



## Quick Reference Guide Clinical Audit

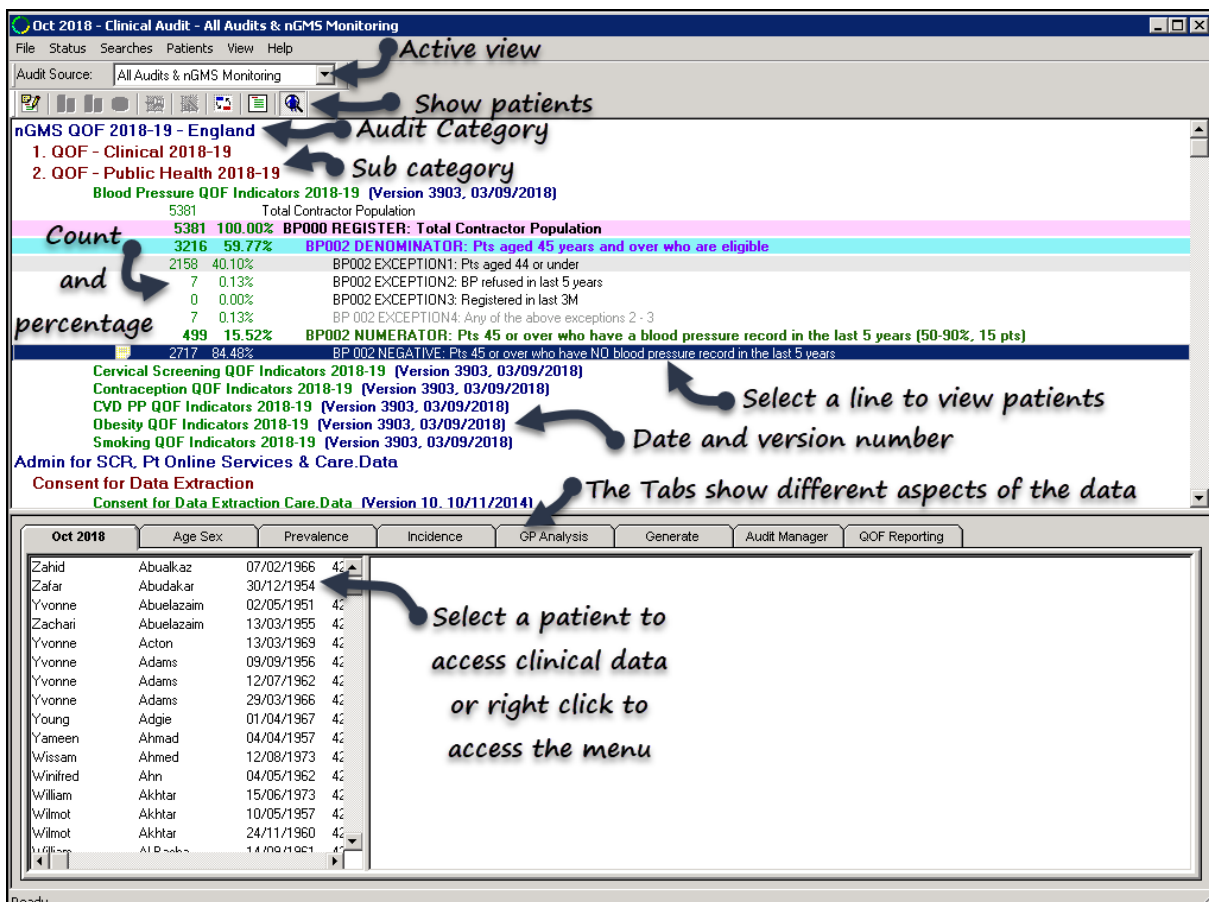
Version 1.1

15 December 2020

# Navigating Clinical Audit

Clinical Audit provides comprehensive reports which generate automatically:

- The menu options change depending on which tab is active in the bottom section.
- Use the **Audit Source** to set the active view.  
See - [Overview of nGMS audits.](#)
- Select an audit line to view the patients in the group, from here you can right click and open the patient's record in Consultation Manager.



The screenshot shows the 'nGMS QOF 2018-19 - England' report. Annotations include:

- Active view:** Points to the 'All Audits & nGMS Monitoring' dropdown menu.
- Show patients:** Points to the magnifying glass icon in the toolbar.
- Audit Category:** Points to the main heading 'nGMS QOF 2018-19 - England'.
- Sub category:** Points to the sub-heading '1. QOF - Clinical 2018-19'.
- Count and percentage:** Points to the summary table with counts and percentages.
- Select a line to view patients:** Points to a line item like 'Blood Pressure QOF Indicators 2018-19'.
- Date and version number:** Points to the text '(Version 3903, 03/09/2018)'.
- The Tabs show different aspects of the data:** Points to the bottom navigation tabs like 'Age Sex', 'Prevalence', etc.
- Select a patient to access clinical data or right click to access the menu:** Points to a patient record in the table below.

