

## GP2GP Scotland Quick Reference – Recalls, Reviews and Attachments

This quick reference guide explains how to manage GP2GP messages containing recalls, reviews, and attachments.

### Recalls

Recalls received via a GP2GP import that do not comply with your in-house recall system may cause problems with your existing recall searches.

To resolve this, you should edit or delete the recall.

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 **Note** – Some Recalls may convert as degraded others are listed under the Recall section on the navigation pane.

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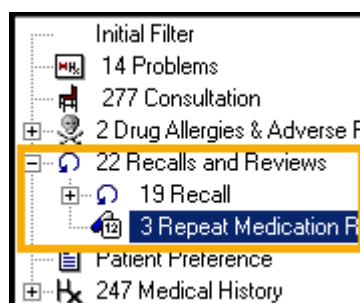
### Medication Reviews




Medication Reviews with a due date but not a completed date can be deleted. The review has been setup by the previous practice and may not be inline with your practice policy and should be setup again. However, if a medication review has been completed it should be retained as it forms part of the clinical record and is evidence that a medication review has been completed.

To view Medication Reviews:



1. From **Consultation Manager**, select the required patient.
2. From the navigation pane select **Recalls and Reviews – Repeat Medication Reviews**:



Date	Description (Repeat Medication Review)
10/06/20	 Medication review without patient Due: 10/12/2020 by: Dr Deborah Cuthbert
16/03/20	 Medication review without patient Due: 16/03/2021 Complete: 10/06/2020 by: Dr Deborah Cuthbert Next review: 10/12/2020
	 Medication review without patient Due: 16/09/2020 Complete: 16/03/2020 by: Dr Deborah Cuthbert Next review: 16/03/2021

 **Note** – Some GP2GP transfers from non-Vision practices include Medication Review data which does not contain a review date and clinician, this can interfere with the review process. To resolve this issue, add [a new medication review](#), then right click, and select **Delete** to remove the degraded item.

## Care Plan Reviews


Patients who have a **Key Information Summary (KIS)**, **Anticipatory Care Plan (ACP)** or **Electronic Palliative Care Summary (PCS)** should be checked to ensure their next review date complies with your practice policy.

The Read terms for KIS and PCS reviews are as below:

- **Read term 8CMG – Review of Care Plan** - KIS review.
- **Read term 8CS -Agreement of Care Plan** – Palliative care plan review.

Future dated entries can be updated or deleted as they are reviews that have been setup by the previous practice and may not adhere to your practice protocol.

If a care review has been completed by the previous practice, it should be kept as evidence that a review has been completed.

 **Note** - GP2GP records have the Read term **9Ee10 – Transfer Summary Report** automatically added to their record if the patient has a KIS/PCS review which can be used to quickly identify the patients.

## External Recalls (Cytology/Bowel Screening)




Future dated recall entries, for example, from SCCRS should be retained in the patient record as they have been processed via the appropriate external service.

Historical recalls can be deleted if complete, however, outstanding recalls should be retained as this indicates the patient has defaulted for the service and opportunistic contact would be appropriate.

## Back Population (SCCRS, SCI DC, Bowel Screening)

You may get a back population import via Mail Manager when a patient registers with your practice. For example, a new patient registers and you get a history of their activity from another service, for example, SCI DC data.

When a GP2GP record is received this information may be duplicated. Your practice policy should include how to manage this potential duplicate data. For example, do you check it and delete the data as you come across it or do you leave it in the patient record?

Status	Type	Read	Date ▾	Staff	Patient	Action/Subject	Copy
 Filed	SCI Diabetes Collab...	<input type="checkbox"/>	23/09/2015 14:28		Doo, Scooby 04/09/1980		No
 Filed	SCI Diabetes Collab...	<input type="checkbox"/>	23/09/2015 14:27		Doo, Scooby 04/09/1980		No
 Filed	SCI Diabetes Collab...	<input type="checkbox"/>	23/09/2015 14:27		Doo, Scooby 04/09/1980		No

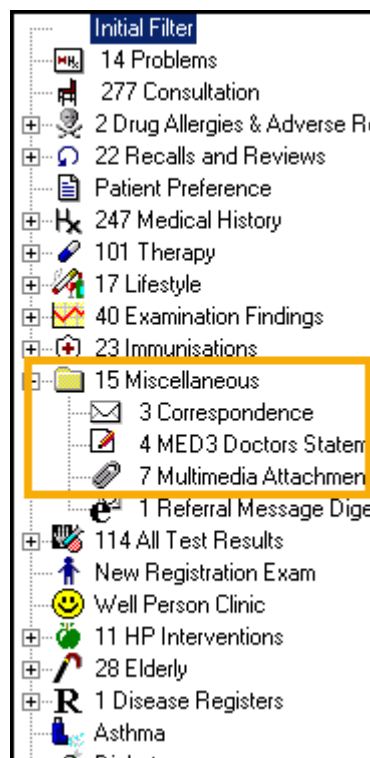
## Attachments

Depending on the type of attachment held in the patient record, they can be viewed from **Miscellaneous -Attachments** or **Correspondence**. Some patient records may contain attached test results such as Spirometry, ECGs etc. which also display in **Miscellaneous**.

To view Attachments:




1. From **Consultation Manager**, select the required patient.
2. From the navigation pane select **Miscellaneous**:



## Docman

All existing documents scanned by the previous practice into Docman are available via the existing Docman transfer process.

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 **Remember** – When you receive a GP2GP record through Docman, you are notified whether there are additional paper records to follow from the previous practice.

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