

Preparation Filler Utility

INPS



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Table of Editions and Contents

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Preparation Filler Utility

Introduction

For Scottish practices using AMS and eCMS it is mandatory to include the preparation information about every item issued, both on the GP10 form and in the electronic message.

However, it is not possible to translate the preparation information when converting practice data from GPASS for use in Vision. As a result, when issuing Repeat Masters which were authorised before conversion a warning message prompts that the preparation data is not available and therefore, cannot be prescribed. The prescription can still be printed using the paper option, it will not be sent electronically or bar coded. This problem does not apply to Repeat Masters authorised in Vision following conversion.

A Utility has been created which adds the preparation data to pre-conversion repeat masters. For items which have only one preparation in the drug dictionary the Preparation Filler utility will add the details, the repeat master can then be converted and used for AMS/eCMS prescribing. You also have the option to include items which have multiple preparations. If this option is chosen the first preparation in the list for that drug will be assigned to the repeat master, this may not match the original preparation from your GPASS data and needs to be used with caution and checked by a clinician following use. A patient group (and CSV file) will be created to enable you to check the details following conversion.

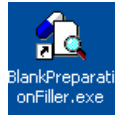
There will always be a residual number of prescriptions that cannot be updated by this utility. Where there is No Preparation available for the mapped drug, we have found on the small number of GPASS conversions that we have tested, that the large majority of these are discontinued or suppressed drugs and are, therefore, not available for issuing as prescriptions.

The Preparation Filler will only assign Preparations to drugs that are mapped using the Automap Utility during conversion or have been mapped using the Bulk Change Application following "Go Live". It is necessary to re-run the Preparation Filler Utility each time you have updated repeats in Bulk Change and committed the changes to Vision.

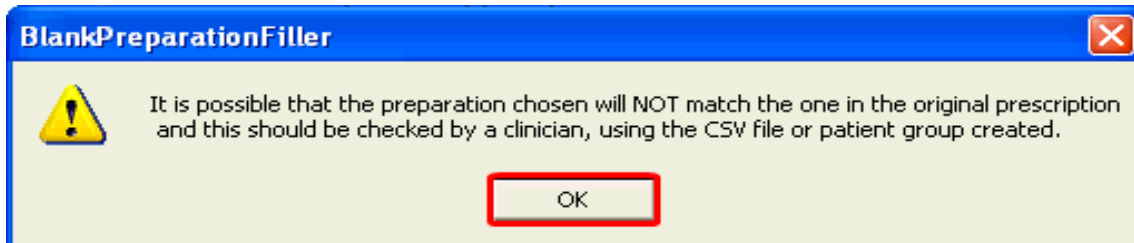
Overview

- 1 •Run the Bulk Change application and commit the saved drugs.
- 2 •Find the Preparation Filler shortcut on the Desktop or go to O:\Program\BlankPreparationFiller.exe, double click to open.
- 3 •Consider whether to change repeat masters with multiple preparations, so that the 1st preparation in the list is selected.
- 4 •Click Start, the utility will run, click OK when prompted.
- 5 •Save the csv file when prompted to do so, then click close to finish.
- 6 •When complete, use the patient groups to check the therapy records to ensure the changes are correct.

