

Sonar User Guide Vaccination Service 2020/21

www.SonarHealth.Org

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1. The Sonar Website



Image 1: Sonar Health homepage

Please visit the Sonar Heath website as seen in image 1 (<u>www.sonarhealth.org</u>) and proceed to login. Please refer to the Vaccination Service User guide for more details specific to the login process.

2. Pharmacy Vaccination Service 2020/21

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=	# Home				_		Pharma	cy Name 🐱
🖷 Home <	NHS Services Pharmacy		Profile					
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	Useful Links Terms		Contact Us	Ab	out us	Socia	lize	

Image 2: Sonar pharmacy homepage

Please then select the 'Pharmacy Vaccination Service 2020/21', under the NHS Services tab as seen in image 2.

- National Vaccination Service
- London Vaccination Service
- PPV (pneumonia) Service.

The Homepages of the London and National service are displayed below in images 3 & 4.

To change between service please select the 'Sonar Health' tab on the top right of the screen and proceed to 'Services' to select the required service.

Main menu Service references System slowing down Home L L London Service Spec Sonar may be running slow on occasions when looking up for a Parace control for seconds until you get the response. Image: Image
Stock GP Notifications will be sent automatically. ✓ Vaccines By default notifications will be sent automatically. ✓ Vaccines If GP pratice does not have a MESH and ITK3. Appointments Bookings © OR Code Poster Sonar planned udpates © Scheduler Sonar sections for the Pharmacy Vaccination Serving may cause some browsers ont to get latest changes, if you experies issue we recommend to press CTRL+F5 or your keyboard (which for the press CTRL+F5 or your keyboard (w

Image 3: Vaccination service homepage (London Service)

Sonar Health 🗸 💣 Home >		💄 User Name
♦ Vaccinations Home Records	Consulations Stock & Vaccines Appointments	Bookings B QR Code Poster Pharmacy Name (Post Code)
Main menu Home	Service references	Vaccines Stock OI Sep Before you start you have to enter the vaccine brands you have in stock. It's required that you keep your stock up to date
<⊅ Main Records ● Add new	G B GP Notification	GP Notifications 01 Sep GP Notifications will be sent automatically. By default notifications will be sent via MESH and ITK3.
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ダ Vaccines Appointments 苗 Bookings 器 QR Code Poster		Sonar planned udpates OI Sep Sonar is realising new updates for the Pharmacy Vaccination Service which may cause some browsers not to get latest changes, if you experience any issue we recomend to press CTRL+F5 on your keyboard (which forces the browser to refresh) before contacting Sonar Informatics for support.
	Copyright © 2020 Sonar Informatics LTD - IT Solutions for h SonarHealth is a registered trade mark of <u>Sonar I</u>	ealth care professionals. <u>formatics LTD.</u>

Image 4: Vaccination service homepage (National Service)

From these main service homages, you will need to update the following before you start the service:

- Update your store information including opening hours
- Update your vaccine stock quantity
- Update your appointment system and booking scheduler
- View, Print & Display your QR code poster
- View your appointment system and incoming vaccination bookings

3. Update your store information including opening hours

To update your store information including your opening hours you will first log into the Sonar Health website and go to the 'pharmacy vaccination service 2020/21' (Image 2: Sonar pharmacy homepage) and then select the 'Sonar Health' tab on the top left corner of the screen for a drop-down menu to appear.

Select the 'profile' option from the list, and then click through each of the tabs (General Details, Comms, Service Emails, Map & lastly Opening Hours). You will be able to update your store information on each tab. You will be able to free type your specific stores opening once you have selected the 'opening hours' tab. e.g Monday-Friday 9am-5pm, Saturday 10am-2pm and closed on Sunday. Once you have written the correct opening hours click submit and the opening hours will be saved.

Please see the below image (Image 5) to view each step from selecting the 'Sonar Health' tab, then 'Profile' and lastly the store details including opening hours.



