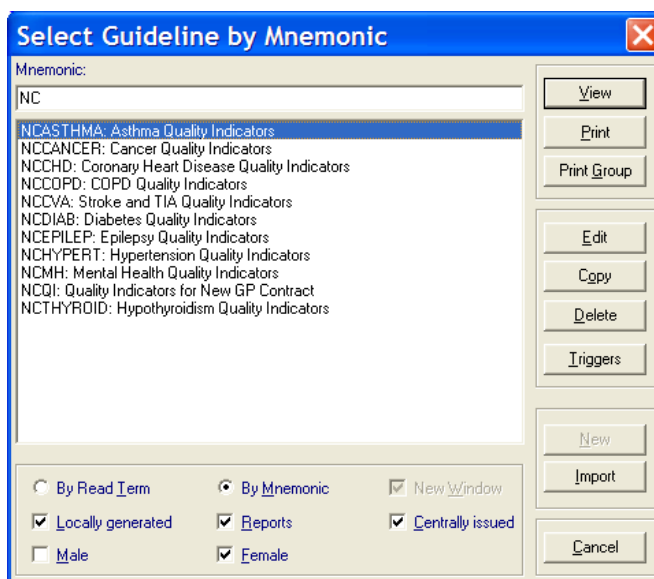
4. Type in the mnemonic of the newly imported guideline. Repeat steps 7 and 8 to include other local guidelines in the Local Guideline Index. Remember you can change the order in the list by dragging and dropping the blue sub-headings.
5. Finally, click on **Save**  and Exit.
6. Check your new entry is made by clicking on , the Local Guidelines Index icon.
7. Select a patient, go to the Management tab and try out your new Local Guideline Index.



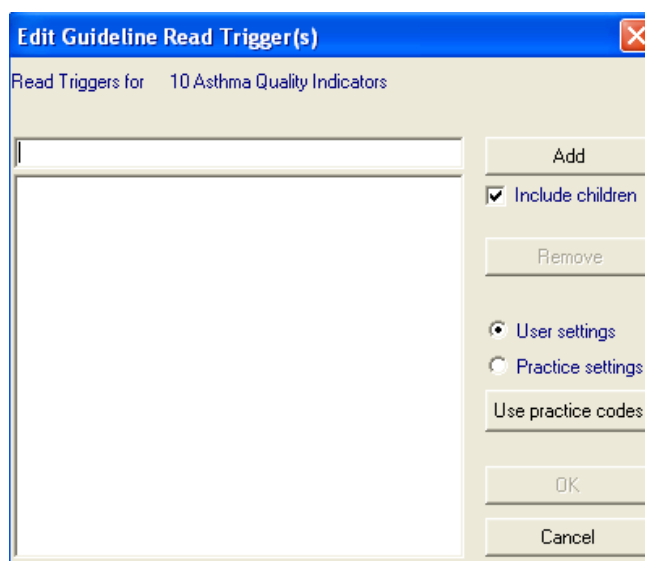
Adding Read code Triggers to guidelines

Guidelines can have at least one READ term which, when entered on a patient's record, triggers the Guideline, either actively, or passively as a "green line" under the navigation/Alerts pane of the Patient Record. Triggers are not exported or imported with guidelines and must be added separately.

1. Select **Guidelines - Select Guideline**.
2. On the **Select Guideline** screen, find the guideline, or type in its Mnemonic and press Enter.



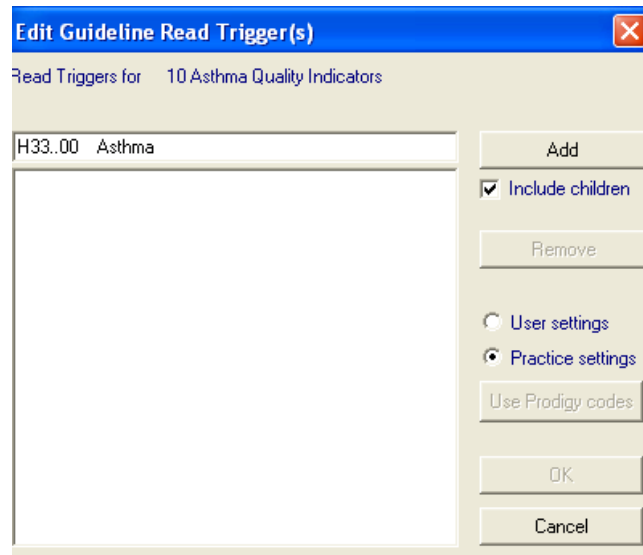
3. Highlight the guideline you want and press Triggers.



