

TXT2Remind Version Number:	4.0
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My Practice Flu Vaccine Instructions

Sending out Flu Vaccine reminders via text

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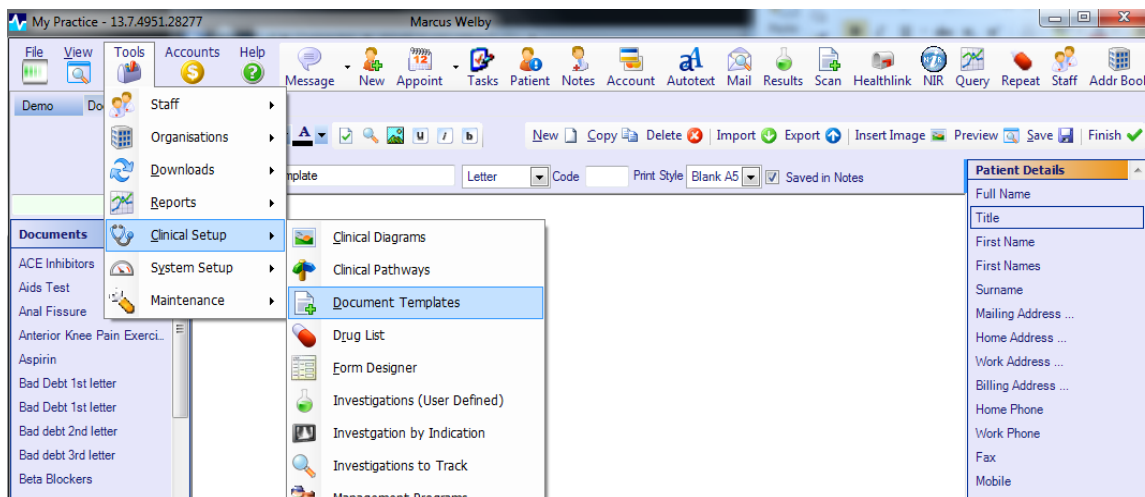
1 Introduction

This document outlines the steps involved in setting up an EZYTXT flu vaccine document template according to the design specifications of Vensa Health. Once the document is setup correctly, users in the practice can send a flu vaccine reminder mobile text-message to the patients within My Practice with the ability of having the messages file against the patient records.

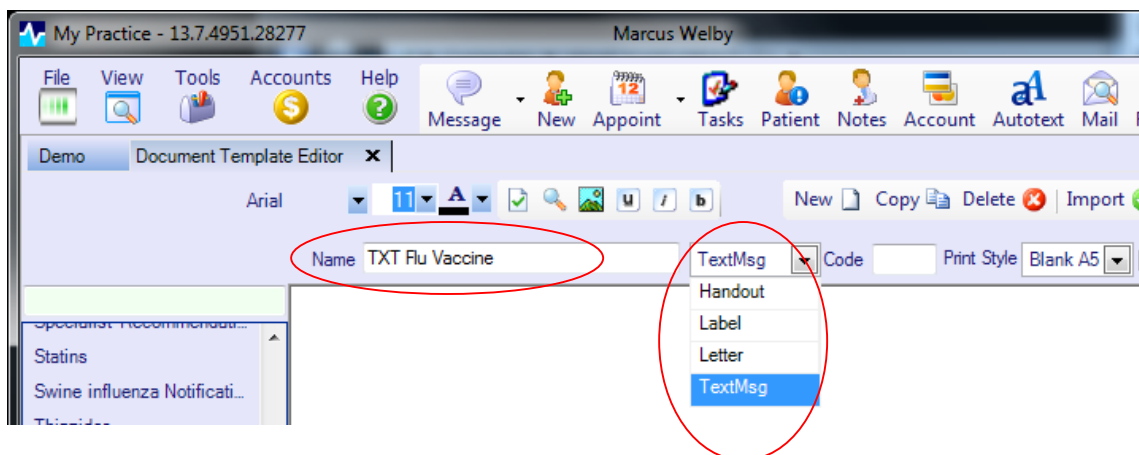
2 TXT2Remind Outbox Document Setup for Flu Vaccine

To be able to send a text message, you first need to set up a text template in Document Templates within MyPractice. This document will be of type text-message as opposed to traditional letter based documents.

