



# JADE

## Bp Premier Immunisation Guide

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Best Practice Software Pty Ltd  
PO Box 1911  
Bundaberg Queensland Australia 4670  
[www.bpsoftware.net](http://www.bpsoftware.net)

Best Practice Software New Zealand Ltd  
PO Box 1459  
Hamilton New Zealand 3240

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Intended for usage with Bp Premier version Jade SP2 and later. Some features in this User Manual may be available only in versions later than Jade.

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## Record immunisations

Immunisations are recorded from the patient record, including the childhood immunisation schedule.

### Record immunisation for a child (<8 years)

1. Open the patient record for the patient you want to add an immunisation record for.
2. Select **Immunisations** from the left hand tree. The **Vaccines given** list will be displayed.

If the patient is under eight years old, the screen shows the childhood immunisation schedule to the left of the **Vaccines given** list. Vaccinations for which the child patient is too young will be disabled.

Expand Collapse

Mast, Carrie Bernsen

Today's notes

Past visits

Current Rx

Past history

Immunisations

Investigation reports

Correspondence In

Correspondence Out

Past prescriptions

Observations

Family/Social history

Clinical images

Enhanced Primary Care

Add Edit Delete Print

Birth: ☒ Date given: 27/02/2018

2 months:

☒ Diphtheria, Tetanus, Pertussis, Hep B, Hib, Polio

☒ Pneumococcus ☐ Rotavirus

4 months:

☒ Diphtheria, Tetanus, Pertussis, Hep B, Hib, Polio

☐ Pneumococcus ☐ Rotavirus

6 months:

☐ Diphtheria, Tetanus, Pertussis, Hep B, Hib, Polio

12 months:

☐ Measles, Mumps, Rubella

☐ Meningococcal ACWY ☐ Pneumococcus

18 months:

☐ Measles, Mumps, Rubella, ChickenPox ☐ Hib

☐ Diphtheria, Tetanus, Pertussis

4 years:

☐ Diphtheria, Tetanus, Pertussis, Polio

Date given	Status	Vaccine	Diseases	No.
27/02/2018	Given	Hepatitis B	Hepatitis B	0
01/04/2018	Given	Prevenar 13	Pneumococcus (13 ...	1
17/04/2018	Given	Infanrix Hexa	Diphtheria, Tetanus, ...	1
19/06/2018	Given	Infanrix Hexa	Diphtheria, Tetanus, ...	2

3. If you are administering the birth Hep B vaccination, tick the **Birth** checkbox and select the date administered from the **Birth Hepatitis B vaccination** popup.

Birth: <input checked="" type="checkbox"/>	Date given:	Date given	Status
<b>2 months:</b> <input checked="" type="checkbox"/> Diphtheria, Tetanus, Pertussis <input type="checkbox"/> Pneumococcal			
<b>4 months:</b> <input type="checkbox"/> Diphtheria, Tetanus, Pertussis <input type="checkbox"/> Pneumococcal			
<b>6 months:</b> <input type="checkbox"/> Diphtheria, Tetanus, Pertussis, Hep B, Hib, Polio <input type="checkbox"/> Pneumococcal <input type="checkbox"/> Rotavirus			
<b>12 months:</b> <input type="checkbox"/> Measles, Mumps, Rubella <input type="checkbox"/> Meningococcal C/Hib			
<b>18 months:</b> <input type="checkbox"/> Measles, Mumps, Rubella, ChickenPox <input type="checkbox"/> Diphtheria, Tetanus, Pertussis			
<b>4 years:</b> <input type="checkbox"/> Diphtheria, Tetanus, Pertussis, Polio			

Birth Hepatitis B vaccination

Date given: ☒ 5/11/2014

4. To record a childhood schedule vaccination, tick the checkbox for that vaccine. The **Immunisation** screen will appear.

