

ACTION PLAN

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The action plan is useful to create a plan of action which will ensure that it is followed up, eg, vaccines, cervical screening, appointments etc

VACCINES

When a new baby arrives into the surgery for vaccination, a new file will be created

- In the file ensure that there is a Basic Medical Information
- The contents of the Basic Medical Information can be configured according to your surgery requirements.
- This is the chapter where all the basic information can be stored.
- Highlight over the record of vaccinations
- Click on insert and open Aggregate (SHFT F5)
- Find vaccine schedule *ie. Pneumococcus vaccine schedule*, Highlight and click OK
- This will enter the schedule into your BMI chapter
- Rt click within the inserted schedule and click *apply vaccination schedule:6:1 (2008) schedule*
- You will be asked if you want to apply the template from the patient birthday. Click Yes
- This gives the dates that the vaccines are due
- To plan the vaccines, Highlight each group and Rt click . Click PLAN the ACTION
- Enter the planned date that the computer has generated *ie 09/06/2008*
- Click OK
- Repeat the procedure until each group has a plan of action icon beside it
- CTL S to save and validate transaction
- When you open the Action plan page, you will see that each vaccine has a planned date.
- Close file and go into Action plan page
- If you want to send a letter to parent to remind, the Mail merge feature at the bottom Rt will allow you to send a Template letter to all the chosen patients