

## Priority Update

**Priorities** are a way of categorising your **Medical History** entries.

Each **Medical History** entry can be allocated a **Priority** number from 0-9 as per your practice protocols.

**Priority Update** enables you to change **Medical History** priorities for a selected group of patients to a single priority, for example, change all Asthma diagnosis entries to a priority 1.

This guide details the **Priority Update** process.



**Important** - Please be aware of the following:

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- Once the **Priority Update** runs, you cannot undo this, individual records would have to be accessed and edited.
- Changing priorities may affect the results obtained by data extracts, third party products which use clinical data, filters, reports and merged template letters.
- **Priority Update** only applies to **Medical History** entries, Structured Data Area (SDA) forms, for example, blood pressure do not have a **Priority** option.
- All updates to priorities are recorded in the audit trail accessible from the item updated.
- All updates are recorded in **Event Log – Other Events**. Details recorded include date, time, user, workstation name, the original and new **Priority**.

## Prerequisites

In order to use **Priority Update**:

- **Priority Update** rights are assigned to the **System Managers** security group. If you wish to remove user access from this functionality, from **Management Tools**, select **Control Panel – Security** and remove the required users from the **Utilities** security group.
- For practices in England, you require the **B0062 Local System Administration** business function on your Smartcard to enable access. Your registration authority (RA) can assist you with this.

## Using Priority Update

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 Note – **You do not need exclusive access to patient records to run the priority update process.**

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To run the priority update functionality:

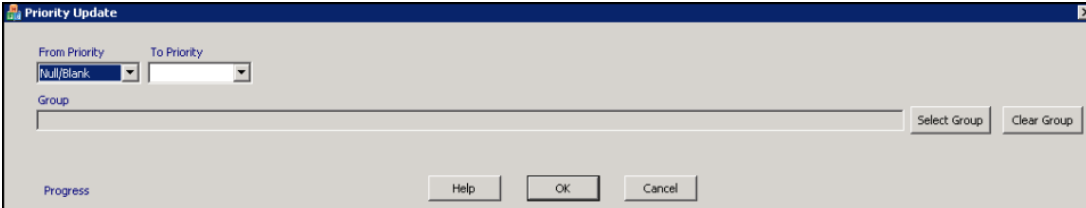
1. Check a suitable patient group exists or create a group of patients using **Search and Reports** or **Patient Groups**.

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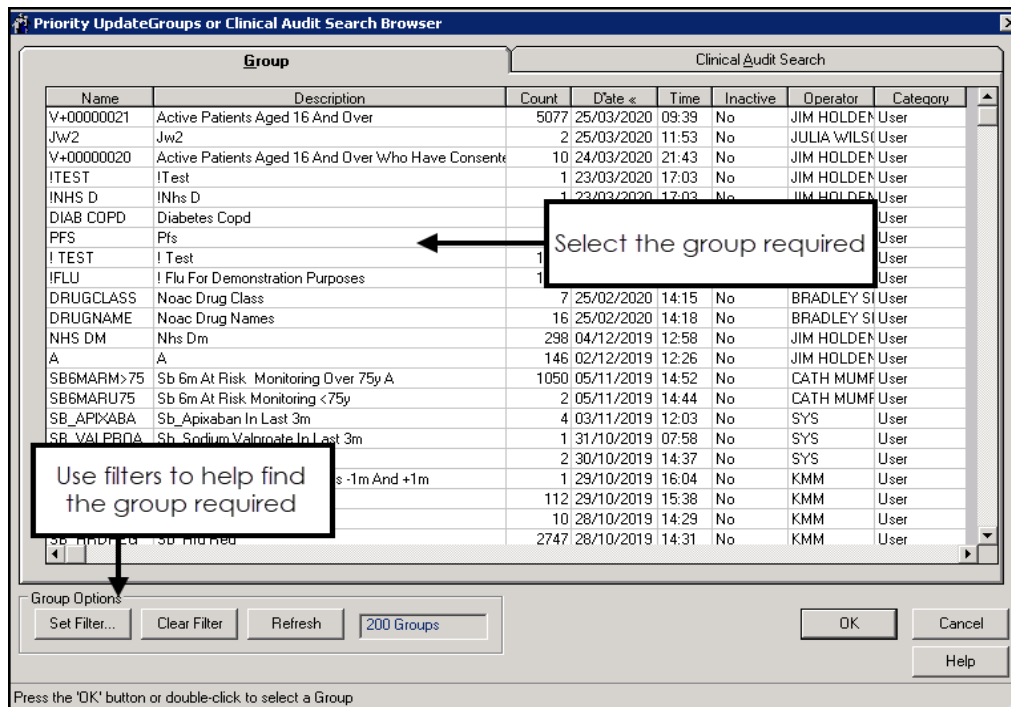
 See [Searches and Reports Help Centre](#) and [Patient Groups Help Centre](#) if required.

