

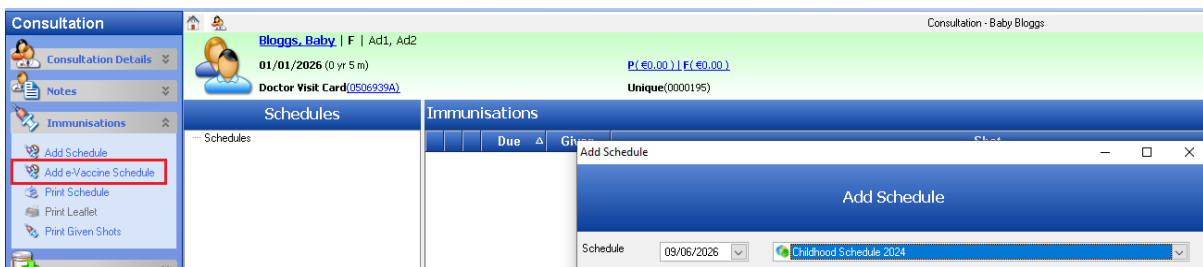
1. Stock Control

Open [My Control Panel > Admin Console > Immunisations](#). Select the shot from the list and select the batch. Enter the Total and Remaining amount and click **Update**.

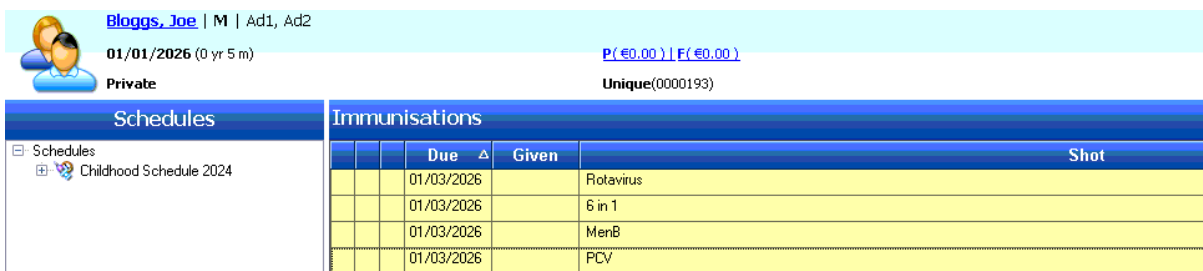
| | | | | |
|------------|----------------------------------|------------------------------|----------------------------------|---------------------------------------|
| AROLE639AB | 31/08/2028 | ROTARIX VACCINE ORAL SUSPENS | | |
| Total | <input type="text" value="100"/> | Remaining | <input type="text" value="100"/> | <input type="button" value="Update"/> |

2. Send electronic Immunisation

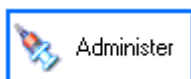
Begin Consultation for patient, click **Immunisations > Add e-Vaccine Schedule**. Select the **Childhood Schedule 2024** from the dropdown list and click **Add** to generate the childhood vaccines due.



Click the first Immunisation in the list, hold down the left button on the mouse, and drag cursor down the screen.



All shots due for the same date will be highlighted allowing you to record the Immunisations one after the other. Click **Administer** button to proceed.



1. Enter **Date Given** or select Today. The Age on given date is displayed so you can confirm date entered is correct as it cannot be modified after submission.

| Rotavirus #1 | |
|--------------|--|
| Name: | Bloggs, Baby F Ad1, Ad2 |
| DOB: | 01/01/2026 (0 yr 5 m) |
| Shot | Rotavirus #1 |
| Date Due | 01/03/2026 |
| Date Given | <input type="text" value="01/03/2026"/> <input type="button" value="Today"/> Age on given date <input type="text" value="0y 2m"/> |

2. Complete the Consent form and click Next.
 - **Patient Consent:** You can only proceed if the Patient Consent is Yes or Best Interest.
 - **Responsible HCP / PCRS Contract Number:** Defaults to GMS Doctor if patient’s GMS/DVC Card is entered or else logged in user. **[Must be a Doctor with a PCRS Contract Number]**
 - **Patient County:** Select the patients county from the dropdown list.
 - **PPSN:** PPSN is mandatory. If you do not have the PPSN, you can save the shot in Socrates and submit it later. These claims will have a status of ‘Incomplete’ in the Claim Tracker.

