



BNSSG
Training Hub

Prescribing Audit Search Guide for EMIS

Lily Dixon
BNSSG
AHP Education Lead





Background

The purpose of this guide is to instruct clinicians and practice admin staff on how to set up an individual clinician's independent prescribing search on the EMIS platform.

This search is designed to support the mandatory annual independent prescribing audit.

Once the search is created, it will be saved within the practice's EMIS folders and can be run at any time to gather the necessary information.



On the EMIS home page , **click** the main menu

The screenshot shows the EMIS web interface. A green arrow points to the main menu icon (a circle with 'emis' inside) in the top left corner. The interface includes a top navigation bar with links for SCR, Test Requests, Referrals, Documents, Medicine Management, and Lab Reports. A yellow status bar indicates that all resources are up to date. The main content area features the EMIS Web logo, version information, and a sign-up button for EMIS Academy. A 'Quick Launch Menu' on the right lists various functions like Care Record, Workflow, Appointments, Registration, and Reporting. A session holder configuration message is visible on the left.

emis

SCR - 39 Test Requests - 417 Referrals - 2 Documents - 13 Medicine Management - 1 Lab Reports - 14 (2)

✓ All resources (clinical templates, document templates, protocols and concepts) have downloaded and are up to date.

emisWeb

Ver: 9.25.4.0400 (Microsoft Windows 10 Enterprise 64 bit)
Last sign in: 29-Aug-2024 07:11
Last Local Backup: 30-Jun-2015 on 29-Jun-2015 10:17 [Run Backup](#)

Sign up to EMIS Academy
Browse our [interactive EMIS Web courses](#)

Session holder not configured

Click the Configure Session Holder button at the top of this section to configure your session holder.

Quick Launch Menu

Care Record

- Summary
- Medication
- Consultations
- Investigations

Workflow

- Workflow Manager

Appointments

- Appointment Book
- Planner

Registration

- Registration

Reporting

- Population Reporting



Scroll down to



“Reporting”

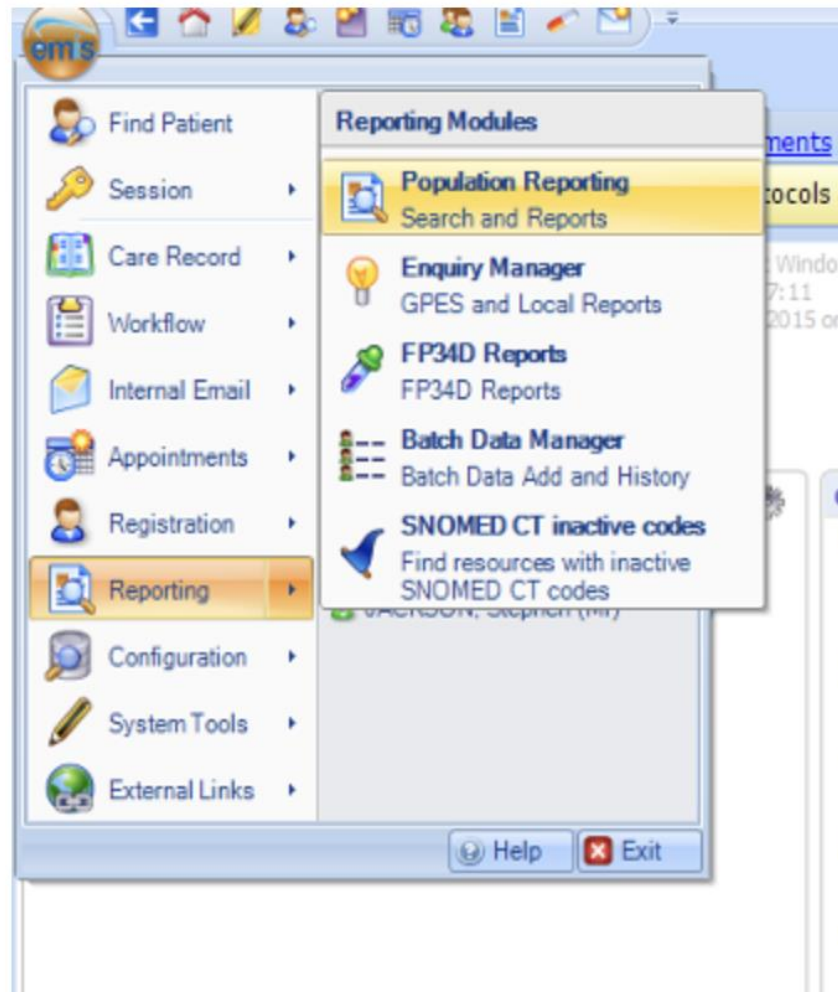


“Population Reporting”

(Search and Reports)



Double **Click** to Open





You should be taken to this view

Population Reporting Enquiry Manager FP34D Reports Batch Data Manager SNOMED CT inactive codes

EMIS X

SCB - 39 Test Requests - 417 Referrals - 2 Documents - 13 Medicine Management - 1 Lab Reports - 14 (2)

All resources (clinical templates, document templates, protocols and concepts) have downloaded and are up to date.

Name	Population Count	%	Last Run	Search Type	Scheduled	Code System
Running searches						
2020/21 OC Flu searches						
2021/22 OC Flu Searches						
2WW Referral Safety Net Searches						
amitriptyline and oxycodone						
Appointments Not Given						
Archived Flu searches						
Ardens						
Ardens Archive						
BNSSG ICB Pharmacist Data						
Cancer Review searches						
Cancer Screening Searches						
Care Planning						
Carers register						
Cat						
CGA						
CHICO Study						
Child Immunisations (overdue)						
Childhood Imms						
Continuity of Care						
Covid 19 searches						
COVID-19 (risk and infection)						
Cytology/smears						
Depression reviews						
Diabetes Minuteful Kidney						
Diabetes Treatment Team						

Details Definition Age / Sex Trend Population Included Population Excluded

No report selected

Ensure your
GP surgery is
highlighted

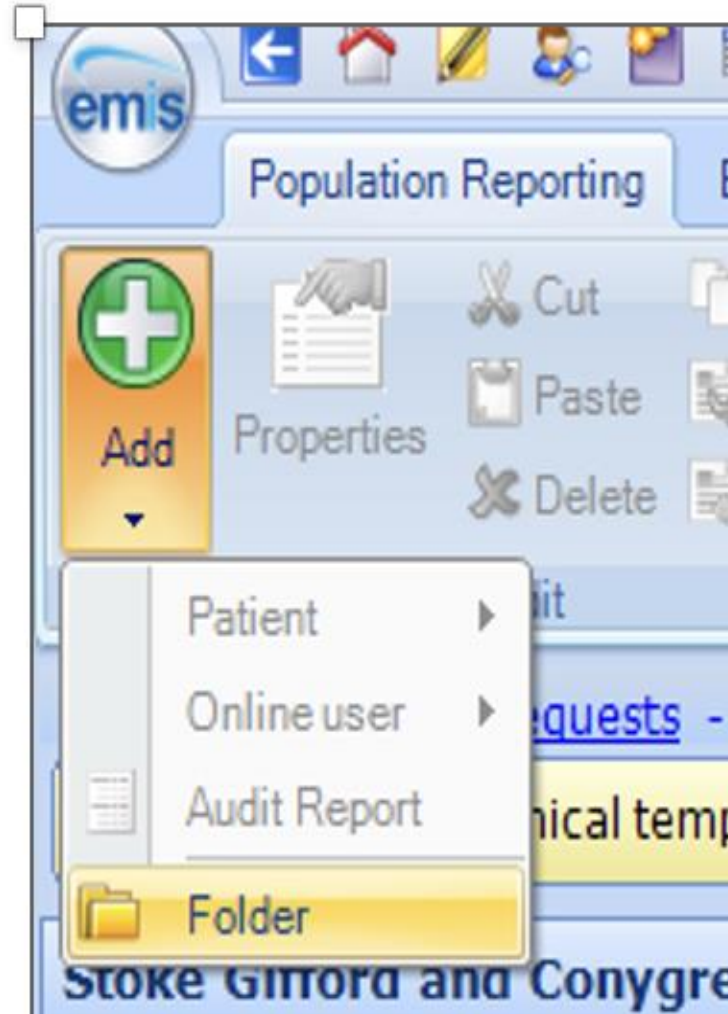


Press “Add”