- a. Go to setup > Clinical Set Up > Document Template

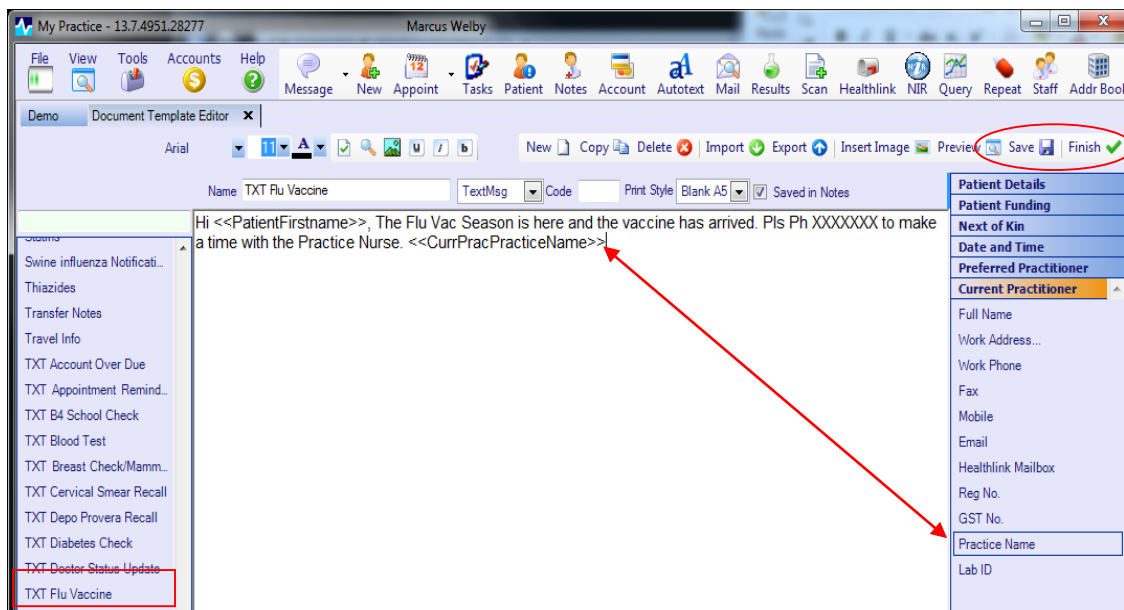


- b. In the Name Field – Type in TXT Flu Vaccine and select TextMsg from the drop down menu. Its not mandatory to place a code but you can if you like for consistency.



E.g. for Flu vaccine recall you could make code your document: TXTFLU, Description: TXT Flu Recall

- c. Type your text message (example below). Keep your message under 160 characters long. You can use the insert keys on the right hand side to personalize messages according to the patient.



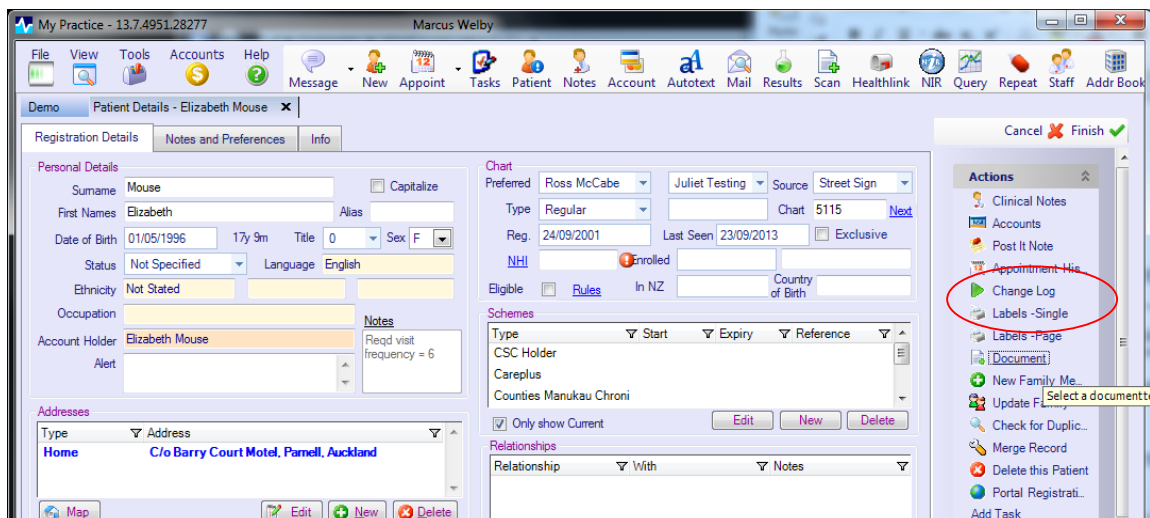
- d. Save your document template; this will appear on the left hand side of the document templates and press finish. Now your document template is complete and ready for use.

