

Vision 3 Training Guide

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Version changes

Date	Version	Content	
20/10/00 09/11/00	Vision3	Training Guide	KMAN11 9
15.10.01			
6.11.01 14.11.01		Combined into one document	
8.1.02 16.1.02		Contents, Index	
24.01.02 19.02.02		RD fields Appts backup	
15.04.02		2 nd edition	
30.07.02	Vision3.01	3rd edition	
05.09.02	Vision3.01	4th edition	13 Scanning
29.10.02`		Printing address labels in Word	
06.02.03	v.162	.pdf format	
26.02.03		Removed section nos from cross references. Word version. Included Backup Exec supplement as section 14.	
13.08.03	Version 1	For InPS website, pdf	
10.09.03	Version 2	Chapter 12 GPC - DTS migration	to MGIB
16.10.03	Version 3	Chapter 22 Read codes - GP Contract Read codes (draft 7)	to MGIB
10.12.03	Version 4	Chapter 5 - Security - example of restricting access to user Chapter 26 - Using Guidelines - remove triple therapy Chapter 24 Therapy - amend Enable Browse Config in Nurse Prescribing Chapter 22 - Read codes - GP Contract Read codes (final spec 12.11.03)	to AGLE for new vision users pdf to MGIB
05.01.04		Chapter 5, Should the practice PCs be shut down over night? Chapter 27 - Quick Summary Add a Report amended.	
20.01.04		Chapter 24 Therapy - separating display of acutes and issues	Sent to HFRA
21.01.04	DLM 177	Chapter 4 File Maintenance - GP Retainer, OT and Speech Therapist in Staff Roles	
22.01.04		Chapter 22 READ - monitoring codes	
29.01.04	DLM 177	Chapter 18 Patient Record View - Patient browser link; reminders Chapter 30 Searches - search for acute scripts; adding reminders in patient groups	Sent to HFRA 11/03/04
29.01.04		Chapter 14 Backup Exec Supplement - reformatting only, no change to text.	
16.02.04	DLM 177	Chapter 31 New Sex merge mark	Sent to MGIB
16.02.04	DLM 177	Chapter 20 Reminders in Cons Mngr	Sent to MGIB Sent to HFRA

18.02.04		Chapter 24 Therapy - Nurse Prescribing, prescription forms England and Scotland	
03.02.04	DLM 178	Chapter 7 - Registration Bulk Transfer and Partnership Reallocation changes	
24.02.04	DLM 178	Chapter 12 GPC - Archiving XML Messaging, polling interval, new message status, Cancel on Resolve Incoming	
26.02.04	DLM 178	Chapter 19 Bulk History Add	
02.03.04	DLM 178	Chapter 4 File Maintenance - UKCC now NMC, RI code can be one character	
18.03.04		Chapter 15 Quick Reference - Move routine Housekeeping to Chapter 2 Getting Started in Vision Chapter 2 Getting Started in Vision - Routine Housekeeping added Chapter 1 - Update contact numbers Helpline and Training	
26.03.04	DLM 179	Chapter 9 Appointments enhancements - reminders etc	
26.03.04		Chapter 5 Security - Security screenshot showing Mail Maintenance, Mail Manager	
02.04.04		Chapter 1 - NVUG change of address Chapter 8 - Reglinks - Reject incoming amendment Chapter 13 Scanning - include Correspondence Manager Quick Ref	
05.04.04		Chapter 18 - Patient Record - Changing the home page for display in the Links tab	Full set sent to MGIB, AGLE, SKNO, DDAV
28.04.04	DLM 180	Chapter 26 Guidelines - revised at the request of PRODIGY website. Hold sending to MGIB etc until dlm 180 released.	Sent to MGIB and AGLE as pdf, MWAL as .doc 17.06.04
29.04.04	DLM 180	Chapter 20 Problems (Link Medication to Problems) Chapter 17 Cons - Options-Setup, change in Management tab - Therapy Management	-ditto
11.05.04	DLM 180	Chapter 24 Therapy - Print Therapy, Add Medication Review, Link Medication to Problems,	-ditto-
17.05.04	DLM 180	Chapter 6 Printer Profiles Chapter 7 Registration - Search House name/road Chapter 16 Con Mngr Getting Started - Search House name/road; Consultation types Chapter 18 Con Mngr - the Patient Record - Patient Browser link - type any url in browser window Chapter 19 Con Mngr Data Entry General Points - revised Add menu, Death Chapter 20 - Reminders - new menu; new BP screenshot with cuff. Chapter 21 Management Plans -Asthma and Diabetes, CVD risk calculator changes,	-ditto-
10.06.04	Training Workshop	Update of Chapter 15 Quick Ref to be suitable for both new users, trial data, locums. One page summaries, no screenshots.	-ditto-
20.07.04	DLM	Chapter 4 - Changed to Control Panel	Sent to

