

ARDENS

Run simple EMIS search + manually documenting/tracking on Excel

1. Import search from SWL. When run, this search will find all patients currently coded as T2DM who have a birthday in the chosen month who have **NOT YET** had an annual diabetes review this QOF year, and patients who **HAVE HAD** a review this QOF year but more than 3 months ago (*this step will only be in place for year 1 while bringing all patients in line with MoB recall*).
2. Run the search on the 1st of the month (or agreed date) preceding the invitation month (e.g. 1st of August for all patients to be invited in for review in September). Ensure that the search settings look like the example below.

Run Parameters

Parameters

Month of birth

Searches

T2DM by Month of Birth (excluding review done this QOF year)

Parameter settings

Month of birth is on

The search date

month of September

1 years before the search date

last week

and before

The search date

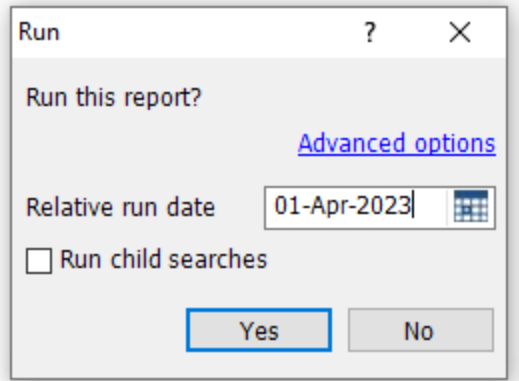
date of 30-Aug-2022

1 years before the search date

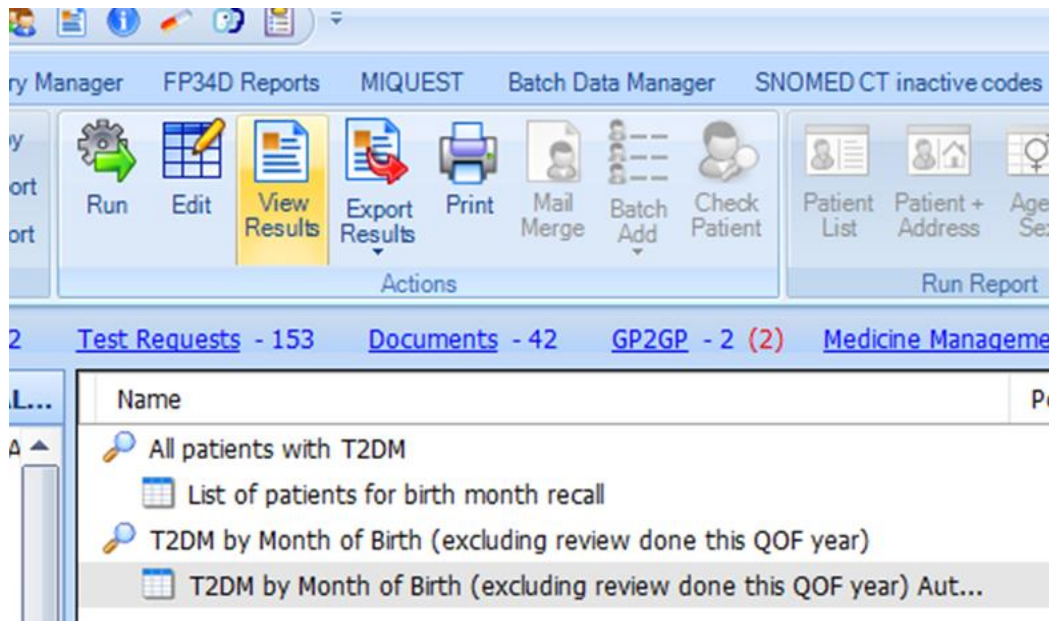
For 30-Aug-2022, this is "On month of September"

Ok Cancel

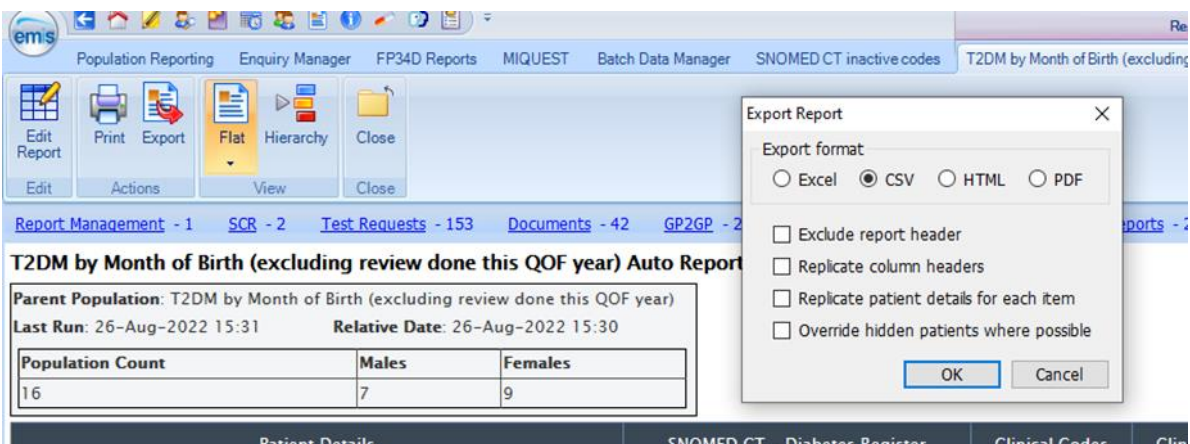
NOTE: *this search will only look for patients who have NOT had a review done in this QOF year (Apr – Mar). A search run in March 2023, looking for patients due a review in April 2023, will not identify any patients with a review done in April 2022 as this is seen by the system as being in this fiscal year and already done. You will need to ‘trick’ the system into thinking that you are running a search on 1st April 2023, instead of the actual date that it is, in order to find any patient’s due for a review in April 2023. This can be done by right clicking the folder, click ‘Run’, click ‘Advanced options’, change the relative run date to 1/4/23*



