Vision 3

Information Prescription - Diabetes UK
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Information Prescription (Diabetes UK) Pathway

What this Guide Covers

This user guide explains how to use the Information Prescription (Diabetes UK) Pathway. It covers the following:

- **An Overview of Information Prescription (Diabetes UK)** - See *Overview* (page 5).
- **Installation** - The Information Prescription (Diabetes UK) Pathway is automatically installed on your system by INPS. See *Installing the Information Prescription (Diabetes UK) Pathway* (page 7).
- **How to access and view the Information Prescription Template** - See *Accessing the Information Prescription (Diabetes UK) Template* (page 8).
- **How to view and work with the Information Prescription Alert Popup window** - See *Accessing the Information Prescription Template from the Alert Popup* (page 9).
- **How to run the Information Prescription Reports** - See *Running the Information Prescription Reports* (page 17).
- **Reviewing the Information Prescription Reports** - See *Reviewing the Information Prescription Manager Reports* (page 20).

Overview

Information Prescription is a new scheme launched by Diabetes UK and is designed to give patients with Diabetes the information they need to understand and improve on their health targets. The Vision+ Information Prescription pathway enables you to easily monitor and target patients who fall into the high risk category of developing complications associated with Diabetes, which include:

- High blood pressure
- High cholesterol
- High HbA1c
Using the Reporting tools, Template screen and Alert prompts you can easily identify patients who are not meeting their targets, prepare an Information Prescription plan and manage the patient's care. The benefits of using the Information Prescription pathway include:

**Practice**

- Personalised individual care plans that include the patient's specific target needs, signposting to support care planning and actions to reduce further risk
- An easy to use pathway that facilitates quick data entry
- Comprehensive reporting tools that target Diabetic patients at the highest risk
- Alert popup windows that flag patient's in Consultation Manager who require active intervention

**Patients**

- Improved knowledge of Diabetes and the ability to self-manage
- Better control of health outcomes
- Prevention/delay of Diabetes complications
- Access to further information and support

*Examples of the Information Prescription Plans*
For more information on Diabetes UK - Information Prescription refer to

Installing the Information Prescription (Diabetes UK) Pathway

The Information Prescription (Diabetes UK) pathway has been automatically installed on all Vision systems with SIS 10380 or above. You can immediately access the associated alerts and templates whilst in Consultation Manager and Practice Reports.

Note - If you are not on SIS 10380 you can download the Information Prescription Pathway from the Vision+ Download Web Files. For more information on how to download the files, refer to the On-screen help - http://www.inpshelp.co.uk/DLM470/Visionplus/index.htm#52225

You will also be automatically updated with new versions of this template as they become available. You can look in the Download Web Files module to check the pathway has installed and to see which version your practice is using as follows:

1. Log into Vision, right click on the Vision+ icon in the Windows Notification area and select Download Web Files from the menu.

Note - To access Download Web Files, you must not have a patient selected in Consultation Manager.

2. From the list you can see the Information Prescription (Diabetes UK) template and its status. Version numbers can be compared between the Web Version and Local Version to see if a more recent version is available for automatic download.
3. Close the Download Web Files screen to exit.

**Accessing the Information Prescription (Diabetes UK) Template**

The Information Prescription Template is a simple to use pathway that is based on guidance from Diabetes UK and NICE guidelines. It enables you to quickly review relevant test information and produce an Information Prescription plan which is automatically tailored for the selected patient.

This section of the guide explains the three ways to access the Information Prescription Template:

- **Clinical Templates** - You can access the Information Prescription Template from Clinical Templates in Consultation Manager. See Selecting the Information Prescription Template in Consultation Manager (page 8).

- **Alert Popup** - Use the Alert Popup window to invoke the Information Prescription Template. See Accessing the Information Prescription Template from the Alert Popup (page 9).

- **Practice Reports** - You can access the Information Prescription Template from Vision+ Reports. See Selecting the Information Prescription Template from Practice Reports (page 10).

**Selecting the Information Prescription Template in Consultation Manager**

To select the Information Prescription Template in Consultation Manager:

1. From Consultation Manager, select a patient.
2. Right click on the Vision+ icon in the Windows Notification area or select the down arrow key alongside the Vision + icon on the floating toolbar.

![Floating Toolbar](image)

3. Select **Clinical Templates** and choose **Information Prescription**.

![Clinical Templates](image)

**Information Prescription Template**

For information on using the Information Prescription Template - See *Managing your Patients using the Information Prescription Template* (page 12).

### Accessing the Information Prescription Template from the Alert Popup

Alternatively, you are prompted from the Alert Popup window if a patient's results are not within target and the patient would benefit from an Information Prescription plan. From the Alert Popup you can quickly view the patient's data and produce a plan.

