



Oifig an Straitéis Chúraim Phríomha agus an Phleanála Stiúrtóir Cúnta  
Náisiúnta  
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## **Important Update re Data Entry and EU Digital COVID Certificates**

Dear Doctor,

It is critical that all data entered into your practice management system is accurate to ensure that patients can be issued with an EU Digital COVID Certificate. Any anomalies in data entered will result in delays to the issuance of certificates. Below we have set out important guidance in relation to correct data entry.

**GPs are reminded to input data both quickly and accurately so an EU Digital COVID Certificate may issue to patients. GPs who have records outstanding are requested to urgently upload this data.**

Please note that the National Immunisation Office (NIO) is the primary source of clinical guidelines about national immunisation programmes, including COVID-19. Please refer to its website regularly, <https://www.hse.ie/eng/health/immunisation/hcpinfo/covid19vaccineinfo4hps/>, as the NIO monitor and update information in relation to vaccinations.

### **General Data Entry Guidance**

Topic	Guidance
Doses	<ul style="list-style-type: none"><li>• Ensure you only include two dose records per patient, 3 only when one dose has been given in error with the interval too short.</li><li>• Do not submit a new dose record for a patient if you have made a mistake on a previous dose record for this patient – call our GP Data team to remediate because otherwise this will create a duplicate record.</li></ul>
Special Characters	Please don't include any special characters or spaces in a patient's Name, DOB, PPSN or Mobile Number.
Valid Email and Postal Address	Please ensure you include a valid email and postal address per patient. A patient will not receive a travel certificate if we don't have full email/home address to issue to. Check with the patient whether they have moved since they last provided details.
Valid Passport Name	Please include their name as this appears on their passport as it is required for the travel certificate. This may be different from the name they provided when they registered with you e.g., known as Bob but passport is Robert.

Gender	Please include gender as Male/Female, this needs to align to their birth certificate. You cannot provide 'unassigned gender' or it will fail to produce an EU Digital COVID Certificate.
Date of Birth	Check date of birth you have recorded is correct and matches passport.
Date of Death	Please inform the Resolver team if a client has died and their data has been sent to Covax as this will need to be recorded so the EU Digital COVID Certificate is not issued.

## GP Data Remediation Contact Details

- 01 448 5699 to discuss the situation.
- You may also send an email to [gpvaccines@vision.com](mailto:gpvaccines@vision.com)

## Batch Registration

Please refer to the latest Operational Guidance regarding correct Batch Registration.

It is essential that the correct batch/lot number, use before date (& time) NOT expiry date is entered for each batch. Errors in any of this information could prevent a client's Digital Covid Certificate from being released by the Central Vaccination System (COVAX).

### **Batch / Lot Number**

**Please ensure no spacing or special characters when entering a batch number as this will result in an error (Only Janssen vaccines can contain a hyphen '-')**

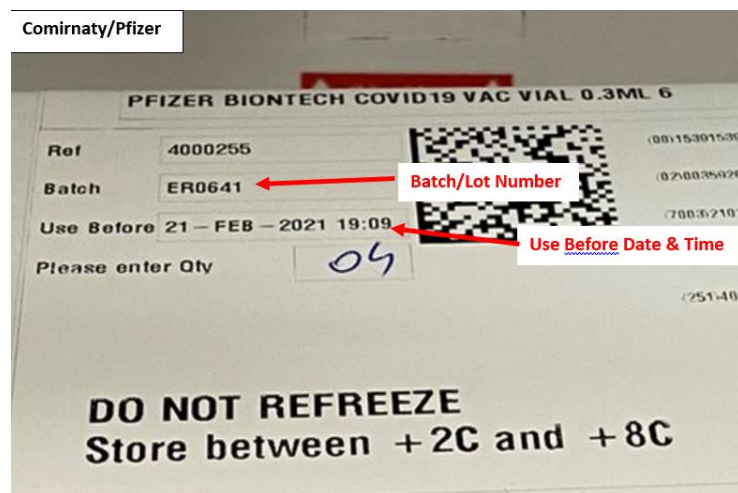
Examples of correct Batch Numbers for vaccines are provided below:

- Comirnaty (Pfizer) sample batch/lot number: EP2163, ER7812, EW2243, FA5833, FC8889, FE2083
- Janssen sample batch/lot number: XE393, XD974
- Janssen batches with a "-", note this is the only vaccine type that can have this special character.  
E.g. 21C19-01

### **Use Before Date (and Time)**

The Use Before Date (and Time if applicable) is the maximum time from removal from ultra- low temperature freezer to expiry, when stored at +2°C to +8°C.

The Use Before Date (and Time if applicable) of the vaccine batch will be labelled on the vaccine batch packaging by the National Cold Chain Services.



\*Please note 'Discard date and time' i.e. the maximum time allowed from dilution to expiry is **NOT** to be recorded in your practice management system. This is managed outside of the system by the responsible GP.

### Date of vaccination

Please ensure date of vaccination is recorded, not date the vaccine is entered onto the GP system. Ideally data should be entered onto the GP system on the same day as vaccine administration.

For second doses, check that the dose interval is correct before giving the second dose. The minimal interval is 17 days for the Pfizer vaccine and 24 days for the Moderna vaccine.

### Saline diluent for Pfizer

Please do not record the saline diluent in the batch number field for the vaccine. This should be recorded on your practice system in another field.

#### Add Vaccinations

Vaccinator Details <a href="#">Select Vaccinator</a>	
Vaccinator First Name	Vaccinator Last Name
Client Details (Use the field below to find the client if not already populated)	
Search by the client name...	
First Name	Last Name
PPS Number	
Medically Eligible <input type="checkbox"/>	Identity Verified <input type="checkbox"/>
Consent Given	Date Of Vaccination: 29/07/2021
Vaccination details	
Vaccine: Select...	
Batch	Dose: Select...
Injection Site	

Yours sincerely,



**Geraldine Crowley,**  
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