

Adding a clinic visit into the SAEFVIC database

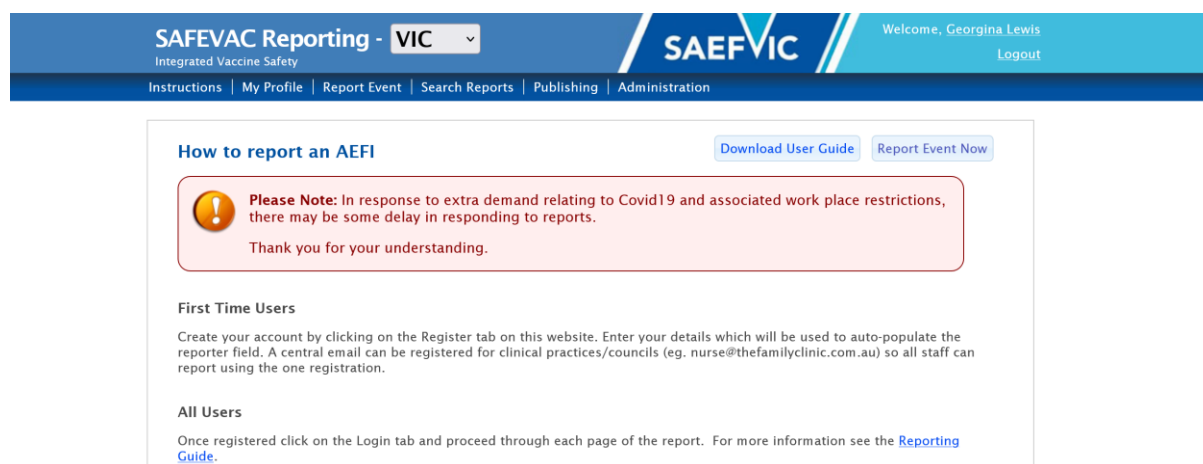
Key points

The accompanying video demonstrates how to add a clinic visit to an online SAEFVIC report for a patient following a specialist Immunisation clinic consultation.

Reporting in this database is only for patients that have experienced an adverse event following immunisation, or AEFI.

Before a clinic visit can be entered into the clinic visit section, you will need to first ensure that you are a registered user in the SAEFVIC database **and** have been granted Event reviewer status.

<https://www.safevac.org.au/Home/Reporter>



The screenshot shows the SAEFVIC Reporter interface. At the top, there is a navigation bar with 'SAFEVAC Reporting - VIC' and 'SAEFVIC' logos. Below the navigation bar, there is a section titled 'How to report an AEFI' with two buttons: 'Download User Guide' and 'Report Event Now'. A prominent warning box contains the text: 'Please Note: In response to extra demand relating to Covid19 and associated work place restrictions, there may be some delay in responding to reports. Thank you for your understanding.' Below this, there are two sections: 'First Time Users' and 'All Users', each providing instructions on how to register or log in.

Event reviewer status is only available to individuals with a legitimate reason to access the back end of the Database. This status can only be granted by a SAEFVIC Administrator.

Note: A confidentiality agreement will need to be completed before any access to the database granted

[Searching for patients](#)

Check that your patient is in the database by using the keyword search field on the search reports home page using identifiers such as surname or date of birth.

What if I can't find my patient?

If you can't find your patient using identifiers as suggested, you will need to create a report using the information you have.

How do I report an AEFI following a COVID 19 vaccine?

Please see MVEC SAEFVIC reference page. <https://mvec.mcri.edu.au/references/saefvic/> for details around how to report.

The screenshot shows the top navigation bar of the MVEC SAEFVIC website. The navigation menu includes: ABOUT US, COVID-19, REFERENCES, NEWS, EVENTS, MEDIA LIBRARY, EDUCATION PORTAL, and a yellow SUBSCRIBE button. Below the navigation is a purple banner with the title "Surveillance of Adverse Events Following Vaccination In the Community (SAEFVIC)". Underneath the banner, there is introductory text about SAEFVIC's role as the central reporting service in Victoria for AEFI, and a list of letters A through F.

Review report details.

Scroll through fields to land on the Office use page.

Always click on **save changes** at the bottom right to save any updates.



Office use section.

The **Office use** page is where you can see the reaction, assessment, follow-up to date and notes sections.

What do I enter on the office use page?

If you have just submitted the report, these fields will be blank. Please do not enter any data other than **report date** and **notes** where relevant.

What is the attachments tab for?

Any documents that provide more information or are relevant to the consult can be found here for example discharge summary, investigation reports, pathology, letters of correspondence.

