

## Best Practice and Topbar Vaccination Tip Sheet - Coding patients with no vaccinations given at the practice or vaccinations given elsewhere

The following instructions step you through how to:

- identify a patient with no vaccinations recorded using Topbar
- code in Best Practice that a patient has no vaccination history or had vaccinations administered elsewhere

By completing the below steps, the 'immunisation recorded' item will be completed within Topbar.

### Identifying a patient with no vaccinations recorded using Topbar

In Topbar, click the 'Data Cleansing' app to view if a patient has no immunisations recorded in their medical record.

**Data Cleansing** DEMOGRAPHIC<sup>1</sup> CLINICAL<sup>3</sup>

Action Required [hide](#)

Patient clinical data status is shown as follows:

ITEM	VALUE	STATUS	ACTION
Alcohol	✗ Missing	ADD IN CLINICAL SYSTEM	DEFER
Immunisations	✗ Missing	ADD IN CLINICAL SYSTEM	DEFER
Physical Activity	✗ Missing	ADD IN CLINICAL SYSTEM	DEFER

## Code in Best Practice that a patient has no vaccination history/ has had vaccinations administered elsewhere

### Step 1:

In Best Practice, open the patient's medical record, select 'Immunisation' from the menu list and click on the 'Add' button.

The screenshot shows the Best Practice software interface for a patient named Anastasia Abbott. The patient's details include: Name: Anastasia Abbott, D.O.B.: 25/02/2004, Age: 14 yrs, Sex: M, Address: 12 John St Albany Creek: 4035, Phone: 786879870987, Medicare No: 4133180467 - 4 12/08, Record No.: 104, Pension No.: , Occupation: , Tobacco: Ex smoker, Blood Group: , Breast Feeding: , Parity: , Pregnant: No. The 'Reactions' table is visible, listing items like Penicillin, Aluminum Hydroxide, Trifle, and House dust mite with their respective reactions and severities. The 'Notifications' table shows outstanding requests for Preventive health. In the left-hand navigation pane, the 'Immunisations' menu item is highlighted with a blue box. The 'Add' button in the top right of the main content area is also highlighted with a blue box.

### Step 2:

In the 'Immunisation' window, select the vaccination type and then select billing provider as 'Not given here'. In the comments section specify e.g. "Child's vaccination book shows that vaccine was given at Redland maternal and child health center on 7 Sept 2018", or "Mother asserted that vaccination was given at Redland maternal and child health center but could not recall when". Then click the 'Save' button.

The screenshot shows the 'Immunisation' window in Best Practice software. The 'Available vaccines' list is open, and 'Engerix B Paediatric' is selected. The 'Vaccine given' field is set to 'Engerix B Paediatric'. The 'Billing provider' dropdown is set to 'Not given here'. The 'Given by' field is empty. The 'Site' dropdown is empty, and the 'Sequence' is set to 1. The 'Route' options are IMI, SC, Oral, and Intradermal, all of which are unchecked. The 'Date given' is set to 7/09/2018, and the 'Batch No.' field is empty. The 'Comment' field contains the text: "Child's vaccination book shows that vaccine was given at Redland maternal and child health center on 7 Sept 2018". The 'Send reminder' and 'Save batch number' checkboxes are unchecked. The 'Reminder date' is set to 3/10/2018. The 'Save' button is highlighted with a blue box.

**Step 3:**

The patient's medical record will now display a recorded vaccination with the comment.

Date	Vaccine	Diseases	Sequence	Batch No.	Ordered by	Given by	Site	Route	Comment
07/09/2018	Engerix B Paediatric	Hepatitis B	1		Not given here				Child's vaccination book shows that vacci

Topbar's Data Cleansing app will now flag 'Immunisation' recorded as completed.

The screenshot shows the 'Data Cleansing' app interface. At the top, there is a navigation bar with several icons, including a house, a clock, a factory (highlighted with a red '3'), a person, a folder, an MBS icon (with a red '5'), and a bar chart. Below the navigation bar, the main header reads 'Data Cleansing' with two tabs: 'DEMOGRAPHIC' (with a red '1') and 'CLINICAL' (with a red '2').

Under the 'CLINICAL' tab, there are two sections:

- Action Required** (with a 'hide' link): This section states 'Patient clinical data status is shown as follows:' and contains a table with two rows of missing data.
 

ITEM	VALUE	STATUS	ACTION
Alcohol	✗ Missing	ADD IN CLINICAL SYSTEM	DEFER
Physical Activity	✗ Missing	ADD IN CLINICAL SYSTEM	DEFER
- Completed** (with a 'hide' link): This section states 'The following patient clinical data is completed' and contains a table with seven rows of completed data. The 'Immunisations' row is highlighted with a blue border.
 

ITEM	VALUE	STATUS
Allergies	Recorded	✓
Allergy Reaction	Recorded	✓
Height	60	✓
Weight	8.13	✓
Smoking	Ex Smoker	✓
Family History	Complete	✓
Immunisations	1 Recorded	✓
Diagnosis Coded	5 coded diagnoses	✓