Select “**Folder**”

(Title your folder
under your **Name**)

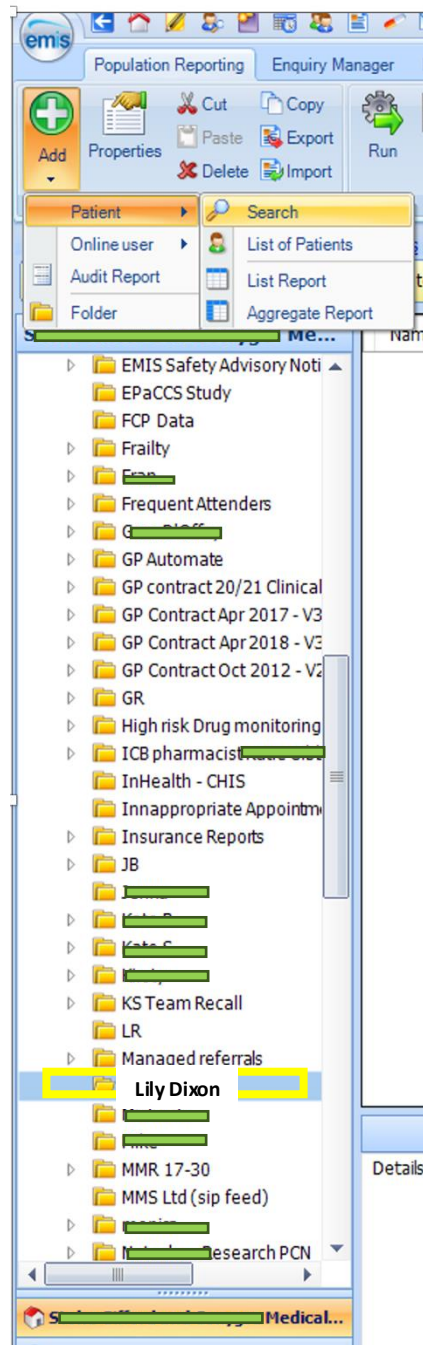




Find your
named folder



Select and
open



Once opened select
“Add”



Select **Patient**



Select **Search**



A New search box will
appear



Name your Search
(recommend "name IP Audit")

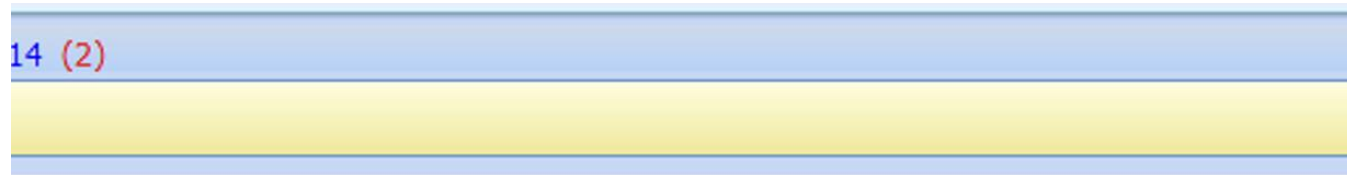


Press **"OK"**

The screenshot shows a 'New Search' dialog box with two tabs: 'Details' and 'Schedule'. The 'Details' tab is active. It contains a 'Name' field with the text 'Micky Mouse NMP Audit' and a larger 'Description' text area below it. At the bottom, there is an 'Opt out' section with a checkbox labeled 'Apply the National Data Opt-out'. Below that is a 'Based on:' section with three radio button options: 'Currently registered regular patients', 'All patients (including deducted, deceased, emergency etc.)' (which is selected), and 'Results from' followed by an empty text field and a search icon. At the very bottom are 'OK' and 'Cancel' buttons.



You have now created a “**Blank**” search



Micky Mouse NMP Audit

No Rules have been created.

At present this Search will return all Patients.

[Click here to begin adding Rules to this Search.](#)



Click here to add “**rules**” to your search so EMIS can search all the records for specific information

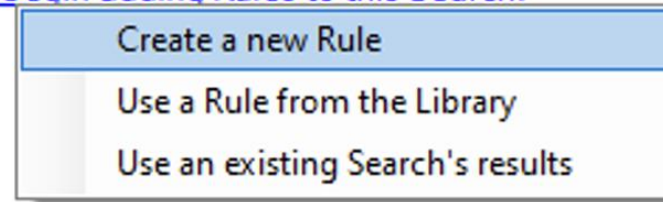


Micky Mouse NMP Audit

No Rules have been created.

At present this Search will return all Patients.

[Click here to begin adding Rules to this Search.](#)



Right Click and select
“Create a New Rule”




Micky Mouse NMP Audit

No Rules have been created.

Feature Builder ? X

Clear | Edit | Delete | Exclude | Linked Feature ▾ | # Count ▾

 [Click here to choose the type of Feature you would like to create.](#)

OK Cancel

Click here



Select



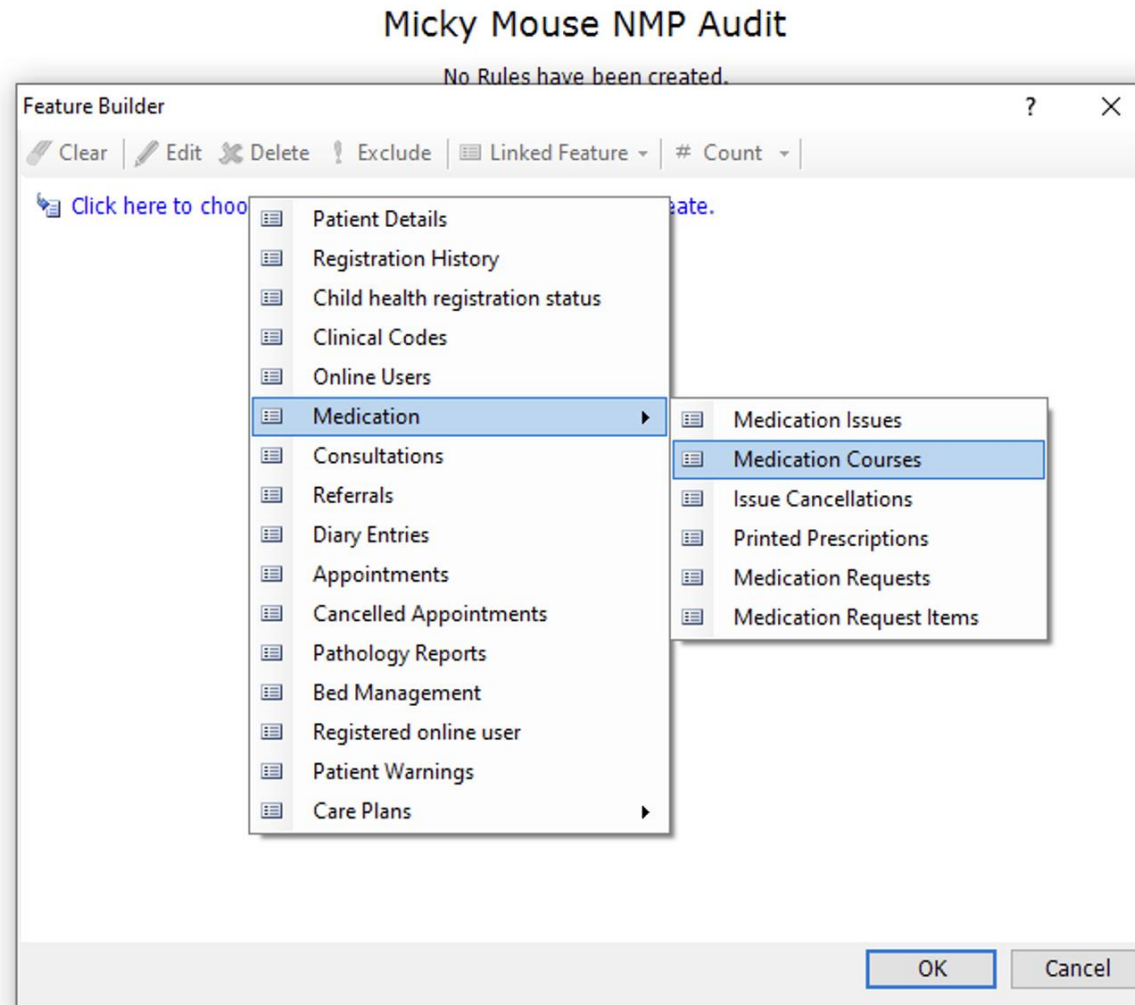
“Medication”



“Medication Courses”



Press **“OK”**





Micky Mouse NMP Audit

No Rules have been created.