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2. From the **Vision 3** front screen, **Utilities – Priority Update**
3. The **Priority Update** screen displays:

A screenshot of the "Priority Update" dialog box. The title bar reads "Priority Update". Inside, there are two dropdown menus: "From Priority" (set to "Null/Blank") and "To Priority" (empty). Below these is a "Group" label and a text input field. To the right of the input field are two buttons: "Select Group" and "Clear Group". At the bottom of the dialog are three buttons: "Help", "OK", and "Cancel". A "Progress" label is located in the bottom left corner.

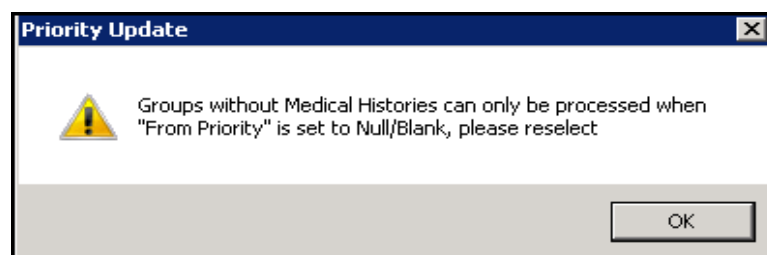
4. Select **Select Group** Select Group, the **Priority Update Groups or Clinical Audit Search Browser** displays:



5. Select the group you would like to change priorities for, from the following tabs:
- **Group** - These are created from **Searches & Reports** or **Patient Groups**, optionally, select a column heading to sort, or use the filters options to refine the list.
  - **Clinical Audit Search** - These are the latest groups generated by **Clinical Audit**, drill down to select an individual audit line.

When choosing groups:

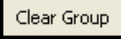
- Remember, groups are only as current as the last time the search/audit was generated.
- If the group is empty, you cannot run **Priority Update** and are prompted to select another group.
- If your group does not have **Medical Histories** specified, an alert displays 'Groups without medical histories can only be processed when "From Priority" is set to Null/Blank, please reselect.':



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 See [Updating Medical Histories with No Priorities](#) on [page 5](#) for details.

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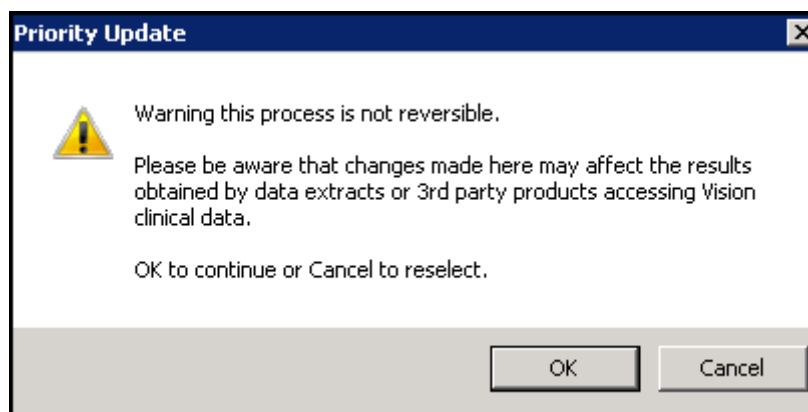
- **Clear Group**  removes the selected group from the screen.
6. Select **OK**.
  7. Set the criteria for your update:
    - **From Priority** - Select the priority to be changed from 1 – 9, or:
      - **All** – All priorities for specified medical histories for patients in the selected group are updated, only available if you have a group selected.
      - **Null/Blank** – Entries without priorities are updated. You do not need to have medical histories specified to update entries without a priority.

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 See [Updating Medical Histories with No Priorities](#) on [page 5](#) for details.

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- **To Priority** - Select the priority to update to, from 0 - 9.
8. Select **OK**.
  9. A 'This process is not reversible. Please be aware that changes made here may affect the results obtained by data extracts or 3<sup>rd</sup> party products accessing Vision clinical data. OK to continue or Cancel to reselect.' warning message displays:



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 **Note - If you accidentally update priorities for a group, you can select the group from Consultation Manager and manually change the affected priorities back.**

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10. Select **OK** to proceed.

11. The percentage complete and number of records updated so far displays:

- 69% Done - 126 records updated

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 **Important - You can cancel the process at any stage, any updates completed are not undone.**

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On completion (or cancellation), the number of records updated displays.

12. Select **Yes** when prompted 'Do you wish to exit the programme'.

## Updating Medical Histories with No Priorities

You can update **Medical Histories** that do not have priorities and select a priority to update them with, for example, an incoming GP2GP record from another clinical system.

Simply select the group required and in **From Priority** select **Null/Blank**.



**Remember** - A group can contain just one patient.

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The rest of the process is the same as any other group.



See [Using Priority Update](#) on page [1](#) for details.

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