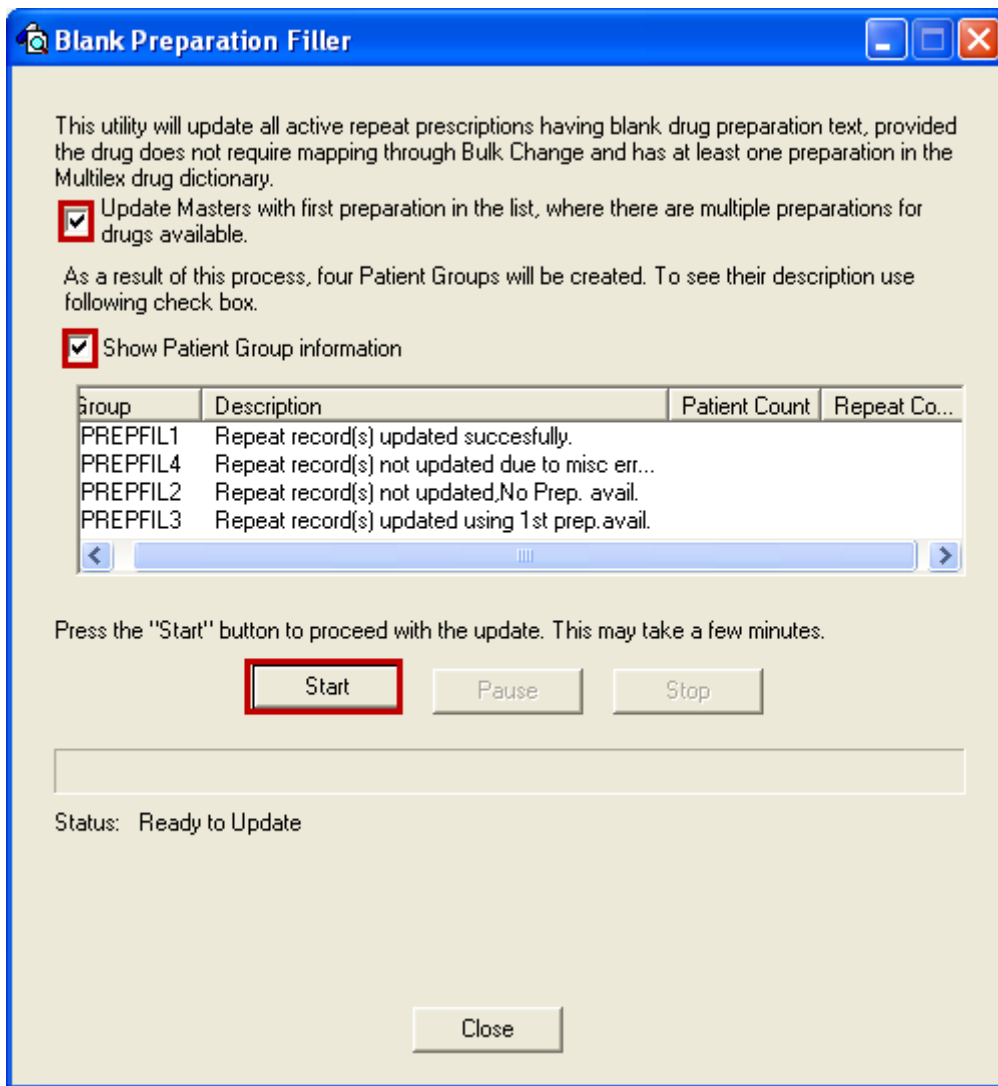
Running the Preparation Filler Utility



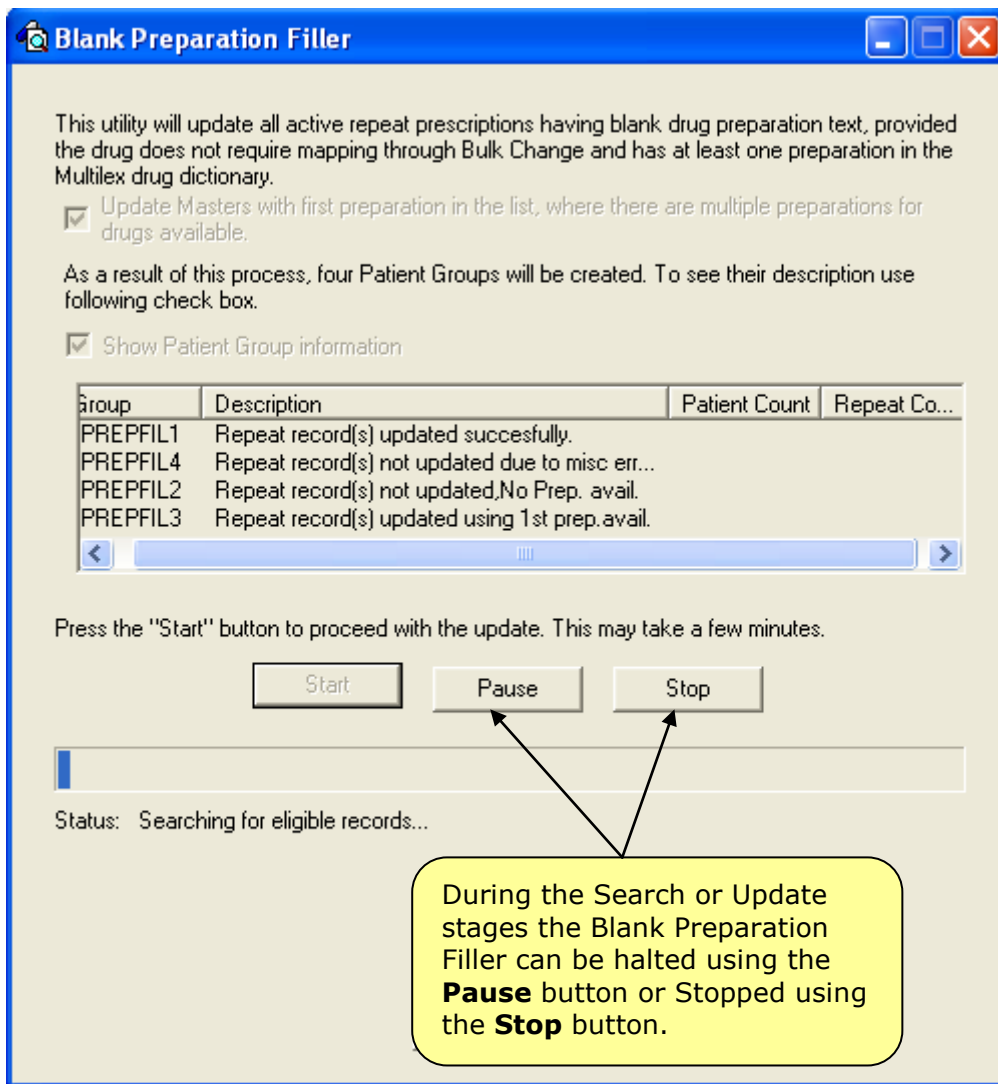
1. Find the **Preparation Filler** **BlankPreparationFiller.exe** shortcut on the Desktop or go to **My Computer**, navigate to **O:\Program\BlankPreparationFiller.exe**, double-clicking to open.
2. When prompted, enter your Vision login details.
3. The **BlankPreparationFiller** dialog is displayed. There are two options to consider before starting the Utility.
 - Where a drug has multiple preparations you can choose to have them updated with the first in the list, this group can then be checked for accuracy. To update, tick the box *"Update Masters with first preparation in the list, where there are multiple preparations for drugs available."*. The BlankPreparationFiller dialog opens prompting: *"It is possible that the preparation chosen will NOT match the one in the original prescription and this should be checked by a clinician, using the CSV file or patient group created."* Click **OK** to continue.



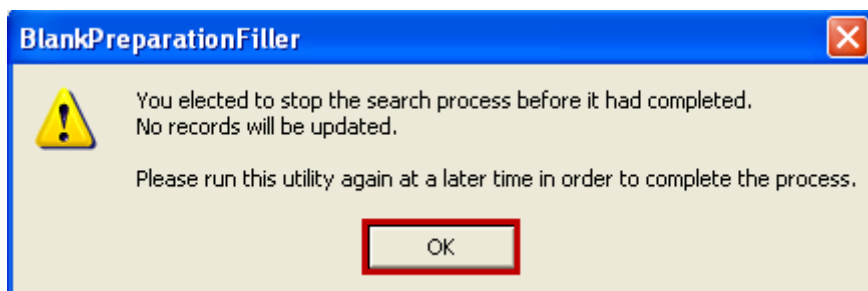
- The Utility will also create patient groups to make it easier to review the changes made, tick the box *"Show Patient Group information"* to create the groups. See [Using Patient Groups](#) on page 13 for further details.
4. Click **Start** to run.



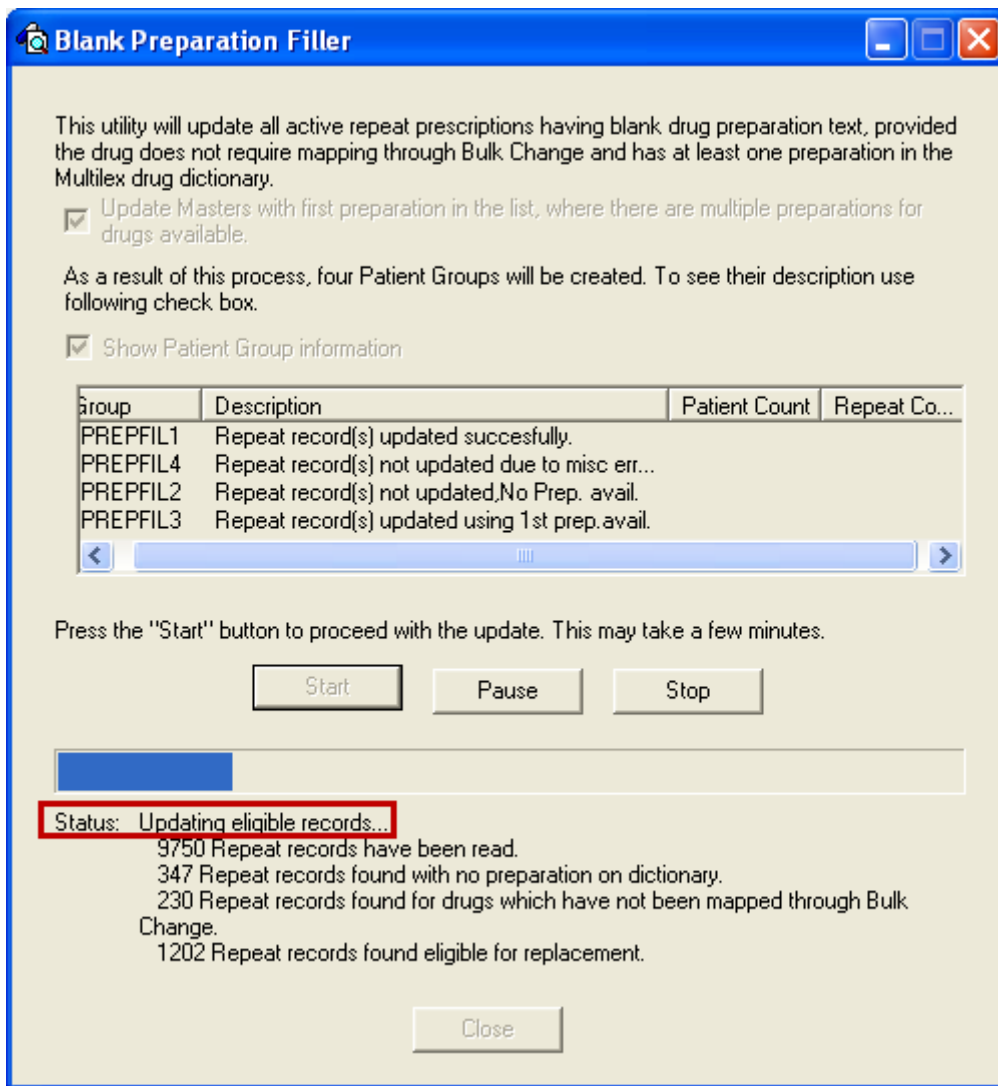
5. The utility will perform a **Search** of repeat masters with blank preparation fields, a progress bar is displayed.