Note: If your text exceeds 160 characters you will not be able to save the document. Please ensure consider the merge fields when creating your document template.

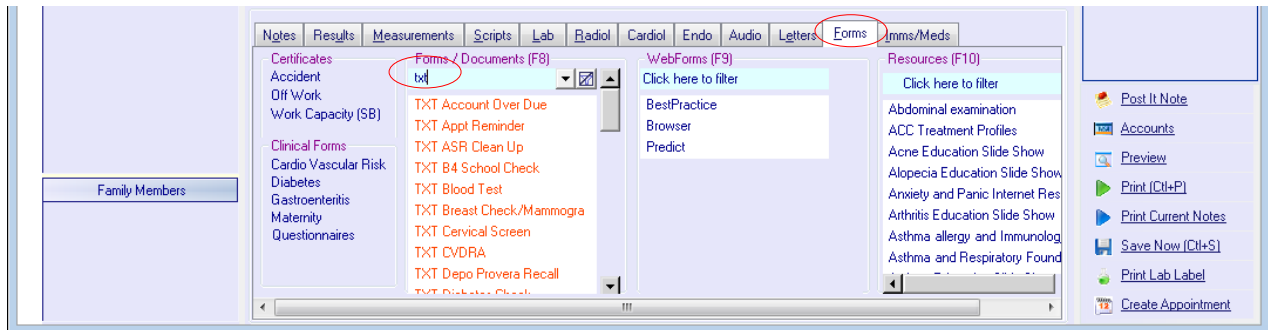
3 Sending an individual text for Flu Vaccine

Once a document template is created in My Practice, you can now send messages within a number of different screens, provided there is an action to use a document template. Below are a few examples of where you can send a text via the document template action.

