

PRIMARY IMMUNISATION - CLAIMS PROTOCOL

1. Registration

Each GP receives a list of all newborn babies whose parents have indicated that they wish their child to be vaccinated in their practice. This will register the child and initiate the first payment under the new immunisation system. This child will then become a member of the practice target population and will impact on bonus payments.

2. Recording Vaccination Details

- a. GP Stamp should be on **all** carbon copies.
- b. Form should be fully completed.
- c. Care should be taken to ensure that the bottom carbon copy is legible.

3. Recall System

Computerised practices should be able to print a list of children over due vaccinations at the end of each month and they should be contacted either by letter or by telephone.

A simple manual method is:

File all Childhood Vaccination Record/Return Forms in an arch lever folder with 12 dividers (January to December). At the 6 week check complete the child's name, address, DOB, mother's name and mother's DOB on the Primary Childhood Immunisation Record/Return Form. Work out a vaccination schedule and file the form in the divider for the month the first vaccination is due. When the first vaccination has been given, move the form forward 2 months in the folder to when the next vaccination is due. Each month check the folder for defaulters – i.e. the immunisation forms left in the previous months divider.

4. Defaulters

It is important to notify the Primary Care Unit of children who have not been vaccinated despite been contacted by the Practice or who have indicated that they do not wish to have their child vaccinated. There is a space on the form to record the dates of two attempted contacts – if two attempted contacts have been made and the section completed on the return form, then percentage uptake figures for the practice will not be affected and in turn bonus payments.

5. Submitting Claims

Vaccination Record/Return form should be submitted to the Primary Care Unit by the 7th of the month. – double check to ensure forms have been fully completed and are legible.

PENTAVAC: (5-IN-1 VACCINE)

The batch number and expiry date for the Pentavac vaccine is **printed on the outer carton**. This batch number is unique and has been assigned in accordance with Good Manufacturing Practice. A peel off label with the batch details is also provided on the carton. The syringe and vial within the carton also have their own batch numbers, however, the batch number on the carton is linked to these so there is no need to record them as well.

The Pentavac is licensed **exclusively** for use as combined diphtheria, tetanus, acellular pertussis, inactivated poliomyelitis vaccine (IPV) and Haemophilus Influenza Type-B conjugate vaccine. Under no circumstances should it be used separately

IMMUNISATION FEES

First Payment Registration Fee	€34.35
Second Payment Completed Fee (Paid when third vaccination is given and includes fee for MMR i.e. paid in advance)	€114.45
Bonus Payment (When 95% up take achieved)	€55.14

Note: If the MMR vaccine is not administered by the age of 24 months the fee of €37.20 paid in advance is reclaimed.