



BNSSG
Training Hub

Prescribing Audit Search Guide for EMIS

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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. At the top, a navigation bar contains links for [SCR - 39](#), [Test Requests - 417](#), [Referrals - 2](#), [Documents - 13](#), [Medicine Management - 1](#), and [Lab Reports - 14 \(2\)](#). Below this is a yellow status bar with a green checkmark and the text: "All resources (clinical templates, document templates, protocols and concepts) have downloaded and are up to date." The main header area features the **emisWeb** logo on the left, system information in the center (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](#)), and a "Sign up to EMIS Academy" button on the right with the text "Browse our [interactive EMIS Web courses](#)".

On the left side, there is a notification box titled "Session holder not configured" with a clock icon and a gear icon. The text inside reads: "Click the Configure Session Holder button at the top of this section to configure your session holder." A green arrow from the text above points to the "emis" logo in the browser's address bar.

On the right side, there is a "Quick Launch Menu" with the following items:

- Care Record
 - Summary
 - Medication
 - Consultations
 - Investigations
- Workflow
 - Workflow Manager
- Appointments
 - Appointment Book
 - Planner
- Registration
 - Registration
- Reporting
 - Population Reporting



Scroll down to



“Reporting”

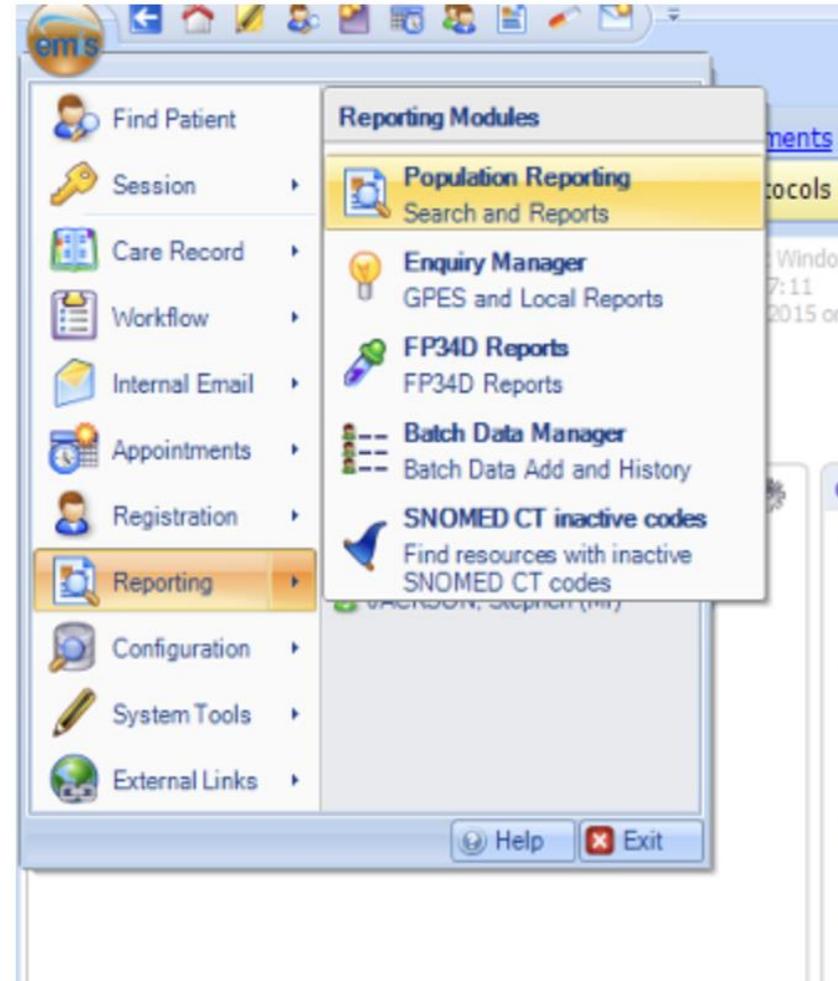


“Population Reporting”

(Search and Reports)



Double **Click** to Open





You should be taken to this view

EMIS

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

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 Safty Net Searches						
amitriptyline and oxycodone						
Appointments Not Given						
Archived Flu searches						
Ardens						
Ardens Archive						
BNSSG ICB Pharmacist D						
Cancer Review searches						
Cancer Screening Searches						
Care Planning						
Carers register						
Cat						
CGA						
CHICO Study						
Child Immunisations (ove						
Childhood Imms						
Childhood immunisation						
Continuity of Care						
Covid 19 searches						
COVID-19 (risk and inf sta						
Cytology/smears						
Depression reviews						
Diabetes Minuteful Kidne						
Diabetes Treatment Tarn						