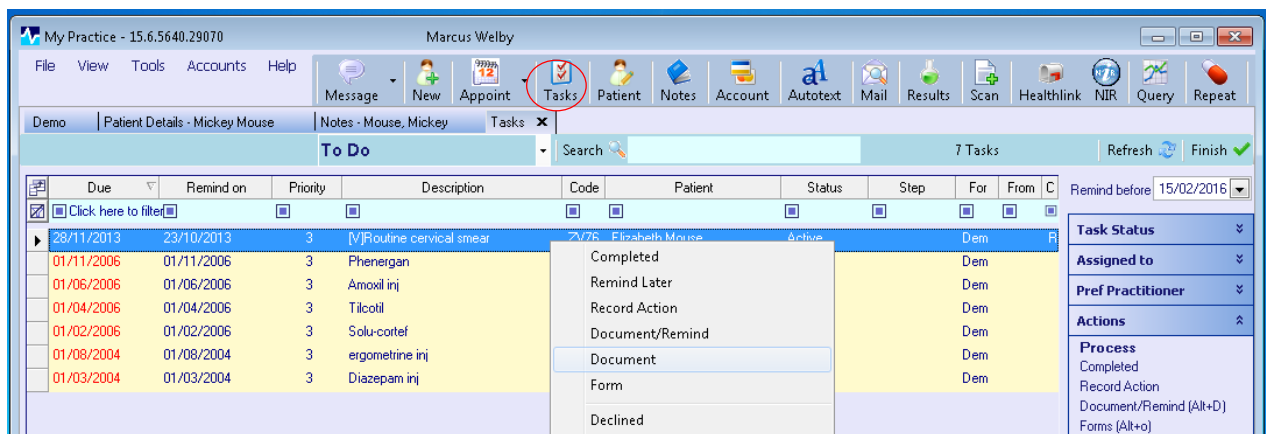
3.1 Registration Details



3.2 Clinical Notes



3.3 Tasks

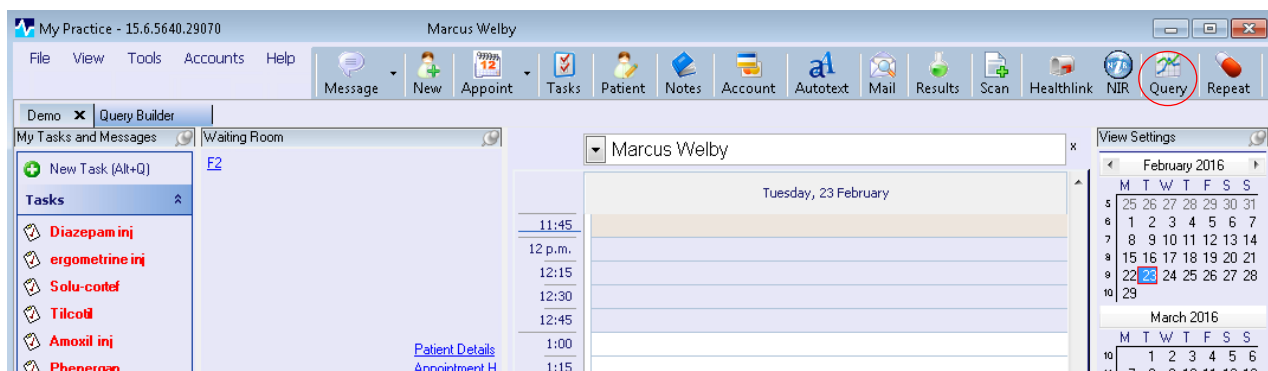


4 Sending a Mass Text through a Query for Flu Vaccine

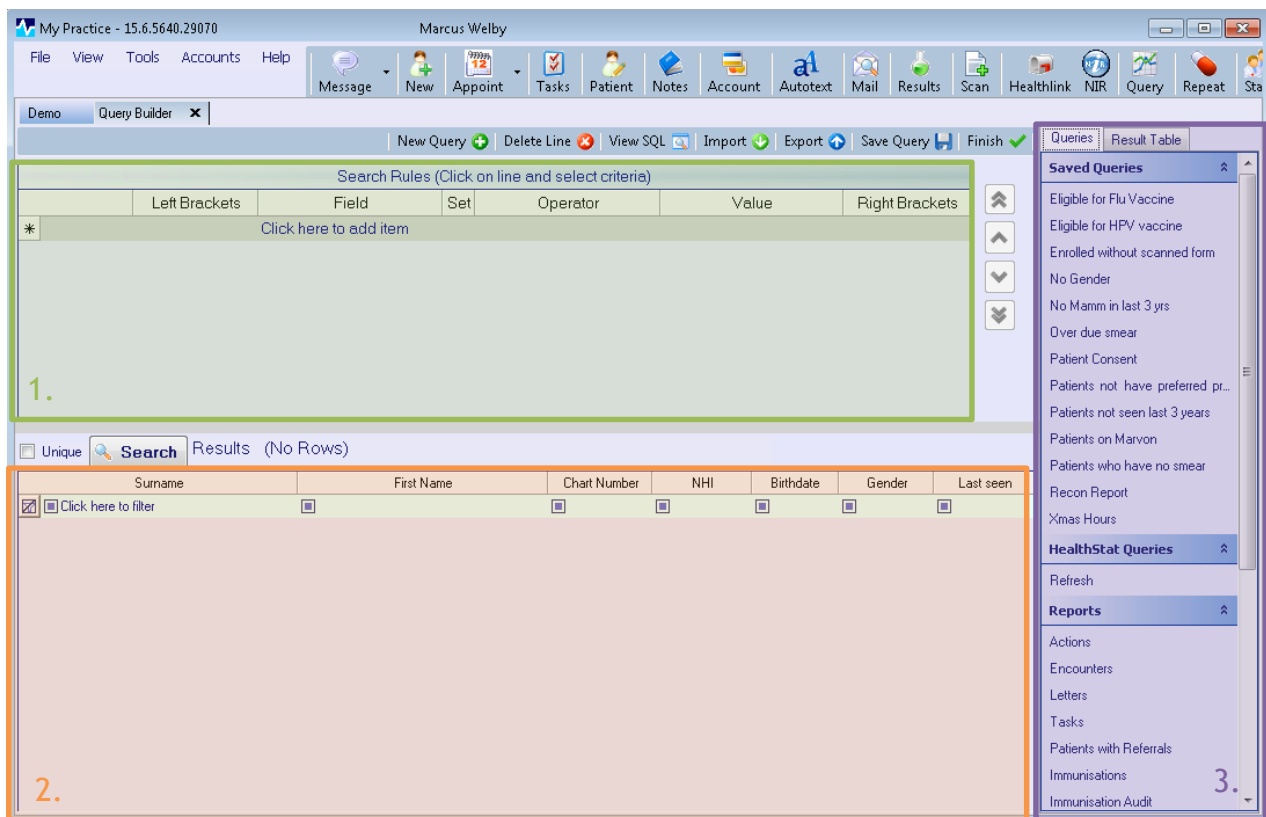
To send a text to a mass number of patients that are eligible for a Flu Vaccine, this can be achieved via a Query. The instructions below are based on how to build the query based on set conditions, how to configure the returned query list of patients to filter particular fields and how to send.