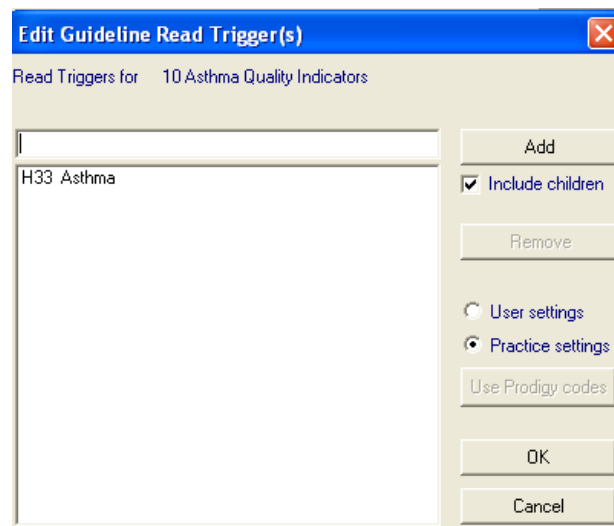
4. On the Edit Guideline Triggers screen, click on **Practice Settings** first if you want this trigger to be available for everyone. Otherwise, if you leave

it at User Settings, the triggers for the guideline will only be available at your workstation, and not throughout the practice. Once the READ code is added, you cannot retrospectively change to *Practice Settings*.

5. In the top READ code window, type the triggering READ code, preceded by a #. For example, for Asthma, this is **#H33**. You can also double click in the top window for a READ Dictionary selection screen, type in a READ description and press Enter, or select a READ description or code and click on OK.



6. When the correct READ term is shown in the top window, click on **Add** to accept it as a new trigger. You can also just type in the code and press Add straightaway. If you enter a wrong code, just click to highlight it, then click on the Remove button.



7. **Include children** – Nothing to do with age, as you may think, but children here means READ children hierarchy – i.e. sub-levels for a code,

for example, H33 *Asthma* is the parent READ code for #H331, H332, H33 etc.

8. Click on OK to finish.

What happens when guidelines have Read code triggers

One of two events can happen if these Quality Indicator Guidelines have triggering Read codes. Either the guideline can be triggered to display, or you can be prompted to create a display the guideline.

To set either of these options, go to **Consultation - Options - Setup - Management**, and check either **Passive Triggering** or **Active Triggering**.

The screenshot shows the 'Consultation Manager Setup' dialog box with the 'Management' tab selected. The dialog has several sections:

- Automatic Triggering:** Three radio buttons: 'Disable Triggering' (unselected), 'Passive Triggering' (selected), and 'Active Triggering' (unselected).
- Indexes on Toolbar:** Three checked checkboxes: 'Local Index', 'Local Reports', and 'Reports'.
- Display Options:** Three checked checkboxes: 'Show local line indicators', 'Auto-Select Drug information for patient.', and 'Trigger clinical data entry when selecting Prodigy guideline.'
- Auto Selection:** A button labeled 'Options'.
- Problem Generation:** Three radio buttons: 'Manual Problem Generation' (selected), 'Semi-automatic generation (prompt for problem generation)' (unselected), and 'Fully Automatic Problem Generation' (unselected).
- Therapy Management:**
 - Association with a problem:** Three radio buttons: 'Select problem when therapy is created:' (checked), 'Only if no open problem' (unselected), and 'Always' (unselected).
 - Applies to the following therapy types:** Three checked checkboxes: 'New Repeat Masters', 'Repeat Master Reauthorisations', and 'Acute Prescriptions'.
- Show Setup Form at Startup:** An unchecked checkbox.

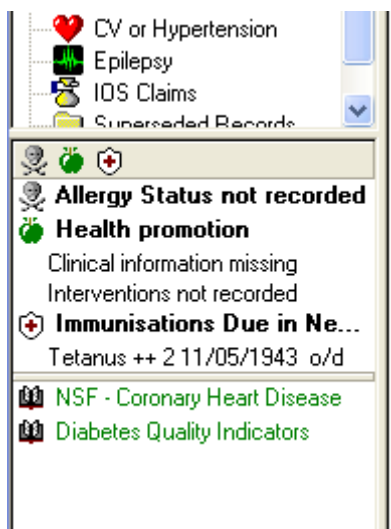
Buttons for 'OK', 'Cancel', and 'Help' are located on the right side of the dialog.