Office Use

Standard AEFI ID: Z2107-000085
Status: Submitted

Submitted: 12/07/2021 12:50 PM by Data Entry Demo
Last modified: 12/07/2021 12:50 PM by Data Entry Demo

[Reporter](#) [Vaccinee](#) [Provider](#) [Vaccines](#) [Details](#) [Submission](#) [Office Use](#) [Attachments](#)

Reactions

| Reaction(s) | Other reaction(s) | Common |
|--------------|----------------------|--------------------------|
| -- select -- | <input type="text"/> | <input type="checkbox"/> |
| -- select -- | <input type="text"/> | <input type="checkbox"/> |
| -- select -- | <input type="text"/> | <input type="checkbox"/> |
| -- select -- | <input type="text"/> | <input type="checkbox"/> |
| -- select -- | <input type="text"/> | <input type="checkbox"/> |

Assessment

This is an: * Event Non-Event

Special Interest (AESI): -- none --

Assessment: Certain Possible Not related

Risk Group(s):

Previous AEFI Id:

Status: * Submitted

How reported?: -- select --

Report Date:

AEFI Location: VIC

Surveillance Type: -- select --

UR Number:

Special Risk Group

Active Surveillance

TGA Integration

Was original notification from TGA?: Yes No Unknown

TGA Event Number:

Sent to TGA?: Yes No Unknown

Date sent to TGA:

Follow-Up

Follow up attempts: 1 2 3 Lost to follow up

Correspondence sent: Yes No Unknown

Attended clinic: Yes No Unknown

Notes:

Delete Event

Print Event

Save Changes

How do I add or update the clinic visit?

Scroll down the page to clinic visits.

Delete Event Print Event Save Changes

Clinic Visits

| Created | Clinic | Visit Date | Status | Report Code | Report Date |
|-------------------------|--------|------------|--------|-------------|-------------|
| <a>Add Clinic Visit | | | | | |


1. If the clinic visit is pre-populated click on the visit details in blue. This will take you to the clinic visit – booking page where details of the clinic visit can be reviewed and updated. You will need to update the fields to make sure the visit date is correct, to confirm clinic location and to amend booking status.

Clinic Visits

| Created | Clinic | Visit Date | Status | Report Code | Report Date |
|---------------------|--------------|------------|--------|-------------|-------------|
| 19/07/2021 10:29 AM | VicSIS - RMH | 19/07/2021 | Booked | | |

Visit Details Print Delete


Add Clinic Visit



2. If a clinic visit hasn't been created, click on the add clinic visit tab which takes you to the clinic visit – booking page.

Booking Vaccinee Vaccination Plan Follow Up Feedback Attachments

Booking

Visit Date: * 

Clinic Location: *

Booking Status: *

UR Number:


Appointment letter sent: Yes No Unknown

Clinic form: Yes No Unknown

Immunised: Yes No Unknown

Medical Exemption: Yes No Unknown

Return to Event Save and Next >



If you know the hospital medical record number you can add it here under UR number.

Select **yes** for the clinic form and nominate whether the patient was immunised following the consultation.

There's also a field for **medical exemption** if this is relevant.

Click **save and next** to be taken to the next page. Patient details are auto populated here. Click the **save and next** button on the bottom right to continue.

You are now on the **clinic visit - vaccination plan** page where you need to enter the vaccination plan following the consult.

Clinic Visit - Vaccination Plan

Report Code: Created: 19/07/2021 10:33 AM by Georgina Lewis
 Status: Booked Submitted: NOT SUBMITTED

Booking Vaccinee **Vaccination Plan** Follow Up Feedback Attachments

Vaccination Plan

| Vaccine * | Dose No * | Batch No | Date | Clinic Location | Injection Site |
|--------------|-----------|----------|------|-----------------|----------------|
| -- select -- | | | | -- select -- | -- select -- |
| -- select -- | | | | -- select -- | -- select -- |
| -- select -- | | | | -- select -- | -- select -- |
| -- select -- | | | | -- select -- | -- select -- |
| -- select -- | | | | -- select -- | -- select -- |

Follow up appointment: * Yes No Unknown Medical Tests

If yes specify: * Medical Tests:

Precautions regarding future vaccination: * Yes No Unknown

Notes:

[Return to Event](#) [< Previous](#) [Save and Next >](#)

If no vaccine is given, you will need to enter “**No Vaccine**”. The dose field is a mandatory field, so you will need to enter a value, for example 99.

If a vaccine has been administered following the consultation, this is where you need to provide details including dose number, date of administration. Batch if known, clinic location from drop down list and injection site. ***N.B. only vaccine/s administered following this clinic visit should be added here.***

If a follow-up appointment is needed, those details can be entered here.

If precautions are recommended for future vaccinations, this field can be selected here with details added in notes section.

If my patient needs to come back for another appointment or supervised admission, should I create a new clinic visit?