1. From Consultation Manager, select a patient.
2. Click the **Show Other Indicators** icon on the Vision+ floating toolbar.

![Alert Popup - Other Indicators](image)
3. The Alert popup window displays the Information Prescription prompt and is expanded to show the patient’s requirements.

![Information Prescription Alert Popup](image)

**Information Prescription Alert Popup**

4. To launch the Information Prescription Template either:
   - Right click on the Information Prescription heading and select **Show Template** or
   - Highlight the Information Prescription heading and click the **Template** icon on the toolbar, or
   - Double click on one of the expanded lines below the Information Prescription heading

**Selecting the Information Prescription Template from Practice Reports**

To access the Information Prescription Template from Vision+ Reports:

1. Log into Vision, right click on the Vision+ icon in the Windows Notification area and select **Practice Reports**.
2. Select the **Other** icon and choose **Information Prescription (Diabetes UK)**.

3. The reports run and on completion a suite of reporting lines are listed. Highlight the line you are interested in and click the expand icon to view patient names or double click on the line to view the patients.

   **Note** - For information on how to work with Patient lists - See *Interacting with Patient Lists* (page 21).

4. Highlight the patient and choose **Show Template**.
5. The Information Prescription Diabetes UK screen is displayed.

Information Prescription screen

For information on using the Information Prescription Template - See Managing your Patients using the Information Prescription Template (page 12).

Managing your Patients using the Information Prescription Template

The Information Prescription template is a simple to use screen that assists in meeting all of the Diabetes UK requirements for managing patients with Diabetes who are at risk of developing complications. The template includes:

- Up-to-date information viewable on one screen, including access to historical information
- Quick data entry functionality using the data entry tools
- A mail merge facility with direct links to the personalised Information Prescription plan which can be given to the patient
Access to the Diabetes UK Care Pathway for Information Prescription

Information Prescription Template

Below are some key points pertaining to the Information Prescription template:

**Key Points**

- **Adding Data** - To add data to the Information Prescription screen you can either use the Data Entry Tools at the end of each line. For a full explanation of all the options - See **Summary - Viewing or Adding data to a Template** (page 15).

- **Viewing Data** - 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.

**Note** - All numerical results are also shown in a graph format at the bottom of the screen.

- **Save and Close** - All entries made to the screen should be saved by choosing the Save and Close icon. If you do not save and close your data will be lost.
• **QOF** - A red Q in front of a line indicates this information is also required for QOF.

• **Links to the Information Prescription plan** - The template contains quick links to the Information Prescription plan which allows the patient to see the targets they need to work towards to improve their condition as well as giving background information and the steps they should be taking to do this for improvement. To view and print the Information Prescription Plan, select:

CLICK HERE for Diabetes and High Blood Pressure: Information Prescription

The Information Prescription document opens in Word with patient specific actual and target diabetic information automatically populated. You can also add additional comments eg target settings and care planning. The Care plan includes:

- Personal Information
- Easy to comprehend clinical information
- Signposting and support information
- Personal care planning
- Actions to reduce risk

Information Prescription document
- **Care Pathway** - A care pathway is built into the Information Prescription template. When you select the Care Pathway icon from the Toolbar a flow chart is launched. Care Pathways provide extra guidance on how to manage the patient's care.

- **Colour Coding on the Template** - Text in green on the Prescription Information template indicates that the patient qualifies eg they have Diabetes or they require an Information Prescription plan. Text in black indicates that data is missing. If you are not able to add data it means that the patient does not qualify for an Information Prescription.

- **Diagnosis** - Use this section of the screen to view or record the patient’s Diabetes diagnosis.

- **Blood Pressure** - This area of the template enables you to view historical blood pressures or add a new blood pressure reading.

- **Cholesterol** - This part of the screen shows the patients latest cholesterol results. This information is automatically populated from the clinical system or you can add a new result by selecting the data entry tools at the end of the line.

- **HbA1c** - This section of the template enables you to view the patient’s latest HbA1c results. This information is automatically populated from the clinical system or you can add a new result by selecting the data entry tools at the end of the line.

- **Information Prescription** - This line is present in each section of the template so that you can record that you have given the patient an Information Prescription plan. The Read code 8CE - Self-help advice leaflet given is recorded in the patient's journal.