**Immunisation**

Available Vaccines

Vaccine	Against
Avaxim	Hepatitis A
BCG	Tuberculosis
Bexsero	Meningococcus B
Bi Meningo	Meningococcus ACWY
Boostrix	Pertussis, Diphtheria, Tetanus

Billing provider: Dr Frederick Findacure (Bundaberg Clinic) ☐ Include inactive providers

Given by: Dr Frederick Findacure

Date: 18/10/2018 Site: Left Deltoid Sequence: 1

Route: ☐ IMI ☐ SC ☐ Oral ☒ Intradental

Batch No.: 101 Batch Expiry: ☒ 31/01/2019 ☒ Save batch details

Comment:

☐ Send reminder Reminder date: ☒ 18/10/2018

Save Cancel

5. Select the vaccination from the **Available Vaccines** list at the top of the window.
6. The **Billing provider** and **Given by** fields default to the logged-in user, but can be changed. The **Billing provider** field is the name that appears on the AIR list when transmitted.

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**NOTE** The **Billing Provider** field is set to the logged-in user if the user has a provider number. Otherwise, **Billing Provider** is blank by default.

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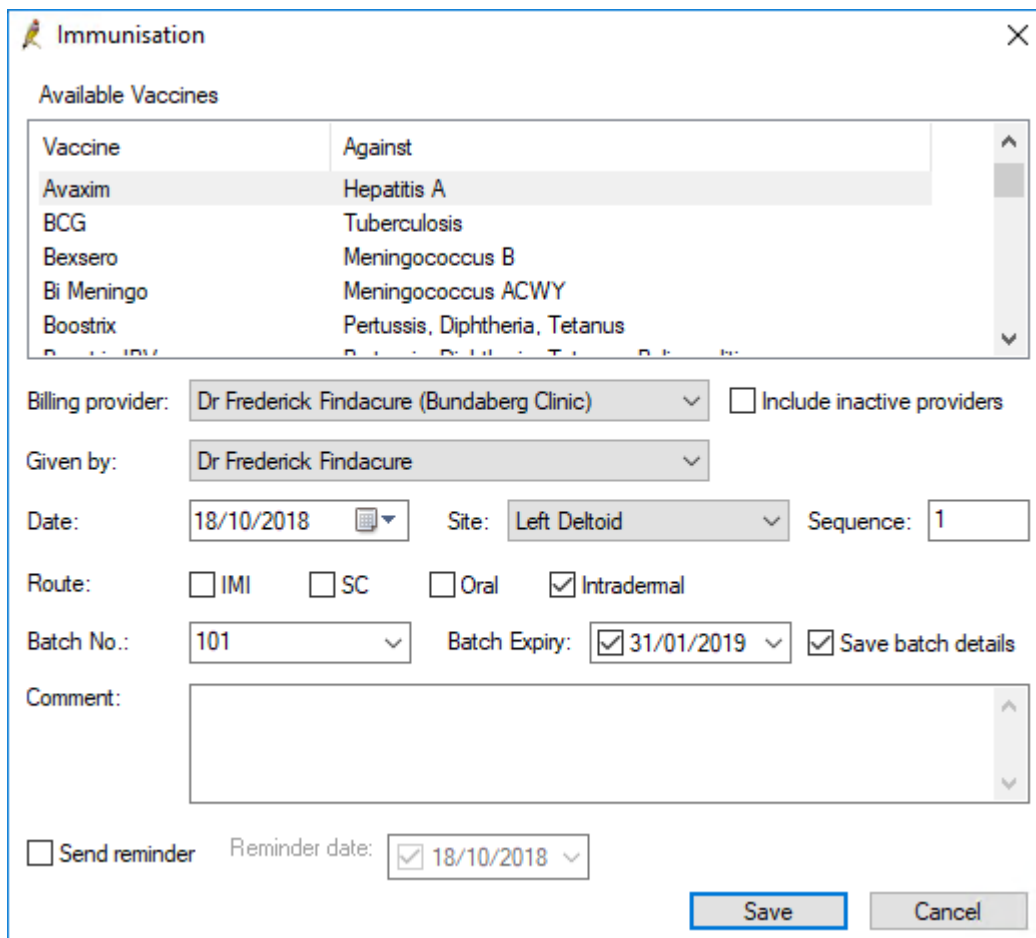
7. Select the **Site** and **Route** of administration.
8. Select the **Sequence** number for the vaccination.
9. Select a vaccination **Batch No.** if batch numbers have been defined, or enter a number as free text if known.
10. Enter any additional **Comment** for this vaccination.

