



Queen Mary
University of London



APL-Imms Child imms call/recall tool

User guide for SystmOne



Clinical Effectiveness Group
Queen Mary University of London

About

Systematic call and recall

CEG's child imms call/recall tool 'APL-Imms' is designed for use within GP practices. It displays coded information from patient records, making it easy to call and recall children for their routine immunisations on time and ensure no child is left behind.

The tool will support you to:



Prioritise

Filter your patients aged 0-5 according to when their immunisations are due or overdue. Export lists in a range of formats to send appointment messages or agree actions with colleagues.



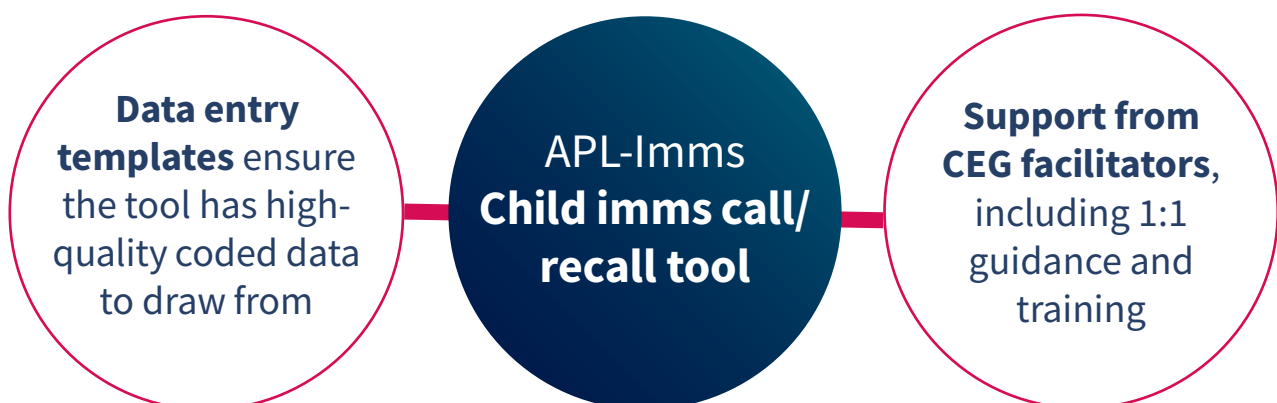
Tailor your approach to individuals

See relevant details about each patient in your list, such as contraindications and declines, simply by clicking on their name in the tool. Access information on vaccine ingredients and schedules to help guide your conversations with parents.

Quality improvement programme

In North East London, CEG's child imms call/recall tool is available as part of a wider programme of support to improve coverage and timeliness of routine childhood immunisations.

The programme includes 1:1 training and support for GP practices from CEG's team of facilitators, and data entry templates to ensure the call/recall tool has high-quality coded data to draw from.



Limitations

No replacement for clinical judgement

APL-Imms is **not a diagnostic tool or intended to replace clinical judgement**. The tool displays information coded in the patient record and can be used to highlight children whose records indicate their vaccinations are incomplete, due, missing or delayed. It does not make management recommendations – these are entirely a matter for the clinician.

Only presents coded information

The tool presents information that is **coded** in the patient health record. It is important to use it with a data entry template to ensure your activity is coded correctly. In North East London, this is the CEG data entry template '**Childhood Immunisations CEG**'. The tool will also pick up SystemOne internal vaccination codes not entered via the CEG template.

In cases where the codes do not clearly describe a child's vaccination history, clinicians are advised to manually check the patient record for uncoded information which would not be picked up by the tool, and/or check the Red Book or other patient-held records.

Contact us

If you have any questions or feedback about our childhood immunisations call/recall tool or this user guide, please get in touch:

CEG-Feedback@qmul.ac.uk

qmul.ac.uk/ceg

By post:

Clinical Effectiveness Group (CEG)
Queen Mary University of London
c/o Yvonne Carter Building Post Room
58 Turner Street
London E1 2AB