Image 5: Updating your store profile

4. Update your vaccine stock quantity

A new feature introduced to this years' 2020/21 vaccination service is the stock account. Before starting your service, you will need to add the quantity and type of vaccines you have in stock onto the Sonar system. To do this you need to select the 'Vaccine' tab (as shown in Image 6 below) on either the side bar menu or the main menu at the top of the homepage.

Sonar Health 🗸 🐐 Home 🔸	\sim		💄 Username 🛩
✓> Vaccinations Home Records O Add New III Consult	ations Stock 🖋 Vaccines Appointments 🗄	≣ Bookings	Pharmacy - 🗸
Main menu	Service references	System slowing down	22 Sep
Home	B 📑 Blank form	Sonar may be running slow on occasions when looking up for recording a flu vaccination Please wait for few seconds until you get the response. We are looking to resolve this as soon as possible.	a Patients or
✓> Main Records	G 🖥 GP Notification	Vaccines Stock	OI Sep
Add new	N 🖻 National Flu Service Spec	Before you start you have to enter the vaccine brands you ha	ve in stock.
Consultations	P 📙 Pharmacy PGD	GP Notifications	Ol Sep
Stock Vaccines	 U Ser Guide (Patient appointments) Suser Guide (QR poster) 	GP Notifications will be sent automatically. By default notifications will be sent via MESH and ITK3. If GP pratice does not have a MESH mailbox then GP Notific using NHS Mail	ation will be sent
曲 Bookings	 User Guide (Vaccination service) 	Where a notification has not been sent via ITK or NHS mail - GP notification and send it via Post or Fax.	please print the
🛱 QR Code Poster		Sonar planned udpates	OI Sep
Scheduler		sond is realising new updates for the Pharmacy vaccination may cause some browsers not to get latest changes, if you ex issue we recomend to press CTRL+F5 on your keyboard (whic browser to refresh) before contacting Sonar Informatics for s	perience any h forces the upport.

Image 6: Updating your stock levels

You will then be taken to another page (shown in Image 7) where you will select 'new vaccine' to proceed.

Sonar Health 🗸 📑	Home >		💄 User Name
� Vaccinations Home	Records 🗘 Add New 🗮 Consulations Stock 🖋 Vaccines App	pointments 🛱 Bookings 🎛 QR Code Poster	Pharmacy Name (Post Code)
		>	
👻 Sort	O Items 🗢 New Vaccine 🔇 Delete Vaccine	Stock details	
Product Name 🗸	APID None Total		
⊖ Asc ▼	units	used in 22704311000001109	
🔍 Desc 🔺	+ Medicines (I records)	Description	
 Vaccine type 	E 22704311000001109	2 8 Fluarix Tetra vaccine susper syringes (GlaxoSmithKline	nsion for injection 0.5ml pre-filled UK Ltd)
📕 Influenza vaccine	Click "New Vaccine"		
Pneumonia vaccine		Please provide your stock de	atoils:

Image 7: Adding a Vaccine stocks for pharmacy Page

Select the 'New Vaccine' tab to add the vaccine details including the vaccine brand, the number of vaccines you have and either the day you received the vaccines or the date you are starting your vaccinations.

Please note it is not the expiry number. Once you have done this select the submit button.

The vaccine quantity will drop down with every vaccine you put through onto the Sonar system. Once this number reaches '0' you will have to add more stock. You can update stock levels at any time.



Image 8: Add Vaccine page & updating stock details

After clicking 'New vaccine' the add vaccine pop-up will be displayed (please see Image 8). Select the vaccine brand from the list and enter the date and quantity of the vaccine and click "Save" Button.