Details Definition Age / Sex Trend Population Included Population Excluded

No report selected

GP Contract - QOF

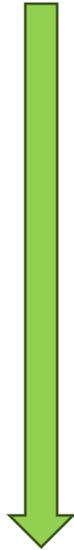
EMIS Library

SWCSU Enterprise Search & Reports

Ensure your
GP surgery is
highlighted

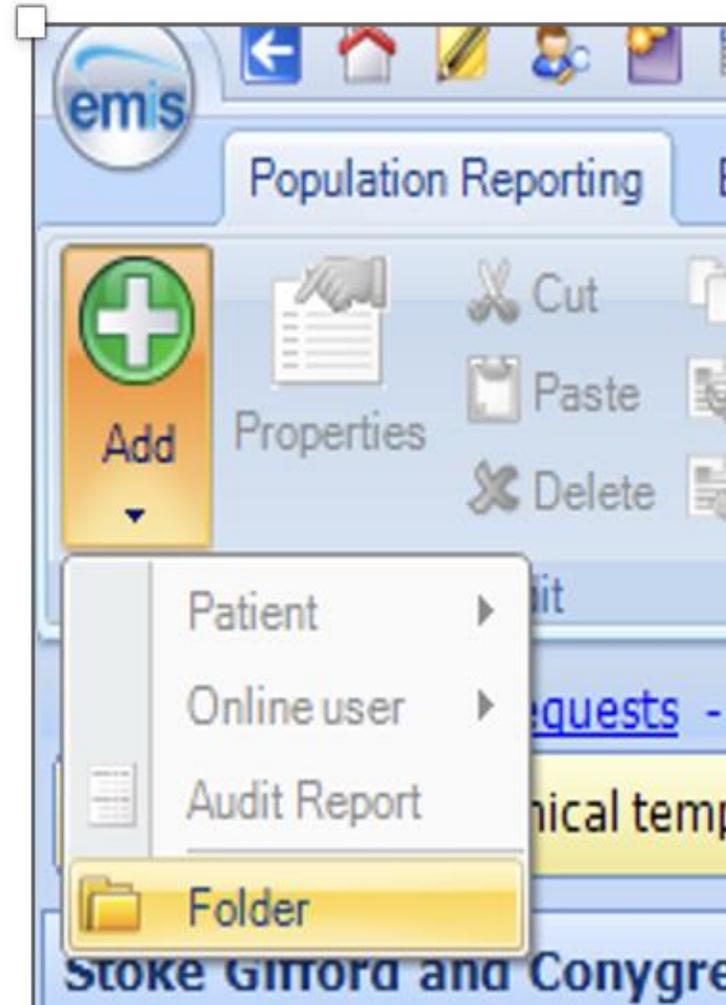


Press **“Add”**



Select **“Folder”**

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

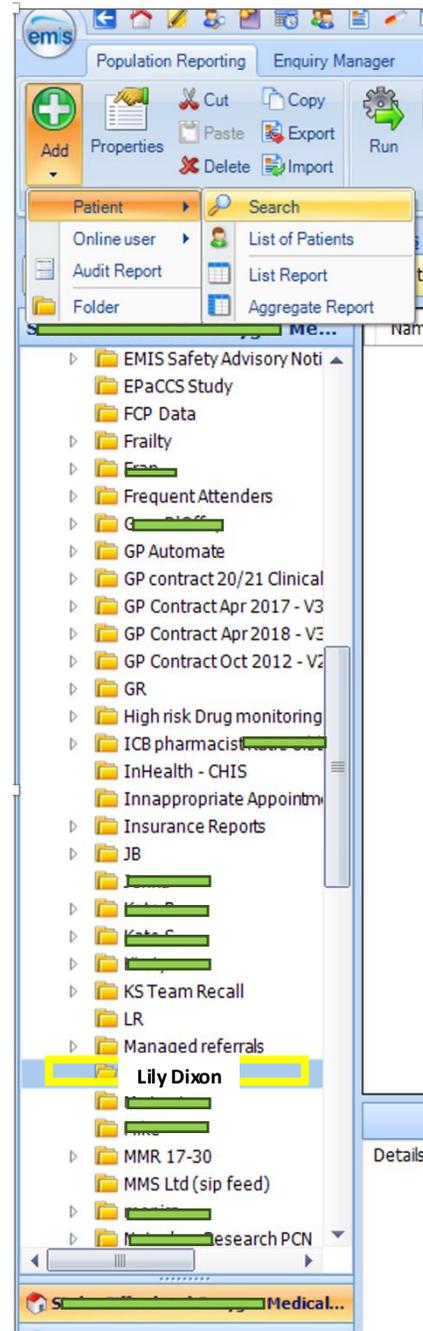
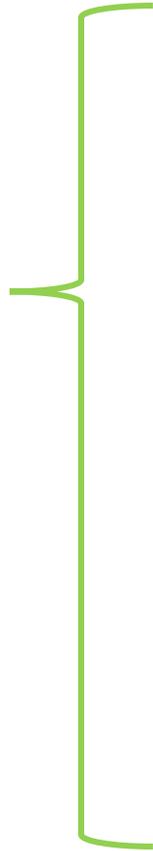




