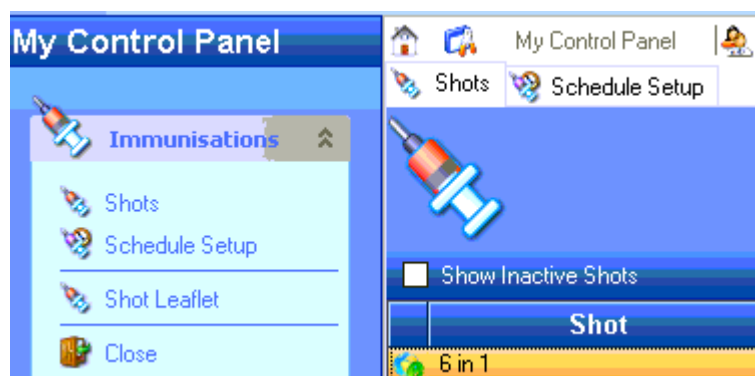


Requires Socrates Version 3.2.0.2 or later.

A Healthlink Certificate is required to submit a Vaccine electronically. Manage all vaccine claims from [My Control Panel > Claim Tracking > Immunisations](#).

1. Stock Control

Open [My Control Panel > Admin Console > Immunisations](#). Select the electronic shot from the list on the left-hand side to display all the associated batches.



Select the Batch that you have received from the HSE. [If the batch is not displayed, open a test patient's chart, begin consultation, and click Immunisations > Add electronic Schedule to refresh the list.]

Batch	Expiry	TradeName	Batch Total	Remaining	Active
A21CE537A	30/11/2027	INFANRIX HEXA GSK PREFILLED SYRIN	0	0	☒
A21CE660A	31/08/2028	INFANRIX HEXA GSK PREFILLED SYRIN	0	0	☒
A21CE460C	30/09/2026	INFANRIX HEXA GSK PREFILLED SYRIN	0	0	☒
A21CE357A	30/11/2026	INFANRIX HEXA GSK PREFILLED SYRIN	0	0	☒
A21CE376A	28/02/2027	INFANRIX HEXA GSK PREFILLED SYRIN	0	0	☒
A21CE458B	31/05/2027	INFANRIX HEXA GSK PREFILLED SYRIN	0	0	☒
A21CE437A	31/05/2027	INFANRIX HEXA GSK PREFILLED SYRIN	0	0	☒
A21CE469C	31/10/2027	INFANRIX HEXA GSK PREFILLED SYRIN	0	0	☒
A21CE538A	31/01/2028	INFANRIX HEXA GSK PREFILLED SYRIN	0	0	☒
A21CE555C	30/09/2026	INFANRIX HEXA GSK PREFILLED SYRIN	0	0	☒
Total			0	Remaining	0
			Update		

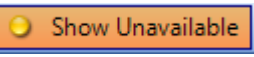
Enter the **Total** you have received, amount **remaining** and click **Update**. Repeat this process for each batch that you have received and for each shot.

Total	100	Remaining	100	Update
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Batch Total and Remaining are updated for that Batch.

If you want the batch to be removed from the 'Batch' dropdown list (Administer shot window) when there is no stock remaining: Double click on the batch and check 'Complete batch when zero remaining' and click **Update**.

Batch Total	Remaining
100	100
0	0
0	0
0	0

When more stock arrives, click Show Unavailable  & select the batch. Enter the Total and Remaining and click Update to reactivate the batch.

2. Send electronic Immunisation

In the patients' chart (after beginning a consultation) select Immunisations and click **Add e-Vaccine Schedule**.

Select the **Childhood Schedule 2024** from the dropdown list. Uncheck 'Record Shot details' and click Save.

Administer Shot

Name: Bloggs, Baby3 | M | Ad1, Ad2
DOB: 01/07/2025 (0 yr 2 m)

Schedule: 26/09/2025 | Childhood Schedule 2024

Course: Rotavirus 2024, 6 in 1 2024, Men B 2024, PCV 2024, MMR 2024

☐ **Record Shot Details**

Patient Consent: [Dropdown]
Responsible Hcp: Dr Michael Murphy
Pos Contract Number: 55000
Patient County: [Dropdown]
Patient PPSN: [Dropdown]

☐ Administered Elsewhere

Save Close

Select ALL shots that you are giving today which have the same **Due Date** and click **Administer**.

[Multi-select: Using the mouse click the first shot, hold down the left button on the mouse, and drag the cursor down to the last shot.]

Additional information is required for electronics submissions, and this must be completed before you can add the details of the shot administered.

Should the patient have received shots elsewhere then click '**Administered Elsewhere**' checkbox.

Complete the Consent form and click Next. Patient PPSN is mandatory.

If you do not have the PPSN, you can save the shot in Socrates and submit it when you receive the PPSN from the child's parent / guardian. These claims will have a status of 'Incomplete' in the Claim Tracker.