4.1 Build a Query

- Open MyPractice and click on the Query Tab

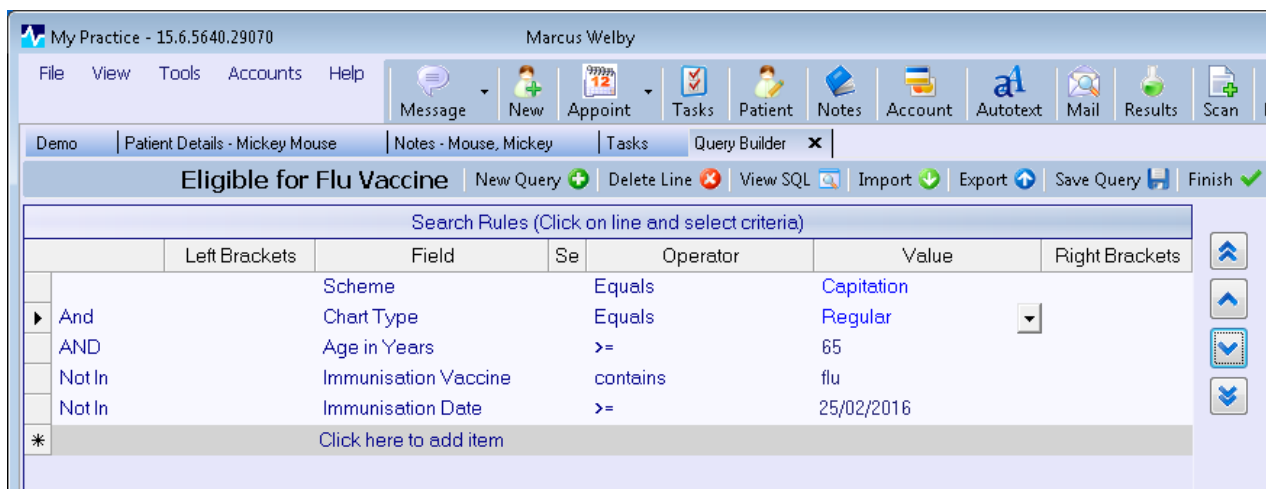


- b. The query page has 3 sections, the criteria and conditions you are searching (1. top half), the results (2. bottom half) and the menus (3. far right) to change the way the results are viewed and saved queries and result table.



- c. First start building the query. Start by inserting your field, the operator of that field and the value if any. See below for some examples of Flu Queries. These may not be suitable for all practices.

- Flu 65+



- c. In the far right side, under the Results Table click on the available columns you would like displayed. An example is below. Be sure to add Contact – Mobile Number

My Practice - 15.6.5640.29070 Marcus Welby

File View Tools Accounts Help

Message New Appoint Tasks Patient Notes Account Autotext Mail Results Scan Healthlink NIR Query Repeat

Demo Patient Details - Mickey Mouse Notes - Mouse, Mickey Tasks Query Builder x

+TXT Flu 65 New Query Delete Line View SQL Import Export Save Query Finish

Search Rules (Click on line and select criteria)

Left Brackets	Field	Se	Operator	Value	Right Brackets
	Scheme		Equals	Capitation	
	Chart Type		Equals	Regular	
And	(
AND	Age in Years		Greater than or equal to	16	
AND	Age in Years		Less than or equal to	64)
Not In	Immunisation Vaccine		contains	flu	
Not In	Immunisation Date		Greater than or equal to	25/02/2016	
AND	(
Or	Past History		contains	asthma	
Or	Past History		contains	cardiac	
Or	Past History		contains	renal	
Or	Past History		contains	respiratory)
*	Click here to add item				

Unique Search Results (43 patients)

Surname	First Name	Chart Number	NHI	Birthdate	Gender	Last seen
Meurant	Alan	7560.1		19/11/1970	M	07/11/2003
Hurn	John	3348		04/05/1956	M	09/02/2004
Waring	Shaun	7015.1	FLG5177	06/11/1977	M	08/11/2001
Lawton	Martin	5218		09/11/1973	M	01/09/2004
Conelly	Damian	5799	HXM0145	19/08/1989	M	24/01/2005
Mamo	Lisa	7514.2	DwL8133	10/11/1975	F	29/07/2003
Williams	Carl	7457.1	FQH1094	05/02/1974	M	28/04/2003
Dix	Mariola	7437.1	BNS2193	12/11/1977	F	07/04/2003
Mumford	Mark	2295	BGS0720	18/10/1961	M	10/12/2003
Spencer	Christien	1862	BUH4356	23/09/1960	F	16/12/2001