Feature Builder

Clear | Edit | Delete | Exclude | Linked Feature | # Count

Include **Patients** with **Medication Courses** where:

[Click here to add Criteria to this Feature](#)

At present this feature will include all Medication Courses that meet the criteria defined above.
[Click here to order, restrict and/or perform checks on the resulting Medication Courses.](#)

OK Cancel

Click here to add
another rule



Select



“Drug”



“New Code List”

Micky Mouse NMP Audit

No Rules have been created.

Feature Builder

Clear | Edit | Delete | Exclude | Linked Feature | # Count

Include **Patients** with **Medication Courses** where:

[Click here to add Criteria to this Feature](#)

At present this feature will include:

[Click here to order, restrict or filter](#)

Drug

- # Quantity
- Course Status (Current, Past etc)
- Prescription Type
- Date Drug Added
- Review Date
- Expiry Date
- # Number of Issues in Course
- First Issue Date in Course
- Most Recent Issue Date in Course
- Most Recent Issue Method in Course
- Privately Prescribed
- Personally Administered
- Audit Trail Date
- Online Visible
- Withdrawn status
- Non dm+d product
- Audit User Details
- Linked Problems
- User Details

New Code List

Library Code List

OK Cancel



You will taken to this view

(you want to make sure every item you have prescribed comes up in your audit)

Select
“Groups”



Press “OK”

Code Selector

Search

Type **Groups** Ingredients Approved names

Search Results

Related codes

EMIS Drug Terms

- All Groups
 - Anaesthesia
 - Appliances
 - Cardiovascular System Drugs
 - Central Nervous System Drugs
 - Dressings
 - Drugs Acting On The Ear ,Nose And Oropharynx
 - Drugs Acting On The Eye

Selected codes

- All Groups
 - ☒ Anaesthesia
 - ☒ Appliances
 - ☒ Cardiovascular System Drugs
 - ☒ Central Nervous System Drugs
 - ☒ Dressings
 - ☒ Drugs Acting On The Ear ,Nose And Oropharynx
 - ☒ Drugs Acting On The Eye
 - ☒ Drugs Acting On The Skin
 - ☒ Drugs For Obstetric,Gynaecology, And Urinary Tract Disorders
 - ☒ Drugs Used In Disorders Of The Endocrine System
 - ☒ Drugs Used In Malignant Disease And Immunosuppression
 - ☒ Drugs Used In Musculoskeletal And Joint Diseases
 - ☒ Drugs Used In The Treatment Of Infections

Drug information

OK Cancel



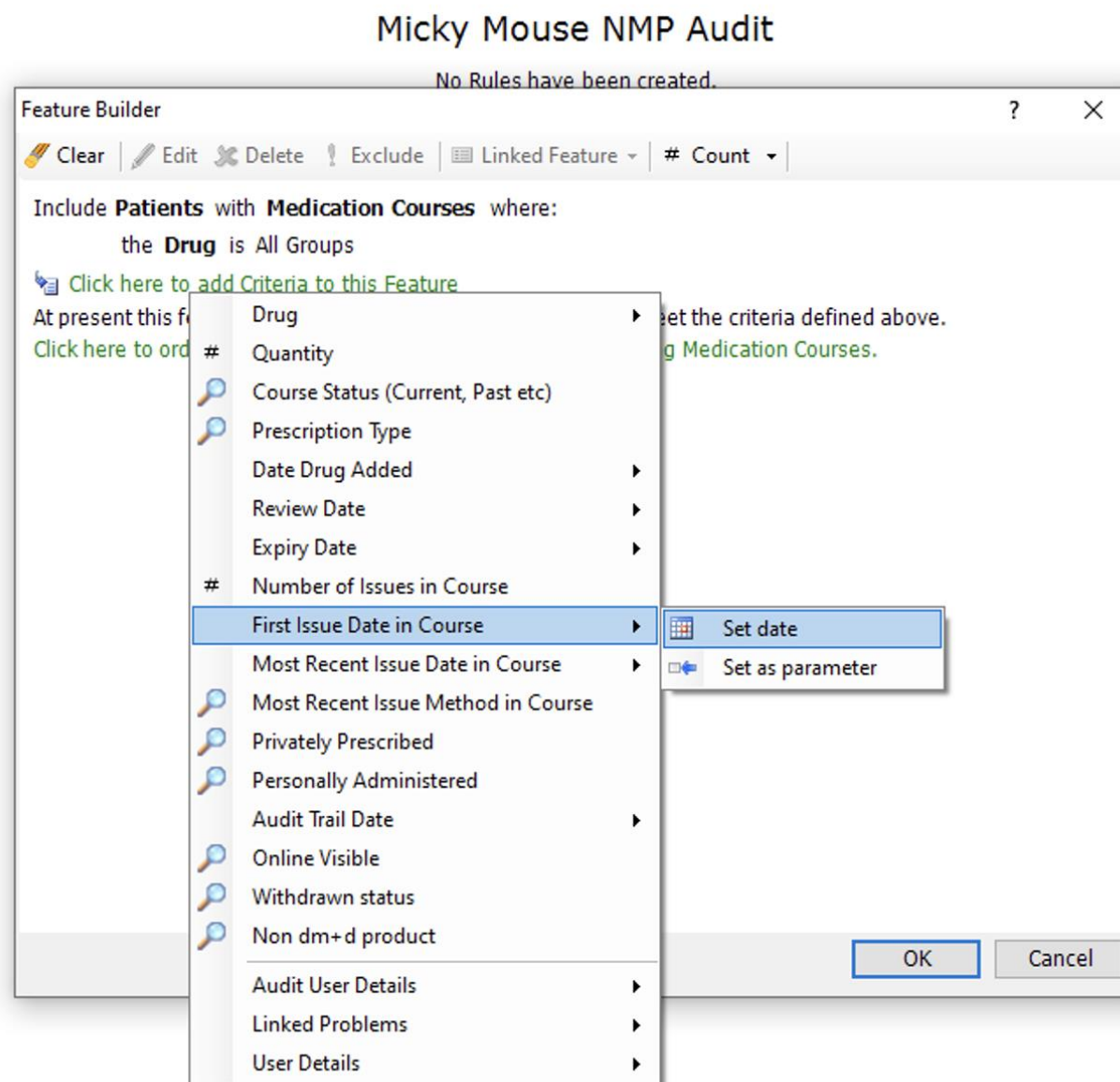
Click here to
“add feature”



Select
“First issue date”



Select
“Set Date”





It will automatically set the search from the date you create this search.



Ensure you have Selected



1 years Before



Press **"OK"**

Micky Mouse NMP Audit

No Rules have been created.

Feature Builder

Clear Edit Delete Exclude Linked Feature # Count

Include Patients with Medication Courses where:

First Issue Date in Course Criteria

First Issue Date in Course is after

☐ The search date

☐ date of 30-Aug-2024

☒ 1 years before the search date

☐ last week

☐ and before

☐ The search date

☐ date of 30-Aug-2024

☒ 1 years before the search date

If this was run on 30-Aug-2024, this would become "After 30-Aug-2023"

OK Cancel

OK Cancel

*Each time you run a future search, it will provide a year's worth of data starting from the date you execute the search, not from the original date you set it up



Click here to
“add feature”



Select
“User Details”



Select
“User”

Micky Mouse NMP Audit

No Rules have been created.