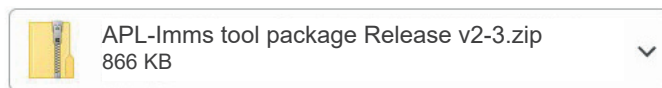
Downloading APL-Imms

You only need to do this once

Step 1: Download

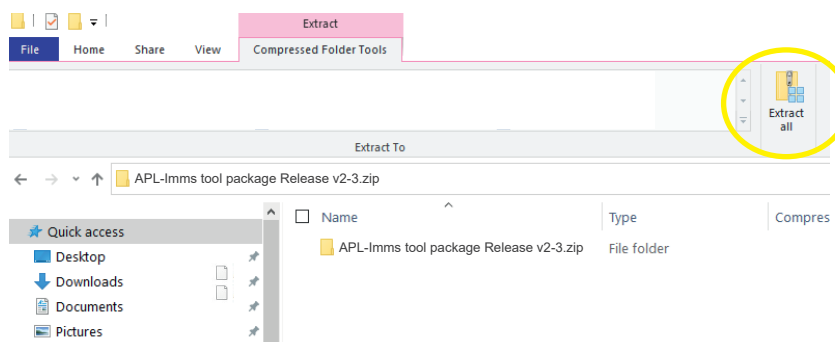
1.1 Download the APL-Imms zip file.

1.2 Double click the zipped file, then double click again.



Step 2: Extract

Click **'Extract all'** to extract the files.



Step 3: Save

Save the files on a **secure device or network** that is accessible to other practice staff, including clinicians reviewing your work.

(Can be filled in by the practice if printed)
Our files are saved:

Step 4: Unblock macros

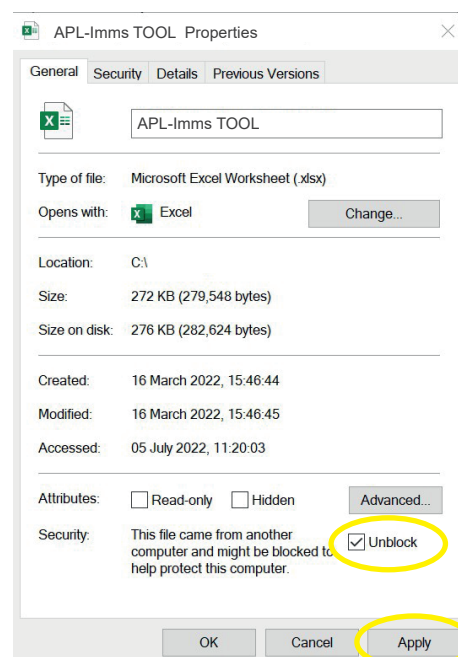
Microsoft has introduced a security feature that blocks Excel macros by default. Macros are automated actions that the tool uses to run - without them, it will not work.

4.1 Right click on the **'APL-Imms TOOL'** XLSM file and select **'Properties'**.

4.2 In the 'General' tab, **tick the box to 'Unblock'**

4.3 Click **'Apply'**. You must click 'Apply' before 'OK', otherwise the change won't take affect.

If you accidentally click 'OK' without clicking 'Apply', the option will no longer be visible and you will need to download the file again.



Step-by-step: Listing patients for call/recall

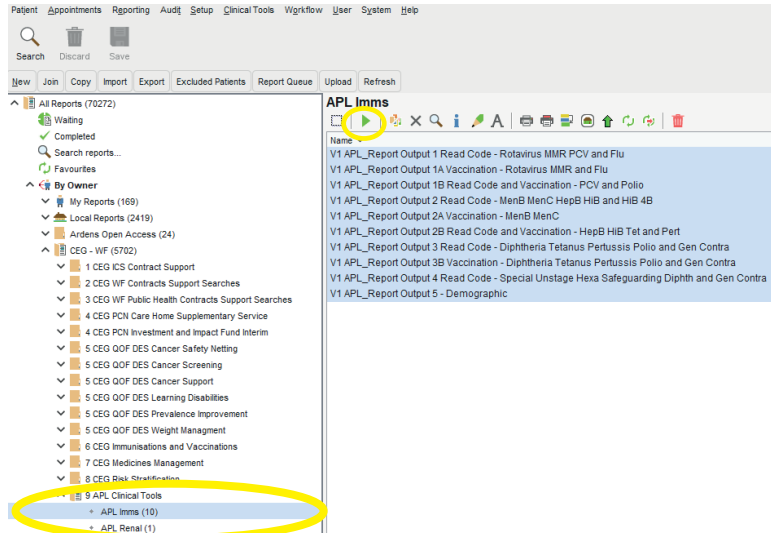
We recommend doing this weekly

Step 1: Run the reports in SystemOne

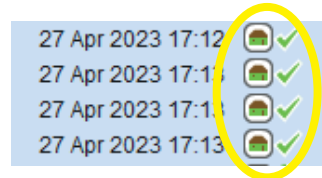
1.1 Open SystemOne and click 'Reporting', then 'Clinical Reporting'.