---

**Summary - Viewing or Adding data to a Template**

Below is a summary of how to view or add data to a template:
Trademark

The Toolbar at the top of the Information Prescription template is used to access different functions within the screen, some of which vary depending on the line you have highlighted.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Preview or Print</td>
<td>To view or print the information on the Pathway.</td>
</tr>
<tr>
<td>Care Pathway</td>
<td>This icon launches the Information Prescription care pathway.</td>
</tr>
<tr>
<td>Save &amp; Close</td>
<td>This saves the data to the patient’s record.</td>
</tr>
<tr>
<td>Codeset</td>
<td>The Codeset icon takes you to the Codeset data entry screen where Read codes can be chosen from a pre-defined list.</td>
</tr>
<tr>
<td>Show Indicators</td>
<td>This activates the Alert Indicator popup window.</td>
</tr>
<tr>
<td>Indicator Logic</td>
<td>You can use the Indicator Logic tool to view the rule set logic behind the pathway.</td>
</tr>
<tr>
<td>Default Date</td>
<td>The date defaults to today, but can be changed by entering a new date or by choosing from the calendar.</td>
</tr>
<tr>
<td>Previous and Next Tab</td>
<td>The previous and next tab toggle you through the tabs eg Anticoagulation, Warfarin.</td>
</tr>
</tbody>
</table>
Data Entry Tools

From the Information Prescription template highlight a line and choose one of the following Data Entry icons at the end of the line.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
<th>Icon</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Previous Entry" /></td>
<td><strong>Previous Entry</strong> - This blue icon indicates that the patient does not have any previous records.</td>
<td><img src="image" alt="Blood Pressure" /></td>
<td><strong>Blood Pressure</strong> - Selecting this icon displays the blood pressure data entry screen.</td>
</tr>
<tr>
<td><img src="image" alt="Previous Entries" /></td>
<td><strong>Previous Entries</strong> - 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.</td>
<td><img src="image" alt="Codeset" /></td>
<td><strong>Codeset</strong> - The codeset icon takes you to the Read code data entry screen, where Read codes can be chosen from pre-defined list.</td>
</tr>
<tr>
<td><img src="image" alt="Undo" /></td>
<td><strong>Undo</strong> - The Undo Last Entry icon deletes the Read code previously entered on that line during the current session.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**IMPORTANT** - You must select **Save and Close** if you have entered any information.

---

Running the Information Prescription Reports

A quick way to identify patients who may be eligible for an Information Prescription plan is to run the suite of reports that are part of the pathway tools. To do this:

1. Log into Vision, right click on the Vision+ icon in the Windows Notification area and select **Practice Reports**.

![Practice Reports](image)
2. From the Practice Reports main screen click the **Other** icon.

3. Select **Information Prescription (Diabetes UK)**.
4. Once complete, the Information Prescription reports are listed on a separate tab and display various cohort lines.

5. To view patient names double click on the cohort line or choose the expand icon. For more information on how to work with the reports - See *Interacting with Patient Lists* (page 21).

### Using the Last Run Option

If you close the Information Prescription report and return to the home page you can quickly go back into the report by selecting the **Last Run** option on the Toolbar.
Reviewing the Information Prescription Manager Reports

This area of the guide details the different Information Prescription Manager reports and describes the key points when reviewing the results. After identifying the patients you can easily work on aggregates of patients - See *Interacting with Patient Lists* (page 21).

### Key Points

- **Register** - The register line displays patients with Diabetes
- **Patient has diabetes and high blood pressure** - This report displays diabetic patients who meet the following criteria:
  - Any blood pressure reading that is at or over 160/90 or
  - Any 2 blood pressure readings (taken over two separate dates) are at or over 140/80 or
  - Last 2 estimated glomerular filtration rate (eGFR) readings are less than 60 and the last blood pressure is at or over 130/80
- **Patient has diabetes and bad cholesterol** - This report displays diabetic patients who conform to the following criteria:
  - Last total cholesterol is at or over 4
  - Last LDL cholesterol is at or over 2
  - Last triglycerides is at or over 1.7
- **Patient has diabetes and high blood glucose (HbA1c)** - This report displays diabetic patients who meet the following criteria:
  - The patient has been diagnosed with Diabetes in the last 8 years (based on the date the patient was added to the register) and their last HbA1c is greater than 6.5% or 48mmol/mol
  - The patient has been diagnosed for longer than 8 years (based on the date the patient was added to the register) and their last HbA1c is greater than 7.5% or 58mmol/mol
Interacting with Patient Lists

From Practice Reports you can work on patient lists. You can print patient lists, view patient's records or contact the patient.

To view patient information double click on the report line or click the expand icon.

Working with Patient Lists

You can work on a patient list by highlighting a patient and choosing one of the following options from the Toolbar or by right clicking on the patient details.