Feature Builder

Clear | Edit | Delete | Exclude | Linked Feature | # Count

Include **Patients** with **Medication Courses** where:
the **Drug** is All Groups
and the **First Issue Date in Course** is after 1 year before the search date

[Click here to add Criteria to this Feature](#)
At present this feature will include:
[Click here to order, restrict and](#)

- Drug
- # Quantity
- Course Status (Current, Past etc)
- Prescription Type
- Date Drug Added
- Review Date
- Expiry Date
- # Number of Issues in Course
- First Issue Date in Course
- Most Recent Issue Date in Course
- Most Recent Issue Method in Course
- Privately Prescribed
- Personally Administered
- Audit Trail Date
- Online Visible
- Withdrawn status
- Non dm+d product
- Audit User Details
- Linked Problems
- User Details

OK Cancel

User
Forenames
Surname



Search for yourself
(or named IP)



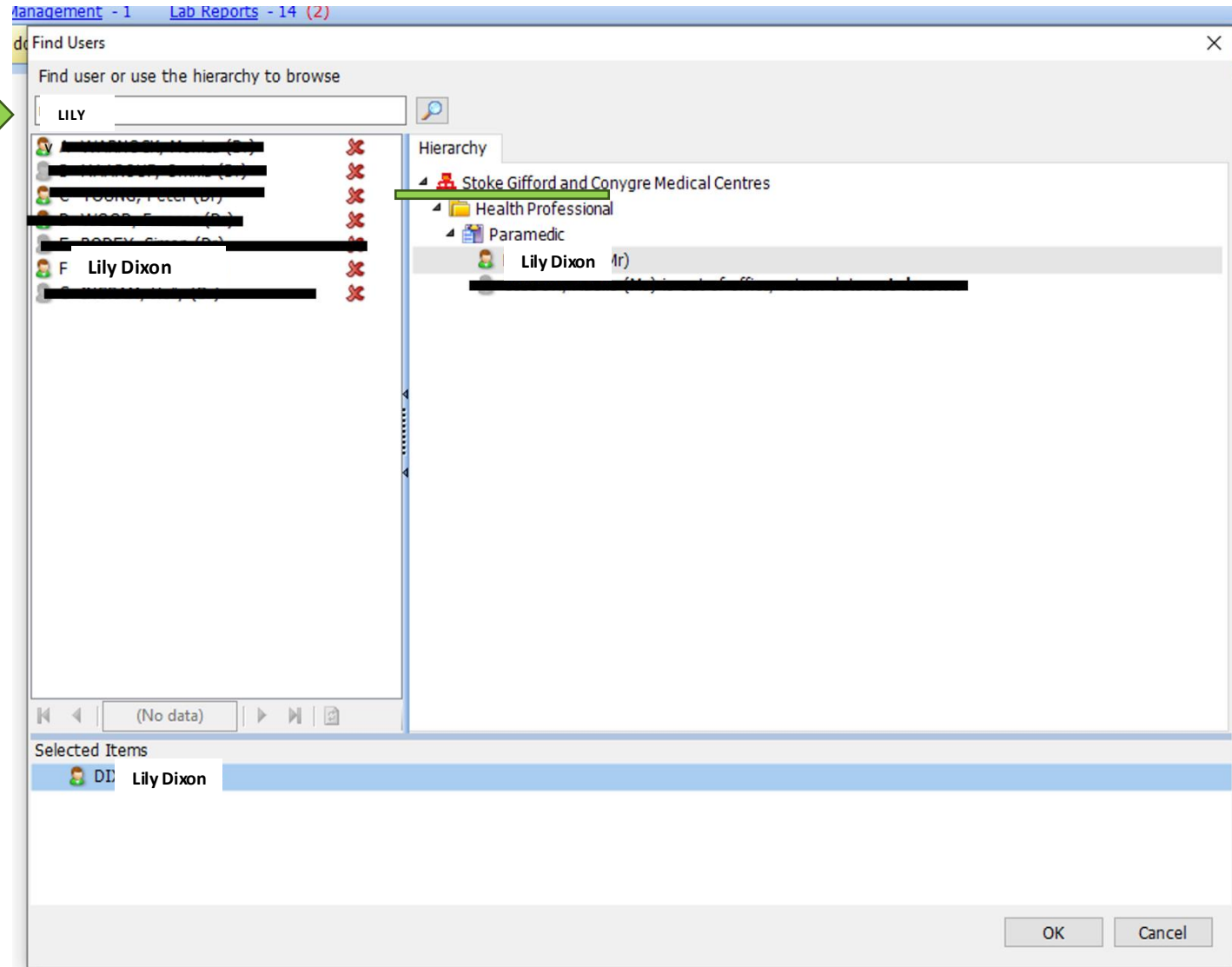
Click on your **name**
(or named IP)



Ensure Your name is
showing in
“Selected items”



Press “OK”

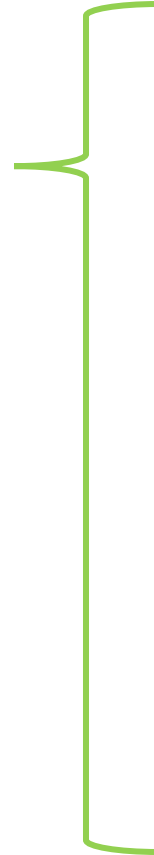




You should now
have this view



Press “OK”



Micky Mouse NMP Audit

No Rules have been created.

Feature Builder

Clear | Edit | Delete | Exclude | Linked Feature | # Count

Include **Patients** with **Medication Courses** where:
the **Drug** is All Groups
and the **First Issue Date in Course** is after 1 year before the search date
and the **User Details' User** is Lily Dixon

[Click here to add Criteria to this Feature](#)
At present this feature will include all Medication Courses that meet the criteria defined above.
[Click here to order, restrict and/or perform checks on the resulting Medication Courses.](#)

OK Cancel



Press
“Save and Run”

emiss

Population Reporting Enquiry Manager FP34D Reports Batch Data Manager SNOMED CT inactive codes Micky Mouse NMP Audit

Save and Run Save and Close Close Properties Clear Move Up Move Down Edit Delete Copy Paste And Or Score

Search Rule / Feature Rule Type

SCR - 39 Test Requests - 417 Referrals - 2 Documents - 13 Medicine Management - 1 Lab Reports - 14 (2)

✓ All resources (clinical templates, document templates, protocols and concepts) have downloaded and are up to date.

