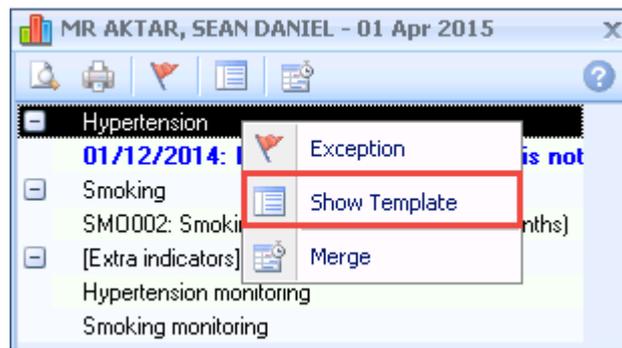


## Quick Guide to using Contract Templates

### What are Contract Templates?

Contract Templates are designed for you to enter QOF information in a step-by-step protocol based format. The template can either be selected by:

1. Highlighting any line on the alert indicator screen and choosing the Template icon or right clicking and choosing **Template**. This option takes you directly to the clinical or organisational domain selected.



*Alert Screen - Contract Template*

2. Alternatively, you can choose **QOF Templates** from the Vision+ menu on the



floating toolbar or from the Vision+ icon  in the Windows Notification area. This gives you the option to view all Templates or select a specific one

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 **Note** - The templates can be used instead of the usual Vision QOF Guidelines.

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## Overview of the Contract Template Screen

Below is an example of a Contract Template Screen.

**Note** - The Template screens vary depending on the disease area highlighted eg some Templates have questionnaires on the toolbar.

Option to print the Template.

Contract Toolbar.

Data Entry options allow you to add and view data.

Colour coding and icons are used to signify what indicators have been met and what requires completing.

Indicator	Status	Date	Description
AST001: Patients with asthma	Warning	30/05/2014	Salbutamol 5mg/5ml solution for infusion ampoules
AST002: Measures of variability or reversibility r...	Warning	No Data Recorded	
AST003: Asthma has not been reviewed using...	Warning	No Data Recorded	
AST004: Smoking status recorded (14-19 yrs)	Success	28/09/2006	Never smoked tobacco

Contract Template screen

## The Templates Toolbar

Contract takes you to the Read code data entry screen

Add Exception codes

Show Indicators activates the Alert Indicator screen

Save and Close saves the data to the patient's record

Default date

Previous and Next tab toggle through the screens

Indicator Logic explains the rules behind the category

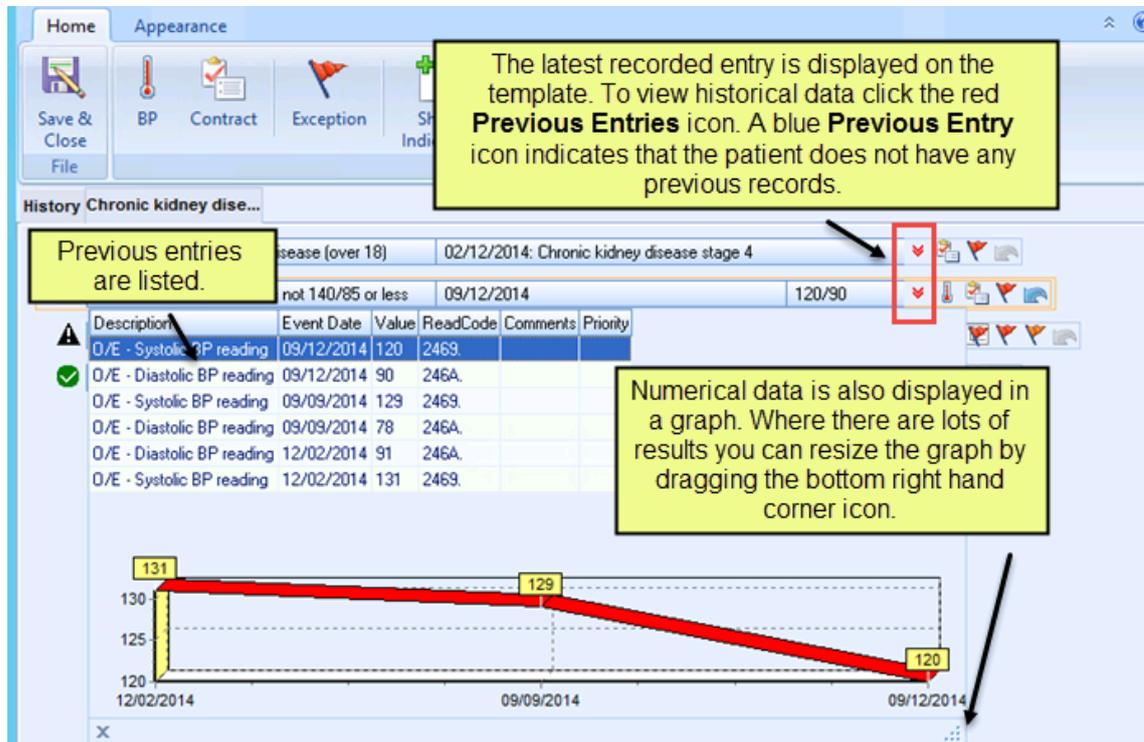
The Undo Last Entry allows you to remove the entry just recorded. Where multiple entries have been made an Undo All Entries icon is shown