1.2 Locate the APL-Imms reports (saved in CEG folder 9: 'APL Clinical Tools').

Highlight all ten reports and click 'run':



1.3 Once all reports have run (showing a tick), you can proceed to the next step.



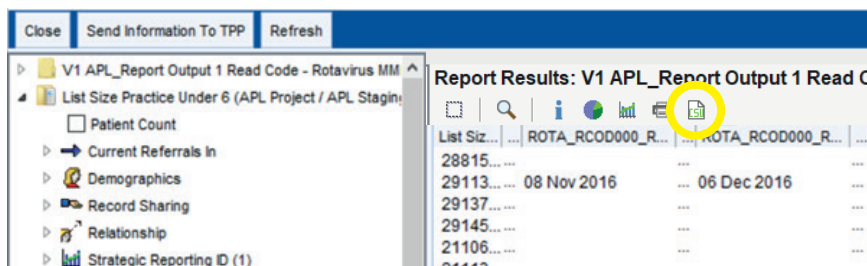
Step 2: Export the report results

2.1 The results need to be exported one report at a time.

Make sure you only have one instance of SystemOne open on your computer.

Select a report and click 'Extract to csv file'. Close the csv file that opens automatically *without saving it* – this is extremely important – if you save it, Excel will corrupt the file.

Click 'Close' in SystemOne to go back to the main list of reports.



2.2 Select the next report and repeat step 2.1.

Do not log out of SystemOne. If you do, the csv files will disappear from your computer and you will have to repeat Steps 1 and 2.

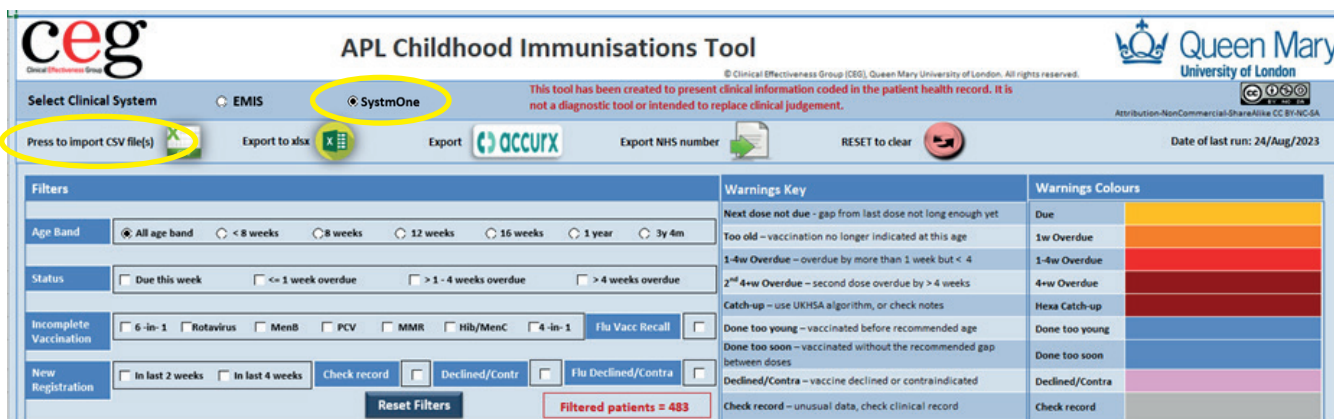
Step-by-step: Listing patients for call/recall