Micky Mouse NMP Audit

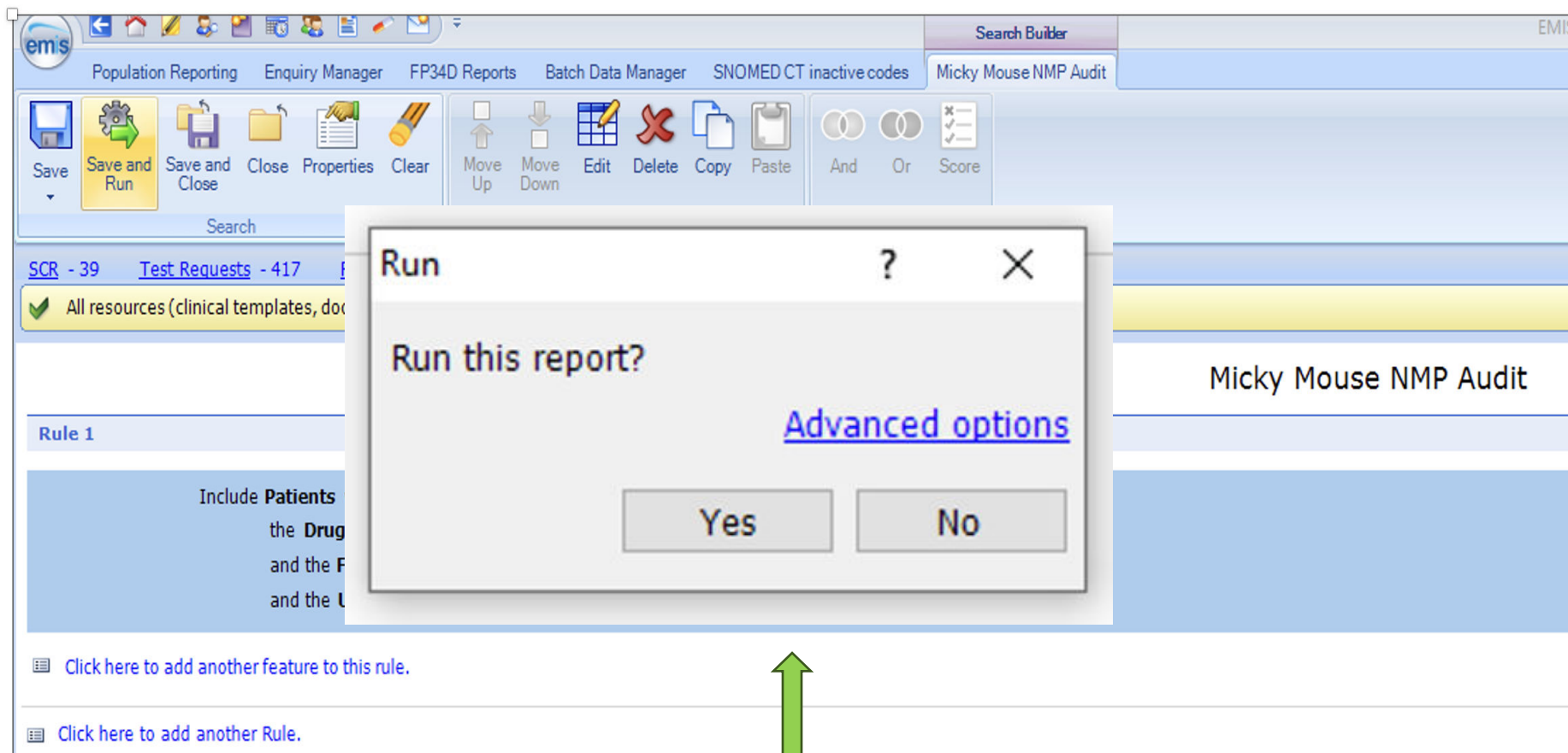
Rule 1

Include **Patients** with **Medication Courses** where:

- the **Drug** is All Groups
- and the **First Issue Date in Course** is after 1 year before the search date
- and the **User Details' User** is DIXON, Matt (Mr)

[Click here to add another feature to this rule.](#)

[Click here to add another Rule.](#)



Press
"Yes"



You now have your
basic IP audit in
your folder.



The screenshot shows the BNSSG software interface. The left pane displays a folder tree with 'Micky Mouse NMP Audit' selected. The right pane shows the details for this audit.

Name	Population Count	%	Last Run	Search Type	Scheduled	Code System
Micky Mouse NMP Audit	1137	2%	30-Aug-2024	Patient		N/A

Micky Mouse NMP Audit

Details | Definition | Age / Sex | Trend | Population Included | Population Excluded

Parent Population: All patients (including deducted, deceased, emergency etc.)

Code System: N/A

Author: [Redacted] | Date Modified: 30-Aug-2024

Last Run: 30-Aug-2024 10:34 | Relative Date: 30-Aug-2024 10:34

Population Count	Parent	%	Excluded
1137	63140	2%	62003



You can run this audit anytime
to get a year's worth of data
from the search date



To get a Report



Press **"Auto"**





Press **"Yes"**

The screenshot shows the BNSSG software interface. The 'Auto' button in the 'Run Report' section is circled in red. A red arrow points from the 'Auto' button to the 'Run' dialog box. The dialog box asks 'Run this report?' and has 'Yes', 'No', and 'Cancel' buttons. The 'Advanced options' link is also visible.

Name	Population Count	%	Last Run	Search Type	Scheduled	Code System
Micky Mouse NMP Audit	1137	2%	30-Aug-2024	Patient		N/A



Name	Population Count	%	Last Run	Search Type	Scheduled	Code System
 Micky Mouse NMP Audit			Queued	Patient		N/A
 Micky Mouse NMP Audit Auto Report			Queued	Patient		N/A



To view your Report



Select the report and double click



To include the
coded problem
in your report,
you can edit the
report by
Selecting



“Edit Report”

Micky Mouse NMP Audit Auto Report

Parent Population: Micky Mouse NMP Audit
Last Run: 30-Aug-2024 10:35 Relative Date: 30-Aug-2024 10:35

Population Count	Males	Females
1137	577	560

Patient Details					Medication Courses				
EMIS Number	Full Name	Age	Date of Birth	Gender	Name, Dosage and Quantity	Course Status (Current, Past etc)	Most Recent Issue Date in Course	First Issue Date in Course	User Details' User
89	*****	57	07-Jun-1967	Male	Allopurinol 100mg tablets	Current	31-Jul-2024	31-Jul-2024	Mickey Mouse
108	*****	41	03-Aug-1983	Male	Miconazole 2% cream	Past	18-Oct-2023	18-Oct-2023	Mickey Mouse
153	*****	72	02-Jul-1952	Female	Amoxicillin 500mg capsules	Past	21-Dec-2023	21-Dec-2023	Mickey Mouse
249	*****	76	20-Feb-1948	Male	Amoxicillin 500mg capsules	Past	20-Oct-2023	20-Oct-2023	Mickey Mouse
403	*****	83	22-Apr-1941	Female	Mometasone 50micrograms/dose nasal spray	Past	12-Oct-2023	12-Oct-2023	Mickey Mouse



SCR - 39 Test Requests - 417 Referrals - 2 Documents - 13 Medicine Management - 1 Lab Reports - 14 (2)

✓ All resources (clinical templates, document templates, protocols and concepts) have downloaded and are up to date.

Patient Details

- ☒ EMIS Number
- ☐ Anonymised Identifier
- ☒ Full Name
- ☐ Reporting Reference Number
- ☐ Title
- ☐ Given Name
- ☐ Family Name
- ☐ Previous Family Name
- ☐ Calling Name
- ☒ Age
- ☒ Date of Birth
- ☒ Gender

Usual GP

- ☐ Registration Status
- ☐ Patient Type
- ☐ Registration Date
- ☐ GP Links Registration Status
- ☐ NHS Number
- ☐ CHI Number
- ☐ Hospital Number

Contact Details

- ☐ Communication Methods
- ☐ Ethnic Origin
- ☐ Country Of Birth
- ☐ Date of Entry to UK
- ☐ Main Spoken Language
- ☐ Interpreter Required
- ☐ Marital Status
- ☐ Religion
- ☐ Nationality
- ☐ Date of Death
- ☐ Has Carer
- ☐ Has NHS Number
- ☐ Has CHI Number
- ☐ Has Hospital Number
- ☐ Patient Warnings
- ☐ Medication Review Date
- ☐ Dispensing Patient
- ☐ Transport Needs
- ☐ Advocacy Needs
- ☐ Records At
- ☐ Current School

Micky Mouse NMP Audit Auto Report

Patient Details

Columns

EMIS Number	Full Name	Age	Date of Birth	Gender
-------------	-----------	-----	---------------	--------

Criteria

Criteria is not supported for this table

Sorting

Drag columns here to sort

Medication Courses

Columns

Name, Dosage and Quantity	Course Status (Current, Past etc)	Most Recent Issue Date in Course	First Issue Date in Course	User Details' Full Name
---------------------------	-----------------------------------	----------------------------------	----------------------------	-------------------------

Criteria

Include **Medication Courses** where:

the **Drug** is All Groups

and the **First Issue Date in Course** is after 1 year before the search date

and the **User Details' User** is [REDACTED]

Sorting

Drag columns here to sort

You will be Taken to this view



Then select the
“**Linked Problem**”
drop down menu



Select
“**Associated Text**”



Medication Courses

☒ Columns
☐ Count
☐ Exists

☐ Have Drug Header
☐ Review Date
☐ Expiry Date
☐ Pharmacy Text
☐ Number of Issues in Course
☒ First Issue Date in Course
☒ Most Recent Issue Date in Course
☐ Most Recent Issue Method in Course
☐ Privately Prescribed
☐ Personally Administered