The History tab shows the patients history and includes Read codes, Active and Inactive Repeats, Acutes and additional information. This information can be filtered and printed

Contract Template Toolbar

## Listing and Graphing Historical data

The latest record is always displayed on the Template screen but you can look at historical data and where appropriate graph the information. The red  icon at the end of the row indicates you can view more entries. A blue arrow  icon signifies that there is only one record.



The latest recorded entry is displayed on the template. To view historical data click the red **Previous Entries** icon. A blue **Previous Entry** icon indicates that the patient does not have any previous records.

Previous entries are listed.

Description	Event Date	Value	ReadCode	Comments	Priority
D/E - Systolic BP reading	09/12/2014	120	2469.		
D/E - Diastolic BP reading	09/12/2014	90	246A.		
D/E - Systolic BP reading	09/09/2014	129	2469.		
D/E - Diastolic BP reading	09/09/2014	78	246A.		
D/E - Diastolic BP reading	12/02/2014	91	246A.		
D/E - Systolic BP reading	12/02/2014	131	2469.		

Numerical data is also displayed in a graph. Where there are lots of results you can resize the graph by dragging the bottom right hand corner icon.

Graph

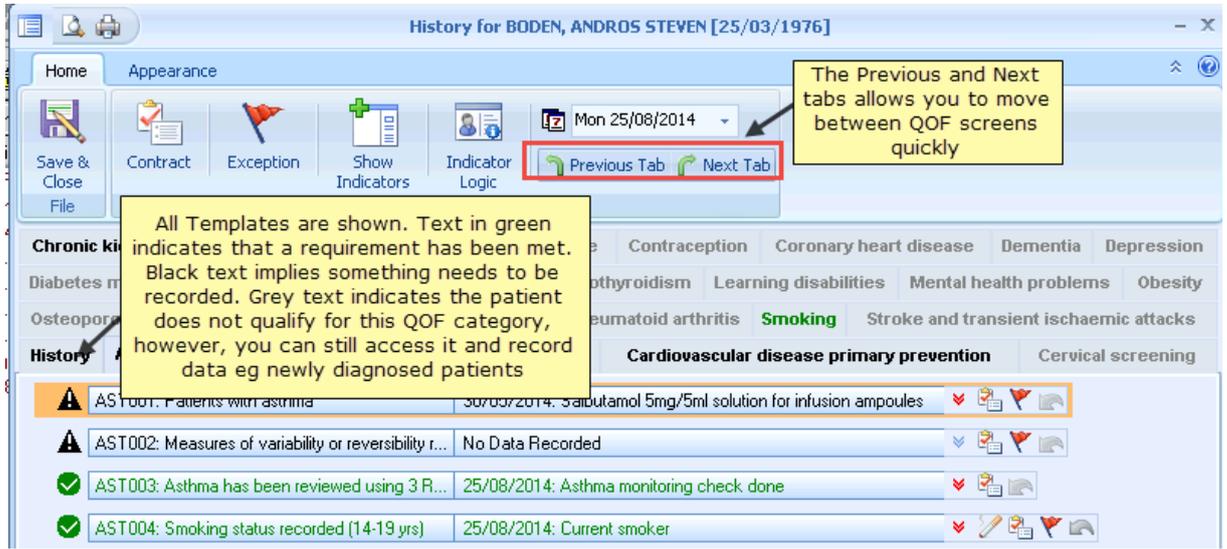
## Viewing All Templates

Using the **All Template** option you can view all QOF Categories.

To access all templates in Consultation Manager, click on the Vision+ menu in the



floating toolbar or right click on the Vision+ icon  in the Windows notification area, select **QOF Templates** and select **All Templates**. You can now view the QOF categories.



The Previous and Next tabs allows you to move between QOF screens quickly

All Templates are shown. Text in green indicates that a requirement has been met. Black text implies something needs to be recorded. Grey text indicates the patient does not qualify for this QOF category, however, you can still access it and record data eg newly diagnosed patients

Category	Status	Date	Action
AST001: Patients with asthma	No Data Recorded	25/08/2014	View, Print, Refresh
AST002: Measures of variability or reversibility r...	No Data Recorded		View, Print, Refresh
AST003: Asthma has been reviewed using 3 R...	25/08/2014: Asthma monitoring check done		View, Print, Refresh
AST004: Smoking status recorded (14-19 yrs)	25/08/2014: Current smoker		View, Print, Refresh

