

If you have any issues finding RSV in the Add e-Vaccine Schedule dropdown list please contact Support.

1. Stock Control

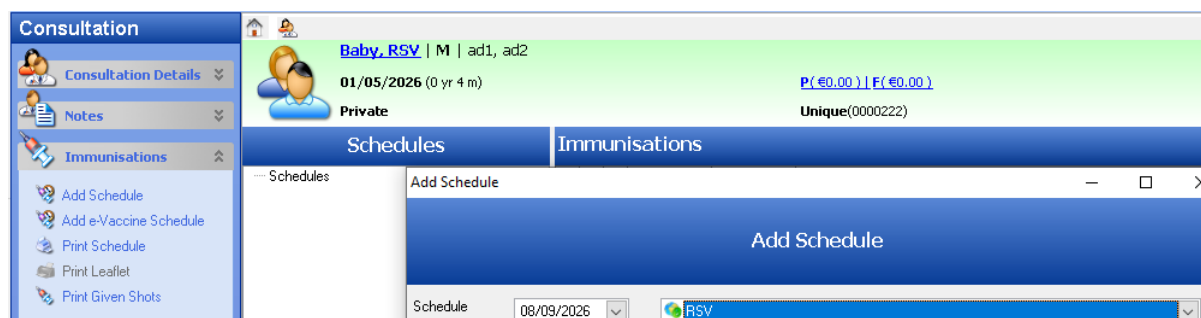
Open [My Control Panel > Admin Console > Immunisations](#). Select the RSV electronic shot  from the list and select the batch. Enter the Total and Remaining amount and click **Update**.

Batch	Expiry	TradeName
AZ250037	29/02/2028	BEYFORTUS 50 MG 1

Total	100	Remaining	100	Update
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2. Send electronic Immunisation

Begin Consultation for patient, click **Immunisations > Add e-Vaccine Schedule**. Select the **RSV** from the dropdown list and click **Add**.



Double click on the RSV Immunisation.

Schedules		Immunisations		
Schedules  RSV			Due Δ	Given
			08/09/2026	RSV

Complete the details on the consent form.

RSV #1

Name:	Baby, RSV M ad1, ad2		
DOB:	01/05/2026 (0 yr 4 m)		
Shot	RSV #1		
Date Due	08/09/2026		
Date Given	__/__/__	Today v	
Patient Consent		v	
Responsible Hcp	Brian Smith	v	
Pcrs Contract Number	95000	v	
Patient County		v	
Patient PPSN		v	

- Enter **Date Given** or select Today. The date given cannot be modified after submission.
- **Responsible HCP / PCRS Contract Number:** Defaults to GMS Doctor if patient's GMS/DVC Card is entered or else logged in user. [Must be a Doctor with a PCRS Contract Number]
- **PPSN:** PPSN is mandatory. If you do not have the PPSN, you can save the shot to submit later.
- Select the correct batch and complete the details of the shot given and click **Save** to submit it electronically.
- Should the patient have received this shot elsewhere, enter Date Given and click

☐ Administered Elsewhere
 'Administered Elsewhere'.

Notes:

- A Healthlink Certificate is required to submit a Vaccine electronically.
- RSV e-Vaccine is only available for babies with a date of birth after 01 March 2026.

3. Claim Tracking

Manage all vaccine claims from [My Control Panel > Claim Tracking > Immunisations](#). It is important to work through the following list to keep your practice up to date.

Incomplete Claims: Filter by date, Claim Status (Incomplete), E-claim and Is childhood (Yes) to work through any claims that were unsent e.g. Missing PPSN.

Rejected Claims: Filter by date, Claim Status (Rejected), E-claim and Is childhood (Yes) to work through any rejected claims.

Paid Claims: For payment reconciliation update filters to Claim Status (Received) and Is Paid (No).

Start typing the claim number or PPSN from the PCRS Itemised Claim listing to search for each claim. Check Payment Received, enter the date and amount paid from the PCRS and click **Save**.