**Find your
named folder**



**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"**

New Search

Details Schedule

Name Micky Mouse NMP Audit

Description

Opt out Apply the National Data Opt-out

Based on:

Currently registered regular patients

All patients (including deducted, deceased, emergency etc.)

Results from

OK Cancel



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

14 (2)

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

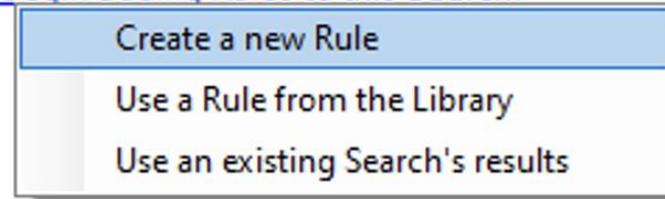


Micky Mouse NMP Audit

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.

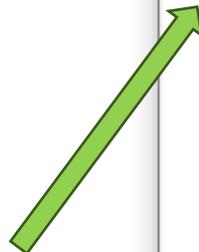
Feature Builder

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

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

OK Cancel

Click here

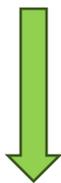




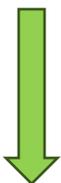
Select



“Medication”



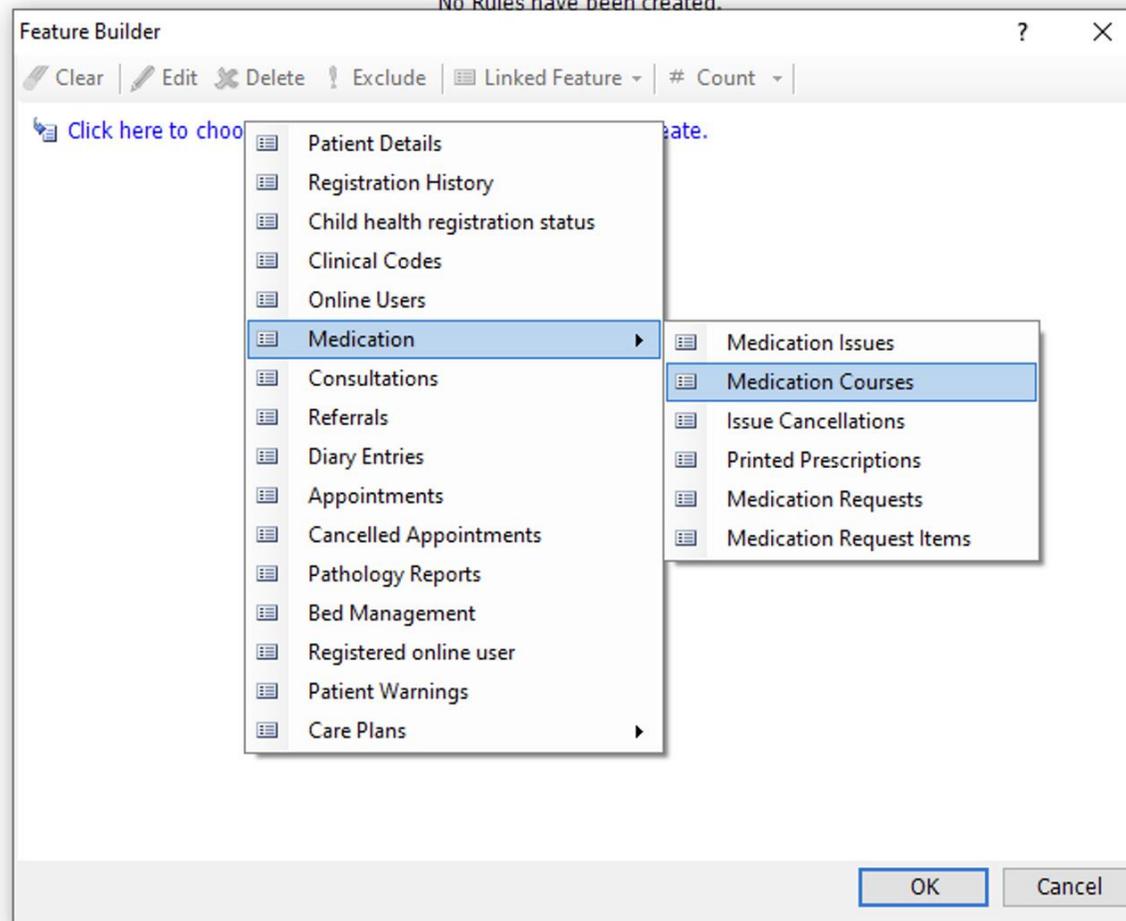
“Medication Courses”