6. During the search and updating stages the process can be paused or stopped. Click the **Pause** button, the search or updating process will be halted, click **Resume** to restart. To stop the search or update process, click the **Stop** button, you are prompted: "You elected to stop the search process before it had completed. No records will be updated. Please run this utility again at a later time in order to complete the process." Click **OK** then **Close** to close the Blank Preparation Filler.

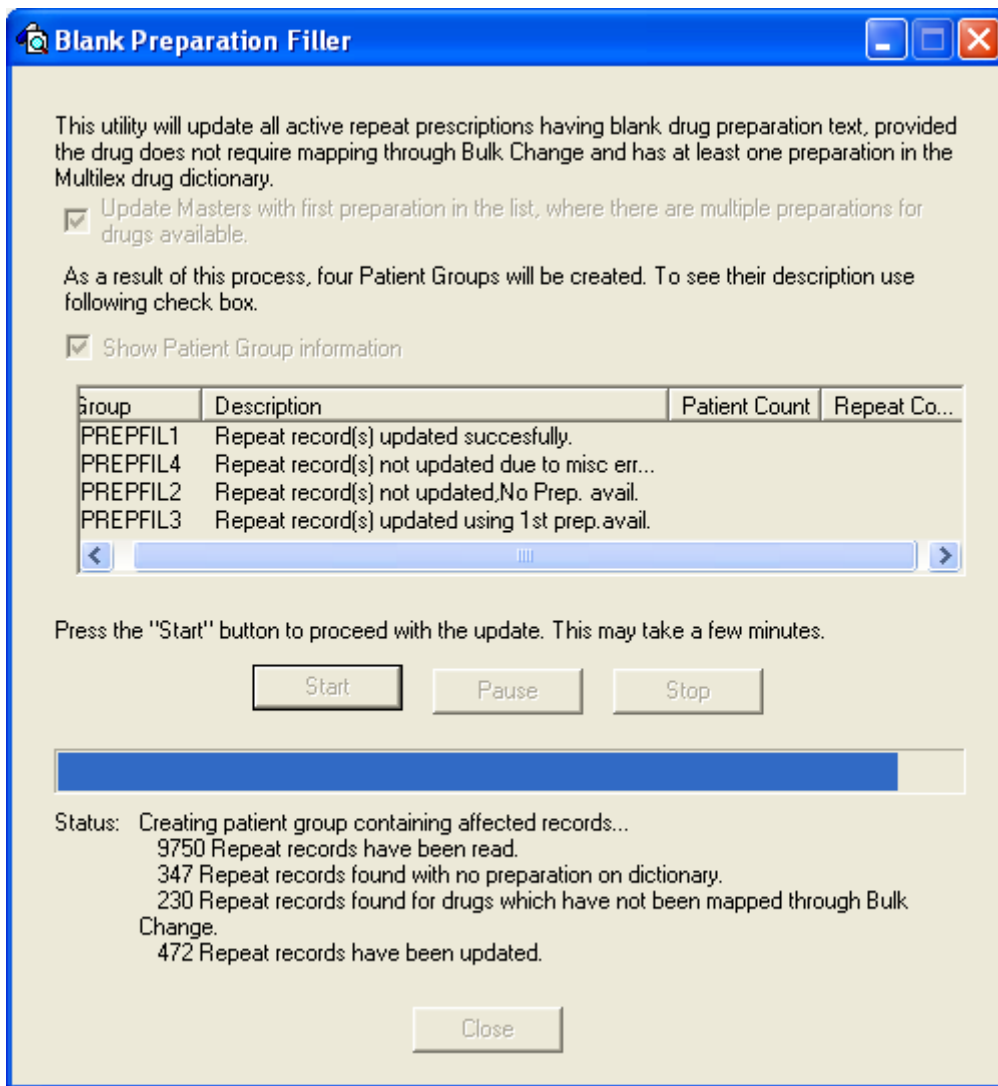


7. When the search is complete, the utility starts an **Update** process to change eligible records.



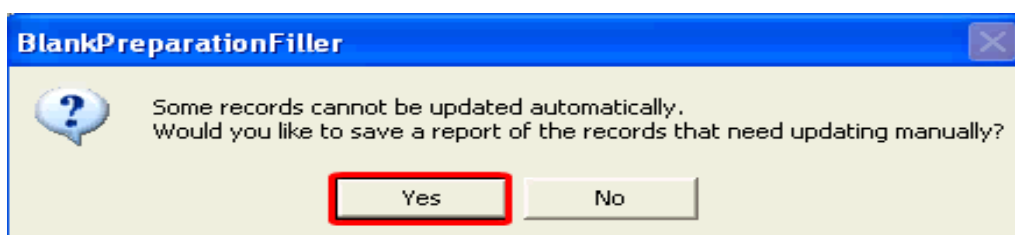
- When updating is completed the reports will be compiled and the patient groups created.

NOTE – During these processes the Blank Preparation Filler cannot be paused or stopped.

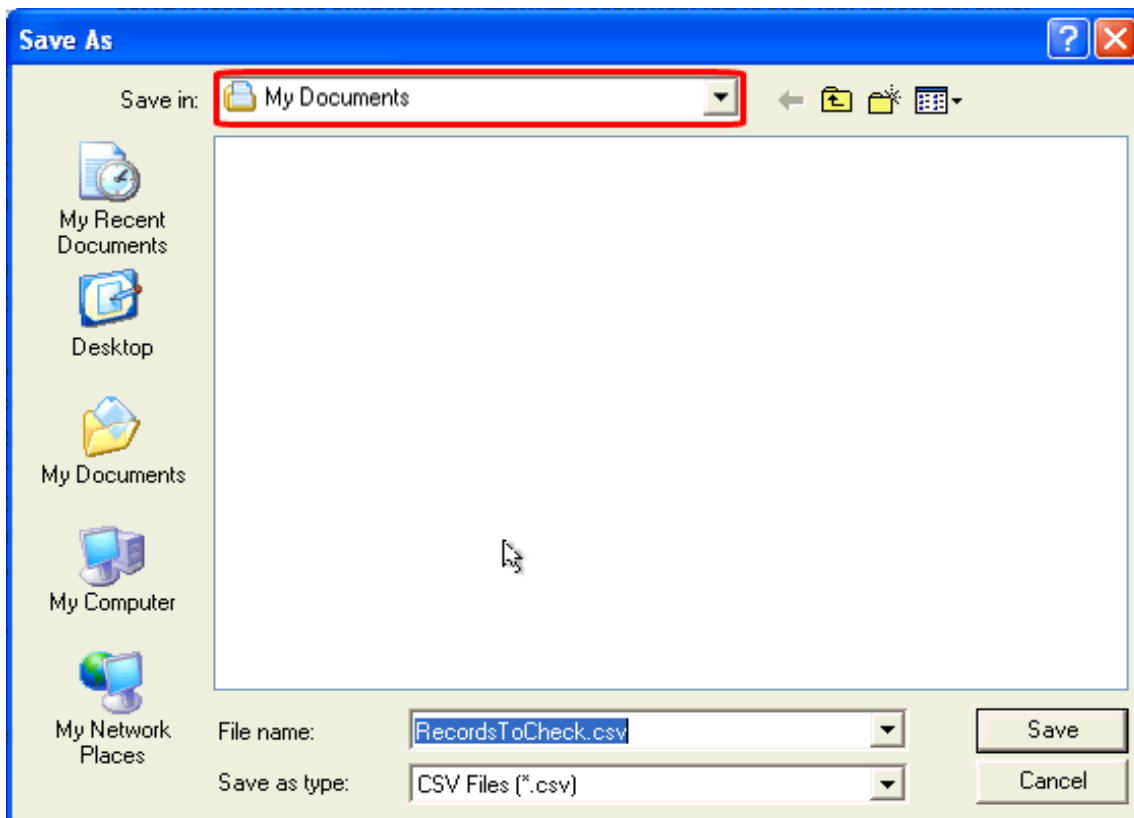


- If records remain unchanged you are prompted: "Some records cannot be updated automatically. Would you like to save a report of the records that need updating manually?" Click **Yes** to save a Comma Separated Value (csv) report.

