

Reporting on letters inserted into EMIS (inc. Exception Reporting)

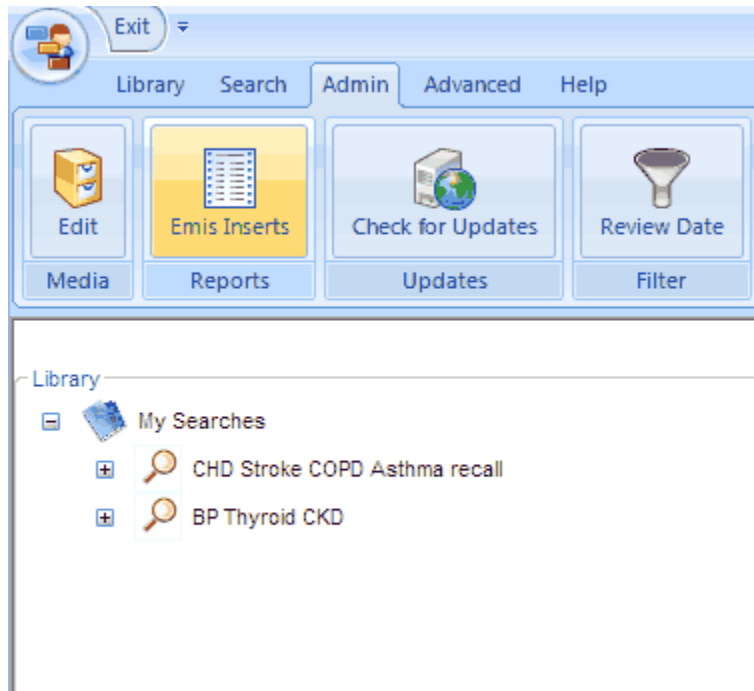
In this section you will be shown how to:

- Use PatientChase's reporting tool to identify which patients have PatientChase letters in their medical records and how many they have been sent.

The reporting tool facilitates very easy exception reporting for the QOF year.

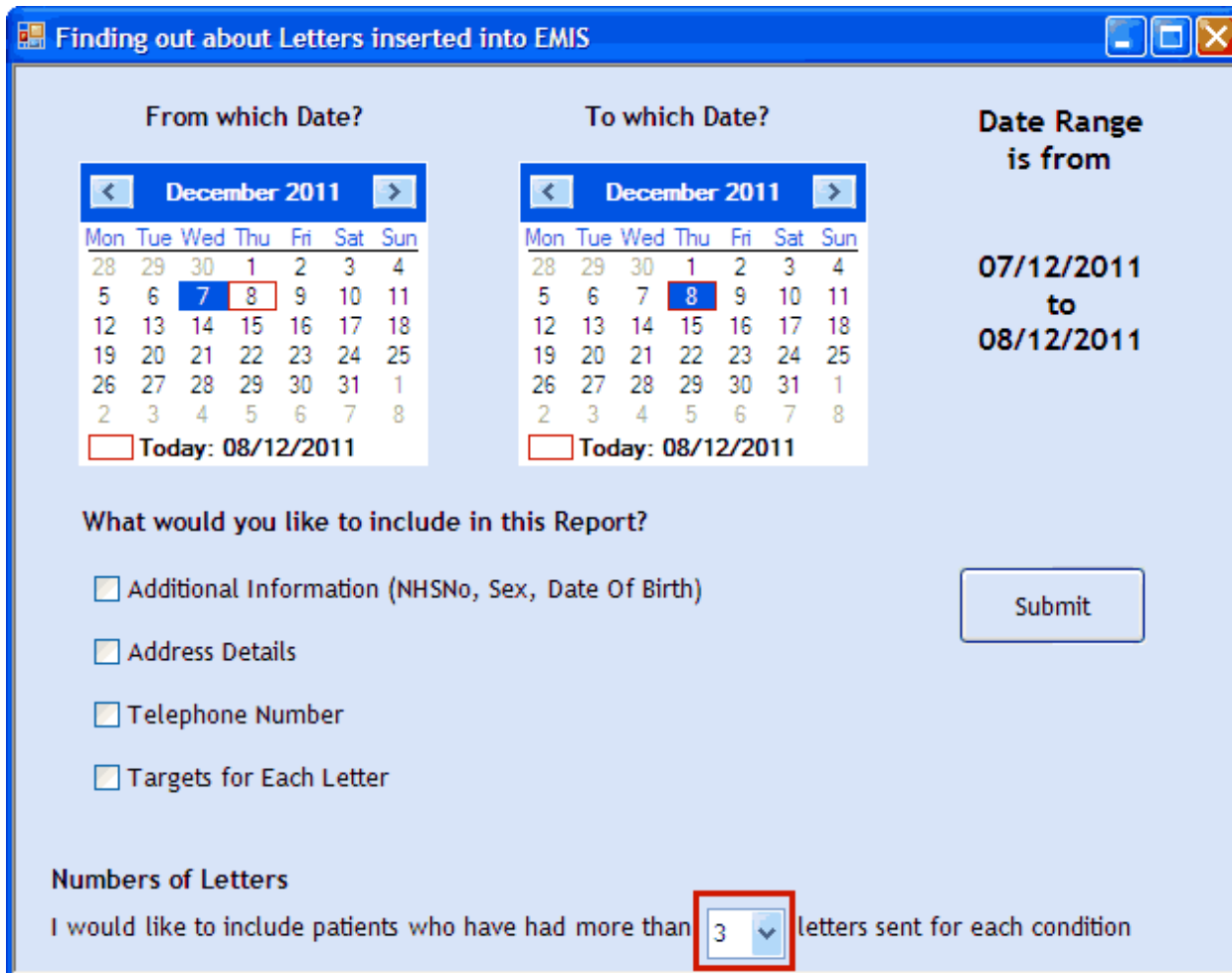
NOTE: The reporting tool will only work if you have been previously 'inserting into EMIS' patients in your PatientChase searches.