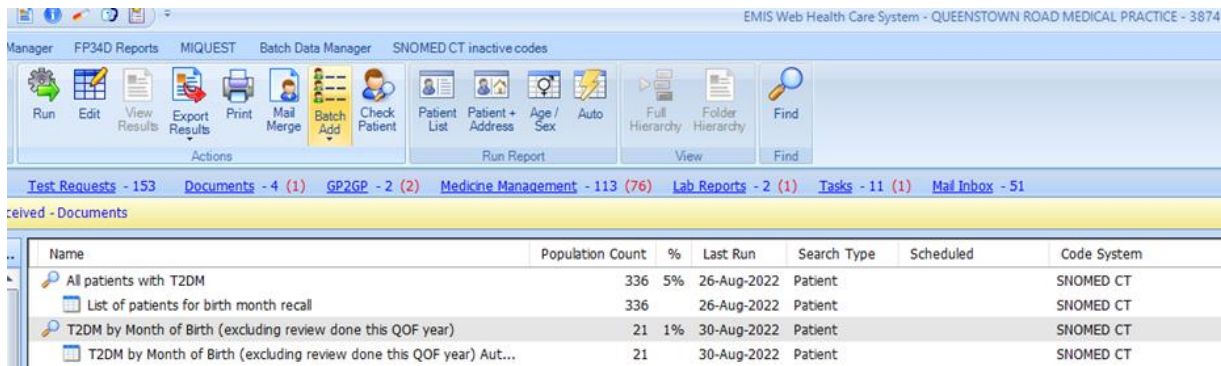
- To view the patients identified, click the autoreport (highlighted below – has small table as its symbol) and then 'View Results'.



- Click 'Export', and ensure you export the file in CSV format.



- Invite patient for HCA/bloods appointment with invitation letter. Record date invited and when appointment made for. Check which tests are outstanding and factor this into the amount of time needed. Send patient invitation letter in the agreed practice format. Review the previous months uncontactable/non-responding patients and invite them for a review.
- To batch add an invitation code to these patients, click on the search and 'Batch Add' followed by 'clinical code'.



- Add the code '90L4' or 'Diabetes monitoring first letter' and enter a description below. Select the parent search in the search population. See below for an example of what it should look like. Click OK.

The 'Add Batch Data' dialog box is shown, allowing users to define data to be added to patient records. It includes sections for 'Clinical code to Add to Patient Record', 'List of Patients to Add Data to', and 'Batch Scheduling'.

Clinical code to Add to Patient Record

- * Batch Add: Diabetes monitoring first letter
- * Description: First invite annual diabetes review (birth month)

List of Patients to Add Data to

- List Type: Search Population (Included)
- * Search Population (Included): T2DM by Month of Birth (excluding review done this QOF year)
- Info: Batch Data Manager will add the Clinical code to 16 patients.

Batch Scheduling

- Run Batch:
 - Immediately
 - Schedule: 30-Aug-2022, 22:00

Buttons: OK, Cancel

- To undo this function within 7 days of batch adding the code, click the 'Batch Data Manager' tab, select your search (this should be the most recent/at the top), and click the large red 'Undo'. If 'Undo' is greyed out (as below) then it is too late to undo the batch add.

Batch Type	Description
Clinical code	Admission avoidance care started PACT 21
Clinical code	Admission avoidance care started Pact 22/23
Clinical code	Seasonal influenza vaccination declined SMS Decline flu
Clinical code	Influenza vaccination invitation short message service text message sent

9. On the 15th of the month (or agreed next date of contact), send 2nd invitation to any uncontactable/non-responding patients and add the code '9OL5' or 'Diabetes monitoring second letter'. This will ensure that any patients who do not attend for a review after this point will be excluded from QoF.
10. Mark on the spreadsheet which patients have attended for HCA review and any agreed follow-up.
11. Update the spreadsheet as needed.