**NOTE** Site, Sequence, Route, Batch No., and Comments are not mandatory fields.

11. Click **Save batch details** if you free typed the batch number, but want it recorded against the vaccination type in the Bp Premier list of batch numbers.
12. Tick **Send reminder** to add an immunisation reminder to the patient record for the date indicated in the **Reminder date** field.
13. Click **Save**. The immunisation details will be recorded in the **Vaccines given** list.

## Record immunisation for an adult

1. Open the patient record for the patient you want to add an immunisation record for.
2. Select **Immunisations** from the left hand tree. The **Vaccines given** list will be displayed.
3. Click **Add**. The **Immunisation** screen will appear.



The screenshot shows the 'Immunisation' window with the following fields and options:

- Available Vaccines:** A table with two columns: 'Vaccine' and 'Against'.
 

Vaccine	Against
Avaxim	Hepatitis A
BCG	Tuberculosis
Bexsero	Meningococcus B
Bi Meningo	Meningococcus ACWY
Boostrix	Pertussis, Diphtheria, Tetanus
- Billing provider:** Dr Frederick Findacure (Bundaberg Clinic) [dropdown] ☐ Include inactive providers
- Given by:** Dr Frederick Findacure [dropdown]
- Date:** 18/10/2018 [calendar icon] **Site:** Left Deltoid [dropdown] **Sequence:** 1 [text box]
- Route:** ☐ IMI ☐ SC ☐ Oral ☒ Intradermal
- Batch No.:** 101 [dropdown] **Batch Expiry:** ☒ 31/01/2019 [dropdown] ☒ Save batch details
- Comment:** [text area]
- ☐ Send reminder **Reminder date:** ☒ 18/10/2018 [dropdown]
- Buttons:** Save, Cancel

4. Select the vaccination from the **Available Vaccines** list at the top of the window.

- The **Billing provider** and **Given by** fields default to the logged-in user, but can be changed. The **Billing provider** field is the name that appears on the AIR list when transmitted.

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**NOTE** The **Billing Provider** field is set to the logged-in user if the user has a provider number. Otherwise, **Billing Provider** is blank by default.

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- Select the **Site** and **Route** of administration.
- Select the **Sequence** number for the vaccination.
- Select a vaccination **Batch No.** if batch numbers have been defined, or enter a number as free text if known.
- Enter any additional **Comment** for this vaccination.

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**NOTE** **Site**, **Sequence**, **Route**, **Batch No.**, and **Comments** are not mandatory fields.

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- Click **Save batch details** if you free typed the batch number, but want it recorded against the vaccination type in the Bp Premier list of batch numbers.
- Tick **Send reminder** to add an immunisation reminder to the patient record for the date indicated in the **Reminder date** field.
- Click **Save**. The immunisation details will be recorded in the **Vaccines given** list.

## Print a vaccination list

- Select **Clinical > Immunisations** from the main menu. The **Immunisation list** will appear.

Immunisation list

File View Help

Vaccine: Gardasil Billing provider: All Location: All

Start date: 5/30/2016 End date: 7/ 4/2016 Born before: 7/ 4/2016 Born after: 7/ 4/2016

☐ Print each doctor's list on separate pages when printing details

Name	D.O.B.	Vaccine	Date given	Sequence	Batch	Billing provider	Location	Medicare No.	Record No.
Esme Hinton	25/03/1980	Gardasil	04/07/2016	1		Dr F. Findacure	Brisbane Business Centre	3950211381	66

Currently logged in: Dr Frederick Findacure (Brisbane Business Centre) Monday 04/07/2016 11:12:47 AM


- Click the **Vaccine** drop down box to select the immunisation list to be printed.
- Use the options at the top of the screen to filter the search results:



- Given by
- Start date
- End date
- Born before
- Born after

4. Select **Print each doctor's list on separate pages when printing details** to separate the printed list of immunisations by doctor.

The **Immunisation list** will display any immunisations recorded that meet the filter criteria.

5. To open a patient's record, select the name and select **File > Open Patient** or click  on the toolbar.
6. After you have created a list of immunisations, you can save to file, resend to AIR, print a formatted list, or print a simple list.

### Save to file


7. Select **File > Save**.
8. Enter the **File name** to save the file as and select the file type required in the **Save as type** field: XML, CSV, or TXT format.
9. Click **Save**.