Press **“OK”**

Micky Mouse NMP Audit

No Rules have been created.





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



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
 - New Code List
 - Library Code List
- # 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

Select



“Drug”



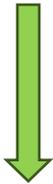
“New Code List”



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"

The screenshot shows a 'Code Selector' window with the following elements:

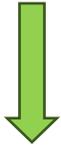
- Search:** A text input field.
- Type:** Three buttons: 'Groups' (selected), 'Ingredients', and 'Approved names'.
- Search results:** A table with a header 'Search results' and a search input field.
- Related codes:** A tree view under 'EMIS Drug Terms' showing a list of categories: 'All Groups', 'Anaesthesia', 'Appliances', 'Cardiovascular System Drugs', 'Central Nervous System Drugs', 'Dressings', 'Drugs Acting On The Ear ,Nose And Oropharynx', and 'Drugs Acting On The Eye'.
- Selected codes:** A list of categories with checkboxes, all of which are checked. The categories include: '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', and 'Drugs Used In The Treatment Of Infections'.
- Buttons:** 'Drug information', 'OK', and 'Cancel'.



Click here to
“add feature”



Select
“First issue date”



Select
“Set Date”



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

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

At present this feature includes the following criteria:

[Click here to order criteria](#)

- 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

Set the criteria defined above.
g Medication Courses.

Set date

Set as parameter

OK Cancel



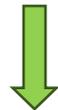
It will automatically set the search from the date you create this search.



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:

Click here
At present
Click here

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



Micky Mouse NMP Audit

No Rules have been created.

Click here to
“add feature”



Select
“User Details”



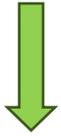
Select
“User”

The screenshot shows the 'Feature Builder' window with the following content:

- Toolbar: Clear, Edit, Delete, Exclude, Linked Feature, # Count
- Current Feature: 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
- Link: [Click here to add Criteria to this Feature](#)
- Text: At present this feature will include the following criteria:
 - [Click here to order, restrict and filter criteria](#)
- Criteria List:
 - 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
- Sub-menu for 'User Details':
 - User
 - a Forenames
 - ...
- Buttons: OK, Cancel



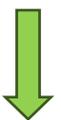
Search for yourself
(or named IP)



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



Ensure Your name is
showing in
“Selected items”



Press “OK”



management - 1 Lab Reports - 14 (2)

Find Users

Find user or use the hierarchy to browse

LILY

[User Icon]	[Redacted Name]	[Redacted]	X
[User Icon]	[Redacted Name]	[Redacted]	X
[User Icon]	[Redacted Name]	[Redacted]	X
[User Icon]	[Redacted Name]	[Redacted]	X
[User Icon]	[Redacted Name]	[Redacted]	X
[User Icon]	F Lily Dixon	[Redacted]	X
[User Icon]	[Redacted Name]	[Redacted]	X

Hierarchy

- Stoke Gifford and Conygre Medical Centres
 - Health Professional
 - Paramedic
 - Lily Dixon (lr)

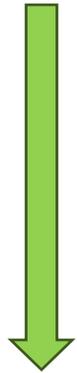
Selected Items

[User Icon] DD Lily Dixon

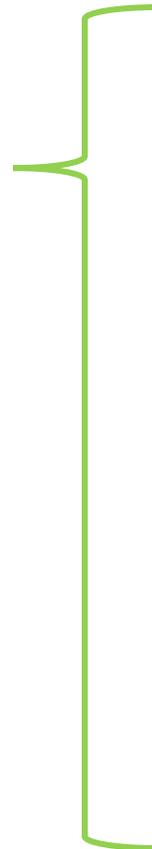
OK Cancel



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”