	181/182	Chapter 5 - Mail Manager "old File Maintenance and Security file still made available	MGIB,AG LE, DDAV, SKNOM MWAL as pdf, 20.07.04
20.07.04		Revise Chapter 15 Quick Ref with HFRA comments Chapter 2 - updated with overview of Vision modules, and Vision products	Sent to MGIB,AG LE, DDAV, SKNO MWAL as pdf, 20.07.04
27.07.04	DLM 184	Chapter 17 Cons - Options-Setup - General - Enable repeat dispensing; and default interval changed Chapter 24: Therapy - Repeat Dispensing - change default interval (DLM 186)	Sent to MGIB,AG LE, DDAV, SDEE as pdf, and to MWAL as .doc 05.10.04
26.07.04	DLM 183	Chapter 12: GPC - switch off PKI encryption	-ditto-
03.08.04	DLM 185	Chapter 12 GPC - QOF Report (Mail Gateway) and QOF Message tab (Options)	-ditto-
13.09.04	DLM 185	Chapter 32: Clinical Audit changes for nGMS contract Chapter 14 - Remove reference to \$Tape	-ditto-
	DLM 186	Chapter 15 - Device Type, peak flow; Chapter 20 - new 5 imms, peak flow device type, children's calculations. Removal of IOS claims	-ditto-
05/10/04	DLM 186	Chapter 21 Thyroid. School attended in CHS Management Plan Chapter 16 - Patient Details, (phone, preferred pharmacy, can search on this); also new Consultation Type Medicine Management Chapter 4 - Control Panel - new staff type, phlebotomist Chapter 7 - Registration - Removal of Bulk Transfer	-ditto-
17.09.04		Chapter 30: Searches - amend screenshots export patient data to third party/floppy/CD - take out claim searches - use Training Workbook examples	-ditto-
04.11.04	DLM 186	Chapter 24 - Therapy - add a non-drug allergy, change of Add menu title	MGIB
04.11.04		Chapter 2 Getting Started in Vision - incorrect contents page nos	MGIB
04.11.04		Chapter 19 - Edit an entry. Chapter 20 FAQ Add cholesterol test result	MGIB
04.01.05	DLM 187	Chapter 8 Registration Links (V3, 04.01.05) - option to download to alternate location; N.I.	MGIB
04.05.05	DLM 188	New chapter 34 - QOF Reporting	
14.06.05	DLM190 DLM 191	Chapter 24 - Therapy - Medication Review changes, Toxic warnings; repeat dispensing changes, Scriptswitch, Prescription Manager	
19.05.05	DLM 191	Chapter 5 Mail Manager - Scottish Path - Change Tools-Options for SCI stores	
23.05.05	DLM191	Chapter 17 - Cons - Options-Setup - General - Enable Scriptswitch, Repeats interval	

26.05.05		Chapter 31 - Smear recall (BSIE) revised procedure	
31.05.05		Chapter 30 - Searches - remove section on Printing Address Labels in Microsoft Word to Chapter 31	
02.06.05	DLM 190	Chapter 20 - New5-in-1 children's imms etc, hepatitis imms. Change to cytology default	
14.06.05		Chapter 1 - NVUG change, blank page 4	
03.06.05		Updated master Contents and Index	
(14.12.04) (04.05.05)	DLM 187	Chapter 4 - Control Panel - Actions - DXS Bulk Update.	pdf
11.10.05	DLM 191	System Alerts, Eventlog Viewer (SCI)	
13.10.05	-	Chapter 11 Pathology Results and Mailbox etc - "Mail Manager" changed to Mailbox / Mail Administrator	pdf
13.10.05	DLM 193	Chapter 5 Mail Manager - SCI Stores	pdf
14.12.04	DLM 187 DLM 193	Chapter 7 Registration (V4, 14.12.04) - Patient consent for data collection. Remove for time being; Chapter 7 - Registration status, walk in centre etc. H+C numbers in Northern Ireland	pdf
17.02.05	DLM 189	Chapter 12 - Changes in GPC and Mail Gateway	pdf
14.10.05	DLM 193	Chapter 12 - SCI store changes in GPC	
25.08.05	DLM 192 DLM 193	Chapter 24 - methotrexate dosage changes Chapter 24 - Advanced Printing and Prescription Mngr, Chapter 24/25 - Consider putting Nurse Prescribing and Supplementary prescribing in 25 rather than 24	
18.10.05		Split Chapter 24 into 24 Therapy and 25 Therapy Supplement	
14.10.05	DLM 193	Chapter 6 - Advanced Printing	pdf
	DLM 192	Chapter 20 - Immunisation changes	
06.12.05		Chapter 29 - Problems	pdf
06.12.05	DLM 193	Chapter 5 Mail Manager - remove reference to automatic archiving	
06.12.05	DLM 193	Chapter 32 clinical Audit - Printing, save group, Con Manager	
06.10.05	DLM 193	Chapter 34 - Exceptions and new nGMS audits v3	
07.12.05		Chapter 32 - Using email for recall	pdf to MGIB for website
Dec 05		Chapter 25 - Therapy Supplement - include DXS	
24.01.06	DLM 195	Chapter 24 – QMAS audits. V4 audits, and v7 Dataset rules	
27.01.06	DLM 195	Chapter 20 Hep B vaccs	
27.01.06	DLM 195	Chapter 11 View Mail screenshot, test results, Complete Action button	
27.01.06	DLM 195	Chapter 24 Prescription Manager, quick way to open, Errors tab, No. of items per prescription, Methotrexate, Printing controlled drugs	
27.01.06	DLM 195	Chapter 25 Rpt dispensing (no private), print dispensing labels and cautions	
27.01.06	DLM 195	Chapter 6 Printer profiles - bar code prints on test page	
27.01.06	DLM 195	Chapter 26 Guidelines as attachments	
30.01.06	DLM 195	Chapter 23 (word processor & Referrals) Word tempates and Mail merge/Protect forms on creation, new mailmerge fields	
30.01.06	DLM 195	Chapter 5 Mail Manager - summarise NPFIT and SCI path, Cancelled/superceded, Mark as complete	