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Vaccination Plan

| Vaccine * | Dose No * | Batch No | Date | Clinic Location | Injection Site |
|-------------------|-----------|----------|------------|------------------|----------------|
| NO VACCINE | 99 | | 19/07/2021 | -- select -- | -- select -- |
| COVID AstraZeneca | 2 | | 26/07/2021 | Monash - Allergy | Left Deltoid |
| -- select -- | | | | -- select -- | -- select -- |
| -- select -- | | | | -- select -- | -- select -- |
| -- select -- | | | | -- select -- | -- select -- |

Follow up appointment: * Yes No Unknown
 Medical Tests

If yes specify: *
Medical Tests:

Precautions regarding future vaccination: * Yes No Unknown

Notes:

SPT COVID AZ vaccine - nil AEFI during 30 minutes observation

If it is a **new clinic appointment**, you will need to create a **new** clinic visit using the clinic visit tab.

If it is a vaccination under supervision or allergy testing following a consult, this information can be included as part of the clinic vaccination plan following the initial clinic consultation.

Click **save and next** to be taken to the next page.

You are now on the **clinic visit - follow up** page

Clinic Visit - Follow Up

Report Code: V2107-038877-1 Created: 19/07/2021 10:33 AM by Georgina Lewis
 Status: Booked Submitted: 19/07/2021 10:37 AM

[Booking](#)
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Follow-Up Post Immunisations (if given)

Phone Call: * Yes No Unknown
 Details:

Date (if yes):

Time (if yes): : : AM/PM
hour min AM/PM

Any further significant adverse events post vaccination?:
 Yes No Unknown

New AEFI Event ID:

[Return to Event](#)

[< Previous](#)
[Save and Next >](#)

If you have provided a follow up call, those details can be entered here. This section can also be used to document any further adverse events.

What happens if my patient experiences another AEFI?

If there has been a **further AEFI**, a new event can be created by selecting **yes** on the bottom left and clicking on **create event**. Patient and reporter details will be auto populated in a newly created report in a new tab and a new **AEFI event ID** will be allocated. (follow instructions on screen at time of creating new report)

Standard AEFI ID: **V2107-039432**

Enter the new event ID into this field.

The previous event ID will be in the newly created report for future reference.

Assessment

This is an: * Event Non-Event

Special Interest (AESI): -- none --

Assessment: Certain Possible Not related

Risk Group(s):

Special Risk Group

Had Previous AEFI

Previous AEFI Id: V2105-026090

Status: * Completed

How reported?: Online

Report Date: 07/07/2021

AEFI Location: -- select --

Active Surveillance

Surveillance Type: -- select --

UR Number:

Click **save and next** on the bottom right to continue to the feedback page. No information needs to be entered here. Click save and next once at the bottom right.

What information needs to be added on the attachments page?

Status: Attended Submitted: 22/07/2021 1:13 PM

Booking Vaccinee Vaccination Plan Follow Up Feedback Attachments

Attachments

| Name | File Name | Size | Modified | Modified By | Created | Created By |
|------|-----------|------|----------|-------------|---------|------------|
|------|-----------|------|----------|-------------|---------|------------|

100 Page 1 of 1 No items

Return to Event Add Attachment < Previous

This is where you can upload any correspondence or relevant documents following the consultation, for example, clinic consultation letters.

To add attachment, click 'add attachment button' on bottom right. From here select 'choose file' and select the file you wish to upload. Name the file as appropriate ie. 'Clinic consultation letter' and click upload attachment.

Attachments

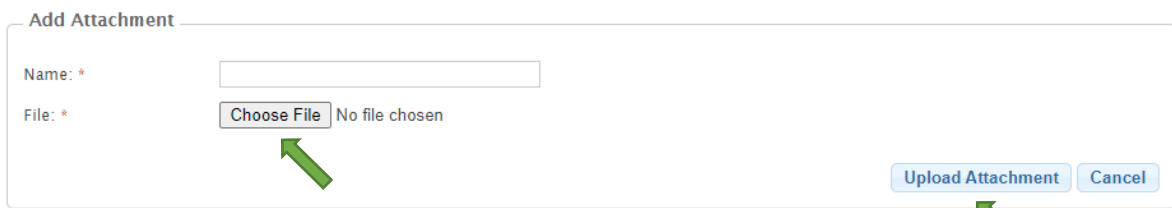
Standard AEFI ID: V2107-036645 Submitted: 7/07/2021 10:06 AM
Status: Completed Last modified: 9/07/2021 3:28 PM by

- Reporter
- Vaccinee
- Provider
- Vaccines
- Details
- Submission
- Office Use
- Attachments

Add Attachment

Name: *

File: * No file chosen



Click on **return to event** on the bottom left and you will see your newly created clinic visit. You can review and edit or update the clinic visit section at any time.

Clinic Visits

| Created | Clinic | Visit Date | Status | Report Code | Report Date | |
|--------------------|-------------|------------|----------|----------------|--------------------|--|
| 22/07/2021 1:11 PM | Demo Clinic | 22/07/2021 | Attended | Z2107-000085-2 | 22/07/2021 1:13 PM | Visit Details Print Delete |

If you have any queries, please email enquiries@saefvic.org.au or call SAEFVIC on 1300 882 924 and select option 1.