Family History Relation
FamilyGUID
FEV1
First Name
FVC
Gender
Gravida
Height
Height Date
History Note
Imm Given
Imm Indication
Imm Reaction
Imm Route
Imm Site
Immun BatchNo
Immun Date
Immun Sequence
Immun Vaccine
Investigation
LabResultDate
LabResultName
LabResultValue
Language
Last Menstrual Period
Last seen
Letter Description

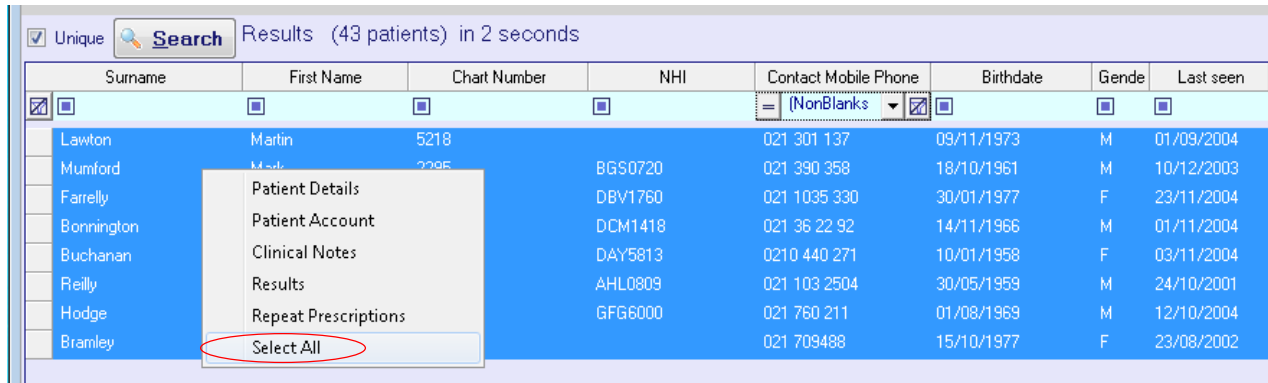
- d. The list will return the fields of choice. Filter out any blank mobile numbers by going to the mobile column and clicking on the filter button. This will allow you to bring down a drop menu to select, Not Blank. Once this is selected you will see only patients with mobile phone numbers allowing you to send a text message.

Unique Search Results (43 patients) in 2 seconds

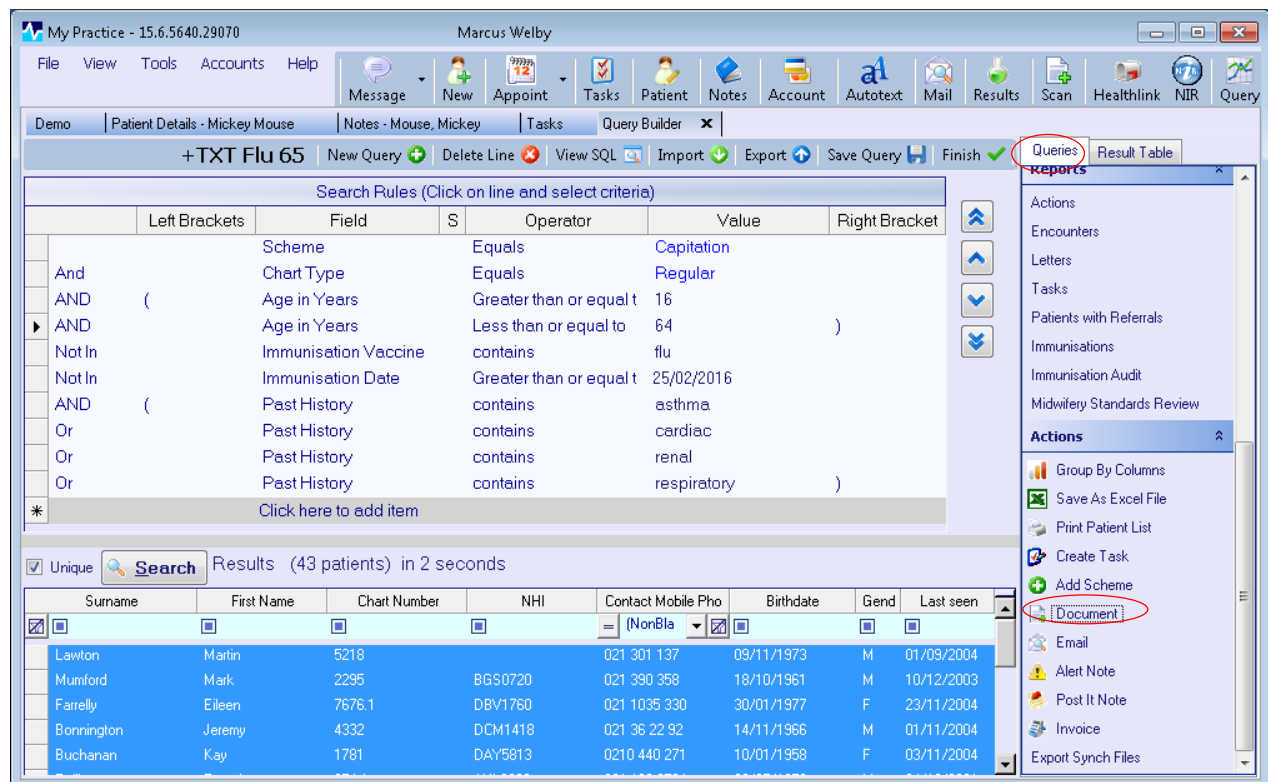
Surname	First Name	Chart Number	NHI	Contact Mobile Phone	Birthdate	Gender	Last seen
Lawton	Martin	5218		021 301 137	09/11/1973	M	01/09/2004
Mumford	Mark	2295	BGS0720	021 390 358	18/10/1961	M	10/12/2003
Farrelly	Eileen	7676.1	DBV1760	021 1035 330	30/01/1977	F	23/11/2004
Bonnington	Jeremy	4332	DCM1418	021 36 22 92	14/11/1966	M	01/11/2004
Buchanan	Kay	1781	DAY5813	0210 440 271	10/01/1958	F	03/11/2004
Reilly	Touraj	674.1	AHL0809	021 103 2504	30/05/1959	M	24/10/2001
Hodge	Mark	2285.1	GFG6000	021 760 211	01/08/1969	M	12/10/2004
Bramley	Janelle	7253.1		021 709488	15/10/1977	F	23/08/2002