Step 3: Import data into the tool

3.1 Open **APL-Imms TOOL.xlsm** (Excel file).

3.2 Select **SystemOne** as your clinical system.

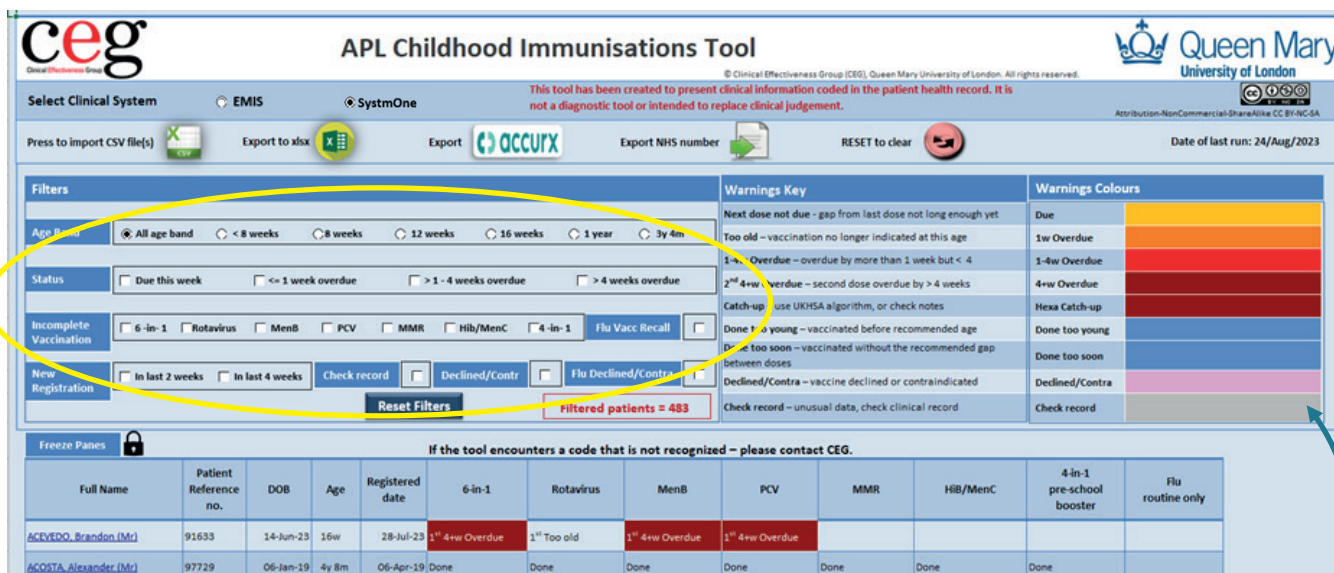
3.3 Click '**Press to locate CSV file**'. The tool will import your report results automatically.



Important: Each time you use the tool, run new reports and import fresh data. A warning will pop up if you try to use old data.

Step 4: Create a patient list using filters

Use the **checkboxes** to filter your list. The tool will list all patients who meet the criteria:



Depending on the aim of your call/recall, you could list patients who are 8 weeks old and due a vaccination this week, or who are more than 4 weeks overdue, for example. The age brackets are mutually exclusive, so '8 weeks' includes all children between 8 weeks and 12 weeks minus a day.

The 'Check record' flag appears when the tool encounters data it can't process in the normal way. For example, a second MMR when there is no record of a first. You can use the 'Check record' filter to list any affected records.

These screenshots do not show real patients, we used a dummy dataset with randomly generated names.

Step-by-step: Listing patients for call/recall

Step 5: Review individuals easily

5.1 Click a patient's name in the list to see more detail from their patient record:

The screenshot shows the 'APL Childhood Immunisations Tool' interface. At the top, there are logos for 'ceg' and 'Queen Mary University of London'. Below the logos, there are navigation options for 'Select Clinical System' (EMIS, SystemOne) and a warning: 'This tool has been created to present clinical information coded in the patient health record. It is not a diagnostic tool or intended to replace clinical judgement.' There are also buttons for 'Press to import CSV file(s)', 'Export to xlsx', 'Export', 'Export NHS number', and 'RESET to clear'. A 'Date of last run: 24/Aug/2023' is displayed.

The main area contains 'Filters' and 'Warnings Key'. The 'Filters' section includes options for 'Age Band' (All age band, < 8 weeks, 8 weeks, 12 weeks, 16 weeks, 1 year, 3y 4m), 'Status' (Due this week, <= 1 week overdue, > 1 - 4 weeks overdue, > 4 weeks overdue), 'Incomplete Vaccination' (6-in-1, Rotavirus, MenB, PCV, MMR, Hib/MenC, 4-in-1, Flu Vacc Recall), and 'New Registration' (In last 2 weeks, In last 4 weeks, Check record, Declined/Contra, Flu Declined/Contra). A 'Reset Filters' button and a 'Filtered patients = 483' indicator are also present.

The 'Warnings Key' section lists various warning types such as 'Next dose not due - gap from last dose not long enough yet', 'Too old - vaccination no longer indicated at this age', '1-4w Overdue - overdue by more than 1 week but < 4', '2nd 4+w Overdue - second dose overdue by > 4 weeks', 'Catch-up - use UKHSA algorithm, or check notes', 'Done too young - vaccinated before recommended age', 'Done too soon - vaccinated without the recommended gap between doses', 'Declined/Contra - vaccine declined or contraindicated', and 'Check record - unusual data, check clinical record'. A 'Warnings Colours' legend is provided for each warning type.

