

Audit & Practice Reporting Profile

About the audit

This audit and practice reporting profile can be conducted by a practice or by a division of general practice staff member. It is designed to provide a detailed evaluation of how a practice manages the reporting of immunisation information. It involves reviewing processes and equipment to ensure that the practice continues to record and transmit immunisation information accurately.

Conducting the audit

The “Immunisation: Recording, Reporting & Rates – a guide for practice staff” should be used in conjunction with this audit as it provides additional information.

Optional – For division staff only: Prior to conducting the audit review the ACIR32A report to ascertain the immunisation coverage for the practice and complete details over page.

Optional – For practice staff: A practice reporting profile follows the audit which provides an overview of the immunisation reporting system within the practice.

The audit is divided into three main sections – People, Equipment and Processes. Review each question and respond according to how the practice currently operates. Record the responses by ticking ‘yes’ or ‘no’ depending on the answer. If a practice doesn’t meet all of the requirements listed tick ‘no’. If a section or question is not applicable to your practice mark it not applicable (‘N/A’).

At the end of each section, comment on any follow-up or action required and nominate the person responsible for completing the action. Practices may choose to complete the Immunisation: Recording, Reporting & Rates – Practice Reporting Profile at the end of the audit as a record of the practice’s immunisation reporting processes and continuous quality improvement activities. Keep a copy of the audit and the profile to maintain a history of the results and compare to future audits.

The audit should take approximately 30 minutes to complete.

Consent

I have read and understood the reporting audit and understand the practice responsibilities during the process. I hereby give consent for the audit to be undertaken. I understand that the Division may choose to retain a copy of the audit report for their own data collection purposes and that the information will be stored in accordance with the Division’s privacy policy.

Name: _____ Position: _____

Signature: _____ Date: _____

Helpful information

- “Immunisation: Recording, Reporting & Rates – a step-by-step guide for practice staff” September 2009 available from your local division of general practice
- Australian Childhood Immunisation Register – National Due & Overdue Rules for Childhood Immunisation, Version 1.0 January 2009 – available at <http://www.medicareaustralia.gov.au/provider/patients/acir/files/national-due-and-overdue-rules-for-childhood-immunisation.pdf>

For more detailed information about best practice standards and guidelines regarding immunisation, please refer to the current edition of the The Australian Immunisation Handbook.

For assistance in conducting the audit or reviewing the outcomes of the audit or for assistance with immunisation reporting, please contact your local division of general practice.

Practice details

Name of practice:		
Contact person:		
Optional: Practice details from ACIR32A Report (Division to complete):		
Coverage rate	Whole Patient Equivalent (WPE)	GPII20A Practice Reports received
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Audit details

Date of audit:
Audit conducted by:
Audit reviewed by:
Date last audited conducted:

A. PEOPLE

Does the practice have a primary person responsible for immunisation reporting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the practice have a secondary person responsible for immunisation reporting in the absence of the primary person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is immunisation reporting included in orientation for new staff members?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do staff members receive training in <input type="checkbox"/> Data entry <input type="checkbox"/> The practices reporting methods <input type="checkbox"/> Immunisation reporting	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(only tick 'yes' if all areas have been ticked)</i>

Follow-up/action	Undertaken by:	If division assistance required provide details, (i.e. resources, education, practice visit)
	<input type="checkbox"/> Practice Nurse <input type="checkbox"/> Practice Manager <input type="checkbox"/> Other	
	<input type="checkbox"/> Practice Nurse <input type="checkbox"/> Practice Manager <input type="checkbox"/> Other	
	<input type="checkbox"/> Practice Nurse <input type="checkbox"/> Practice Manager <input type="checkbox"/> Other	

B. EQUIPMENT

Is your practice?

- computerised
 paper-based
 both

What software does your practice use?

- Medical Director / PracSoft
 Practix / Plexus
 Best Practice
 Zedmed
 Other:

Does your practice install regular software updates?

Yes No

Does your software allow you to check claim history?

Yes No

Follow-up/action	Undertaken by:	If division assistance required provide details, (i.e. resources, education, practice visit)
	<input type="checkbox"/> Practice Nurse <input type="checkbox"/> Practice Manager <input type="checkbox"/> Other	
	<input type="checkbox"/> Practice Nurse <input type="checkbox"/> Practice Manager <input type="checkbox"/> Other	

C. PROCESSES

General

How does your practice report immunisation information?

- electronically/Medicare Online

Date of last transmission:

- manually via computer printout or VIVAS paper record

Date last sent:

Comments:

Who is responsible for transmitting or posting immunisation information?

