Managing Flu Vaccination Services with SONAR
# QUICK USER GUIDE

- Pharmacists can review vaccination records and send GP referrals.
- For the National Flu Vaccination service, you can download a claim form for submission to the PPA.
- Vaccination payments for the London vaccination service are also processed by SONAR.
- For Private PGDs, SONAR's Free flu service can be used.

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Recording consultations

Find and select the service you are offering

1. Find the service – in the left menu click on the "Home"
Look for "Pharmacy Vacc. Service 2018/19" in the box with NHS Services. This is then National Flu Service. Click on it and it takes you to the Flu Vaccination service page.
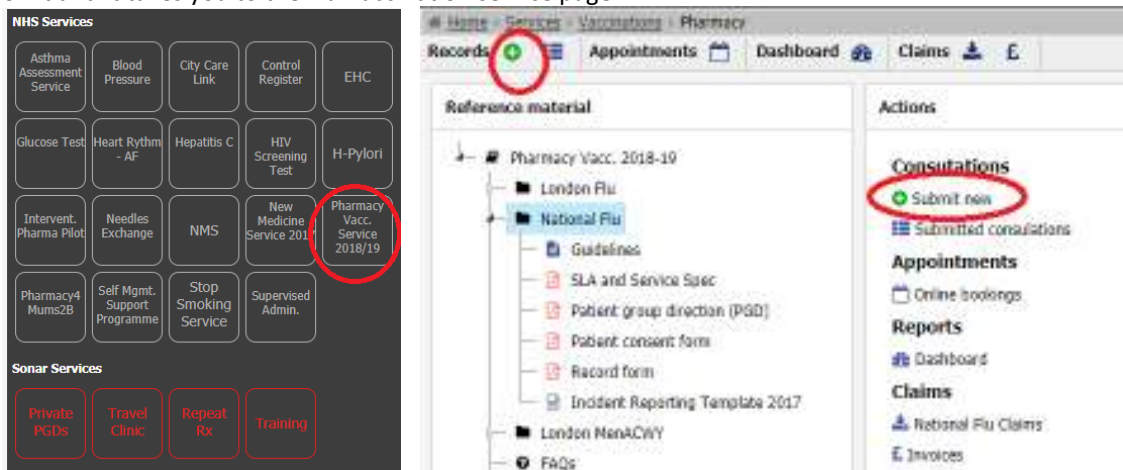
Select patient and submit PGD information

1. Find the plus sign near any of the links and click on it to record a consultation.
2. Three simple step to completing the record
- Search for your patient, otherwise record a new patient, ensure contact and address data is collected.
- Select the inclusion and exclusions criteria (including declined consent) for the patient
- Fill in details of allergies, last vaccination dates, emergency contact and details of the administered vaccine, and any other comments about the service or the patient.

Notify the patient's GP
You can notify the patient's GP electronically using Sonar or Print the notification and fax it

Claims and Reports

Download claims

From the service menu next to "Claims" click the icon for downloading national flu claims. Select the period you are interested in (month and year) and click the button and accept the confirmation. A pdf will open in a new browser window with a claims report ready for submission to the BSA.
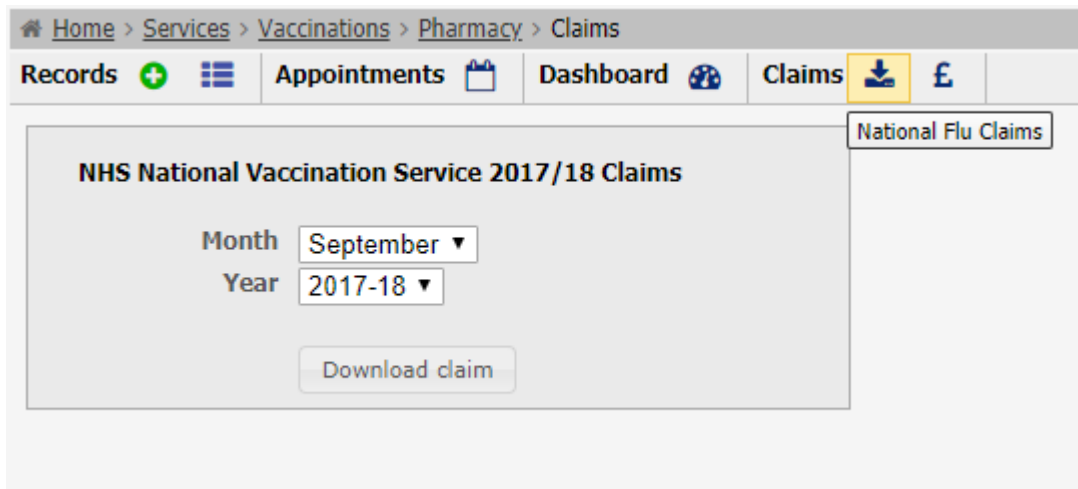

Review invoice summary

From the service menu click next to "Claims" click on the "£" (pound sterling) symbol.
Your invoice summary is displayed showing the amounts and status of all payments.