- **Open Patient** - This takes you directly into the patient's Consultation Manager screen.
- **Codeset** - This option allows you to add an appropriate Read code directly into the patient's record.
- **Show Template** - This option launches the Information Prescription Template screen. See Selecting the Information Prescription Template from Practice Reports (page 10).
- **Show Indicators** - This option launches the Information Prescription Manager Alert Popup window without having to open Consultation Manager.
- **Indicator Logic** - This option allows you to see why the patient is on the cohort list.
Print Preview, Print or Export Patient Lists

Patient lists can be previewed, printed or exported as a CSV file. Expand the patient list and select Print Preview or Print.

Alternatively, the information shown in the report can be saved as an Excel spreadsheet. To work on a patient list in Excel, click the CSV File on the Toolbar, then give the file a name and specify the location you want to save it to.

Patient List Options

Using the Merge Category/Indicator Option

The Merge Category/Indicator option is useful if you want to send a letter to a group of patients or invite patients by phone.

If you highlight a category you can choose Merge Category or if you highlight a specific report line you can choose Merge Indicator.
From this screen you can:

- **Generate Merged Letters** - See *Generating Merged Letters* (page 23).
- **Invite Patients by Phone** - See *Inviting Patients by Phone* (page 26).

### Generating Merged Letters

You may decide to send patients a letter. To do this in Practice Reports you first need to design the letter then perform the mail merge.

#### Designing an Information Prescription (Diabetes) Invite Letter

1. From Vision+ Reports, select **Practice Reports** and choose **Merge**.

   ![Practice Reports - Merge](image)

2. Select **Letter**.

   ![New Letter Template](image)

3. Type a template letter name and select the merge fields you want to insert into your merged letter. Click **OK**.

4. Word opens and a basic template is created with merge fields displayed and represented with a `<<>>`. The merge fields can be moved to where you want the patient data inserted. As the document is a Word document you can use normal Word processing conventions such as headers, footers, copy and paste etc. Once your template is created close Word.

5. Close the Letter Template screen.

6. Next, choose **Attach** in Practice Reports.

   ![Choosing the Attach Option in Practice Reports](image)
7. In the User Protocols screen highlight **Information Prescription (Diabetes UK)** and select **Attach**.

8. From the Letter Template screen, click **Letter**.

9. Highlight your new Diabetic invite letter. Select it by double clicking on it or choosing **Open**.
10. The Diabetes invite letter is listed in the Letter Template screen. Click **OK** to exit.

![Letter Templates](image)

**Letter Template - Diabetes Letter**

**Generating a Merged Letter for a Group of Patients**

1. From the Merge Category/Indicator list of patients, tick the box against those patients you want to recall or choose **Select All**.

2. Choose the invite template letter from the drop down list.

3. Click **Preview Letter** if you want to view the letter before printing a batch.

4. Click the **Mail** icon on the toolbar to generate your letters.

![Practice Reports - Mail Merge](image)

**Mail Options**

5. The Information Prescription Diabetes invite letter opens in a single Word document, ready to be printed, each letter is held in a single page within one document.
6. After printing the document you are prompted to confirm all the letters have been printed successfully. If you are happy with the format of the letter, click Yes.

![Confirm](image)

**Letter Confirmation**

7. If you click Yes, to confirm the letters have printed correctly, the invite status automatically updates and the Read code **9NC3 - Letter sent to patient** is recorded in the patient's record along with the title of the invite letter in the comments.

<table>
<thead>
<tr>
<th>Problems</th>
<th>Consultations</th>
<th>Journal</th>
<th>Tests</th>
<th>Filtered</th>
<th>Therapy</th>
<th>Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23/03/15</td>
<td>Letter sent to patient</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/03/15</td>
<td>Forearm DVA scan SD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17/11/14</td>
<td>BP 120/80 at 19:35.00 taken Sitting Cuff: Standard O/E - blood pressure reading</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blood test requested Retest U/E's 1/2/52</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Urine test due Repeat ACR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Patient aware of diagnosis CVD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Medical History - Diabetes Invitation**

**Inviting Patients by Phone**

To record a verbal invite by phone choose the **Phoned** icon from the Toolbar and confirm that you have made a verbal invite to the patient. The Read code **9b0n.00 - Telephone call to a patient** is recorded in the patient's journal along with the text 'Information Prescription (Diabetes UK)' in the comments.

<table>
<thead>
<tr>
<th>Problems</th>
<th>Consultations</th>
<th>Journal</th>
<th>Tests</th>
<th>Filtered</th>
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<th>Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23/03/15</td>
<td>Telephone call to a patient</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23/07/14</td>
<td>Admissions risk emergency hospital admission next 12 months 37.14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/06/14</td>
<td>Admissions risk emergency hospital admission next 12 months 37.14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Letter sent to patient Admissions Risk Stratification and Register Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Phone Invite - Information Prescription**
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