Step 1 – Open the reporting tool



Click on the Admin tab, then click the 'EMIS Inserts' button.

Step 2 – Select your search criteria



Finding out about Letters inserted into EMIS

From which Date?

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today: 08/12/2011

To which Date?

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today: 08/12/2011

Date Range is from

07/12/2011
to
08/12/2011

What would you like to include in this Report?

Additional Information (NHSNo, Sex, Date Of Birth)

Address Details

Telephone Number

Targets for Each Letter

Submit

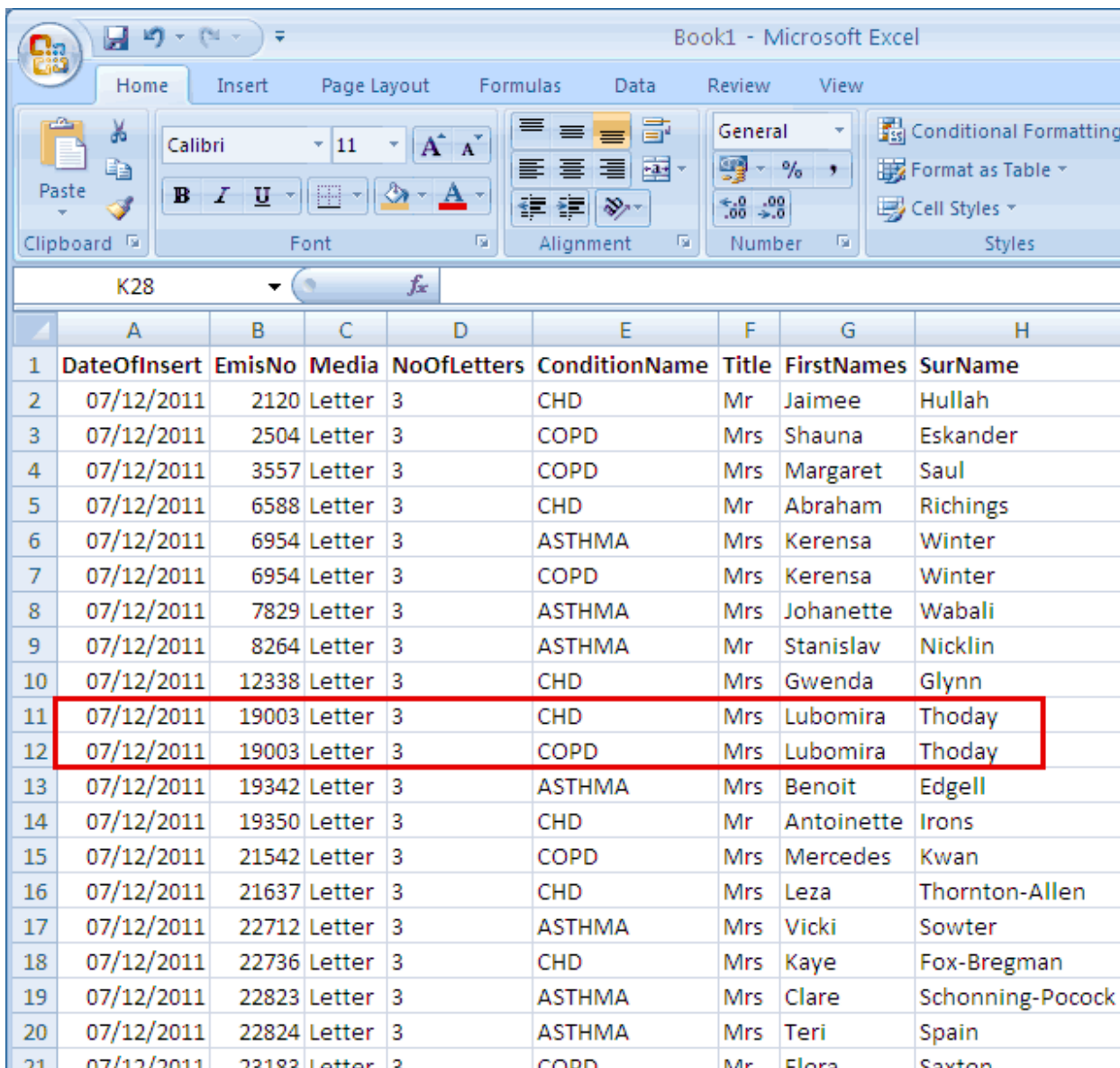
Numbers of Letters

I would like to include patients who have had more than letters sent for each condition

You'll need to decide:

- 1) What date range you wish to focus on. The example above has a date range of only 1 day but typically surgeries search from the 1st April to the present day.
- 2) Whether you want to view the optional information for each patient. If so, click the relevant box.
- 3) Whether you wish to filter the results by a minimum number of letters. In the example above, only patients who have received 3 or more letters will be listed.

Click Submit.



	A	B	C	D	E	F	G	H
1	DateOfInsert	EmisNo	Media	NoOfLetters	ConditionName	Title	FirstNames	SurName
2	07/12/2011	2120	Letter	3	CHD	Mr	Jaimee	Hullah
3	07/12/2011	2504	Letter	3	COPD	Mrs	Shauna	Eskander
4	07/12/2011	3557	Letter	3	COPD	Mrs	Margaret	Saul
