

Requires Socrates Version 3.2.0.2 or later.

A Healthlink Certificate is required to submit a Vaccine electronically. Manage all vaccine claims from [My Control Panel > Claim Tracking > Immunisations](#).

## 1. Stock Control

Open [My Control Panel > Admin Console > Immunisations](#). Select the electronic shot from the list on the left-hand side to display all the associated batches.



Select the Batch that you have received from the HSE. [If the batch is not displayed, open a test patient's chart, begin consultation, and click Immunisations > Add electronic Schedule to refresh the list.]

	Batch	Expiry	TradeName	Batch Total	Remaining	Active
	A21CE537A	30/11/2027	INFANRIX HEXA GSK PREFILLED SYRIN	0	0	<input checked="" type="checkbox"/>
	A21CE660A	31/08/2028	INFANRIX HEXA GSK PREFILLED SYRIN	0	0	<input checked="" type="checkbox"/>
	A21CE460C	30/09/2026	INFANRIX HEXA GSK PREFILLED SYRIN	0	0	<input checked="" type="checkbox"/>
	A21CE357A	30/11/2026	INFANRIX HEXA GSK PREFILLED SYRIN	0	0	<input checked="" type="checkbox"/>
	A21CE376A	28/02/2027	INFANRIX HEXA GSK PREFILLED SYRIN	0	0	<input checked="" type="checkbox"/>
	A21CE458B	31/05/2027	INFANRIX HEXA GSK PREFILLED SYRIN	0	0	<input checked="" type="checkbox"/>
	A21CE437A	31/05/2027	INFANRIX HEXA GSK PREFILLED SYRIN	0	0	<input checked="" type="checkbox"/>
	A21CE469C	31/10/2027	INFANRIX HEXA GSK PREFILLED SYRIN	0	0	<input checked="" type="checkbox"/>
	A21CE538A	31/01/2028	INFANRIX HEXA GSK PREFILLED SYRIN	0	0	<input checked="" type="checkbox"/>
	A21CE555C	29/02/2029	INFANRIX HEXA GSK PREFILLED SYRIN	0	0	<input type="checkbox"/>

Total

Remaining

**Update**

Enter the **Total** you have received, amount **Remaining** and click **Update**.

Total  Remaining  **Update**

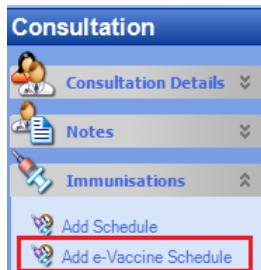
If you want the batch to be removed from the 'Batch' dropdown list (Administer shot window) when there is no stock remaining: Double click on the batch and check 'Complete batch when zero remaining' and click **Update**.



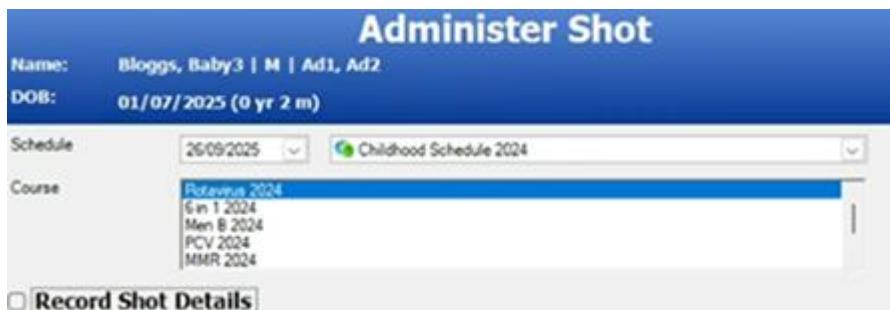
When more stock arrives, click **Show Unavailable**  & select the batch. Enter the Total, Remaining, and click Update to reactivate the batch.

## 2. Send electronic Immunisation

In the patients' chart (after beginning a consultation) select Immunisations and click **Add e-Vaccine Schedule**.



Select the **Childhood Schedule 2024** from the dropdown list. Uncheck 'Record Shot details' and click Save.



Select ALL shots that you are giving today with same Due Date using the mouse and click **Administer**.

[Using the mouse click the first shot, hold down the left button on the mouse, and drag the cursor down to the last shot.]

Complete the Consent form and click Next. [Should the patient have received shots elsewhere then click the 'Administered Elsewhere' checkbox.]