30.01.06	DLM 195	Chapter 7 Registration - patient dissent to data collection	
15.02.06 01.03.06		Comments made on all chapters by BT - All GP Review team, most accepted and amendments made	pdf for InPS website
12.04.06		Chapters 6, 24 - Advanced printing does not need to be switched on to activate ETP	
18.07.07		v3tgd.doc - Update INPS logo on front page	
	DLM 200 DLM 210 DLM 202	Chapter 24 : Multilex changes - ignore ETP activation, printer maintenance Bulk replacement Preparation field must be correct	
	DLM 200 DLM 235	Chapter 23 Referrals and Correspondence - Choose and Book - urgency status of referrals, urgency picklist Referral Message Digest	
	DLM 202	Chapter 16 - Initialising DXS con mngr on accessing Con Mngr	
	DLM 202	Chapter 27 Creating guideline - inserting a URL into a guideline; launching a website	
		Chapter 1 - correct Helpline phone number	
	DLM 202	Chapter 17 - Cons Options Setup - new Therapy tab and reduced General tab	
	DLM 202 July 06	Chapter 24/25 Therapy changes, SPs and independent prescribers,	
	DLM 210 Sep 06	Chapter 19 - Examples for Add Family History	
	DLM 200	Chapter 11 View Mail in Con Mngr, new filter buttons	
24.10.07	DLM 235	Chapter 24 - Allergy warnings, same action group	
24.10.07	DLM 210	Chapter 20 Immunisations childhood changes	
24.10.07	DLM 235	Chapter 20 Immunisations childhood changes	
24.10.07	DLM 237	Chapter 20 Hib/MenC Imms	
	DLM 240	Chapter 20 Allergy/Adverse Reaction section now included on Imms Summary New types of Imms: HPV, Anti-D iG, Anti-CMV-i iG Site of injection, yellow fever, HepA and HepB, due dates Hep, Stage, MedC 3rd stage, pneumococcal conjugate, 5 in 1, typhoid, Hep A stage/B, Hepatyrrix Update Attachments list	
24.10.07	DLM 260	Chapter 20 and 15 - Predicted peak flow not calculated for children	
04.12.07	DLM 235	Chapter 7 Registration - PDS; Scotland Organ Donor Consent	
	DLM 240	Chapter 7 Registration - PDS Update	
	DLM 260	Chapter 7 Registration - Patients Contacts / Next of Kin	
	DLM 200	Chapter 5 View Mail in Con Mngr, new filter buttons	
	DLM 237	Chapter 5 Mail manager - Tools Options filter National Summary messages	
	DLM 240	Chapter 5 Mail Manager - Patient mailbox in Con Mngr default tabs. Optional MM startup.	
	DLM 260	Chapter 5 Mail Manager Bulk action and mark as read; automatic archive Nat Messages; usual GP ;	
	DLM 260	File All for multi-tabs, File Tab, File Abnormal	

