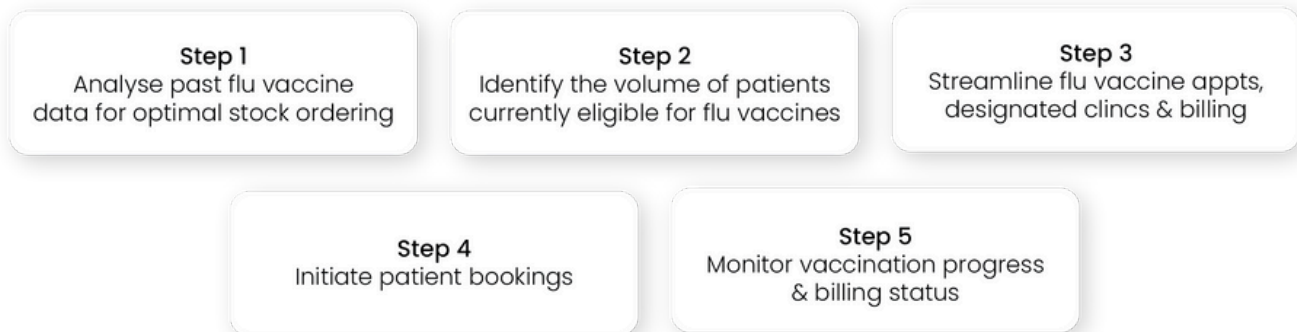# Cubiko

Streamlining your 2025 Flu Clinic: A five step workflow

A step-by-step guide on how you can utilise data to prepare your practice for the 2025 flu season.

In Australia, flu season typically lasts from March to February each year. As flu season approaches, it's important for General Practices to proactively prepare their clinics. This includes developing strategies for managing vaccine distribution, appointment scheduling, and billing procedures efficiently. By embracing a structured workflow, clinics can streamline operations, increase vaccination coverage, and safeguard public health during flu season.

Step 1
Analyse past flu vaccine data for optimal stock ordering

Step 2
Identify the volume of patients currently eligible for flu vaccines

Step 3
Streamline flu vaccine appts, designated clincs & billing

Step 4
Initiate patient bookings

Step 5
Monitor vaccination progress & billing status

Below, we outline a step-by-step guide on how to prepare your clinic for flu season:

Step 1: Analyse past flu vaccine data for optimal stock ordering

In preparation for flu season, it's important to conduct a thorough review of previous years' vaccine data to guide decisions regarding vaccine stock management. This includes examining patient vaccination records and doses given to better understand vaccine usage last flu season and anticipate demand for the upcoming season.

Patient vaccinated last flu season

At the beginning of flu season (March), review [Patients vaccinated last flu season](#) data to gain insights into the number of vaccinations administered at your practice during the previous season. These insights are key in facilitating better preparation and planning for the upcoming flu season.

By leveraging this data early on, clinics can efficiently assess the anticipated volume of patients and vaccinations for the upcoming flu season, enabling clinics to make informed decisions in preparing flu clinics, allocating staff resources, and managing vaccine stock effectively.

For a detailed breakdown of stock, including Government-funded flu vaccines, private flu vaccines, and others, please refer to the "Vaccination coverage" chart and patient lists within Cubiko or run an SQL query to get a breakdown of this data.

Doses given table

In addition to using the **Patients vaccinated last flu season** data, practices can utilise [doses given](#) data to examine the distribution of Flu vaccination doses across various age groups over the past four flu seasons. These insights provide an overview into your practices vaccination trends and patient demographics, enabling clinics to forecast patient volume and vaccination needs for the upcoming flu season.

By leveraging these insights, clinics can effectively plan flu clinics, allocate staff resources, and manage vaccine inventory to deliver effective flu vaccination services.

> For a detailed breakdown of stock, including Government-funded flu vaccines, private flu vaccines, and others, please refer to the "Vaccination coverage" chart and patient lists within Cubiko or run an SQL query to get a breakdown of this data.

Step 2: Identify the volume of patients currently eligible for flu vaccines in your practice

To effectively allocate resources, clinics need to assess the number of [patients eligible](#) for flu vaccines under the National Immunisation Program (NIP) and those potentially eligible for private vaccines. This enables clinics to anticipate demand and allocate resources accordingly.

In Cubiko's [Vaccination Support: Flu Vaccine](#) cabinet, practices can access patient lists to identify patients eligible for NIP flu vaccines and those possibly eligible for private flu vaccines. This streamlines the process of identifying eligible patients, facilitating efficient resource allocation and vaccine distribution.

Step 3: Streamline flu vaccine appointments, designated clinics and billing

Efficient appointment scheduling and billing processes are important for managing flu vaccinations effectively.