NOTE – The patient groups contain the same information and can be used in place of the CSV file.



- You will be prompted to save the file named **RecordsToCheck.csv**, note the location of the file (change it if necessary), click **Save** to save and close. See [Using the CSV file on page 19](#)



11. You are then prompted: "The program has completed successfully. Patient group(s) with affected patients has been created. Please close the utility." Click **OK** to close. The following patient groups are created: See [Using Patient Groups](#) on page 13 for further details.

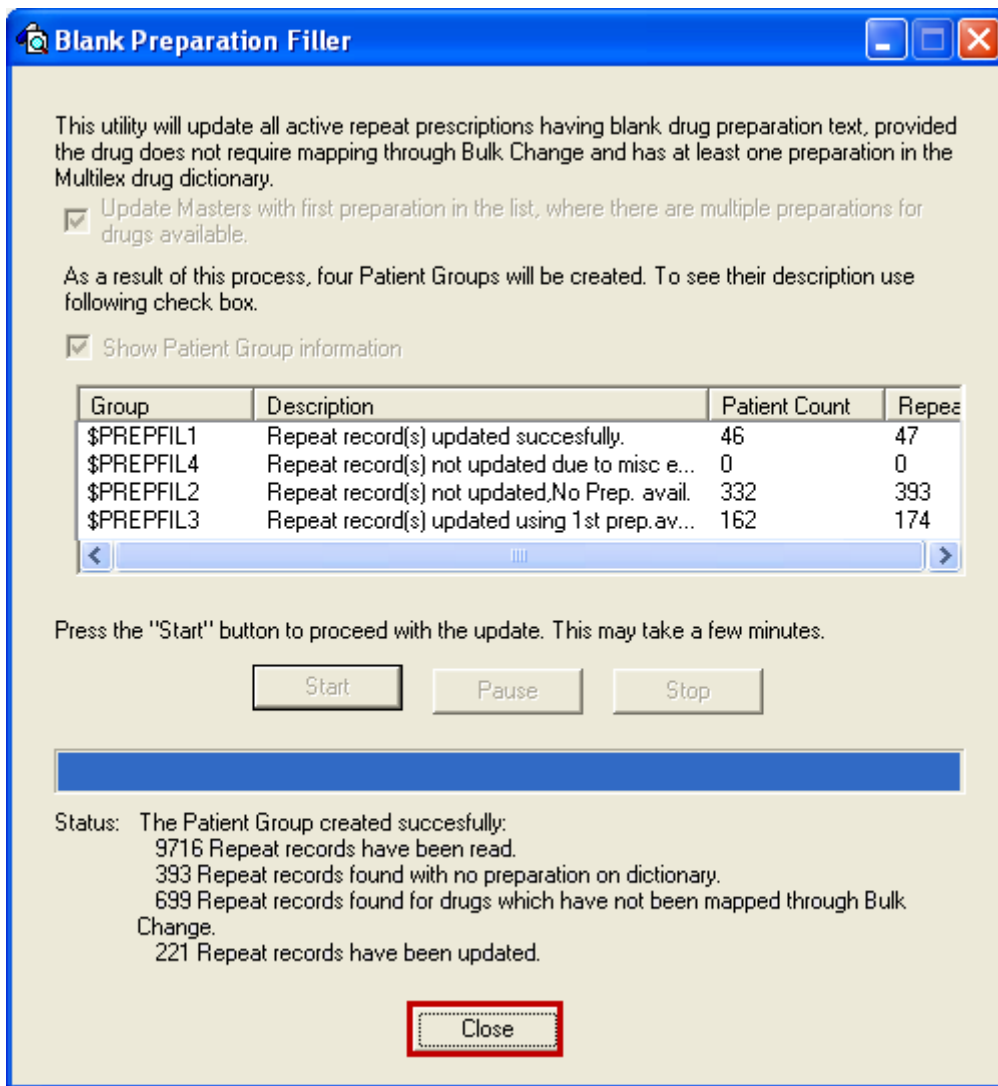
- **\$PREPFIL1** – Repeat record(s) updated successfully.
- **\$PREPFIL2** – Repeat record(s) Not Updated, No Prep avail.
- **\$PREPFIL3** - Repeat record(s) updated using 1st prep avail.
- **\$PREPFIL4** - Repeat record(s) not updated due to misc errors.



NOTE – Each time the Preparation Filler Utility is run a new set of groups will be created, using the next sequence of numbers, eg PREPFIL5, PREPFIL6 etc. All groups are saved in **Vision – Patient Groups**.

12. The Preparation Filler utility will display statistics from the Update. it displays:

- Total number of repeat records read.
- Total number of repeat records found with no preparation on dictionary.
- Total number of repeat records found for drugs which have not been mapped through Bulk Change.
- Total number of records updated.



13. Click **Close** to finish.

How to Check Preparations that have Changed

If you choose to match Repeat Masters with multiple preparations, with the first preparation in the list it is important to compare the new details with the original GPASS entry. This is done by checking the audit trail for the Repeat Master in Vision. The list of patients to check is stored in Patient Groups. See [Using Patient Groups](#) on page 13 for details of how to use patient groups.

There are a number of drugs that will be included in this listing, from our limited experience large numbers of these will be Gluten Free Products, Creams, and Ointments, there are also some inhalers and aerosols that are available in several sizes or number of puffs.

To check changes made to the Repeat Master

1. Select the patient in **Consultation Manager**, click on the **Therapy** tab and view the **Repeats**.
2. Highlight the drug you are interested in, right mouse click and select **Audit Trail**.

<input type="checkbox"/>	Not Issued	GAVISCON ADVANCE sf oral susp	-	3	10 ml As directed	500		14/06/2005	30/09/2010	BTHOM	Yes
<input type="checkbox"/>	Not Issued	Biotene Oralbalance saliva replacement oral gel [GLAXSK CON]	-	3	As directed	40	50g pack(s)	19/01/2004	30/09/2010	BTHOM	Yes
<input type="checkbox"/>	Not Issued	ATENDLOL tabs 25mg	-	3	1 Tab Morning & Night DISPENSE WEEKLY	56	tablet(s)	13/01/2004	30/09/2010	BTHOM	Yes
<input checked="" type="checkbox"/>	Not Issued	GLYCERYL TRINITRATE cfc free pump spray 400micrograms/dose	-	3	2 Puffs Take as required	200	dose pump spray	22/07/2003	30/09/2010	BTHOM	Yes

Item View

- List
- Consultation View
- Graph
- Problems...
- Check Condition...
- Reprint...
- Edit...
- Add...
- Delete...
- Audit Trail...**
- Source
- More...
- Help

3. The original GPASS drug detail is shown in Red Text. At the bottom of the screen there is a drop down menu, select the **first entry in the list** for example, Written on XX (date) XX (time) by XX (user name).

<input type="checkbox"/> Not Issued	ATENOLOL tabs 25mg	3	1 Tab Morning & Night DISPENSE WEEKLY	56	tablet(s)	13/01/2004	30/09/2010	BTHOM	Yes
<input checked="" type="checkbox"/> Not Issued	GLYCERYL TRINITRATE cfc free pump spray 400micrograms/dose	3	2 Puffs Take as required		200 dose pump spray	22/07/2003	30/09/2010	BTHOM	Yes

Repeat Master - Audit Trail [Close] [Help]

Date Prescribed: 22 July 2003 Prescriber: Dr B Thomson Source of Drug: In practice

Drug: GLYCERYL Trinitrate 180 Dose Cfc Free Pump 10g SPRAY 400MCG/

Quantity: 1 Preparation: [Redacted] Pack Size: 0 Treat Days: 0

Dosage: 2 Puffs Take as required

Action Group: [Redacted]

Last Issue Date: Issues Made: 0

<Previous Next> [Written on 06/07/2010 at 10:09:31 am by <Unknown Operator>] >>

SCapture [Written on 06/07/2010 at 10:09:31 am by Auto AUTODRUGMAPPING
Changed on 07/07/2010 at 11:49:59 am by System Supervisor] No Open Consultation

Repeat Master Audit Trail – Original Drug details from GPASS

- The drug name change that occurred during drug mapping to the Vision Multilex Dictionary will be shown when you select the second line from the drop-down menu. It is displayed as "Changed on XX (date) at XX (time) by Auto AUTODRUGMAPPING". The details of this change will be shown in green text; you will see the change to the Drug Name and Action Group.