3. Complete the details of the shot given and click **Save** to submit it electronically.

| Rotavirus #1 | | | |
|------------------|--|-------------------|---|
| Name: | Bloggs, Baby F Ad1, Ad2 | | |
| DOB: | 01/01/2026 (0 yr 5 m) | | |
| Shot | Rotavirus #1 | | |
| Date Due | 01/03/2026 | | |
| Date Given | <input type="text" value="01/03/2026"/> <input type="button" value="Today"/> | Age on given date | <input type="text" value="0y 2m"/> |
| HCP / Vaccinator | <input type="text" value="Brian Smith"/> | Manufacturer | <input type="text"/> |
| Hcp Number (MCN) | <input type="text" value="012121"/> | TradeName | <input type="text"/> |
| Batch No. | <input type="text"/> | Agent | <input type="text"/> |
| Expiry Date | <input type="text"/> | Comment | <div style="border: 1px solid #ccc; height: 40px;"></div> |
| Site | <input type="text"/> | | |
| Method | <input type="text" value="Oral"/> | | |
| Dose | <input type="text" value="0.5 ML"/> | | |
| Mother | <input type="text"/> | Mother DOB | <input type="text"/> |

The next shot will be displayed for you to continue submitting e-Vaccine for shots administered on the same date.

- 2. Click 'Add e-Vaccine Schedule' and select the same Childhood Immunisation Schedule. Click **Add** to add the missing vaccines.

Add Schedule

Schedule: 09/06/2026 Childhood Schedule 2024

| From | Shot | Number | Last Given | Status |
|-----------|-----------|--------|------------|----------|
| 2 months | Rotavirus | 1 | 01/12/2025 | In Chart |
| | 6 in 1 | 1 | 01/12/2025 | In Chart |
| | MenB | 1 | 01/12/2025 | In Chart |
| | PCV | 1 | 01/12/2025 | In Chart |
| 4 months | Rotavirus | 2 | | Missing |
| | 6 in 1 | 2 | | Missing |
| | MenB | 2 | 02/02/2026 | In Chart |
| 6 months | 6 in 1 | 3 | | Missing |
| | PCV | 2 | | Missing |
| 12 months | MenB | 3 | | Missing |
| | MMR | 1 | | Missing |
| | Varicella | 1 | | Missing |
| 13 months | 6 in 1 | 4 | | Missing |
| | PCV | 3 | | Missing |
| | MenC | 1 | | Missing |

This schedule already exists in the patient's chart. Only missing shots will be added.

Add
Cancel

Unsent / Incomplete

You will not be able to select a shot if a previous shot in that course is unsent or incomplete.

- Double click on any incomplete vaccine, enter the PPSN and click **Save** to submit it.

| Immunisations | | | | |
|---------------|------------|------------|--|-----------|
| | Due | Given | | Shot |
| | 01/12/2025 | 05/06/2026 | | Rotavirus |
| | 01/12/2025 | 05/06/2026 | | 6 in 1 |
| | 01/12/2025 | | | Men B |
| | 01/12/2025 | | | PCV |
| | 01/02/2026 | | | Men B |
| | 01/04/2026 | | | PCV |
| | 05/08/2026 | | | Rotavirus |
| | 05/08/2026 | | | 6 in 1 |

6 in 1 Shot 1 due on 01/12/2025 must be sent for e-Claim first

OK

- Should the patient have received previous shots elsewhere, enter Date Given and click

Administered Elsewhere
 'Administered Elsewhere'

You will then be able to administer the next shot in the course.