### Resend to AIR

7. Select **File > Resend to AIR**.

Use this function when you identify immunisations that have not been received by the Australian Immunisation Register (AIR) and need to be resent. All immunisations in the list will be marked and appear in the **Australian Immunisation Register** screen for transmission to Medicare.

### Print a formatted list

7. Select **File > Print details** or click  on the toolbar. This option prints an Immunisation Register in a format suitable for submission to bodies such as the HPV Register. An example formatted printout is shown below.

<b>Immunisation list</b>			Best Practice Clinic no 3 1 Logan Road Brisbane 2042 Phone:			VSP Number: 123456	
Patient details		Vaccine	Sequence	Date given	Batch	Given by	
Benjamin Abbott 12 Middle Street, Albany Creek, 4035. D.O.B.: 28/01/2005 Sex: Male	MC: 4133180467-3 ATSI: Aboriginal	Boostrix (ADTPA)	1	15/02/2012	12121	Dr. F. Findacure Provider No.: 2145171X	
Jessica Allen 22 Star Street, Fremantle, 6160. D.O.B.: 08/01/1992 Sex: Female	MC: 2234567891-4 ATSI:	Boostrix (ADTPA)	1	07/09/2007	12121	Dr. F. Findacure Provider No.: 2145171X	
Jessica Allen 22 Star Street, Fremantle, 6160. D.O.B.: 08/01/1992 Sex: Female	MC: 2234567891-4 ATSI:	Boostrix (ADTPA)	2	05/10/2007	12121	Dr. F. Findacure Provider No.: 2145171X	

Immunisation list						
Name	DOB	Vaccine	Given	Seq.	Batch	Given by
Benjamin Abbott	26/01/2005	Boostrix	15/02/2012	1	12121	Dr. F. Findacure
Jessica Allen	08/01/1992	Boostrix	07/09/2007	1	12121	Dr. F. Findacure
Jessica Allen	08/01/1992	Boostrix	05/10/2007	2	12121	Dr. F. Findacure

### Print a simple list

7. Select **File > Print list** to print a simple list of the immunisations displayed.

## Record an Influenza vaccination

Bp Premier can monitor influenza vaccinations administered at your practice. If your practice participates in a funded vaccination eligibility scheme, when a patient receives an influenza vaccination, the provider can record which eligibility group the patient falls into.

Your practice can then send a list of immunisation records to a state health body.

To enable influenza vaccination monitoring:

1. From the main screen of Bp Premier, select **Setup > Configuration > General**.
2. Tick the **Prompt for free vaccination eligibility after recording influenza vaccinations** checkbox.
3. Click **Save**.

To submit a list of influenza vaccinations:

1. Select **Clinical > Influenza vaccinations** from the main menu. The **Influenza vaccinations** screen will appear.

2. Filter the list by **Given by** (administering doctor) and date range. The **Eligibility** column will display the category selected for that patient when the immunisation was given.
3. To print a formatted version of the list suitable for submission, select **File> Print**.

4. To save the list to file, select **File > Save** from the menu. Enter the **File name** to save the file as and select the file type required in the **Save as type** field: XML, CSV, or TXT format. Click **Save**.

## Record immunisation batch numbers

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When recording an immunisation for a patient, you are prompted for a batch number. Instead of free typing a batch number each time, you can create a list of **registered batch numbers** to select from.

### Add an immunisation batch number

1. Select **Setup > Immunisation batches** from the main screen. The **Immunisation batch numbers** screen will appear.
2. Select the vaccine you want to record a batch number for and click **Add**.
3. Enter the **Batch Number** you want to register. Click **Save**.

The batch number will be added to the **Batches in stock** list and be available for selection when recording a immunisation for a patient.

4. Click **Close** to close the **Immunisation batch numbers** screen.

### Set the default influenza vaccination batch number

You can set the default vaccination and batch number for the **Immunisations** screen when administering the flu vaccination, if your practice uses only one vaccination type and batch.

1. Select **Setup > Immunisation batches** from the main screen. The **Immunisation batch numbers** screen will appear.
2. Add the immunisation batch number or numbers for the flu vaccination your practice uses.
3. Select the **Default brand** of influenza vaccination.
4. Select the **Default batch number** for the default brand.
5. Click **Close**.