You will be able to view your vaccine stock levels (as seen in Image 9 below) on the vaccine stock homepage.

nar Health 🧹 🗖	<u>Home</u>						💄 Username 🗠
Vaccinations Home	Records	O Add New III Consulat	ions Stock <i>Vaccines</i> Appointments Bookings	🖁 QR Code Poster	Scheduler		Pharmacy - 💙
✓ Sort	0 Item	s 🕂 New Vaccine	3 Delete Vaccine				> Stock details
Product Name ✓ ○ Asc ▼ ● Desc ▲	Med	APID dicines: (4 records) 37547211000001103	Name Adjuvanted trivalent influenza vaccine (surface antigen,	Total units	Units used	Units in stock	APID 37547211000001103 Description
 Vaccine type Influenza vaccine Pneumonia vaccine 	G	<u>22704311000001109</u>	inactivated) suspension for injection 0.5ml pre-filled syringes (Seqirus Vaccines Ltd) Fluarix Tetra vaccine suspension for injection 0.5ml pre-filled syringes (GlavoSmithKine UK Ltd)	10	8	2	Adjuvanted trivalent influenza vaccine (surface antigen, inactivated) suspension for injection 0.5ml pre-filled syringes (Sequirus Vaccines Ltd)
	P	36461211000001108	Pneumovax 23 solution for injection 0.5ml pre-filled syringes (Merck Sharp & Dohme Ltd)	20	1	19	Please provide your stock details: # Date Quantity
	0	34680411000001107	Quadrivalent vaccine (split virion, inactivated) suspension for injection 0.5ml pre-filled syringes (Sanofi pasteur MSD Ltd)	120	0	120	1 04/09/2020 100 C Update
							ADD STOCK

Image 9: Vaccine stock levels

Pharmacy User Guide

5. Update your Appointments System & Booking Scheduler

MyVaccinations.co.uk Starter Guide

To update your store's vaccination time slots, you will need to select the 'Scheduler' tab on the service homepage (as shown below in Image 10).



Image 10: Selecting the scheduler on the service homepage

You will then need to select your consultation room (if you have more than one, you will have to do this for each consultation room you have). Please see image 11 below.

Sonar Health 🗸 🔜	Home >									💄 Username 🛩
Vaccinations Home	Records	O Add New III Consulations	Stock 🖋 Vaccines Appoin	tments 🛱 Bookings	ER QR Code Poster	O Scheduler				Pharmacy - 🗸
- Sort	0 Item	ıs	ete Venue							
Service Date 🗸		Room	Start Date	End Date	Address		Venue Type	Min. per slot	Active	
Asc Desc	Rec	Consultation room A	01/09/2020		Site Address		Onsite	10min	No	Î
 Service date 01/09/2020 		[Tue] 13:00-17:00								
Date to [dd/mm/yyyy]		[Mon] 09:00-13:00 09:00-13:00 [Sat] 19:00-13:00								
 Venue type Onsite 		Consultation room B	01/09/2020		Site Address		Onsite	10min	Yes	_
Offsite		[Mon, Wed, Fri] 09:00-12:00 14:00-1	7.00							

Image 11: Selecting and updating consultation room information within the scheduler

Once you have selected your specific consultation room, a pop up will appear as seen in image 12 below. Work through each of the tabs to update your General Details (including name, venue, start date, minuets per booking slot (where the default setting is 10 minutes) as well as setting the room as active or inactive.

(NB: opening hours: you may have to click the timeslot and close the tab then click again for the time slot to update)

MyVaccinations.co.uk Starter Guide



Image 12: Each pop-up tab for updating your consultation room details

6. View, Print & Display your QR code poster

Select the QR code poster tab from the service homepage as shown in image 15. From here you will be able to view and download the poster and print it to display in your pharmacy or hand out to patients.



Image 15: QR Code Poster location and download to print

Your individual pharmacies A4 poster will be display similar to the poster image below in image 16.



Image 16: Your A4 QR Code Poster

7. View your Appointments

Once a member of the public has booked an appointment through <u>www.myvaccinations.co.uk</u> at your pharmacy, their details will appear in the Bookings section. You can able to view the appointments under the Booking section on the service homepage (as seen in Image 13).