You can also check **Semi-automatic generation (prompt for problem generation)**. If you use a Patient Record view with a Problems tab, and you create a problem when prompted, this provides a useful patient summary.

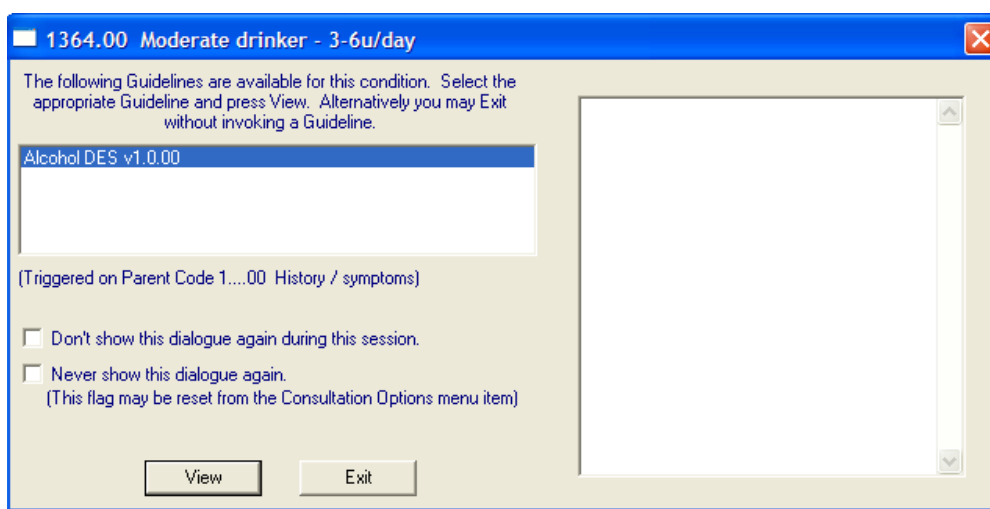
Triggering the Guideline

When a triggering READ code (any code from the tables on the previous pages) is entered and accepted on a patient record:

- If **Passive Triggering** is switched on, then the triggered guideline appears as a green line under the navigation pane. Double click on it to display the guideline fully. This line remains there and is not deleted from a patient's record.



- If **Active Triggering**, then a pop-up screen asks you if you want to view the triggered guideline now. Answer Yes to display the guideline fully. It will after view, minimise itself as a green line under the navigation pane, ready to be used again if required.





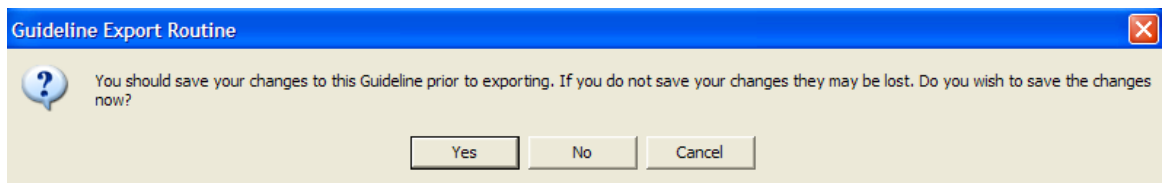
An alcoholic Read Code, which is a trigger for the Alcohol Guideline, has been entered on this patient's record. Active triggering is set. If you click on View, the guideline is displayed.