Linked Problems

☐ Clinical Code ID
☐ Legacy Clinical Code
☐ Read Code
☐ Concept ID
☐ Description ID
☐ Date
☒ Code Term
☒ Associated Text
☐ Episode (First, New...)
☐ Problem Status (Active, Past...)
☐ Problem Significance
☐ Problem End Date
☐ Value
☐ Unit of Measure
☐ Secondary Value
☐ Secondary Value Unit of Measure
☐ Default Normal Range

Micky Mouse NMP Audit Auto Report

Patient Details

Columns

EMIS Number ☐ Age ☐ Date of Birth ☐ Gender ☐

Criteria

Criteria is not supported for this table

Sorting

Drag columns here to sort

Medication Courses

Columns

Name, Dosage and Quantity ☐ Course Status (Current, Past etc) ☐ Most Recent Issue Date in Course ☐ First Issue Date in Course ☐ User Details' Full Name ☐ Linked Problems' Code Term ☐ Linked Problem Associated Text ☐

Criteria

Include **Medication Courses** where:
the **Drug** is All Groups
and the **First Issue Date in Course** is after 1 year before the search date
and the **User Details' User** is [REDACTED]

Sorting

Drag columns here to sort

1st Click on the “**Medication Courses**” Box and ensure the header is highlight **blue**







Press
“Save and Run”

The screenshot shows the emis software interface. The top menu bar includes 'Reporting', 'Enquiry Manager', 'FP34D Reports', 'Batch Data Manager', 'SNOMED CT inactive codes', and 'Micky Mouse NMP'. Below the menu bar is a toolbar with various icons. The 'Save and Run' icon, which depicts a gear with a green arrow, is highlighted with a red rectangular box. A red arrow points from the text 'Press “Save and Run”' to this icon. Other icons in the toolbar include 'Save', 'Save and Close', 'Close', 'Properties', 'Add', 'Rename', 'Add', 'Edit', and 'Delete'. Below the toolbar, there is a status bar showing 'All resources (clinical templates, document templates, protocols and concepts) have downloaded and are up to date.' At the bottom, there is a section titled 'Medication Courses' with radio buttons for 'Columns', 'Count', and 'Exists'. To the right of this section, the text 'Micky Mouse NMP Audit Auto Report' is displayed.



Name	Population Count	%	Last Run	Search Type	Scheduled	Code System
 Micky Mouse NMP Audit			Queued	Patient		N/A
 Micky Mouse NMP Audit Auto Report			Queued	Patient		N/A



To view your Updated Report



Select the **“Report”** and **“Double click”** to open



You now want to
Export your
report



Press **“Export”**



Select **“Excel”**



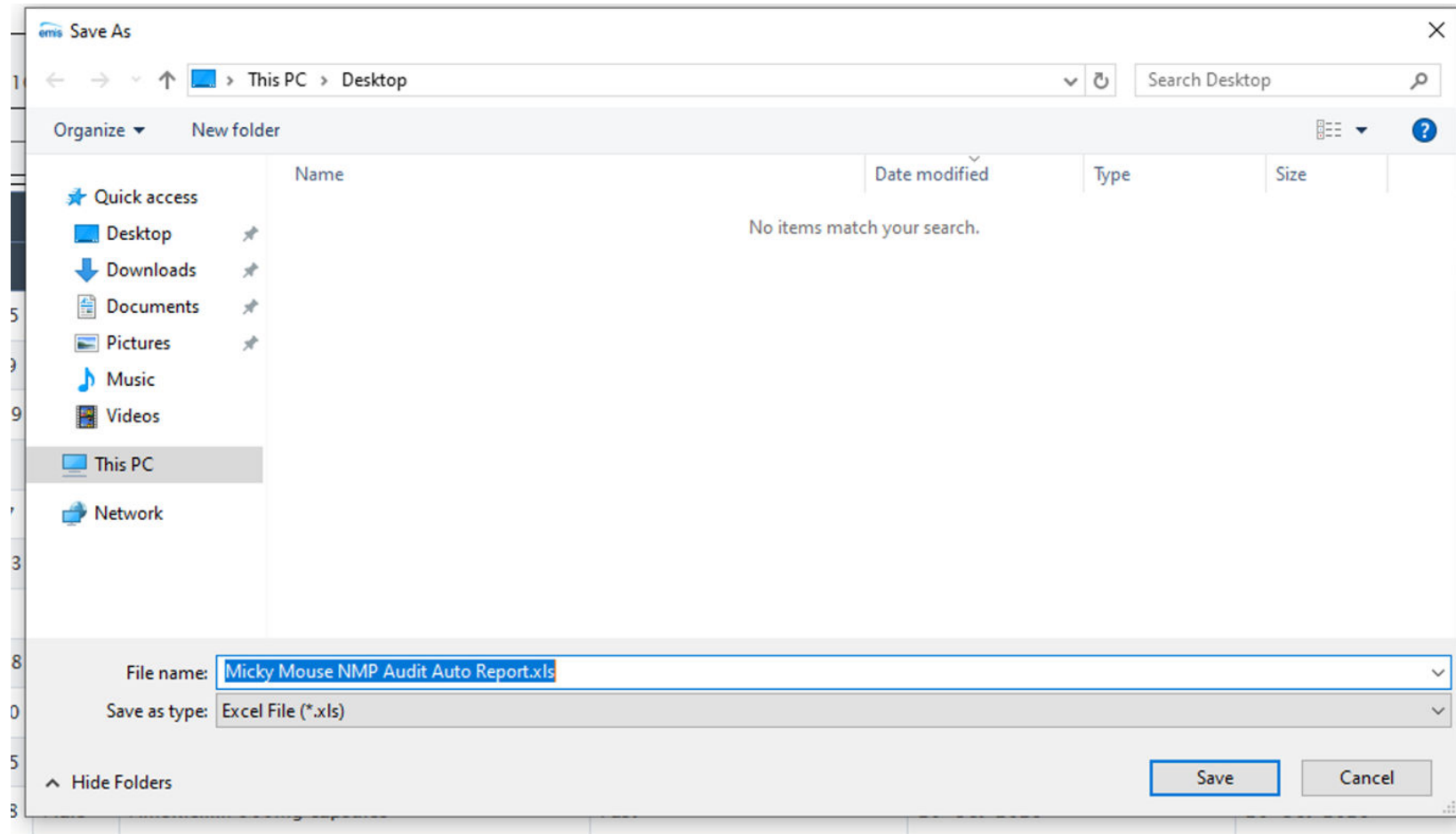
Press **“OK”**

Micky Mouse NMP Audit Auto Report

Parent Population: Micky Mouse NMP Audit
Last Run: 30-Aug-2024 10:35 Relative Date: 30-Aug-2024 10:35

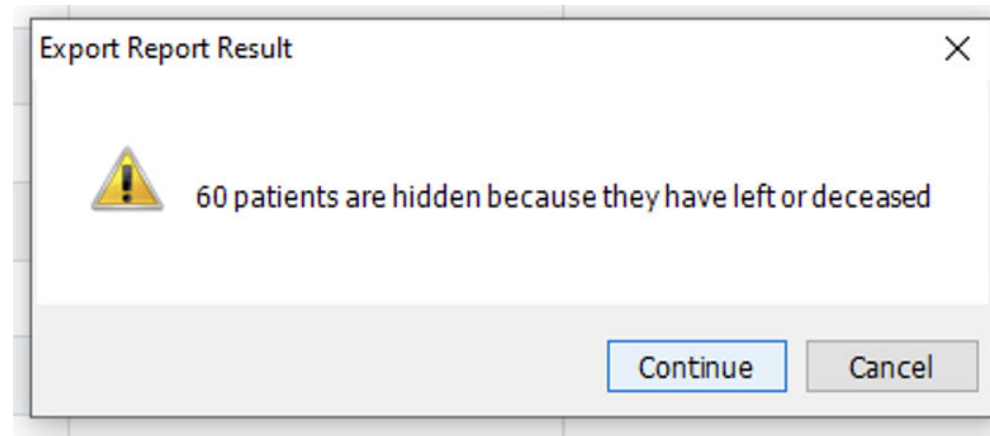
Population Count	Males	Females
1137	577	560

