



Flu Vaccination Data Check using the Simplybook Booking Platform

To support the Covid-19 vaccination delivery

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1 Definition and Purpose

This booklet sets out the operational processes for system administrators to review booked appointments to ensure that they do not occur before the observed time delay between vaccination events.

Should you not be able to find the support you require within this document, please contact the jbs.enquiries@miaa.nhs.uk mailbox, where one of the team will be able to assist.

2 Booked Data Report

2.1 Booking Report

For users with Admin access and above

Open your Simplybook account from the admin interface (using a website link).

Select '**Reports**' sidebar menu and then '**Booking Details**' report screen.

You will now need to set the parameters of the report you need to run:

- 'Date' range = date of interest
- 'Status' = '**non-cancelled**' bookings'
- Next to the 'Export to Excel' button near the top of the screen, you will see a little table icon. Click on this and check the boxes:
 - Date
 - Service Provider
 - Code
 - Intake Forms

Once you have set the above parameters, click on '**Apply**'

Now click on '**export to excel**'. The report should download and open automatically. If it does not open automatically, double click on it from your 'download bar' at the bottom of your screen.

Open the file, and click '**Enable Editing**':

- Remove / delete first two rows
- Insert a new column into Column A, and enter 'Days between Covid and Seasonal Flu'
- Delete columns
 - Email (column F)
 - Gender (column K)
 - Ethnicity (column L)
 - Postcode (column M)
 - Address (column N)
- Insert the following formula into cell A2:
 - =days(B2, L2)

Where B is the date of the appointment, and L is the date of the seasonal flu vaccination.

- Fill the formula down.
- Apply a filter to the data
- Scroll across to 'Flu vaccine date'
- And filter by 'blanks'
- Select all returned data, and delete – these are where no seasonal flu vaccination has been administered.
- Remove the filter from the data – this will return the hidden data.
- Custom sort the data by column A 'Days between Covid and Seasonal Flu', smallest to largest.

Delete all entries where the number of days in column A is 7 or greater

If any entries remain, save the file '**Seasonal Flu Check– ddmmyy**'.

3 Update the booked appointment

3.1 Amending or cancelling appointments

Based on the time between the booked appointment and the date the user received a season flu vaccination any bookings made to occur inside the 7 day window will need to be either cancelled or rescheduled to take place at a later date.

For users with Admin access and above

Follow the process outlined in document: **3.2 Amending a Booking on the Simplybook Booking Platform** to either reschedule or cancel a booked appointment.