## Record and print HPV vaccinations

Bp Premier provides a register for **HPV vaccinations** that you can save to file or print for submission to a health body.

HPV vaccinations are recorded from the patient record like any other vaccination. Select the HPV vaccination type, such as 'Gardasil', from the **Available vaccines** list in the **Immunisations** screen.

### Print a HPV Vaccination List

1. From the main menu, select **Clinical > Immunisations**. The **Immunisation list** screen will appear.

2. Select the HPV vaccination type from the **Vaccine** drop-down menu.
3. Use the filters to control the displayed results:
  - Billing provider
  - Location
  - Start date
  - End date
  - Born before
  - Born after.
4. Select **Print each doctor's list on separate pages when printing details** to print separate pages for each provider.
5. To print a formatted list of records for submission, select **File > Print details** or click  on the toolbar.

To print the list in a simple format, **File > Print list**.

To save the list of records to file, Select **File > Save** and save with a meaningful filename to XML, CSV, or TXT format.

A sample formatted printout is shown below.

**Immunisation list**

**Best Practice Clinic**  
1 Best Avenue  
Practiceland 4001  
Phone: 07 7785 0777

**VSP Number: 123456**

Patient details		Vaccine	Sequence	Date given	Batch	Given by
Ashley Ackermann 71 Billabonger Road, Willawong, 4110. D.O.B.: 10/07/1980    Sex: Male    ATSI:	MC: 4133178947	Gardasil (HPV)	1	18/01/2012		Dr. F. Findacure Provider No.: *****

## Send immunisation records to AIR

All immunisation data records for whole of life must be submitted electronically or in paper format to the **Australian Immunisation Register** (AIR). In Queensland, the VIVAS state database is used for Queensland's centralised vaccinations system.

Each time an immunisation is recorded for a child, a record is written to the AIR register in Bp Premier. To regularly submit immunisation information, your practice can:

- transmit this data electronically, if your practice uses Medicare online claiming
- print and submit immunisation records to the AIR manually, if you do not use online claiming
- export immunisation records to another software package, if you use a third party management or billing package.

## Clear the vaccination register

If your practice has been using another clinical application to transmit immunisation records to AIR, you must clear out the AIR register prior to your first transmission from Best Practice. You can ignore this step if your practice has not submitted immunisation records from any other software.

1. Select **Utilities > Australian Immunisation Register** from the main Bp Premier screen. Select **File > Print** to print the list.
2. After printing completes, Bp Premier will prompt you to mark all the immunisation records as notified to AIR. Click **Yes** to mark all records.

## Submit vaccination records to AIR electronically

If Medicare online claiming has been turned on, a **Send to AIR** button is displayed on the **Utilities > Australian Immunisation Register** screen. This screen displays all whole-of-life immunisation records that have not yet been forwarded to AIR.

Name	D.O.B.	Vaccine	Date given	Sequence	Batch	Billing provider	Location	Me
Lou Atkins	23/12/1985	Fluvax	30/07/2016	1	101202	Dr F. Findacure	Brisbane Business Centre 39	
Alexander Duncan	05/05/2009	Infanrix IPV	16/12/2016	4		Dr F. Findacure	Brisbane Business Centre 000	
Bob Pearson	11/06/1940	Agrippal	16/12/2016	1		Dr F. Findacure	Brisbane Business Centre	

Currently logged in: Dr Frederick Findacure (Brisbane Business Centre) Friday 16/12/2016 01:27:23 PM

1. Click **Send to AIR**. Best Practice checks for an internet connection and transmits the list of immunisations to AIR.
2. If any of the transmitted records are rejected, a window will be displayed with the reasons for rejection.
3. Vaccinations can be edited in the patient's record and resent. Or, to exclude a record from being sent, select the record in the **Australian Immunisation Register** screen and select **File > Exclude current record**.


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**NOTE** Batch numbers are mandatory in Queensland.

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Vaccinations that have been successfully transmitted will be removed from the **Australian Immunisation Register** screen.