Count	Percentage	BP002 REGISTER: Total Contractor Population
5381	100.00%	BP002 DENOMINATOR: Pts aged 45 years and over who are eligible
3216	59.77%	BP002 EXCEPTION1: Pts aged 44 or under
2158	40.10%	BP002 EXCEPTION2: BP refused in last 5 years
7	0.13%	BP002 EXCEPTION3: Registered in last 3M
0	0.00%	BP 002 EXCEPTION4: Any of the above exceptions 2 - 3
7	0.13%	BP002 NUMERATOR: Pts 45 or over who have a blood pressure record in the last 5 years (50-90%, 15 pts)
499	15.52%	BP 002 NEGATIVE: Pts 45 or over who have NO blood pressure record in the last 5 years

Oct 2018	Age Sex	Prevalence	Incidence	GP Analysis	Generate	Audit Manager	QOF Reporting
Zahid	Abualkaz	07/02/1966	42				
Zafar	Abudakar	30/12/1954	42				
Yvonne	Abuelazaim	02/05/1951	42				
Zachari	Abuelazaim	13/03/1955	42				
Yvonne	Acton	13/03/1969	42				
Yvonne	Adams	09/09/1956	42				
Yvonne	Adams	12/07/1962	42				
Yvonne	Adams	29/03/1966	42				
Young	Adgie	01/04/1967	42				
Yameen	Ahmad	04/04/1957	42				
Wissam	Ahmed	12/08/1973	42				
Winifred	Ahn	04/05/1962	42				
William	Akhtar	15/06/1973	42				
Wilmot	Akhtar	10/05/1957	42				
Wilmot	Akhtar	24/11/1960	42				
Wilmot	Akhtar	11/09/1961	42				

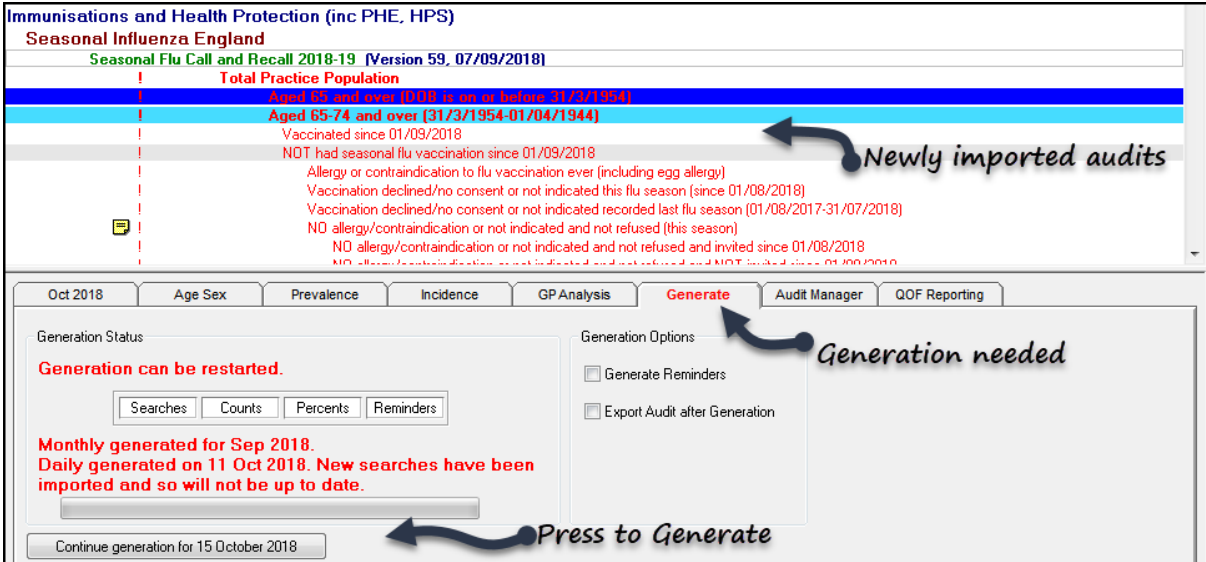
- The blue lines are the audit **Category**.
- The dark red lines are the **Sub Headings**.
- The green lines show the **Clinical Category**.

- Each audit line has a date and version number.
- Select and drag the splitter lines to resize the tab / graph areas.
- There are several different tabs which give different aspects of the data.