- **Patient Consent:** You can only proceed if the Patient Consent is Yes or Best Interest.
- **Responsible HCP:** This will be the doctor whose name, PCRS Contract Number and Medical Council Number is sent in the Electronic Submission via Healthlink. *Ensure this doctor is registered with Healthlink on your Healthlink Practice Cert.*
- **PCRS Contract Number:** If the Responsible doctors PCRS Contract Number field is empty you can populate it on the form, and it will save the number for this doctor for future electronic submissions.
- **Patient County:** Select the patients county from the dropdown list.
- **PPSN:** Ensure you enter Patients correct PPSN number.

Complete the details of the shot given. **Ensure you select the correct Date Given before clicking Save.**

This vaccine claim will be submitted via Healthlink to PCRS and NIIS.

The next shot selected will be displayed for you to continue submitting all vaccines given today. If you click **Cancel** on any shot it will cancel the batch process. You will then have to select the shots that you want to record again.

Ensure you submit any unsent / incomplete / rejected claims and that they are Accepted before adding new e-Vaccines for the patient.

Hover the mouse over the electronic flag in the Immunisations section to view the PCRS Claim Status or double click on the Immunisation.

Immunisations				
		Due ▲	Given	
		01/11/2025	06/11/2025	Rotavirus
		01/11/2025		6 in 1
	Electronic Claim Accepted	01/11/2025		MenB

Reimbursement Status: Accepted (06/11/2025)

Notes:

- If you select 1 shot at a time, the Consent will be saved from the previous shot recorded on the same day.
- Multi select will only work when the shots are due and all shots have the same Due Date as the first shot.
- Existing shots cannot be sent as electronic claims.
- The PCRS system cannot process e-Vaccines for babies with date of birth before 01 October 2025. These will be input manually into the PCRS message from the clinical message submitted. Socrates will auto accept these PCRS messages for you. You can contact your local LIO for details on these claims.
- A warning message will be displayed if you are adding an e-Vaccine before the shot is due. Please ensure you adhere to HSE guidelines or you may not receive payment.

This shot is not due. Please ensure that you are complying with HSE guidelines or you may not receive payment for this claim.

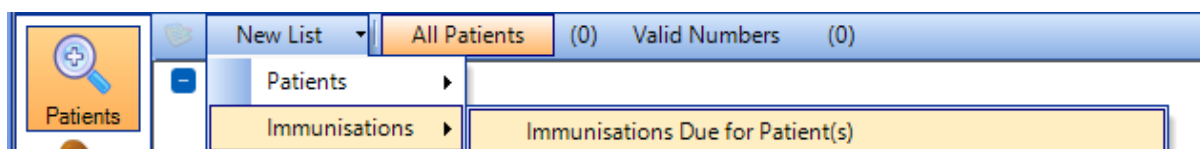
☐ Administered Elsewhere

Next Close

- E-Vaccine Corrections:
 - Date Given cannot be corrected. You will have to delete the shot and add it back in so please ensure you select the correct Date Given when recording the immunisation in the patient's chart.
 - Ensure you correct any existing shots e.g. 6:1 (1st shot) before adding new shots e.g. 6:1 (2nd shot) or they will be rejected by PCRS.

3. Recall Patients

To find the patients due their childhood immunisations, open Patient Maintenance > Finder Tool. Click on Patients > New List > Immunisations > Immunisations Due for Patient(s) and click OK.



Select the Start and End dates and any other criteria required and click OK.

Once the patients are returned by the report you can add them to a Recall which you can then use to Bulk SMS patients.

Click 'Create Recall' and click the + beside Recall Type.

Enter the name of the recall in the description field e.g. 'PCI' and click OK.

Enter the Recall Date or leave the date as today and click OK.

Manage Recall & Bulk SMS

Click Recalls.



Select 'PCI' from the Type dropdown list. All patients added will be displayed.

- Click Bulk SMS.
- Select one of your SMS templates or add your SMS message.
 - Click 'Send' button or 'Schedule for later' checkbox.

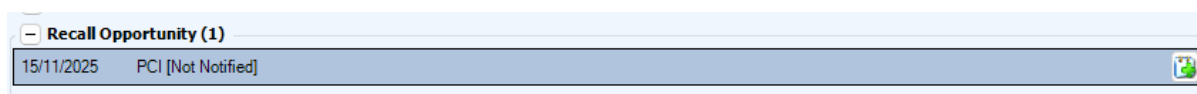
Dear <<PatientFirstName>>, please call the surgery to book an appointment for your child's vaccinations. Regards, Practice

☒ Schedule for Later

These patients will move to the status of Notified.

Update Recall:

When a recall is created it is displayed in the patient's chart under Actions > Recall Opportunity.



Once a vaccine is administered double click on the Action:

1. Set the status as Not Notified and enter the date the child's next vaccines are due.

Recall Type	+ PCI v
Status	Not Notified v
Recall Date	01/01/2026 +1m +3m +6m +1y v

Actions > Immunisations Due and Upcoming will display the date the next vaccinations are due.

Immunisations Due and Upcoming (9)			
01/01/2026	6 in 1	3	
01/01/2026	PCV	2	
15/01/2026	Rotavirus	2	
01/05/2026	MenB	3	

2. Set the status as Completed if the child has completed all their vaccines under the PCI schedule.

Recall Type	+ PCI
Status	Completed