Notes:

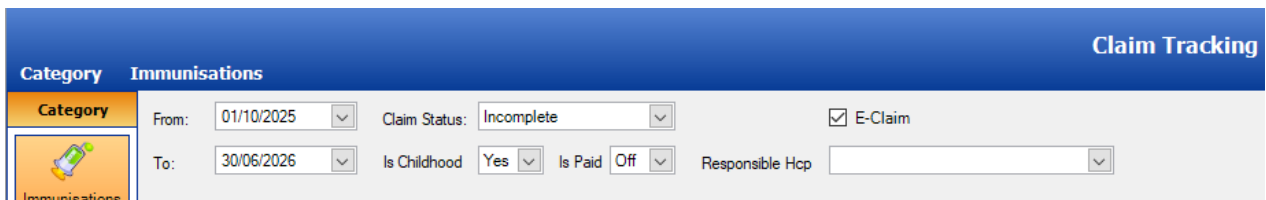
- A Healthlink Certificate is required to submit a Vaccine electronically.
- Multi select:
 - Will only work when the shots are due and all shots have the same Due Date as the first shot.
 - If you click **Cancel** on any shot it will cancel the batch process.
- Existing shots cannot be sent as electronic claims.
- Consent is carried forward from previous shot recorded on the same day.
- 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.
- A warning message will be displayed if you are adding an e-Vaccine before the shot is due.



3. Claim Tracking

Manage all vaccine claims from [My Control Panel > Claim Tracking > Immunisations](#). It is important to work through the following list to keep your practice up to date.

Incomplete Claims: Filter by date, Claim Status (Incomplete), E-claim and Is childhood (Yes) to work through any claims that were unsent e.g. Missing PPSN.



Rejected Claims: Filter by date, Claim Status (Rejected), E-claim and Is childhood (Yes) to work through any rejected claims.

Category Immunisations Claim Tracking

Category: Immunisations

From: 01/10/2025 Claim Status: Rejected Archived E-Claim

To: 30/06/2026 Is Childhood: Yes Is Paid: Off Responsible Hcp: [dropdown]

Paid Claims: For payment reconciliation update filters to Claim Status (Received) and Is Paid (No).

From: 01/10/2025 Claim Status: Received E-Claim

To: 30/06/2026 Is Childhood: Yes Is Paid: No Responsible Hcp: [dropdown]

Start typing the claim number from the PCRS Itemised Claim listing to search for each claim. Check Payment Received, enter the date and amount paid from the PCRS and click **Save**.

Payment Received [dropdown] Amount Paid: [input]

4. Recall Patients

Patient Finder Tool

Open [Patient Maintenance > Finder Tool > Patients](#) and select **New List > Immunisations > Immunisations Due for Patient(s)** and click OK.

New List All Patients (0) Valid Numbers (0)

- Patients
- Immunisations
 - Immunisations Due for Patient(s)

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.

Add Recall

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

Recall Type [dropdown with + icon]

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

Recall Types

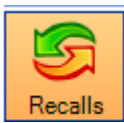
Description: PCI

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


| | |
|-------------|---|
| Recall Type | <input type="text" value="+ PCI"/> |
| Status | <input type="text" value="Not Notified"/> |
| Recall Date | <input type="text" value="15/11/2025"/> <input type="button" value="+1m"/> <input type="button" value="+3m"/> <input type="button" value="+6m"/> <input type="button" value="+1y"/> |

Manage Recall & Bulk SMS

Click Recalls.



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

| | | | | |
|---|------|--|--------|---|
|  Patients | Type | <input type="text" value="PCI"/> | Status | <input type="text" value="Not Notified"/> |
| | From | <input type="text" value="15/11/2025"/> | To | <input type="text" value="31/12/2025"/> |
| | | <input checked="" type="radio"/> Include Overdue | | <input type="radio"/> Within range only |

- 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.

| | |
|--------------------------|--------------------|
| - Recall Opportunity (1) | |
| 15/11/2025 | PCI [Not Notified] |

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 | <input type="text" value="+ PCI"/> |
| Status | <input type="text" value="Not Notified"/> |
| Recall Date | <input type="text" value="01/01/2026"/> <input type="button" value="+1m"/> <input type="button" value="+3m"/> <input type="button" value="+6m"/> <input type="button" value="+1y"/> |

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

| | |
|-------------|--|
| Recall Type | <input type="text" value="+ PCI"/> |
| Status | <input type="text" value="Completed"/> |