4.3 Send the Mass Text

- Right click on a white space in the returned list. This will bring up the below option list.
- Click on Select All. The list should highlight blue. Alternatively you can select random patients by holding down Ctrl button and using your mouse to click on selected patients.



- Go to the far right side, click on the Queries tab, Document under Actions



- This will open the Document Templates window. In the filter field type in TXT to bring up all the Text templates



- e. Locate the Document Template TXT Flu Vaccine (or the template created for flu's) and press OK. A popup will appear advising the message was received by Vensa. This means the text was successfully sent.

Select List

F2 Filter

txt

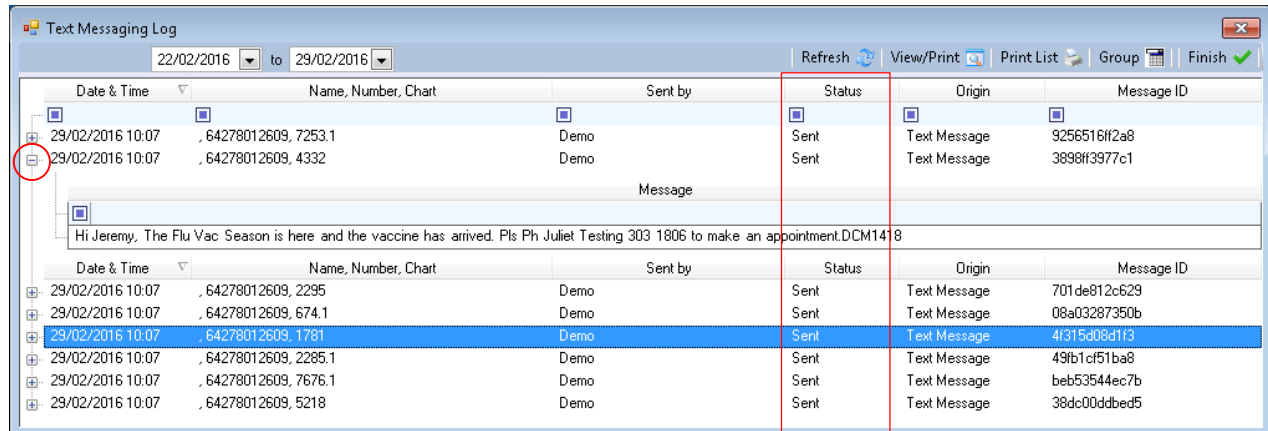
Ok ✓

Document Name ▼	Category ▼	Code ▼
TXT Account Over Due	TextMsg	TXTACC
TXT Appt Reminder	TextMsg	TXTAPP
TXT ASR Clean Up	TextMsg	TXTASR
TXT B4 School Check	TextMsg	TXTBS
TXT Blood Test	TextMsg	TXTBLT
TXT Breast Check/Mammogram	TextMsg	TXTMA
TXT Cervical Screen	TextMsg	TXTCXR
TXT CVDRA	TextMsg	TXTCVD
TXT Depo Provera Recall	TextMsg	TXTDEP
TXT Diabetes Check	TextMsg	TXTDIA
TXT Doctor Status Update	TextMsg	TXTDSU
TXT Flu Vaccine	TextMsg	TXTFLU
TXT Generic Recall	TextMsg	TXTREC
TXT HbA1c Results	TextMsg	TXTBR
TXT Imms Recall	TextMsg	Z15M
TXT INR Change Dose	TextMsg	TXTINR
TXT INR Result Normal	TextMsg	TXTINR
TXT Lab Results Pls Call	TextMsg	TXTLAB
TXT Labs OK	TextMsg	TXTLAB
TXT Message	TextMsg	TXT
TXT Patient Consent	TextMsg	TXTPAT
TXT Smoking Status	TextMsg	
TXT Text Message	TextMsg	TXT
TXT Xmas Hours	TextMsg	TXT