Setting up custom appointment types for flu vaccines

One key strategy is to establish custom appointment types in your practice management system for both government-provided and private flu vaccines. By categorising your flu vaccination appointments, practices can accurately track the utilisation of different vaccine types and ensure appropriate billing for each vaccination service.

This streamlined approach not only simplifies record-keeping but also empowers practices to optimise their vaccine inventory management by identifying trends in vaccine demand.

For Cubiko customers, we recommend checking your Cubiko Settings to ensure you are tracking those appointment types in your Cubiko data.

Flu vaccine clinic and appointments

Coordination with the clinic team is important to determine the most effective scheduling approach for flu vaccine appointments. This may involve looking ahead at your future utilisation to strategies around peak times to accommodate a higher volume of patients or setting up designated flu clinics to streamline the vaccination process.

By centralising flu vaccine appointments during specific clinic sessions, your team can focus their efforts on efficiently administering vaccines without disrupting regular patient care activities.

Make sure to maintain open communication with your team regarding the utilisation of the customised appointment types established for the designated flu clinics, ensuring optimal tracking within the flu vaccination support cabinet.

Setting up private billing

Ensure you have set up a private **"flu vaccine 2024"** item to bill any stock you may be charging for privately. This ensures accurate billing for privately administered flu vaccines and helps maintain financial transparency in clinic operations.

You can then track any private billing items within total billings by filtering by item. This approach simplifies the review of 'Historical flu vaccine' billings, enabling quick identification of any privately billed flu vaccines, if applicable.

Step 4: Initiate patient bookings

Practices should take proactive steps to initiate the process of booking appointments for flu vaccinations, ensuring that eligible patients are promptly informed and scheduled for vaccination.

Proactively using patient eligibility lists and SMS notifications

Clinics can make use of patient eligibility lists to identify patients who may be eligible for flu vaccines under the National Immunisation Program (NIP) and those potentially eligible for private vaccines.

Practices can send an SMS via their third-party booking system such as HotDoc and Automed to book patients in for their flu vaccination. This proactive outreach ensures that eligible patients are promptly informed and of the vaccination opportunity.

Practices can also use our [Patient Contacts](#) feature to download patient contact details directly into your lists.

Identifying patients with opportunistic vaccination opportunities

Practices can use Cubiko's [Possible service opportunities today](#) lists to identify patients with upcoming appointments that are not flu vaccine appointments but may benefit from opportunistic flu vaccination while at your practice.

Practices can also use our [Care Prompts](#) feature to send flu vaccine opportunities, along with other key care opportunities directly from your list to your Best Practice appointment book.

This opportunistic approach allows clinics to capitalise on existing patient visits and streamline the booking process, ensuring efficient resource allocation and maximising vaccination coverage across their patient base.

Step 5: Monitor Vaccination Progress and Billing Status

Practice must focus on monitoring the progress of flu vaccination efforts and ensuring accurate billing procedures to maintain efficient clinic operations.

Tracking your flu vaccination status

Practices can use Cubiko's [Vaccination coverage](#) feature to track the status of flu vaccination efforts. This provides valuable insights into the distribution of vaccinated patients across different eligibility groups. By analysing this data, practices can assess the effectiveness of their vaccination campaigns, identify any underserved populations, and tailor outreach efforts accordingly. This ensures that vaccination efforts are targeted and inclusive, maximising coverage across all eligible patient categories.

Upcoming flu appointments

Practices can use Cubiko's [Upcoming flu appointment](#) metric to effectively monitor the number of appointments scheduled in their appointment book for flu vaccine administration.

These data insights give you a great overview of how your weeks ahead are looking, enabling proactive management of resources. A notable increase or decrease in appointments acts as a key signal to reevaluate expected appointment numbers, ensuring sufficient stock to meet patient demand.

If upcoming appointments are lower than anticipated, use the patient lists available within Cubiko to proactively contact eligible patients for flu vaccination.

Historical flu vaccine opportunities

Practices can use the [Historical flu vaccine opportunities](#) metric to track the billing status of flu vaccine appointments over time. This metric is a valuable indicator of potential missed billing opportunities, representing the number of vaccines that may lack an associated invoice. By monitoring this metric, practices can identify any discrepancies or missed billing opportunities, allowing for prompt rectification and ensuring the practice bills for the completed appointment, and helping to maintain financial sustainability.

If you are a Cubiko user, you can add our [Flu Vaccination Workflow](#) dashboard to your MyDashboards.

Additional resources available to help you this flu season

- [ATAGI clinical advice on the administration of seasonal influenza vaccines in 2025](#)
- [Prevention Strategies for Seasonal Influenza in Healthcare Settings](#)
- [Infection prevention and control guidelines](#)
- [Cold chain management](#)
- [Cubiko Blog: How Cubiko helps you deliver the flu vaccine](#)