Patient Details					Medication Courses				
EMIS Number	Full Name	Age	Date of Birth	Gender	Name, Dosage and Quantity	Course Status (Current, Past etc)	Most Recent Issue Date in Course	First Issue Date in Course	User Details' User
				Female	Rivaroxaban 15mg tablets	Past		14-Mar-2024	
				Male	Fluconazole 50mg capsules	Past		22-May-2024	
				Female	Epimax oatmeal cream (Aspire Pharma Ltd)	Past		10-Apr-2024	
					Epimax original cream (Aspire Pharma Ltd)	Past		04-Apr-2024	
				Male	Allopurinol 100mg tablets	Current		31-Jul-2024	
				Male	Miconazole 2% cream	Past		18-Oct-2023	
				Female	Amoxicillin 500mg capsules	Past		21-Dec-2023	
				Male	Flucloxacillin 500mg capsules	Past	31-Aug-2023	31-Aug-2023	
				Male	Otomize ear spray (Teva UK Ltd)	Past	02-May-2024	02-May-2024	
				Female	Flucloxacillin 500mg capsules	Past	28-Jun-2024	28-Jun-2024	
				Male	Amoxicillin 500mg capsules	Past	20-Oct-2023	20-Oct-2023	
					Doxycycline 100mg capsules	Past	04-Oct-2023	04-Oct-2023	
					Doxycycline 100mg capsules	Past	21-Mar-2024	21-Mar-2024	
					Prednisolone 5mg tablets	Past	04-Oct-2023	04-Oct-2023	
					Prednisolone 5mg tablets	Past	21-Mar-2024	21-Mar-2024	
				Male	Amoxicillin 500mg capsules	Past	31-Jul-2024	31-Jul-2024	
				Female	Mometasone 50micrograms/dose nasal spray	Past	12-Oct-2023	12-Oct-2023	
				Male	Fluconazole 150mg capsules	Past	21-Dec-2023	21-Dec-2023	



Save the Report onto your Work Computer ("Name" IP audit "date")

Remember, this report contains patient data. Do not export it to a private device unless it's encrypted or all patient-identifiable information has been removed.



You may get this Pop Up



Select **“Continue”**



You will now have an Excel report that gives you:

- **EMIS Number**
- **Full Name**
- **Age**
- **DOB**
- **Gender**
- **Drug name, Dosage , Quantity**
- **Issue date**
- **Any linked problem**

Report Name: Micky Mouse NMP Audit Auto Report										
Parent Population: Micky Mouse NMP Audit										
Last Run: 30-Aug-2024 10:38										
Population Count: 1137										
Males: 577										
Females: 560										
Patient Details					Medication Courses					
EMIS Number	Name	Age	Date of Birth	Gender	Name, Dosage and Quantity	Course Status (Current, Past etc)	Most Recent Issue Date in Course	First Issue Date in Course	User Details' User	Linked Problems' Code Term
89	*****	57	07-Jun-1967	Male	Allopurinol 100mg tablets	Current	31-Jul-2024	31-Jul-2024	Mickey Mouse	Gout
108	*****	41	03-Aug-1983	Male	Miconazole 2% cream	Past	18-Oct-2023	18-Oct-2023	Mickey Mouse	Tinea cruris
153	*****	72	02-Jul-1952	Female	Amoxicillin 500mg capsules	Past	21-Dec-2023	21-Dec-2023	Mickey Mouse	Lower respiratory tract infection
249	*****	76	20-Feb-1948	Male	Amoxicillin 500mg capsules	Past	20-Oct-2023	20-Oct-2023	Mickey Mouse	Acute exacerbation of chronic obstructive airways disease
403	*****	83	22-Apr-1941	Female	Mometasone 50micrograms/dose nasal spray	Past	12-Oct-2023	12-Oct-2023	Mickey Mouse	Eustachian tube dysfunction



HOW DO I RUN THIS SEARCH IN THE FUTURE?

- Your search, along with all saved parameters, will remain in your named folder on EMIS.
- Simply locate **your folder** (see next page)
- Select the search and click '**Run Report.**'
- **Export** the report and **save** it to your work computer
- This search will stay on EMIS until deleted by admin.



On the EMIS home page , “Click” the main menu

The screenshot shows the EMIS web interface. A green arrow points to the main menu icon (a circle with 'emis' inside) in the top left corner. The interface includes a top navigation bar with links for SCR, Test Requests, Referrals, Documents, Medicine Management, and Lab Reports. A yellow status bar indicates that all resources are up to date. The main content area features the EMIS Web logo, version information, and a sign-up button for EMIS Academy. A 'Quick Launch Menu' on the right lists various functions like Care Record, Workflow, Appointments, Registration, and Reporting. A session holder configuration message is displayed on the left.

emis

SCR - 39 Test Requests - 417 Referrals - 2 Documents - 13 Medicine Management - 1 Lab Reports - 14 (2)

✓ All resources (clinical templates, document templates, protocols and concepts) have downloaded and are up to date.

emisWeb

Ver: 9.25.4.0400 (Microsoft Windows 10 Enterprise 64 bit)
Last sign in: 29-Aug-2024 07:11
Last Local Backup: 30-Jun-2015 on 29-Jun-2015 10:17 [Run Backup](#)

Sign up to EMIS Academy
Browse our [interactive EMIS Web courses](#)

Session holder not configured

Click the Configure Session Holder button at the top of this section to configure your session holder.

Quick Launch Menu

Care Record

- Summary
- Medication
- Consultations
- Investigations

Workflow

- Workflow Manager

Appointments

- Appointment Book
- Planner

Registration

- Registration

Reporting

- Population Reporting



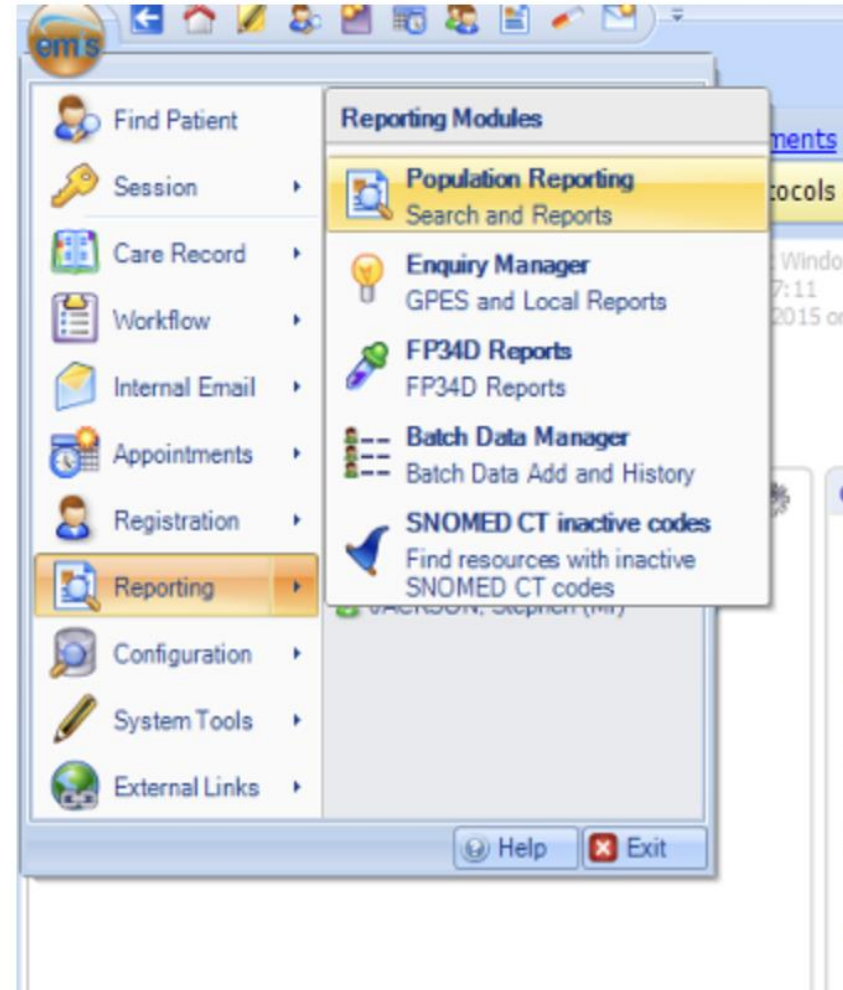
Scroll down to



“Reporting”