Export a guideline

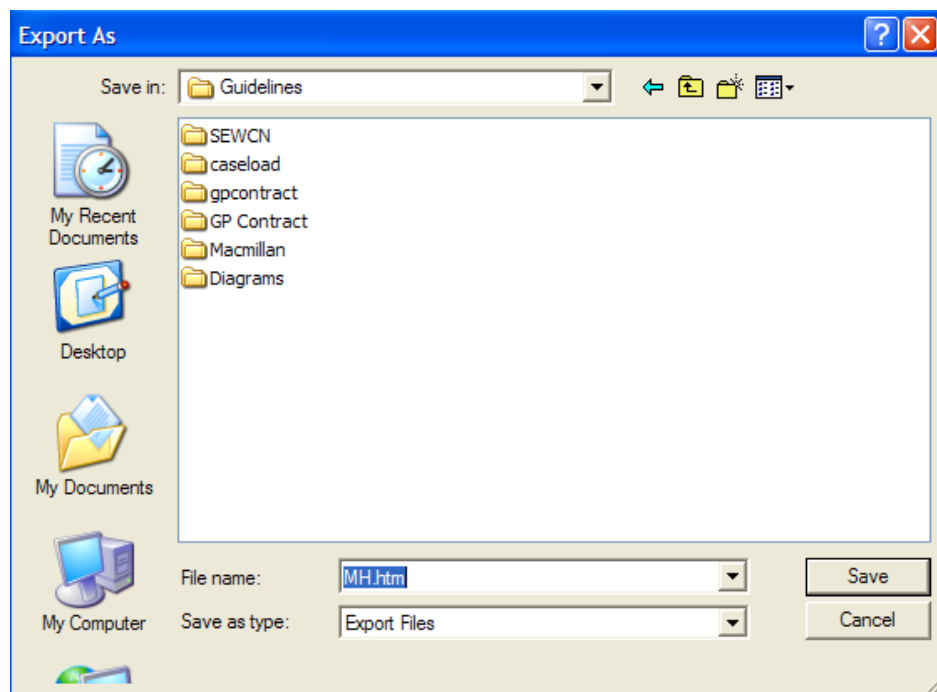
Once you have perfected your guideline, you can export it to disk or another directory.

Note that you must avoid either a space or & in the guideline title, as titles with these do not export well.

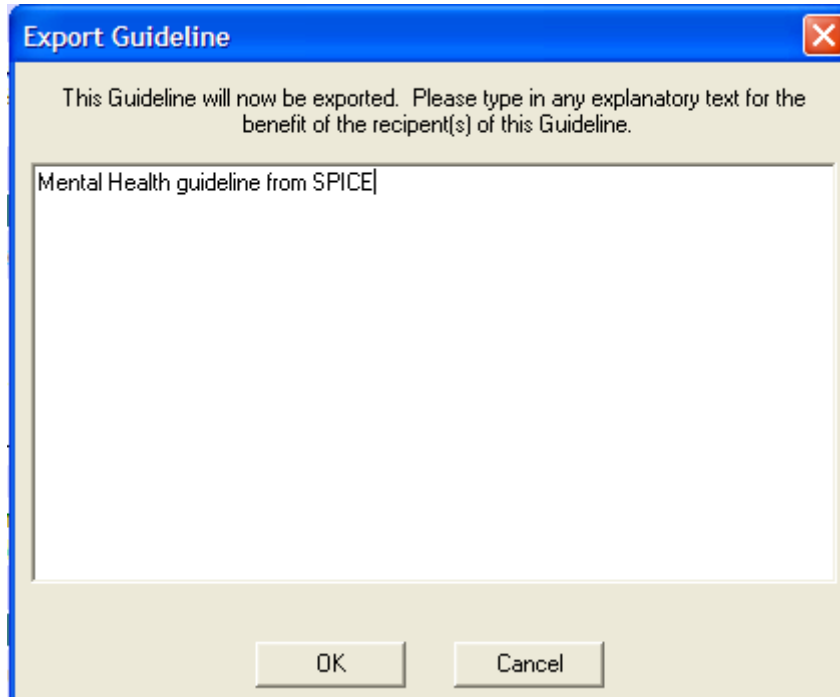
1. Display the guideline in **Design mode/Maintenance** . Make sure any newly created guideline has been saved.
2. Click on the icon **Export this guideline for Distribution.** 
3. If you have been altering the guideline and have forgotten to save the changes, you will be reminded to do this first.



4. At the **Export As** screen, enter a file name up to 8 characters - longer names will be truncated. The extension defaults to .htm and navigate to the drive, path and directory to which you want to export. It will automatically give it a path of \vision\program [guideline name].htm



5. Click on **Save**.
6. The Export Guideline screen states that this guideline will now be exported, but you are given the opportunity to type in any explanatory text for the benefit of the recipient(s). The cursor is already within the free text window.



7. Click on OK.
8. The Export process now starts. Confirmation of the export is given.
9. The guideline will be found in the directory selected in step 3 as a .txt file and an .htm file. Make sure you distribute both the *.htm and *.txt files together. When you come to import, only the .txt file is imported.