**Administer Shot**

Name: Bloggs, Baby3 | M | Ad1, Ad2  
DOB: 01/07/2025 (0 yr 2 m)

Schedule: 26/09/2025 | Childhood Schedule 2024

Course: Rotavirus 2024  
G m 1 2024  
Men B 2024  
PCV 2024  
MMR 2024

Record Shot Details

Patient Consent: Yes  
Responsible Hcp: Dr Michael Murphy  
Pcrs Contract Number: 35000  
Patient County: Donegal  
Patient PPSN: 1234567T

Administered Elsewhere

- **Patient Consent:** You can only proceed if the Patient Consent is Yes or Best Interest.
- **Responsible HCP:** This will be the doctor whose name, PCRS Contract Number and Medical Council Number is sent in the Electronic Submission.
- **PCRS Contract Number:** If the Responsible doctors PCRS Contract Number field is empty enter it on the form.
- **Patient County:** Select the patients county from the dropdown list.
- **PPSN:** PPSN is mandatory. If you do not have the PPSN, you can save the shot in Socrates and submit it later. These claims will have a status of 'Incomplete' in the Claim Tracker.

Complete the details of the shot given and click Save to submit it electronically. **Ensure you select the correct Date Given before clicking Save as it cannot be edited afterwards.**

**Administer Shot**

Name: Bloggs, Baby3 | M | Ad1, Ad2  
DOB: 01/07/2025 (0 yr 2 m)

Schedule: 26/09/2025 | Childhood Schedule 2024

Course: Rotavirus 2024  
G m 1 2024  
Men B 2024  
PCV 2024  
MMR 2024

Record Shot Details

Immunisation: Rotavirus | Method: Oral  
Date Due: 01/09/2025 | Dose: 1.5 ML  
Hcp / Vaccinator: Dr Michael Murphy | Manufacturer: GlaxoSmithKline Ireland Ltd  
Hcp Number (MCN): 012121 | TradeName: ROTARIX VACCINE ORAL SU  
Date Given: 26/09/2025 | Agent:   
Batch No: Rotarix1 | Comment:   
Expiry Date: 31/12/2027 | Site:   
Site: | Mother: | Mother DOB:   
 Administered Elsewhere

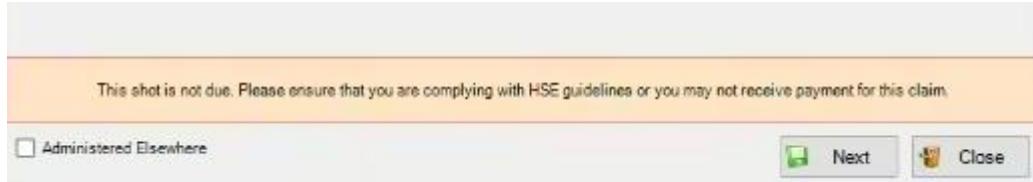
  

The next shot selected will be displayed for you to continue submitting all vaccines given today, update **Date Given** to correct date **as it cannot be edited afterwards**.

Hover the mouse over the electronic flag  in the Immunisations section to view the PCRS Claim Status or double click on the Immunisation.

**Notes:**

- Ensure you submit any unsent / incomplete / rejected claims and that they are Accepted before adding new e-Vaccines for the patient.
- If you select 1 shot at a time, the Consent will be saved from the previous shot recorded on the same day.
- Multi select will only work when the shots are due and all shots have the same Due Date as the first shot.
- If you click **Cancel** on any shot it will cancel the batch process. You will then have to select the shots that you want to record again.
- Existing shots cannot be sent as electronic claims.
- The PCRS system cannot process e-Vaccines for babies with date of birth before 01 October 2025. These will be input manually into the PCRS message from the clinical message submitted. Socrates will auto accept these PCRS messages for you.
- A warning message will be displayed if you are adding an e-Vaccine before the shot is due.