“Population Reporting”
(Search and Reports)





You should be taken to this view

Find your
named **folder**



Select and open



Click on your
search



Press **“Run”**



Select **“Yes”**

The screenshot shows the EMIS Web Health Care System interface. The top toolbar has a 'Run' button highlighted with a yellow box. The left sidebar shows a tree view of folders, with 'Lily Dixon' highlighted. The main area displays a table with the following data:

Name	Population Count	%	Last Run	Search Type	Scheduled	Code System
Micky Mouse NMP Audit	1137	2%	30-Aug-2024	Patient		N/A

A 'Run' dialog box is open, asking 'Run this report?' with 'Yes', 'No', and 'Cancel' buttons. The 'Yes' button is highlighted. Below the table, the 'Micky Mouse NMP Audit' details are shown, including 'All patients (including deducted, deceased, emergency etc.)' and a table with the following data:

Population Count	Parent	%	Excluded
1137	63140	2%	62003



To export your
report



Press **“Export”**



Select **“Excel”**



Press **“OK”**

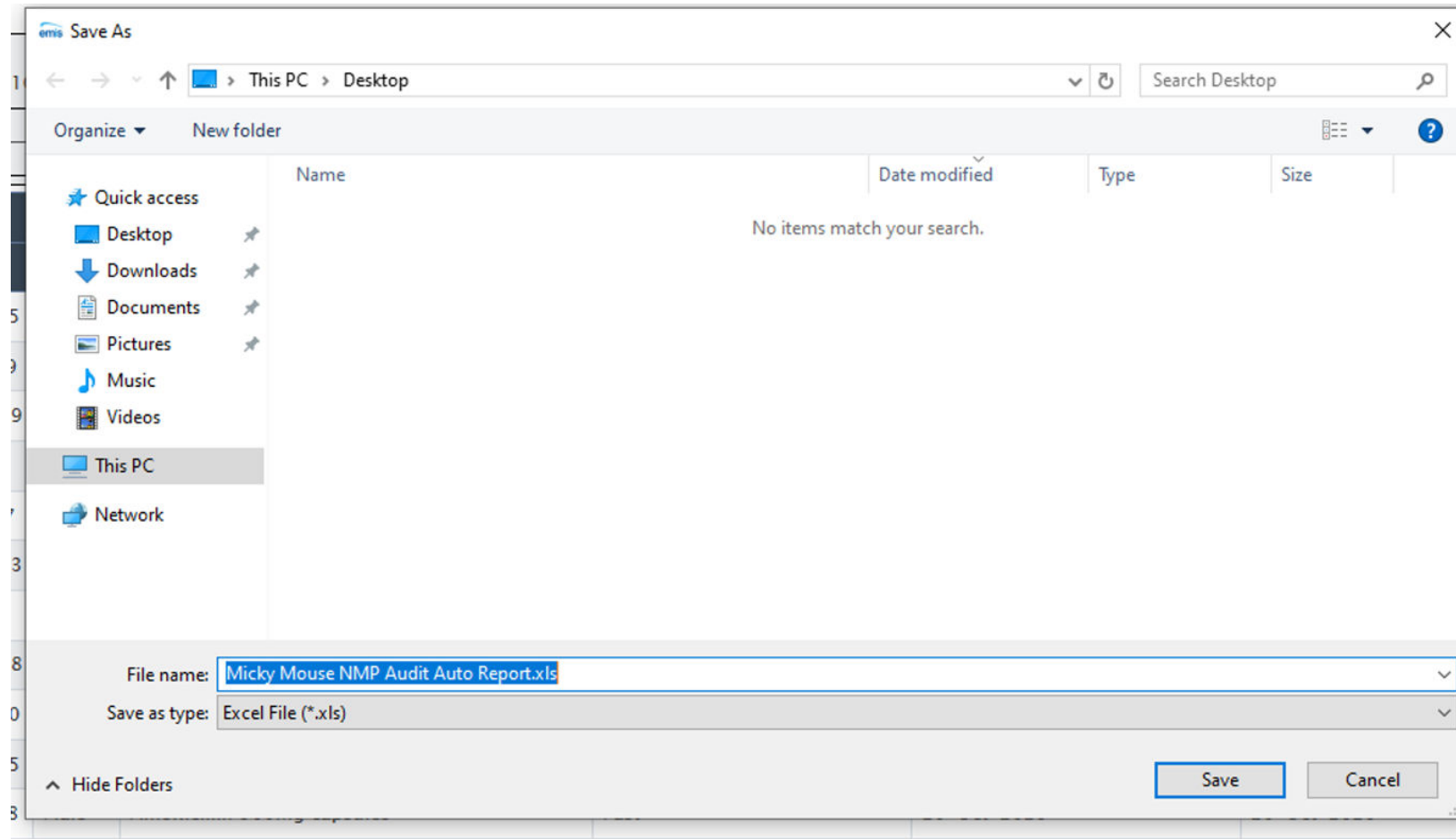
The screenshot shows the EMIS Micky Mouse NMP Audit Auto Report interface. The 'Export' button in the top toolbar is highlighted with a red box and a red arrow. An 'Export Report' dialog box is open, showing 'Excel' as the selected export format. A red arrow points to the 'OK' button in the dialog box.

Micky Mouse NMP Audit Auto Report

Parent Population: Micky Mouse NMP Audit
Last Run: 30-Aug-2024 10:35 Relative Date: 30-Aug-2024 10:35

Population Count	Males	Females
1137	577	560

Patient Details					Medication Courses				
EMIS Number	Full Name	Age	Date of Birth	Gender	Name, Dosage and Quantity	Course Status (Current, Past etc)	Most Recent Issue Date in Course	First Issue Date in Course	User Details' User
				Female	Rivaroxaban 15mg tablets	Past		14-Mar-2024	
				Male	Fluconazole 50mg capsules	Past		22-May-2024	
				Female	Epimax oatmeal cream (Aspire Pharma Ltd)	Past		10-Apr-2024	
					Epimax original cream (Aspire Pharma Ltd)	Past		04-Apr-2024	
				Male	Allopurinol 100mg tablets	Current		31-Jul-2024	
				Male	Miconazole 2% cream	Past		18-Oct-2023	
				Female	Amoxicillin 500mg capsules	Past		21-Dec-2023	
				Male	Flucloxacillin 500mg capsules	Past	31-Aug-2023	31-Aug-2023	
				Male	Otomize ear spray (Teva UK Ltd)	Past	02-May-2024	02-May-2024	
				Female	Flucloxacillin 500mg capsules	Past	28-Jun-2024	28-Jun-2024	
				Male	Amoxicillin 500mg capsules	Past	20-Oct-2023	20-Oct-2023	
					Doxycycline 100mg capsules	Past	04-Oct-2023	04-Oct-2023	
					Doxycycline 100mg capsules	Past	21-Mar-2024	21-Mar-2024	
					Prednisolone 5mg tablets	Past	04-Oct-2023	04-Oct-2023	
					Prednisolone 5mg tablets	Past	21-Mar-2024	21-Mar-2024	
				Male	Amoxicillin 500mg capsules	Past	31-Jul-2024	31-Jul-2024	
				Female	Mometasone 50micrograms/dose nasal spray	Past	12-Oct-2023	12-Oct-2023	
				Male	Fluconazole 150mg capsules	Past	21-Dec-2023	21-Dec-2023	



Save the Report onto your Work Computer
("Name" IP audit "date")



BNSSG Training Hub

Lily.dixon2@nhs.net

Thank you for listening.

www.bnssgtraininghub.com



BNSSG_Thub



lily_crumpets