	DLM 230	Chapter 11 Mail manager messages	
	DLM 235	Chapter 11 Result details on patient mailbox in Con Mngr - new filters	
	DLM 260	Chapter 2 Event Log amended; Chapter 6 Event Log amended: RMD switch on in Systems	
15.01.08	DLM 237	Chapter 15 - Medical Insurance Report	
	DLM 231	Chapter 23 Referrals and Correspondence - Medical Report for Insurance purposes	
	DLM 260	Chapter 7 Patients Contacts / Next of Kin	
	DLM 240/250	Chapter 16 PDS Update	
	DLM 260	Chapter 17 Prescribing Safety, drug check options	
	DLM 235	Chapter 17 Con Options Setup - Patients middle name	
	DLM 210	Chapter 26 Using Guidelines - new Attachment icon Removal of PRODIGY	
22.01.08	DLM 235	Chapter 24 - Repeat master word change	
	DLM 230	Chapter 24/25 Private CDs	
	DLM 237	Chapter 24 - Registrar name print on prescription Multipractice codes printed on scripts Wales/NI barcoded prescriptions	
	DLM 240	Chapter 24 Methotrexate prints shaded signature	
	DLM 260	Chapter 24 - Prescribing Safety and drug checks, black triangle drugs	
29.01.08	DLM 260	Chapter 5 - Mail Manager - Mark as Read icon	
Feb 08	DLM 280	Chapter 9 - Appointments (ESTU)	
	DLM 237	Chapter 16 Recording patient consent	
	DLM 235	Chapter 23 Referrals - Referral Message Digest DLM 237 - How to switch on	
	DLM 210	Chapter 25 - Ind and SPs, Private CDs	
	DLM 260	Chapter 25 Repeat dispensing Wales	
	DLM 240	Chapter 25 Changes in Nurse prescribing	
	DLM 240	Chapter 26 Removal of PRODIGY - Check ALL chapters for Self-help info, leaflets and prodigy guidelines: 15, 16, 17, 18, 19, 24, 25, 26, 27, 28	
	DLM 220	Chapter 34 QOF Reporting	
Sept 06	DLM 210	Chapter 34 QOF Reporting changes	
	DLM 226	Chapter 34 QOF Reporting v9 ruleset	
20.02.08		All files reworked, pdf, zipped; New contents Part 1 and 2; Index ? regenerated; Omitted Version History file	pdf/zip to MGIB
24.09.08		Combined Contents, Index and Version history file Chapter 27 Creating guideline - Special Format	
02.02.09		REMOVED Chapter 10 Items of Service - and all references to IOS	
02.02.09	DLM 270	Chapter 34 QOF Reporting Combined contents/Index	pdf to website
24.09.08	DLM 260	Chapter 15 Add MED 3 pilot electronic	
24.09.08	DLM 261	Chapter 17 - Further Prescribing Safety changes	

	DLM 262	Chapter 20 Cervarix for HPV in Imms	
5.2.09	DLM 270	Chapter 16 Select a group in Con Mngr(pdf)	
11.02.09		Chapter 3 - renamed Getting Started in Windows ; removed Display resolution section	
Nov 08	DLM 270	Chapter 31 Patient Groups changes, recall enhancements	
11.02.09	DLM 270	Chapter 30 Search & Reports - Sort groups, Patient Groups	
11.02.09	DLM 270	Chapter 20 Type of immunisation updated. Removed Schedule of Child Imms.	

		OUTSTANDING AND TO BE UPDATED:	
09.02.05	CME V1.3	Chapter 13 - Quick Ref scanning - Correspondence Manager Enterprise - Enterprise, Office 2003, Omnipage 14	
	DLM 240/250	Chapter 15 - PDS Update	
	DLM 260	Chapter 23 - SCI Gateway referrals, mapping priorities	
	DLM 230	Chapter 25 ePharmacy in Scotland	
	DLM 210	Chapter 25/25 Multilex changes	
	DLM 260	GSFS Palliative Care ? which chapter + PC Reports	
		Consider new chapter re Data collection	
	DLM 230	GP2GP	
	DLM 235	GP2GP v1.1	
	DLM 235	National Summary patient preferences	
Nov 04	PVE	Pocket Vision - new chapter ?	
Nov 08	DLM 270	Chapter 12 Mail Gateway and GPC changes	
Feb 09	DLM 280	Chapter 9 Appointments	
Feb 09	DLM 280	Chapter 4 Security changes appointments	
Feb 09	DLM 280	Chapter 31 Recalls, also Chapter 21 Data Entry Cautions	
Feb 09	DLM 280	Chapter 20 Update Imms - Ambirix, Hep B antibody	
Feb 09	DLM 280	Chapter 19 Historical event date based on age	
Feb 09	DLM 280	Check Chapter Removal of File Maintenance, Home menu	
Feb 09	DLM 280	Chapter 4 Practices with only salaried GPs	
Feb 09	DLM 280	Chapter 20 Test Requesting	
Feb 09	DLM 280	Wales - 2D barcoding	
Feb 09	DLM 280	Scotland - Chapter 17 Prescribing Safety changes	
Feb 09	DLM 280	Scotland - eAMS archiving	
Feb 09	DLM 280	Scotland SCI DC Back population	
Feb 09	DLM 280	Also Scotland, SCI Path, SCCRS, SCI Gateway	

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