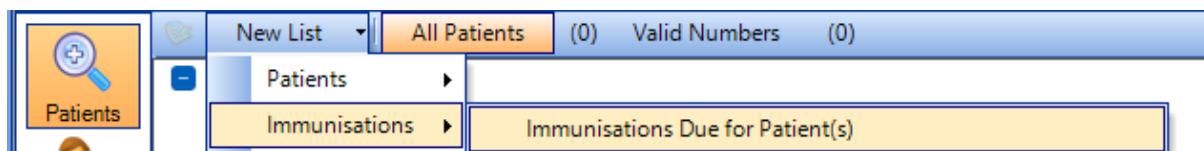


- E-Vaccine Corrections:
  - Date Given cannot be corrected. You will have to delete the shot add schedule back in and remove all the unnecessary shots.
  - Ensure you correct any existing shots e.g. 6:1 (1<sup>st</sup> shot) before adding new shot e.g. 6:1 (2<sup>nd</sup> shot) or they will be rejected by PCRS.

### 3. Recall Patients

#### Patient Finder Tool

Open Patient Maintenance > Finder Tool > Patients and select New List > Immunisations > Immunisations Due for Patient(s) and click OK.



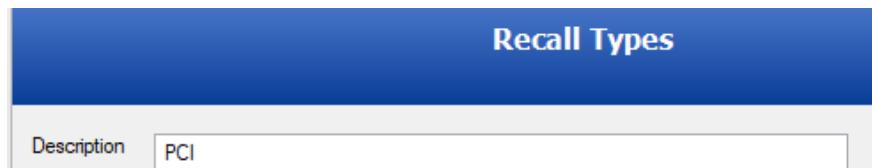
Select the Start and End dates and any other criteria required and click OK. Once the patients are returned by the report you can add them to a Recall which you can then use to Bulk SMS patients.

### Add Recall

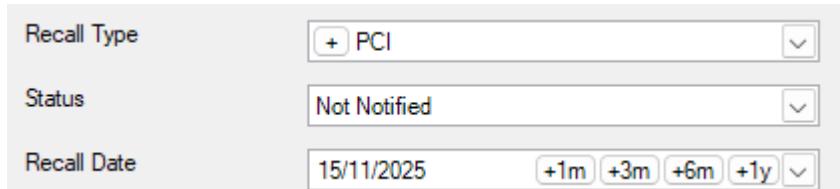
Click 'Create Recall' and click the + beside Recall Type.



Enter the name of the recall in the description field e.g. 'PCI' and click OK.

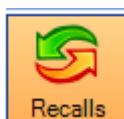


Enter the Recall Date or leave the date as today and click OK.

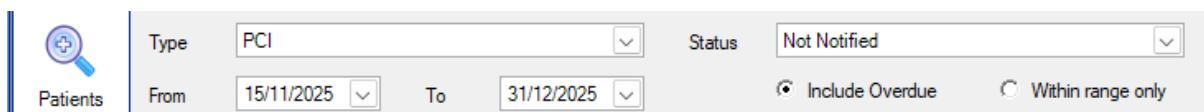


### Manage Recall & Bulk SMS

Click Recalls.



Select 'PCI' from the Type dropdown list. All patients added will be displayed.



- Click Bulk SMS.
- Select one of your SMS templates or add your SMS message.
  - Click 'Send' button or 'Schedule for later' checkbox.

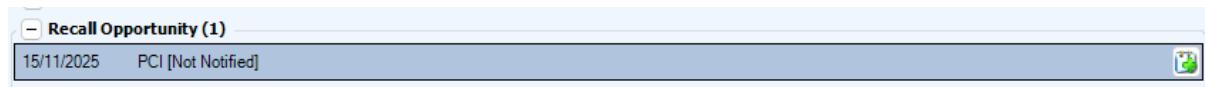
Dear <<PatientFirstName>>, please call the surgery to book an appointment for your child's vaccinations. Regards, Practice

Schedule for Later 17/11/2025 09:00 ▼

These patients will move to the status of Notified.

#### Update Recall:

When a recall is created it is displayed in the patient's chart under Actions > Recall Opportunity.



Once a vaccine is administered double click on the Action:

1. Set the status as Not Notified and enter the date the child's next vaccines are due.

Recall Type	<input style="border: none; width: 15px; height: 15px;" type="button" value="+"/> PCI	▼
Status	Not Notified	▼
Recall Date	01/01/2026	+1m +3m +6m +1y ▼

2. Set the status as Completed if the child has completed all their vaccines under the PCI schedule.

Recall Type	<input style="border: none; width: 15px; height: 15px;" type="button" value="+"/> PCI	▼
Status	Completed	▼