Review the vaccinations service dashboard

From the service menu click next to "Dashboard" click on the "£" (pound sterling) symbol.
You can review the benchmark of jabs administered across services.
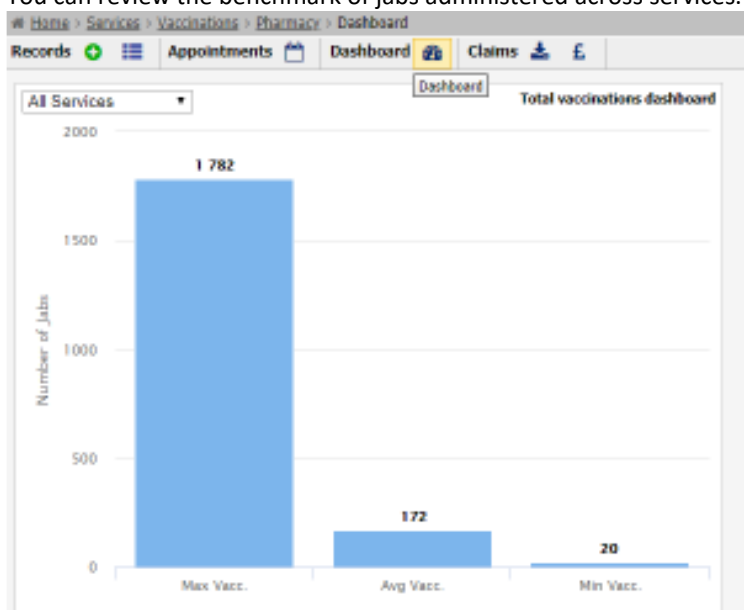
Need to contact SONAR?

Option A – use the feedback link to create a "Support Ticket"

Once logged in click on the "Feedback" link in the top area of your website.
Create a feedback ticket. Please provide as title, the reason for your feedback. Please provide a clear description of your request or feedback. You can choose to attach a screenshot to make clear your feedback.
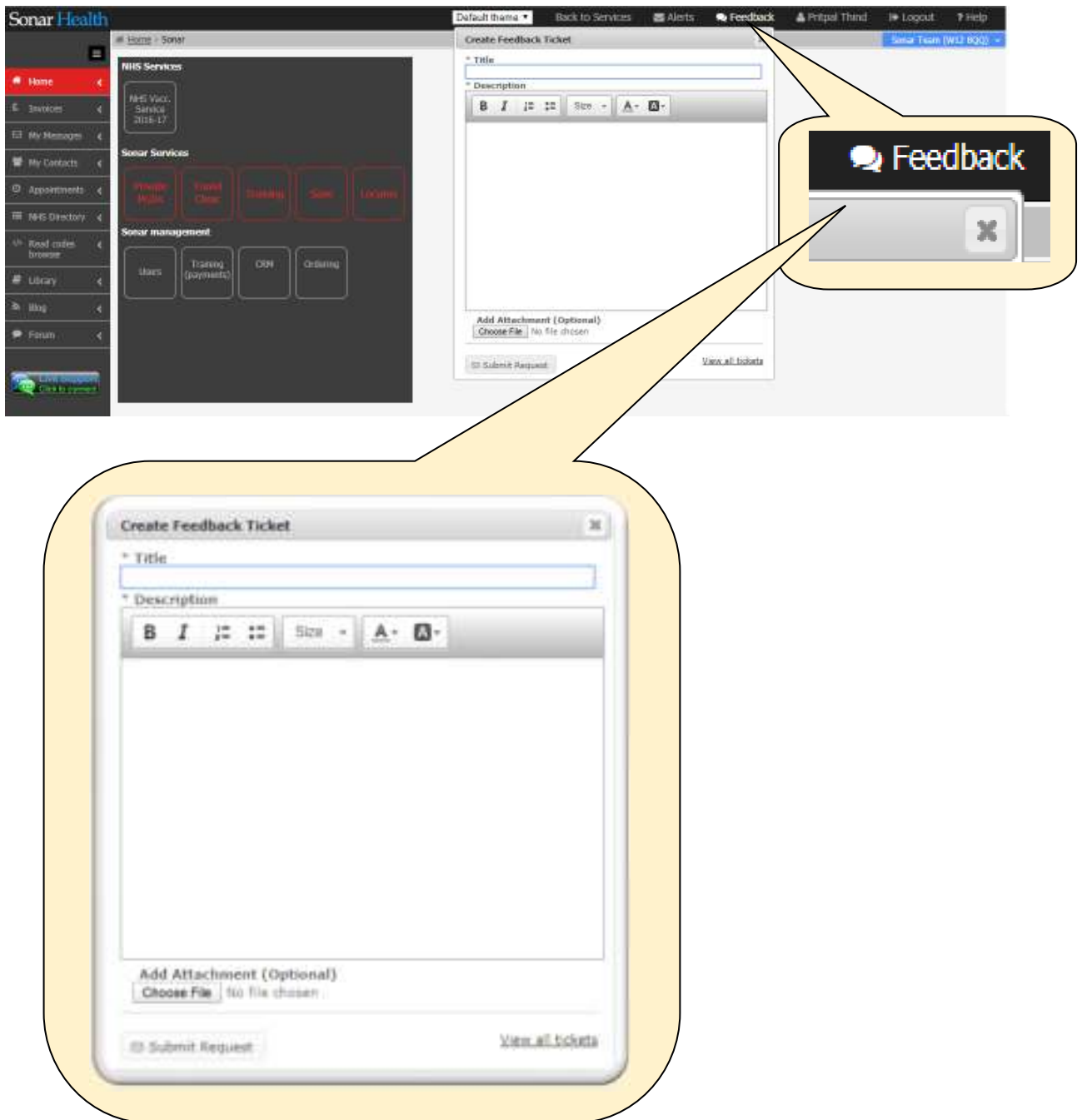
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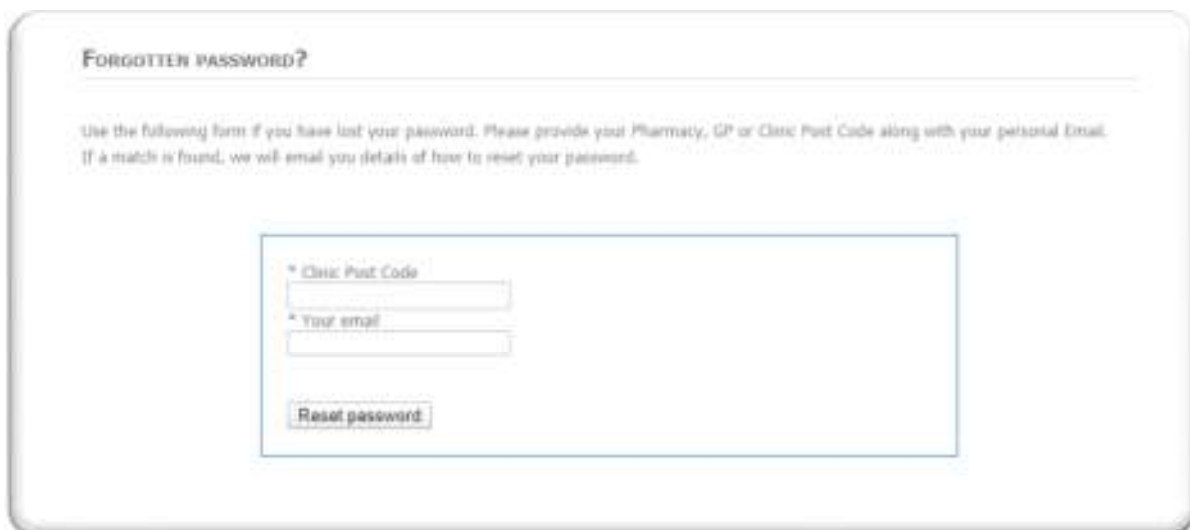### Option B – Email us at info@sonarinformatics.com

For all requests made, we will do our best to respond within 4 hours.

Option C – No response or more urgent call?

Please call 0808 743 9440 or 0208 811 2307

Forgotten your password?

On the SONAR website login pages, please click the "Forgotten password" link. Use the form to provide your pharmacy, GP or clinic postcode with your personal email.

Book a one-to-one session

Need extra support with the Flu service?

Book a one-to-one session with our support staff – email info@sonarinformatics.com with subject line "One-to-one session". In the body of the e-mail, please let us know when you would like us to call you back.