5	07/12/2011	6588	Letter	3	CHD	Mr	Abraham	Richings
6	07/12/2011	6954	Letter	3	ASTHMA	Mrs	Kerensa	Winter
7	07/12/2011	6954	Letter	3	COPD	Mrs	Kerensa	Winter
8	07/12/2011	7829	Letter	3	ASTHMA	Mrs	Johanette	Wabali
9	07/12/2011	8264	Letter	3	ASTHMA	Mr	Stanislav	Nicklin
10	07/12/2011	12338	Letter	3	CHD	Mrs	Gwenda	Glynn
11	07/12/2011	19003	Letter	3	CHD	Mrs	Lubomira	Thoday
12	07/12/2011	19003	Letter	3	COPD	Mrs	Lubomira	Thoday
13	07/12/2011	19342	Letter	3	ASTHMA	Mrs	Benoit	Edgell
14	07/12/2011	19350	Letter	3	CHD	Mr	Antoinette	Irons
15	07/12/2011	21542	Letter	3	COPD	Mrs	Mercedes	Kwan
16	07/12/2011	21637	Letter	3	CHD	Mrs	Leza	Thornton-Allen
17	07/12/2011	22712	Letter	3	ASTHMA	Mrs	Vicki	Sowter
18	07/12/2011	22736	Letter	3	CHD	Mrs	Kaye	Fox-Bregman
19	07/12/2011	22823	Letter	3	ASTHMA	Mrs	Clare	Schonning-Pocock
20	07/12/2011	22824	Letter	3	ASTHMA	Mrs	Teri	Spain
21	07/12/2011	23183	Letter	3	COPD	Mr	Flora	Saxton

Upon clicking 'Submit', Excel opens displaying the patients matching your search criteria.

The example above shows those patients who have been sent 3 or more letters by PatientChase.

Notice the patient highlighted has two entries. This is because they were sent a co-morbidity letter 3 times. In other words the each time the letter was sent it highlighted to the patient they were being invited in for both CHD and COPD review.

For exception reporting purposes, the patient can be excepted for both CHD and COPD.