The screenshot shows the EMIS Search Builder interface. At the top, there are navigation tabs: Population Reporting, Enquiry Manager, FP34D Reports, Batch Data Manager, SNOMED CT inactive codes, and Micky Mouse NMP Audit. Below the tabs is a toolbar with various icons. A green arrow points to the 'Save and Run' icon, which is a floppy disk with a green arrow. Other icons include 'Save and Close', 'Close', 'Properties', 'Clear', 'Move Up', 'Move Down', 'Edit', 'Delete', 'Copy', 'Paste', 'And', 'Or', and 'Score'. Below the toolbar, there are several status bars: 'SCR - 39', 'Test Requests - 417', 'Referrals - 2', 'Documents - 13', 'Medicine Management - 1', and 'Lab Reports - 14 (2)'. A yellow banner with a green checkmark states: 'All resources (clinical templates, document templates, protocols and concepts) have downloaded and are up to date.' The main content area is titled 'Micky Mouse NMP Audit' and contains a rule configuration for 'Rule 1'. The rule text is: '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)'. Below the rule text, there are two links: 'Click here to add another feature to this rule.' and 'Click here to add another Rule.'



The screenshot shows the EMIS Search Builder interface. The main window has a menu bar with options like Population Reporting, Enquiry Manager, FP34D Reports, Batch Data Manager, SNOMED CT inactive codes, and Micky Mouse NMP Audit. Below the menu is a toolbar with icons for Save, Save and Run, Save and Close, Close, Properties, Clear, Move Up, Move Down, Edit, Delete, Copy, Paste, And, Or, and Score. A search bar is visible with the text 'SCR - 39' and 'Test Requests - 417'. Below the search bar, there is a section for 'Rule 1' with the text 'Include Patients the Drug and the F and the U'. A dialog box titled 'Run' is open in the foreground, asking 'Run this report?' with a link for 'Advanced options' and 'Yes' and 'No' buttons. A green arrow points from the text 'Press "Yes"' below to the 'Yes' button in the dialog box.

Press
"Yes"



You now have your
basic IP audit in
your folder.



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.

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

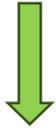
Last Run 30-Aug-2024 10:34 Relative Date 30-Aug-2024 10:34

Population Count	Parent	%	Excluded
1137	63140	2%	62003

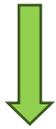
GP Contract - QOF
EMIS Library
SWCSU Enterprise Search & Reports



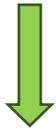
You can run this audit anytime
to get a year's worth of data
from the search date



To get a Report



Press **"Auto"**



Press **"Yes"**

Referrals - 2 Documents - 13 Medicine Management - 1 Lab Reports - 14 (2)

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

Run this report?
[Advanced options](#)
Yes No Cancel



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



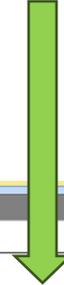
1st Click on the “**Medication Courses**” Box and ensure the header is highlight **blue**

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



Select “**Associated Text**”

The screenshot displays the 'Nicky Mouse NMP Audit Auto Report' interface. On the left, a 'Medication Courses' sidebar menu is open, showing a tree view with 'Columns' selected. Under 'Columns', the 'Linked Problems' sub-menu is expanded, and 'Associated Text' is highlighted. A red arrow points to this selection. The main report area shows a table configuration for 'Medication Courses'. The table header is highlighted in blue. The 'Columns' section contains several fields: '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', and 'Linked Problem Associated Te'. The 'Criteria' section shows a query: '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]'. The 'Sorting' section is currently empty.





Press
“Save and Run”

The screenshot shows the emis software interface. The top navigation bar includes 'Reporting', 'Enquiry Manager', 'FP34D Reports', 'Batch Data Manager', and 'SNOMED CT inactive codes'. The 'Micky Mouse NMP' report is selected. The ribbon contains several groups: 'Action' with 'Save', 'Save and Run', 'Save and Close', 'Close', and 'Properties'; 'Table' with 'Add' and 'Rename'; and 'Criteria' with 'Add', 'Edit', and 'Delete'. The 'Save and Run' button, which features a gear icon and a green arrow, is highlighted with a red box. A red arrow points from the text 'Press "Save and Run"' to this button. Below the ribbon, a status bar shows 'All resources (clinical templates, document templates, protocols and concepts) have downloaded and are up to date.' The main content area is titled 'Medication Courses' and includes a list of options: 'Columns' (selected), 'Count', and 'Exists'. The report title 'Micky Mouse NMP Audit Auto Report' is displayed in the main area.



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”**

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

Edit Report Print Export Flat Hierarchy Close

SCIP 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 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	

Export Report

Export format

Excel CSV HTML PDF

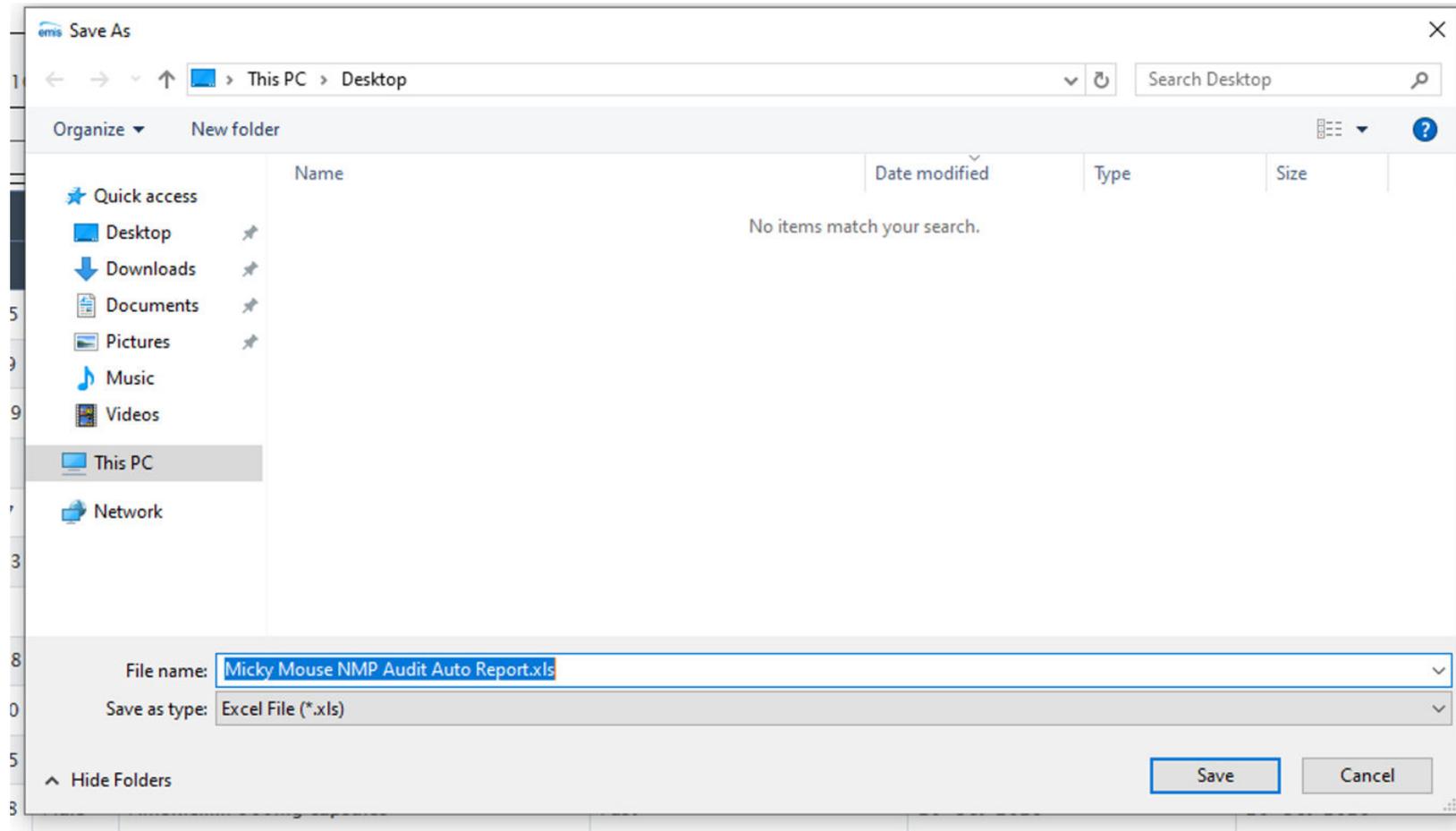
Exclude report header

Replicate column headers

Replicate patient details for each item

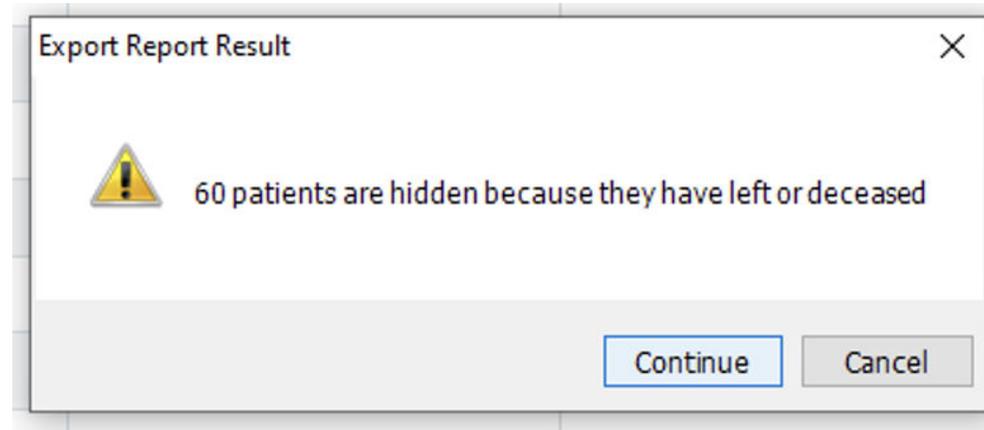
Override hidden patients where possible

OK Cancel



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. At the top, a navigation bar contains links for [SCR - 39](#), [Test Requests - 417](#), [Referrals - 2](#), [Documents - 13](#), [Medicine Management - 1](#), and [Lab Reports - 14 \(2\)](#). Below this is a yellow status bar with a green checkmark and the text: "All resources (clinical templates, document templates, protocols and concepts) have downloaded and are up to date." The main header area includes the **emisWeb** logo on the left, system information in the center (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](#)), and a "Sign up to EMIS Academy" button on the right with the text "Browse our [interactive EMIS Web courses](#)".

On the left side, there is a notification box titled "Session holder not configured" with a clock icon and a gear icon. The text inside says: "Click the Configure Session Holder button at the top of this section to configure your session holder." Below this is a "Quick Launch Menu" with several categories and their corresponding icons:

- Care Record**
 - Summary
 - Medication
 - Consultations
 - Investigations
- Workflow**
 - Workflow Manager
- Appointments**
 - Appointment Book
 - Planner
- Registration**
 - Registration
- Reporting**
 - Population Reporting



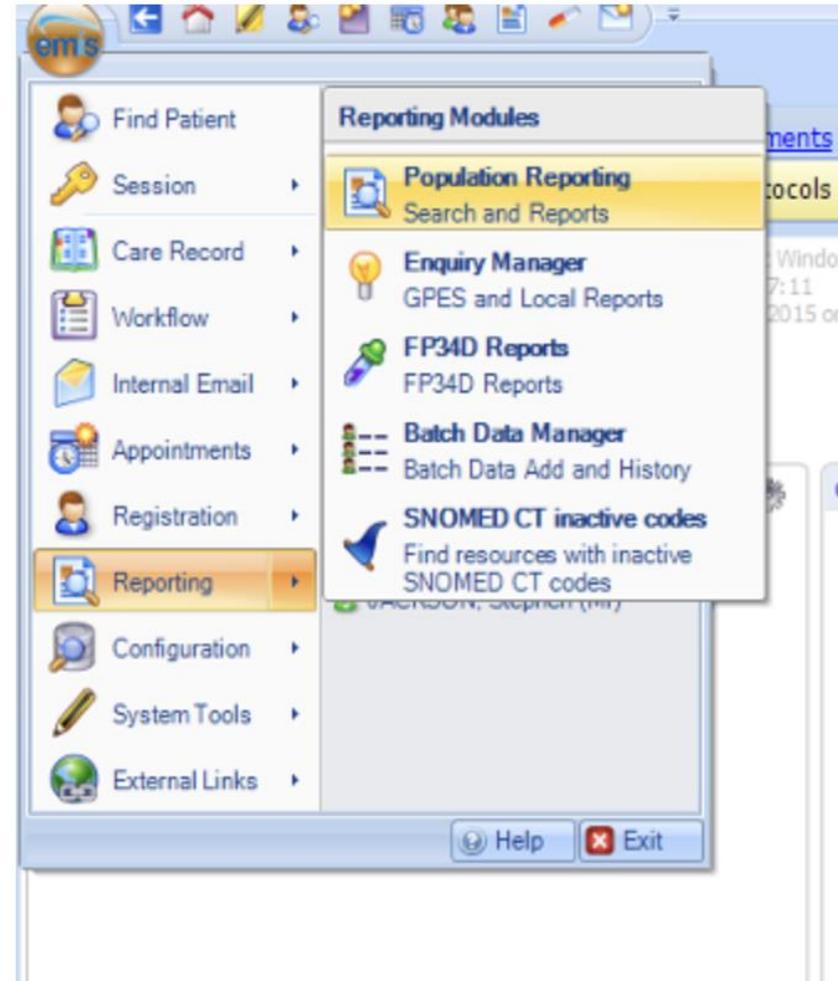
Scroll down to



“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 navigation bar includes 'Population Reporting', 'Enquiries', 'MDD Reports', 'Batch Data Manager', and 'SNOMED CT inactive codes'. The main area displays a table of search results for 'Micky Mouse NMP Audit'.