Sonar Health 🗸 🛛 🐐 Home 🔸		💄 User Name
Vaccinations Home Records O Add Net	✓ ■ Consulations Stock Vaccines Appointments	Bookings # QR Code Poster Pharmacy Name (Post Code)
Main menu	Service references	Vaccines Stock OI Sep
Home Main Records Add new Consultations Stock Vaccines Appointments Bookings	B Blank form G G P Notification N N National Flu Servi P P Pharmacy PG Click "Bookings" to view	Before you start you have to enter the vaccine brands you have in stack. It's required that you keep your stock up to date. GP Notifications OI Sep GP Notifications will be sent automatically. By default notifications will be sent via MESH and ITK3. If GP pratice does not have a MESH mailbox then GP Notification will be sent using NHS Mail Where a notification has not been sent via ITK or NHS mail - please print the GP notification and send it via Post ar Fax. Sonar planned udpates OI Sep Sonar is realising new updates for the Pharmacy Vaccination Service which may cause some browsers not to get latest chances.
器 QR Code Poster	the appointments booked	recomend to press CTRL+F5 on your keyboard (which forces the browser to refresh) before contacting Sonar Informatics for support.
	in the pharmacy Copyright © 2020 Sonar Informatics LTD - IT Solutions for he *SonarHealth is a registered trade mark of <u>Sonar In</u>	alth care professionals. Formatics LTD,

Image 13: Bookings in the service homepage

Select the 'Bookings' tab to view your incoming appointments and patient records.

Sonar Health 🗸	🕷 Home 🔸	🚊 User name
Vaccinations Home	Records © Add New 🖩 Consulations Stock 🖋 Vaccines Appointments 🛱 Bookings	Pharmacy Name (Post Code)
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👻 Sort	0 Items 🛛 🗁 View record 📔 😵 Delete record	Q Search by name, dob, nhs number, patient id
Service Date 🗸	Ann Id Date Name Patients Status	
⊖ Asc v	✓ Patients (10 records)	
🔍 Desc 🔺	T 1000302 27/08/2020 14:50 TEST, Test 1 In progress	
 Service date 	DOB: 09/04/2000 Mobile: Email: info@sonarinformatics.com Adults: 1	
01/09/2020	1000303 27/08/2020 15:50 TEST, Test 1 In progress	
Date to [dd/mm/yyyy]	DOB: 09/04/1990 Mobile: Email: info@sonarinformatics.com Adults: 1	
 Appointment Status 	1000304 27/08/2020 17:40 TEST, Test 1 In progress	
🔶 In-progress	DOB: 15/08/2006 Mobile: Email: info@sonarinformatics.com Adults: 1	
 Completed 	1000305 27/08/2020 17:40 TEST, Test 1 In progress	
🛑 DNA	DOB: 05/03/2000 Mobile: Grower Email: info@sonarinformatics.com Adults: 1	
	1000308 28/08/2020 12:40 TEST, Test 1 In progress	The details of each patient
	DOB: 11/04/1981 Mobile: Email: info@sonarinformatics.com Adults: 1	who has booked an
	1000306 28/08/2020 13:30 TEST, Test 1 In progress	who has booked an
	DOB: 16/05/2005 Mobile: Email: pritpal.thind@sonarinformatics.com Adults: 1	appointment is displayed
	1000310 28/08/2020 14:30 TEST, Test 1 In progress	
	DOB: 09/05/1998 Mobile: Childrentetic Email: info@sonarinformatics.com Adults: 1	
	1000309 28/08/2020 14:40 TEST, Test 2 In progress	
	DOB: 13/05/2006 Mobile: Email: info@sonarinformatics.com ults: 2	*

Image 14: Booked patient records page in the vaccination service

8. Contact Us

If you have any queries or need further assistance, please contact Sonar on email at info@sonarinformatics.com.





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