- Practice Manager
 Practice Nurse
 Reception Staff
 Other

Comments:

C. PROCESSES *continued*

Recalls & Reminders

<p>Does your practice have a system for generating recall/reminders? (Tick as many as possible)</p> <p><input type="checkbox"/> Computer generated letter</p> <p><input type="checkbox"/> Manually generated letter</p> <p><input type="checkbox"/> Telephone</p> <p><input type="checkbox"/> SMS</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Does your practice generate recall/reminders on a regular basis? <i>How often:</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Who is responsible for generating recall/reminders in your practice?</p> <p><input type="checkbox"/> Practice Manager</p> <p><input type="checkbox"/> Practice Nurse</p> <p><input type="checkbox"/> Reception Staff</p> <p><input type="checkbox"/> Other</p>	<p><i>Comments:</i></p>

Patient Management

<p>Does your practice check a child's immunisation status/history</p> <p><input type="checkbox"/> opportunistically during consultation</p> <p><input type="checkbox"/> by utilising pop up reminders in computer clinical software</p> <p><input type="checkbox"/> through the ACIR Secure Site</p> <p><input type="checkbox"/> by sighting the Child Health Record</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No (only tick 'yes' if all areas have been ticked)</p>
<p>Does your practice routinely identify & record Aboriginal and Torres Strait Islander patients to ensure additional immunisations are given?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>How does your practice record Aboriginal and Torres Strait Islander identification? (Tick both if applicable)</p> <p><input type="checkbox"/> in practice software</p> <p><input type="checkbox"/> in patient notes</p>	
<p>Does your practice follow the National Immunisation Program schedule to ensure immunisations are given on time and discourages schedule splitting in order to maximise payments for the practice and Family Assistance payments for parents?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Is your practice involved in activities that encourage the uptake of the following immunisations:</p> <p><input type="checkbox"/> childhood immunisations for specific age groups</p> <p><input type="checkbox"/> Healthy Kids Check</p> <p><input type="checkbox"/> Missed school based vaccination</p> <p><input type="checkbox"/> Aboriginal and Torres Strait Islander vaccination</p> <p><input type="checkbox"/> Influenza & pneumococcal vaccination</p> <p><input type="checkbox"/> Staff vaccination</p> <p><input type="checkbox"/> Other</p>	<p><i>Comments:</i></p>

ACIR & VIVAS

Does the practice allocate regular dedicated time to: <input type="checkbox"/> review statements and reports <input type="checkbox"/> follow up children overdue for immunisation <input type="checkbox"/> check claims have been successfully transmitted	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(only tick 'yes' if all areas have been ticked)</i>
Does your practice review statements to: <input type="checkbox"/> monitor your practices coverage rates <input type="checkbox"/> check that all immunisation encounters have been recorded <input type="checkbox"/> action and amend any error codes	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(only tick 'yes' if all areas have been ticked)</i>
Does your practice use the quarterly GPII20A Practice Report to check: <input type="checkbox"/> patient details are correct <input type="checkbox"/> ACIR immunisation history against practice records <input type="checkbox"/> follow up overdue children	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(only tick 'yes' if all areas have been ticked)</i>
Does your practice provide notifications if a child is not vaccinated for any of the following reasons: <input type="checkbox"/> Conscientious objection (submitted on Conscientious Objection form) <input type="checkbox"/> Medical contraindication (submitted on Medical Contraindication form) <input type="checkbox"/> Natural immunity (submitted on practice letterhead) <input type="checkbox"/> Deceased child (submitted on practice letterhead)	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(only tick 'yes' if all areas have been ticked)</i>
Does your practice access the ACIR Secure Site to check a child's immunisation status?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your practice aware a child's current immunisation history can be printed from the ACIR Secure Site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your practice use the VIVAS reminder notices to check: <input type="checkbox"/> patient details are correct <input type="checkbox"/> VIVAS immunisation history against practice records <input type="checkbox"/> follow up overdue children	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(only tick 'yes' if all areas have been ticked)</i>

Immunisation: Recording, Reporting & Rates

Practice Reporting Profile

Following completion of the *Immunisation: Recording, Reporting & Rates audit*, practices may choose to complete this profile and keep it with the practice's policy and procedure manual. The audit tool and the profile both provide evidence of your practices' continuing quality improvement processes.

Practice details

Date:

Completed by:

Review date:

A. PEOPLE

Primary person responsible for immunisation reporting:

Secondary person responsible for immunisation reporting:

B. EQUIPMENT

The software our practice uses is:

Their contact details are:

Person responsible for ensuring our practice regularly installs software updates:

C. PROCESSES

Our practice reports immunisation information to:

This is sent:

- Electronically every week to ACIR
- Manually every week by post to VIVAS (Qld Health) at:
VIVAS
Reply Paid 2368
Fortitude Valley BC 4006

Our online claiming history is checked by:

Frequency:

ACIR Payment Statements are checked and actioned each month by:

The GPII20A Practice Report is checked and actioned each quarter by:

The VIVAS reminder notices are checked and actioned every 6-8 weeks by:

Immunisation recalls & reminders are generated by:

Frequency:

