SystmOne prescribing data collection

1. From the home screen of SystmOne, click "Reporting" and then click "Clinical Reporting".

2. Click "New" to start a new clinical report. This will generate a pop-up box. In the menu on the left, go to "Registration" and then "Registration Status". Make sure "active", "deactivated" and "deceased" are ticked.

3. Scroll down the menu to "Clinical" and then click "Event Dates". Tick the event date box. Select "Between" from the drop down menu and choose dates roughly 2 weeks apart. This should be a wide enough window to generate 50 prescriptions for most trainees.

4. Again, return to "Clinical" and then click "Event Staff and Location". Tick Event done by and search for your name.

5. Tick "Event done at" and ensure "Here (including branch sites)" is ticked.

6. Still under "Clinical", scroll down to "Medication" and tick "Medication exists". You have the option in the "Name" box to change the name of your report to help you identify it – e.g. you can name it "Prescribing Assessment".

7. Click "OK".

8. Right click on the report you have just created and click "Run" to run the report.

9. After running the report, if you find that you have fewer or a lot more than 50 prescriptions, adjust the selected dates by right clicking your report name and selecting "Amend". Extend or narrow the Event dates as required. Then re-run your search.

10. When you have at least 50 prescriptions, right click and go to "Show Patients" then "Open as CSV". This will open your search in an Excel spreadsheet.

11. Open the RCGP "SystmOne prescribing assessment" Excel template and copy over the data from the excel sheet generated by your SystmOne search.

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