

EMIS Prescribing Project Instructions

Go to Emis

Click on Emis logo (top left) and then 'Reporting'

Click on 'EMIS Library followed by Workload Analysis, then 'Registrar Prescribing'

Click on this search

Click 'Run' (at the top)

Run this Report - > Yes

If Parameter Settings appear:

Change to 2 months before the search date (This will search the last two months only)

This search will generate results for all the Registrars prescriptions in the last two months

Click on View Results and then Export and make sure Excel is marked.

Open the saved file and the data should be there.

If you have more than one trainee, click on Column C to highlight it, then click on 'Sort and Filter' (top right). A filter icon will appear in cell C1. Click on this and then make sure that only 'All prescriptions', 'audit user' and the trainee name you would like to review is ticked.

You should now have only those prescriptions from that trainee visible.

Click the cell 'EMIS number' and highlight the top bar and all the way down to the bottom of the current table. Copy this and then open up the Spreadsheet 'Prescribing Project' which is attached to this email. Highlight fields B3 to J3 and then paste here.

Hopefully there will be at least 60 prescriptions. If there are not then please repeat the above process again but this time change the search to 3 or 4 months as required.

This table can now be used to perform the project. Where no EMIS number is present, this will be the same as the next EMIS number visible below the current line.