Below the filters is a table of patients. The first row, 'ACEVEDO, Brandon (Mr)', is highlighted with a yellow circle. The table columns are: Full Name, Patient Reference no., DOB, Age, Registered date, 6-in-1, Rotavirus, MenB, PCV, MMR, Hib/MenC, 4-in-1 pre-school booster, and Flu routine only.

Full Name	Patient Reference no.	DOB	Age	Registered date	6-in-1	Rotavirus	MenB	PCV	MMR	Hib/MenC	4-in-1 pre-school booster	Flu routine only
ACEVEDO, Brandon (Mr)	91633	14-Jun-23	16w	28-Jul-23	1st 4+w Overdue	1st Too old	1st 4+w Overdue	1st 4+w Overdue				
ACOSTA, Alexander (Mr)	97729	06-Jan-19	4y 8m	06-Apr-19	Done	Done	Done	Done	Done	Done	Done	
ADAMS, Hunter (Mr)	23075	27-Oct-21	23m	05-Nov-21	Done	Done	Done	Done	Done	Done		

The **Patient Information** screen pulls relevant details from the patient record, including registration data, vaccination dates and previous declines and contraindications. It also highlights any **safeguarding concerns** for that child and flags missing ethnicity information.

This screen also includes a **comprehensive list of links** to professional resources to help with patient conversations, catch-up schedules and more.

5.2 Click 'BACK' to go back to your patient list.

The screenshot shows the 'Patient Information' screen for Linda Taylor. At the top, there are logos for 'ceg' and 'Queen Mary University of London'. A 'BACK' button is highlighted with a yellow circle. The patient's details are as follows:

- Full Name: Linda Taylor
- Patient Ref #: 10179
- Date of Birth: 19/06/2021
- Age (in completed years/months/weeks): 12m
- Gender: Female
- Registration Date: 22/06/2021
- Ethnicity: Bangladeshi or British Bangladeshi - ethn categ 2001 census
- Mobile number: 07468735474

The '6-in-1/Hexa component vaccines' section is highlighted with a blue circle. It lists the following vaccines:

Vaccine	Status	Date given	Age at Event
Hepatitis B	Done	25-Oct-2021	18w
Haemophilus influenzae B	Done	25-Oct-2021	18w
Diphtheria	Done	25-Oct-2021	18w
Tetanus	Done	25-Oct-2021	18w
Pertussis/Whooping Cough	Done	25-Oct-2021	18w
Polio	Done	25-Oct-2021	18w

The 'Rotavirus vaccine' section is also visible:

Vaccine	Status	Date given	Age at Event
Rotavirus	Done	23-Sep-2021	13w

The 'Meningitis B Vaccine' section is also visible:

Vaccine	Status	Date given	Age at Event
Meningitis B	3 rd Due	25-Oct-2021	18w

On the right side, there is a 'Useful Links' section with the following links:

- [Routine vaccination schedule](#)
- [Catch-up \(uncertain or incomplete status\) schedule](#)
- [Patient Group Directions: Vaccinations](#)
- [Green Book](#)
- [Foreign vaccination comparator](#)
- [PHI/NHS immunisation leaflets](#)
- [Vaccination leaflet for new migrants](#)
- [Useful for hesitancy discussions](#)
- [FAQs about vaccines](#)
- [Vaccine Ingredients](#)
- [Stories about people affected by infectious diseases \(short films\)](#)
- [General info about vaccines \(includes info about individual vaccines, e.g. MMR, rotavirus, flu, etc.\)](#)
- [Professional Resources](#)

The 6-in-1 components are listed separately to accommodate children who started their vaccinations abroad using a different schedule.

Step-by-step: Listing patients for call/recall

Step 6: Using your list



Option 1: Print

Click '**File**' then '**Print**'. Set the orientation to landscape and scale to fit.

Option 2: Export as an Excel file

Click '**Export to xlsx**' - You could use this file to add notes of actions taken/to be taken, but these will not go into the patient record.

Option 3: 'Export for Accurx'

To contact patients or arrange appointments.

Remember to use a template to code any actions, including invitations and declines. This will ensure every patient record has a clear, coded history that the tool will draw from next time you use it. In North East London, this is the CEG template: '**Childhood Immunisations CEG**'.

Preparing for next use

Next time you use APL-imms, you will need to click '**RESET to clear**', because the tool keeps the SystemOne data. This is just in case the user logs out in error before loading the tool.

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