

By Email to GP practices and for circulation to:

Practice Manager  
Practice Nurses  
GPs

**Local office address and contact details**

Dear Colleague

### **Re: Flu Vaccine Administration**

As you will be aware, under Section 7a, NHS England is responsible for commissioning the Seasonal influenza and pneumococcal polysaccharide vaccination programme. This is commissioned through GP practices as an enhanced service and in some areas also commissioned from local community pharmacies and maternity providers.

Following a few queries we have had across Yorkshire and the Humber, we felt it would be helpful to remind practices about the requirements of the enhanced service and also to share guidance on how practices need to record delivery of vaccinations.

If a GP practice signs up to the enhanced service, they are required to deliver the services in full to all the identified cohorts. Practices cannot opt out of specific patient groups and are responsible for the safe delivery of services as described in the enhanced service such as staff training, cold chain and patient safety. There should be no subcontracting of the enhanced service as the claims under the enhanced service can only be made if the practice administers the vaccine as outlined below in the extract from the Enhanced Service for 2016/17.

*By signing up to the enhanced service GP practices would only be eligible for payment in circumstances where all of the following requirements have been met:*

- a. *The GP practice is contracted to provide vaccine and immunisations as part of additional services.*
- b. *All patients in respect of whom payments are being claimed were on the GP practices registered list at the time the vaccine was administered and all of the following apply:*
  - i. *The GP practice administered the vaccine to all patients in respect of whom the payment is being claimed.*
  - ii. *All patients in respect of whom payment is being claimed were within the cohort (as per the service specification section) at the time the vaccine was administered.*
  - iii. *The GP practice did not receive any payment from any other source in respect of the vaccine (should this be the case, then the commissioner may reclaim any payments as set out in annex D).*

*iv. The GP practice submits the claim within six months<sup>36</sup> of administering the vaccine (commissioners may set aside this requirement if it considers it reasonable to do so).*

As you will note from the above extract, practices can only claim for vaccinations they have administered themselves. In the circumstances, it is important that all GP practices have robust systems in place to ensure that they record the delivery of vaccinations accurately. It should be clear whether or not an individual patient has had the immunisation, but it also needs to be accurately recorded on the system who delivered the vaccination to ensure that accurate claims can be submitted via CQRS.

Recording of vaccinations given by other healthcare providers and pharmacies is simple for practices using EMIS, as the read codes distinguish those given by another provider. Practices who use SystmOne should not read code vaccinations and instead should record any vaccinations given on the vaccination node. This reduces the likelihood of double vaccination incidents.

It has become apparent that some SystmOne practices are recording vaccinations on the vaccination node but are not aware that they must change the "Event Details" **prior to** recording the vaccination. These should be changed to reflect the organisation giving the vaccination and the location that the vaccination was given. If the event details are still set to the practice, the practice will receive payment for a vaccination given by another healthcare provider. For further guidance on this, practices should contact their Business Support Team/Provider for advice, so that efforts can be taken to ensure that vaccinations are recorded at the correct event location going forward.

If you have any further queries please do not hesitate to contact us.

Kind regards

Yours faithfully

Screening and Immunisation Manager

Public Health Commissioning Manager

Cc: Julie Howard, Contracts Manager  
Sophie Ludlam, Contracts Manager  
..... (local LMC contact)