Repeat Master - Audit Trail [Close] [Help]

Date Prescribed: 22 July 2003 Prescriber: Dr B Thomson Source of Drug: In practice

Drug: GLYCERYL TRINITRATE cfc free pump spray 400micrograms/dose

Quantity: 1 Preparation: [Redacted] Pack Size: 0 Treat Days: 0

Dosage: 2 Puffs Take as required

Action Group: Nitrates

Last Issue Date: Issues Made: 0

<Previous Next> [Changed on 06/07/2010 at 10:09:31 am by Auto AUTODRUGMAPPING] >>

No Open Consultation

Repeat Master Audit Trail – Details Changed by Drug Mapping

- The final change that has occurred was done by the Preparation Filler utility and is the third choice in the pick list. This will show the preparation that has been chosen and can be compared with the original text from GPASS to confirm the match is sufficiently close to be acceptable to the clinician.

Repeat Master - Audit Trail [Close] [Help]

Date Prescribed: 22 July 2003 Prescriber: Dr B Thomson Source of Drug: In practice

Drug: GLYCERYL TRINITRATE cfc free pump spray 400micrograms/dose

Quantity: 1 Preparation: 200 dose pump spray Pack Size: 0 Treat Days: 0

Dosage: 2 Puffs Take as required

Action Group: Nitrates

Last Issue Date: Issues Made: 0

<Previous Next> [Changed on 07/07/2010 at 11:49:59 am by System Supervisor] >>

Repeat Master Audit Trail – Preparation Filler Utility Change


6. In this example, **Glyceryl Trinitrate 180 dose cfc free pump 10g spray 400mcg** has been replaced by **Glyceryl Trinitrate cfc free pump spray 400mcg 200 dose pump spray**. The patient is getting the same amount of the drug delivered in each dose, but now has 20 more sprays per pack. This should be taken into account when reauthorizing the prescription.

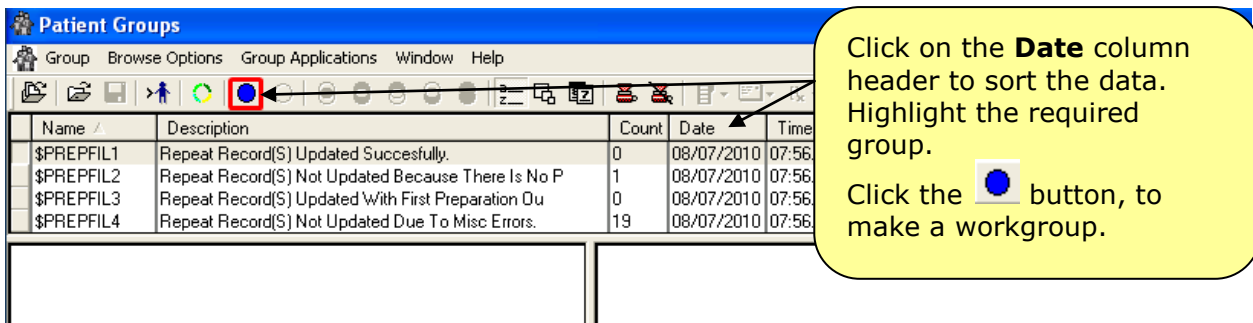
Using Patient Groups

The Preparation Filler Utility created four patient groups initially, each run of the Utility will create a new set of patient groups using the next sequence of numbers, for example the first groups are labelled \$PREPFIL1, 2, 3, 4. Subsequent groups will be labelled \$PREPFIL5, 6, 7, 8 etc.

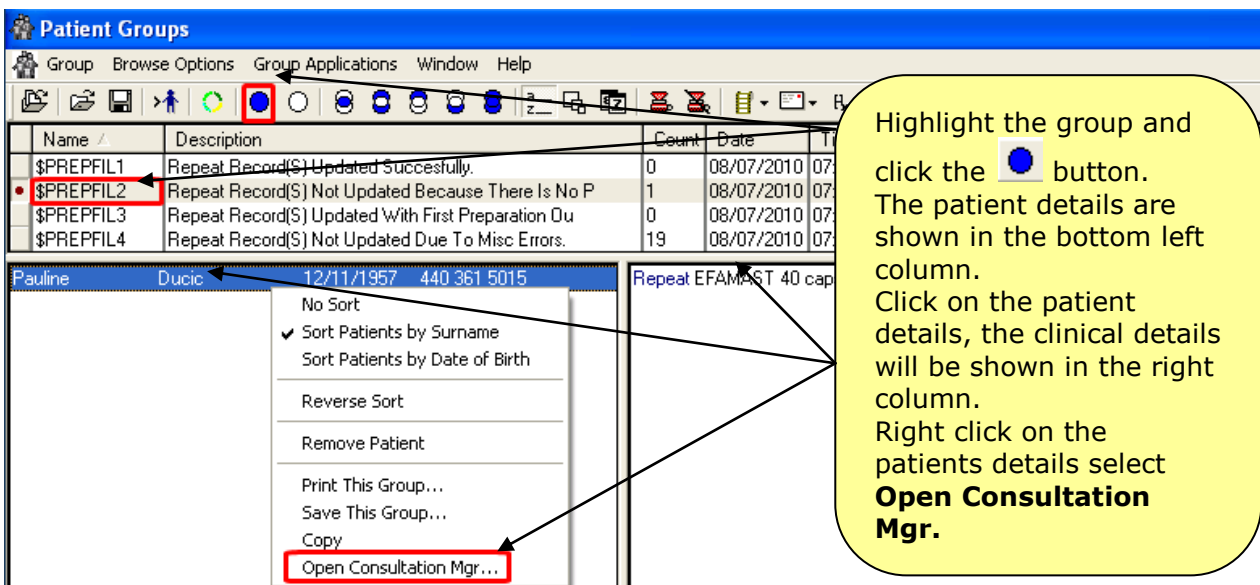
View the PREPFIL Groups

To view the groups created by the Preparation Filler Utility:

1. Go to **Vision – Reporting – Patient Groups**.
2. The Patient Groups are listed in a table. The data in the columns can be sorted by clicking the column header, for example, click **Date** to sort the columns into date order.
3. Locate the \$PREPFIL groups, the count column will display how many patients are contained in the group. To view the patients, click the blue  circle on the toolbar to make the selected group the workgroup.




4. The patient’s details will be displayed in the bottom left column. Click on the patients details and the clinical information will be displayed in the column on the right. To view the patients Consultation Manager record, highlight the patient details and right click, select **Open Consultation Mgr** from the menu. This will open a new Consultation Manager window displaying the patient’s clinical records.

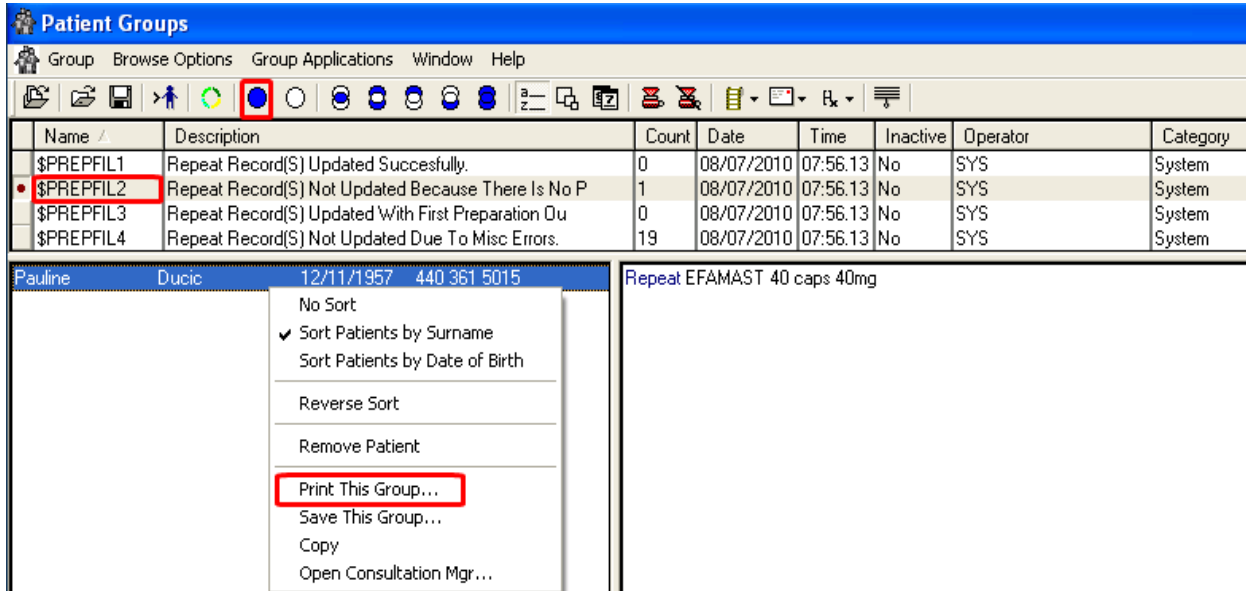


Print a Group

The \$PREPFIL groups can be printed. There are two options:

- Print a patient list only.
- Print a patient list and clinical data.

1. Highlight the required \$PREPFIL group and click the blue  button to make the group the workgroup.

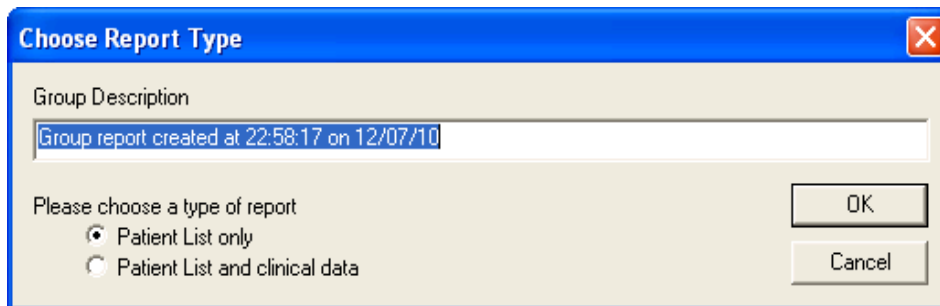


Name	Description	Count	Date	Time	Inactive	Operator	Category
\$PREPFIL1	Repeat Record(S) Updated Successfully.	0	08/07/2010	07:56:13	No	SYS	System
\$PREPFIL2	Repeat Record(S) Not Updated Because There Is No P	1	08/07/2010	07:56:13	No	SYS	System
\$PREPFIL3	Repeat Record(S) Updated With First Preparation Du	0	08/07/2010	07:56:13	No	SYS	System
\$PREPFIL4	Repeat Record(S) Not Updated Due To Misc Errors.	19	08/07/2010	07:56:13	No	SYS	System

Pauline Ducic 12/11/1957 440 361 5015 Repeat EFAMAST 40 caps 40mg

- No Sort
- ✓ Sort Patients by Surname
- Sort Patients by Date of Birth
- Reverse Sort
- Remove Patient
- Print This Group...
- Save This Group...
- Copy
- Open Consultation Mgr...

2. Highlight a patient and right click, select **Print This Group**. Select the type of report required, either **Patient List** only or Patient **List and clinical data**, click **OK**.



Choose Report Type

Group Description

Group report created at 22:58:17 on 12/07/10

Please choose a type of report

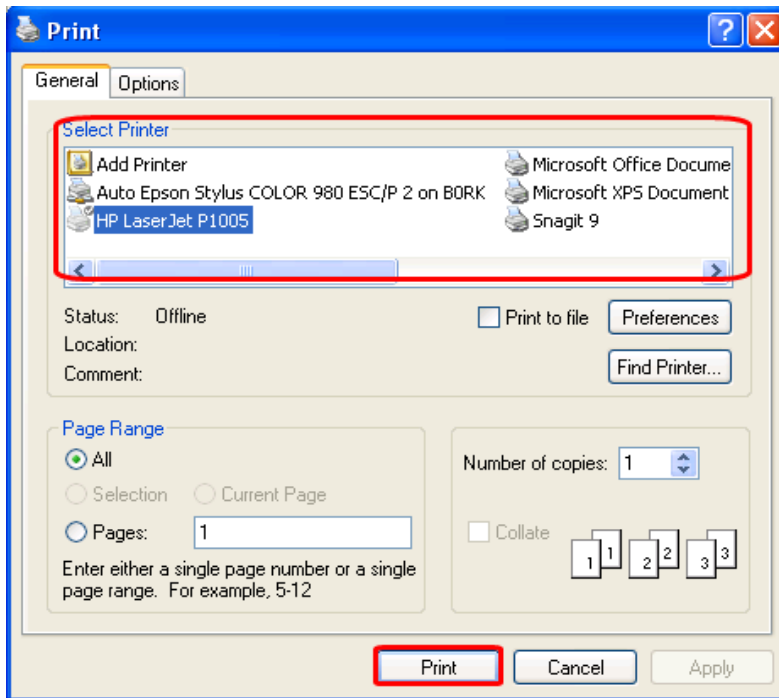
Patient List only

Patient List and clinical data

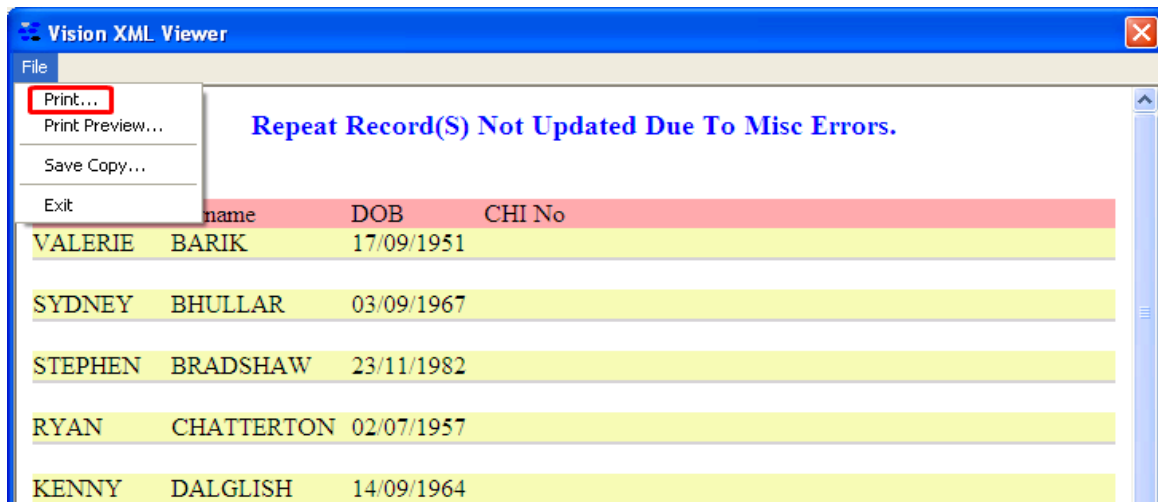
OK

Cancel

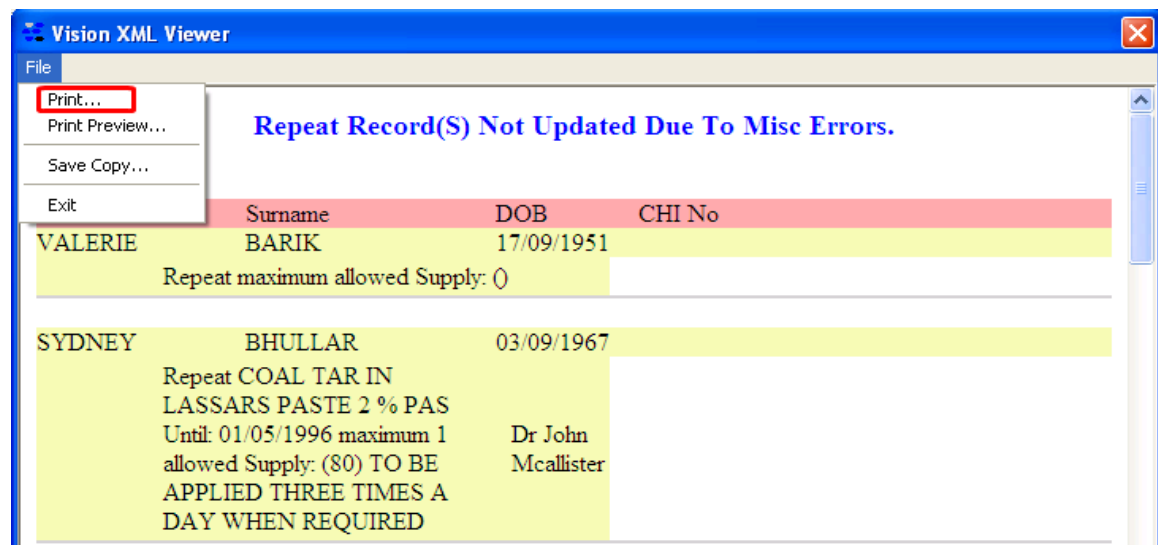
3. The report will be displayed, click **File** and select **Print**. A print dialog window will open select the required printer and click **Print**. The report will be sent to the printer.



4. Click file and select **Exit** to close the report.



Example of Patient List Report

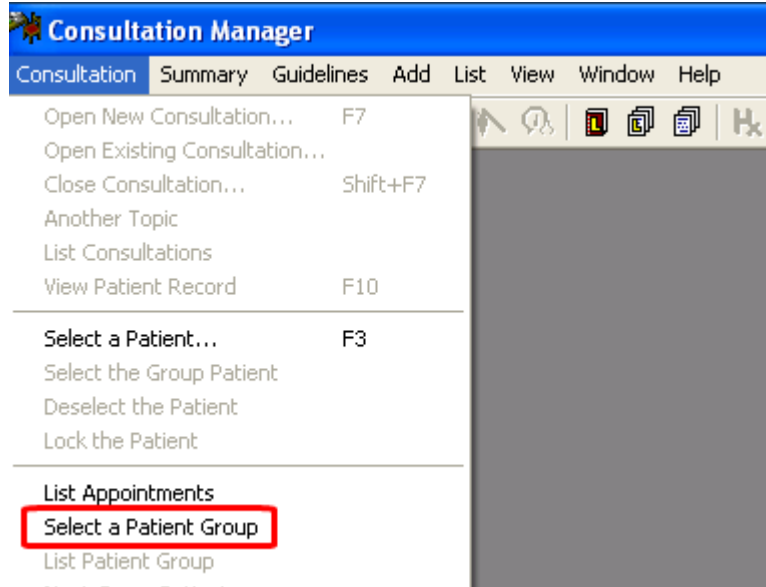


Example of Patient List with Clinical Data Report

Use Patient Groups in Consultation Manager

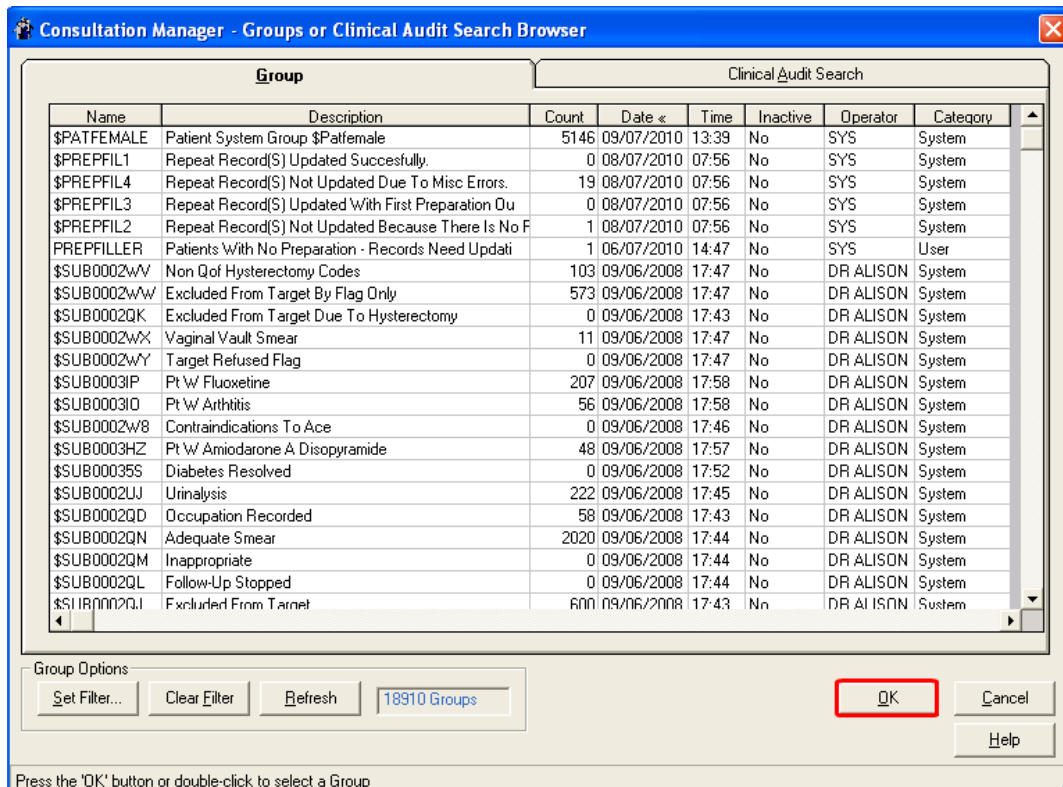
If you wish to review each patient in the group, you can select the group in Consultation Manager and use a button to open the next patient in the list.

1. Go to **Vision – Consultation Manager – Select a Patient Group.**




2. The Groups or Clinical Audit Search Browser window will open, click the **Date** column to sort the data to display the latest groups. Find the \$PREPFIL group you require and click **OK**.

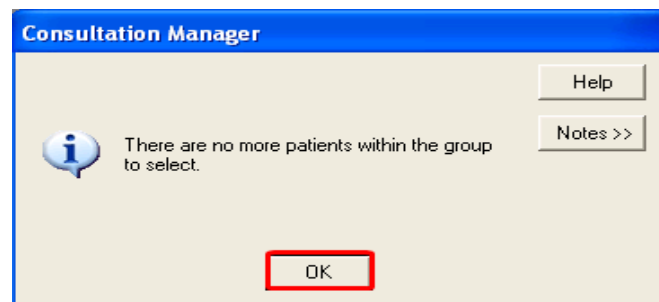
HINT – If the group you require is not displayed click the **Set Filter** button and select **Other Patient Groups** then click **OK**.