## Submit records to AIR manually

1. Select **Utilities > Australian Immunisation Register** from the main screen. The **Australian Immunisation Register** screen will display all immunisation records that have not been marked as sent to Vivas or AIR.
2. Select from **Filter by doctor** to display immunisations administered by a specific doctor.
3. Select from **Filter by location** to display immunisations administered at a specific practice location.
4. To exclude an immunisation from the list, select the record, right-click, and select **Exclude current record**. The immunisation record will not be included in future reports.
5. To print a report, select **File > Print** or click the  button. After the report has been sent to the printer, you will be prompted **Do you want to mark these immunisation records as notified to AIR?**. Check that the report has printed correctly and answer **Yes** to mark all records as sent.
6. Forward the printed list with the documentation required for AIR manual submissions.

## View sent records

1. To view immunisations that have been printed and sent, select **View > Sent vaccinations**. The **Sent to Australian Immunisation Register** screen will be displayed.
2. Filter the records shown by **Vaccine**, **Given by**, **Location**, or **Start date** and **End date**.

## Resend a submitted notification

1. From the main menu, select **Utilities > Australian Immunisation Register**.
2. Select **View > Sent Vaccinations**. The **Sent to Australian Immunisation Register** screen will be displayed.
3. Right-click a record and select **Resend Notification**.

You can only resubmit one record at a time.



## Export immunisation records to billing software

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If your practice uses a third party management or billing package, such as PracSoft, the third party application may be able to import an immunisation record file created by Best Practice. Immunisations can be sent to the Australian Immunisations Register (AIR) register from the third party package. Check with the third party package Support to confirm if the software supports this feature.

### How does the export work?

If Best Practice is configured to export immunisation records to file, each time an immunisation is recorded for a child, a record is written to a file called IMM.OUT. The third party application must be configured to import the IMM.OUT file and forward it electronically. All Bp Premier workstations must be configured to export to the shared IMM.OUT file on the server.

If linking to the third party package is possible, the process to transfer existing records and set up export is:

1. Set up the link to the third party package in Bp Premier.
2. Shut down the third party package.
3. Transfer existing immunisation records from Bp Premier.
4. Restart the third party package.

### Set up linking to the third party package

If your practice uses PracSoft 3, you will have to set up two-way linking to import immunisation records.

If your practice uses another third party package, you must confirm if the software can import immunisation records. If yes, you will have to set up linking to that package.

### Transfer immunisation records

You must run a database search for immunisations and manually export each record to IMM.OUT.

1. Shut down the third party billing system. This will stop the application picking up the import file halfway through the transfer.
2. From the Bp Premier main screen, select **Utilities > Search**. The **Database search** screen will appear.
3. Create a database search for patients 16 years and under who have received any immunisations. The following example shows a search for patients with a DOB less than 17 years from the current date:

```
SELECT *  
  
FROM BPS_Patients  
  
WHERE (StatusText = 'Active' OR StatusText = 'Inactive')  
  
AND DOB > DateAdd(Year, -17, GetDate())
```

```
AND InternalID IN (SELECT InternalID FROM Immunisations WHERE Givendate >= '20140704' AND  
RecordStatus = 1)
```

```
ORDER BY surname, firstname
```

4. Click **Run Query** to populate the search list.
5. Double-click on the first immunisation record to open the patient record screen.
6. In the tree on the left hand side, select **Immunisations**. This will display the **Vaccines given** on the right hand side.
7. Double-click the last immunisation given to open the **Immunisation** screen.
8. Select **Force this immunisation to IMM.OUT** and click **Save**.

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**NOTE** This option will not appear unless the link to the third party package has been enabled from **Setup > Configuration > Links**.

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9. Repeat steps 7–8 for each immunisation in the **Vaccines given** list for this patient.
10. Close the patient record to return to the **Database search** screen.
11. In a file explorer, browse to the directory that IMM.OUT is located. Open the file using Notepad and check if the file contains the immunisation data you just exported in steps 7–8. If IMM.OUT contains the records, the local export to file is working.
12. From the **Database search** screen, repeat steps 5–8 for each immunisation record in the search list.
13. Restart the third party billing package. After a short time, view the software's immunisation records to check that the application imports the IMM.OUT information correctly. The immunisation records you exported should appear in the third party software.
14. If records have been imported successfully, you can now create immunisation records in Bp Premier as normal.