## Generation

Clinical Audit generates automatically each night.

- If the **Generate** button is red, the statistics are due for generation, or there are new audits.
- Newly imported audits display in red with an exclamation mark to the left of each line.



**Immunisations and Health Protection (inc PHE, HPS)**  
**Seasonal Influenza England**  
 Seasonal Flu Call and Recall 2018-19 (Version 59, 07/09/2018)

**Total Practice Population**  
 Aged 65 and over (2018 is on as before 31/3/1944)  
 Aged 65-74 and over (31/3/1954-01/04/1944)  
 Vaccinated since 01/09/2018  
 NOT had seasonal flu vaccination since 01/09/2018  
 Allergy or contraindication to flu vaccination ever (including egg allergy)  
 Vaccination declined/no consent or not indicated this flu season (since 01/08/2018)  
 Vaccination declined/no consent or not indicated recorded last flu season (01/08/2017-31/07/2018)  
 NO allergy/contraindication or not indicated and not refused (this season)  
 NO allergy/contraindication or not indicated and not refused and invited since 01/08/2018  
 NO allergy/contraindication or not indicated and not refused and NOT invited since 01/08/2018

**Generation Status**  
 Generation can be restarted.  
 Searches Counts Percents Reminders  
 Monthly generated for Sep 2018.  
 Daily generated on 11 Oct 2018. New searches have been imported and so will not be up to date.

**Generation Options**  
 Generate Reminders  
 Export Audit after Generation

**Continue generation for 15 October 2018**

- Press the **Continue Generation** button, or wait for the audit to automatically run over night.  
 Hosted practices need to make a request via Helpline.

➔ See - [Month Year Tab](#).

## Quick Reference Toolbar and Menu Options

When you launch Clinical Audit, the **Year Month** tab displays, with the following toolbar options:



- **Maintenance Mode** - Select to enable **Import** and **Delete** options. When active the title bar displays "Clinical Audit (Maintenance)".
- **Order by Subject / Order by Source** – Toggle view of clinical area groupings.
- **Tab** or **Results** – Hide or view Tabs.
- **Show Patients** - Display (default) or hide the patient list for active audit line.

## Menu Options

### File Menu

- **Maintenance Mode** - Tick to import or delete audits.
- **Exit** - Close Clinical Audit.

### Status Menu

Active on selection of an audit line.

- **Active reminder** - Activates an inactive reminder.
- **Reminder** – Add or Edit reminder text, or remove the tick from the Active box to inactivate reminder.
- **Inactive** – Inactivates an audit line.

## Searches Menu

- **Patient Counts** – Displays total patient numbers for each audit line.
- **Search Percents** - Displays percentages of base population per audit line.
- **Options** – Display options for viewing searches:  
All, Reminders only, Inactive only, Recalls only, System searches only  
Include Inactive searches and System searches.
- **Inactive Searches** – Include inactive searches, these display a red cross to the left.
- **System Searches** - This does not have any functionality.
- **Order by Subject / Order by Source** – Toggles view of searches by subject or source.
- **Print Preview** – Print or zoom in.
- **Print** – Prints the current view, audit details print for expanded lines only.
- **Export Results** - Export in CSV format.
- **Import Searches** – Import new audits.  
This option is only available when Maintenance mode is active.

## Patients Menu

- **Show Patients** - Include patient lists, active by default.

## View Menu

- **Toolbar** – Toggle display of the toolbar.
- **Audit source** - Toggle **Audit Source** options above the toolbar, this relates to the view of QOF audits.
- **Status Bar** – Toggle displays of status bar.
- **Wizard** – Displays relevant wizard to choose styles, and other options.  
Available when **Age Sex** or **Incidence** tab active.
- **Audit Line Tooltips** - Enables viewing of reminder contents on hover.

- **Results Only/ Show Tabs** - Tick **Results Only** to hide the tabs or **Show Tabs** to display both.

## Right Click Options

### Audit heading

- **Include in Audit Export** - No longer used.
- **Exclude from Audit Export** - No longer used.
- **Export Results** - Create CSV file.
- **Delete Searches** - Delete audits (available in **Maintenance** mode).

### Audit line

- **Reminders** - Edit Reminder or add text.
- **Inactive** - Make audit line inactive.
- **Show Details** - See version number and date.

### Patient list

- **No Sort**
- **Sort patients by Surname**
- **Sort Patients by Date of Birth**
- **Reverse Sort**
- **Print this Group**
- **Save This Group**
- **Open Consultation Mgr** - View patient's record in Consultation Manager.



**Note** - The **Toolbar** buttons and **Menu** options vary depending by tab.

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