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. A yellow box highlights the 'Run' button in the top toolbar, and another yellow box highlights the 'Lily Dixon' folder in the left-hand navigation pane. A green arrow points from the 'Run' button to the dialog box, and another green arrow points from the 'Lily Dixon' folder to the search results table.

Below the table, the details for 'Micky Mouse NMP Audit' are shown:

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



To export your
report



Press **“Export”**



Select **“Excel”**



Press **“OK”**

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

Edit Report Print Export Flat Hierarchy Close

SCD 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 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	
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				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	

Export Report

Export format

Excel CSV HTML PDF

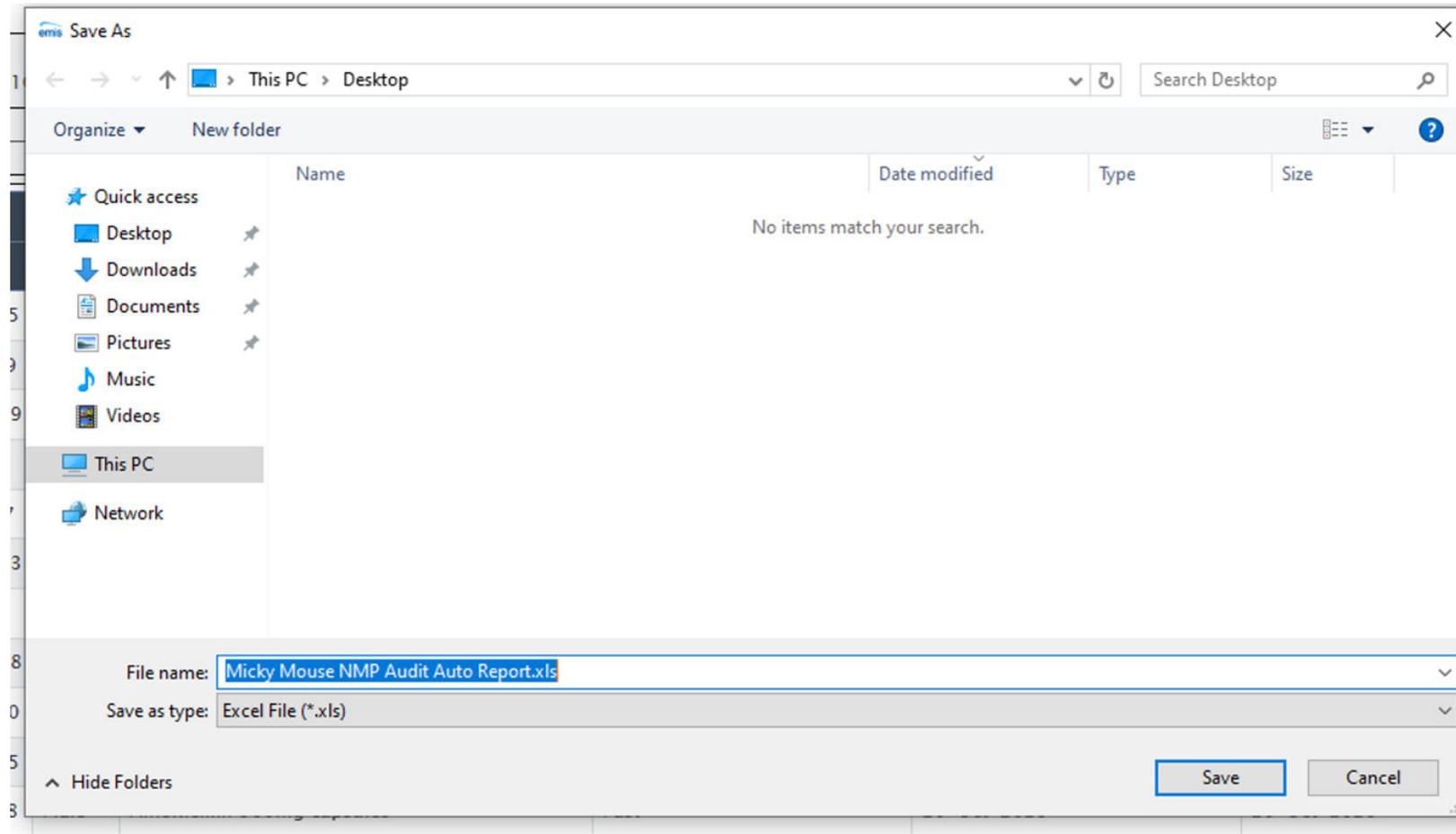
Exclude report header

Replicate column headers

Replicate patient details for each item

Override hidden patients where possible

OK Cancel



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](#)