*All Templates*

## Summary - Viewing or Adding data to a Template

To add data to a Template, highlight the line and choose one of the following **Data Entry** icons at the end of the line:

Icon	Function	Icon	Function
	<b>Previous Entry</b> - This blue icon indicates that the patient does not have any previous records.		<b>Smoking</b> - Selecting this icon launches the smoking data entry screen and allows you to record the patient's smoking status.
	<b>Previous Entries</b> - When the row contains more than one relevant Read code, a drop down arrow appears in red to alert you that more Read codes are available than the one currently being displayed. Where numeric data is recorded a graph is also visible.		<b>Blood Pressure</b> - Selecting this icon displays the blood pressure data entry screen and allows you to record a patient's blood pressure details.
	<b>Contract Read Code</b> - The Contract icon takes you to the Read code Data Entry Screen where Read codes can be chosen from a predefined list of relevant contract Read codes.		<b>BMI</b> - Choosing this icon displays the BMI data entry screen and allows you to record a patient's BMI status.
	<b>Exception</b> - Choosing this icon allows you to enter an exception code from Read code list.		<b>CHADS</b> - This icon provides quick access to the CHADS calculator screen.
	<b>Diabetes Risk</b> - This icon provides quick access to the Diabetes Risk calculator screen.		<b>CHA2DS2-VASc</b> - Use this icon to access the CHA2DS2-VASc calculator screen.
	<b>Rule Logic Exception</b> - Choosing this icon displays the rule logic exception screen for the highlighted indicator		<b>Depression Questionnaire</b> - This icon provides quick access to the Depression Questionnaire.

	<p><b>Rule Logic</b> - This displays the logic screen for that highlighted indicator.</p>		<p><b>Undo</b> - The Undo Last Entry icon deletes the Read code previously entered on that line during the current session. If multiple Read codes are added then the most recently added one is deleted first. If no Read codes are available to be deleted this icon is greyed out.</p>
	<p><b>GPPAQ</b> - This icon provides access to the Physical Activity Questionnaire.</p>		<p><b>Undo All Entries</b> - The Undo All option allows you to remove all entries added to a Template.</p>
	<p><b>Scot-PASQ</b> - This icon provides access to the Scottish Physical Activity Screening Questionnaire.</p>		