- The patient list will be displayed, click on the patient details and the clinical details are shown in the right column. To open the Consultation Manager highlight the patient and click the **Select Group Patient** button.


SPREPFIL4 Repeat Record(S) Not Updated Due To Misc Errors.		
Valerie	Barik	17/09/1951
Sydney	Bhullar	03/09/1967
Stephen	Bradshaw	23/11/1962
Ryan	Chatterton	02/07/1957
Kenny	Dalglish	14/09/1964
Pervaiz	Driver	14/12/1957
Oscar	Fenton	16/01/1923

- The patient's Consultation Manager record opens, review the audit trail for the repeat master, see [How to Check Preparations that have Changed](#) on page 10.
- To select the next patient in the list click the **Next Group Patient**  button on the toolbar. Continue this process until you have reviewed all the patients in the group. You are prompted: "There are no more patients within the group to select." Click **OK** to close and finish.




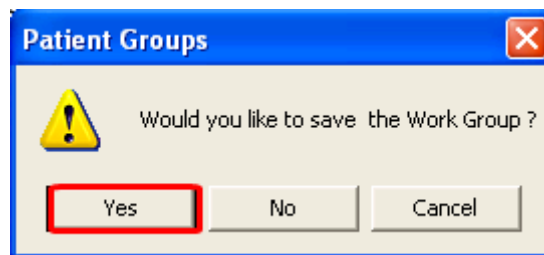
Delete a Patient from a group

To delete the patients you have reviewed from a group:

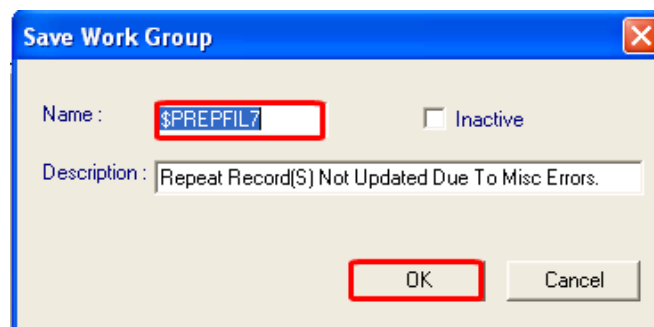
- Select the required group in Patient Groups and click the blue  button to make it the workgroup.
- Right click on the patient details and select **Remove Patient**, continue until you have removed all the patients with completed reviews.

Name	Description	Count	Date
\$PREPFIL0	Repeat Record(S) Not Updated, No Prep. Avail.	1	09/07
\$PREPFIL5	Repeat Record(S) Updated Using 1st Prep. Avail.	0	09/07
\$PREPFIL6	Repeat Record(S) Updated Successfully.	0	09/07
\$PREPFIL7	Repeat Record(S) Not Updated Due To Misc Errors.	19	09/07
GTN	Gtn Pats	228	09/07
\$PATDOB	Patient System Group \$Patdob	9662	09/07
\$PATTRAN	Patient System Group \$Pattran	4339	09/07
\$PATAPPLY	Patient System Group \$Patapply	7822	09/07
\$PATNAME	Patient System Group \$Patname	9662	09/07
\$PATFEMALE	Patient System Group \$Patfemale	5146	09/07
\$PATGPO004	Register: Dr Alison Hill	1	09/07

- Click the white  button on the toolbar to close the group. You are prompted: "Would you like to save the Work Group?" Click **Yes** to continue.

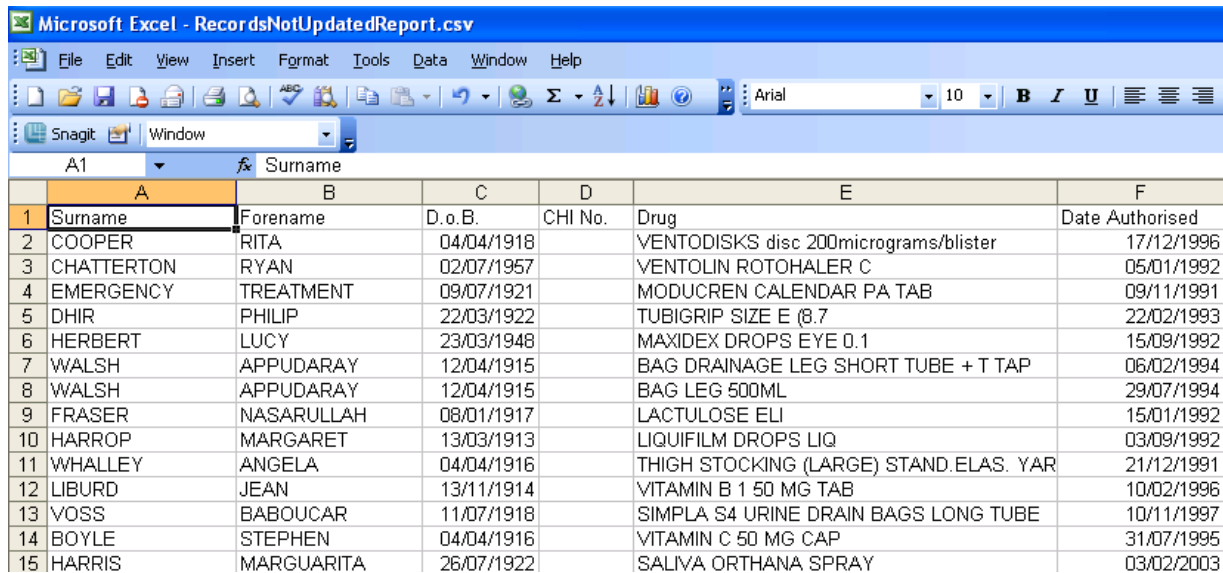


- Type a new name in the **Name** box and click **OK**. The saved group is a copy of the original minus the deleted patients. Use this new group to continue the review process.



Using the CSV file

At the end of the Preparation Filler Utility you are prompted to save a Comma Separated Value (csv) report. The csv file can be opened in MS Excel. The report can be sorted and printed if required.



	A	B	C	D	E	F
1	Surname	Forename	D.o.B.	CHI No.	Drug	Date Authorised
2	COOPER	RITA	04/04/1918		VENTODISKS disc 200micrograms/blister	17/12/1996
3	CHATTERTON	RYAN	02/07/1957		VENTOLIN ROTOHALER C	05/01/1992
4	EMERGENCY	TREATMENT	09/07/1921		MODUCREN CALENDAR PA TAB	09/11/1991
5	DHIR	PHILIP	22/03/1922		TUBIGRIP SIZE E (8.7	22/02/1993
6	HERBERT	LUCY	23/03/1948		MAXIDEX DROPS EYE 0.1	15/09/1992
7	WALSH	APPUDARAY	12/04/1915		BAG DRAINAGE LEG SHORT TUBE + T TAP	06/02/1994
8	WALSH	APPUDARAY	12/04/1915		BAG LEG 500ML	29/07/1994
9	FRASER	NASARULLAH	08/01/1917		LACTULOSE ELI	15/01/1992
10	HARROP	MARGARET	13/03/1913		LIQUIFILM DROPS LIQ	03/09/1992
11	WHALLEY	ANGELA	04/04/1916		THIGH STOCKING (LARGE) STAND.ELAS. YAR	21/12/1991
12	LIBURD	JEAN	13/11/1914		VITAMIN B 1 50 MG TAB	10/02/1996
13	VOSS	BABOUCAR	11/07/1918		SIMPLA S4 URINE DRAIN BAGS LONG TUBE	10/11/1997
14	BOYLE	STEPHEN	04/04/1916		VITAMIN C 50 MG CAP	31/07/1995
15	HARRIS	MARGUARITA	26/07/1922		SALIVA ORTHANA SPRAY	03/02/2003

Example of CSV file opened in Excel