Note: You may receive an alert advising the text has gone over its 160 limit. If this occurs the text will need to be modified and resent to those who are affected.

4.4 Check or Open the Text Message Log

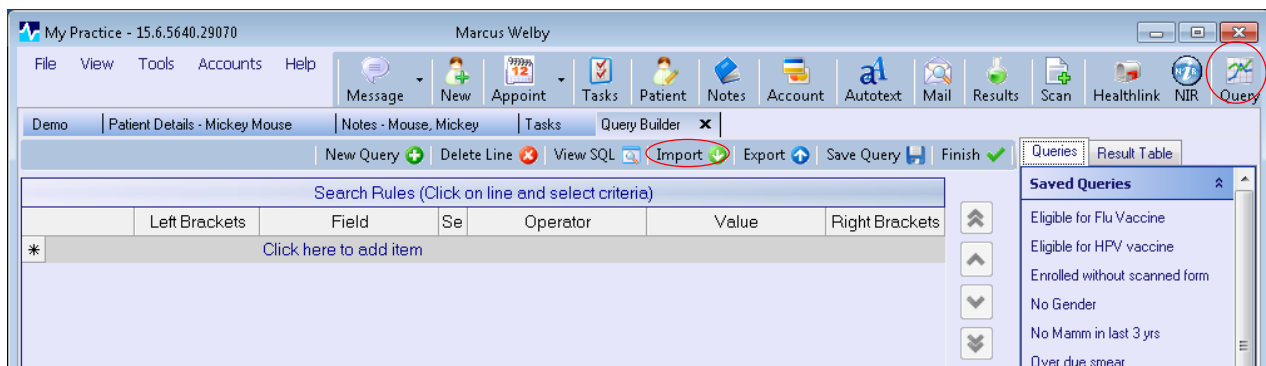
- Replies and Text status are stored in a central location called the Text Message Log. Go to Tools, Text Message Log.
- A window will appear with the messages in a table format. Look at the status column to view any error status (failed messages) or use the expand box to open the message to review any replies if any.



Date & Time	Name, Number, Chart	Sent by	Status	Origin	Message ID
29/02/2016 10:07	, 64278012609, 7253.1	Demo	Sent	Text Message	9256516f2a8
29/02/2016 10:07	, 64278012609, 4332	Demo	Sent	Text Message	3898ff3977c1
Message					
Hi Jeremy, The Flu Vac Season is here and the vaccine has arrived. Pls Ph Juliet Testing 303 1806 to make an appointment.DCM1418					
Date & Time	Name, Number, Chart	Sent by	Status	Origin	Message ID
29/02/2016 10:07	, 64278012609, 2295	Demo	Sent	Text Message	701de812c629
29/02/2016 10:07	, 64278012609, 674.1	Demo	Sent	Text Message	08a03287350b
29/02/2016 10:07	, 64278012609, 1781	Demo	Sent	Text Message	4f315d08d1f3
29/02/2016 10:07	, 64278012609, 2285.1	Demo	Sent	Text Message	49b1cf51ba8
29/02/2016 10:07	, 64278012609, 7676.1	Demo	Sent	Text Message	beb53544ec7b
29/02/2016 10:07	, 64278012609, 5218	Demo	Sent	Text Message	38dc00ddbed5

5 Importing a Query

- In MyPractice select the Query Tab. Next select the Import button.
- Locate the Document Template ready for import. Once selected click on Open.



- This action will pull the template into MyPractice, make any modifications if necessary and save.

END