

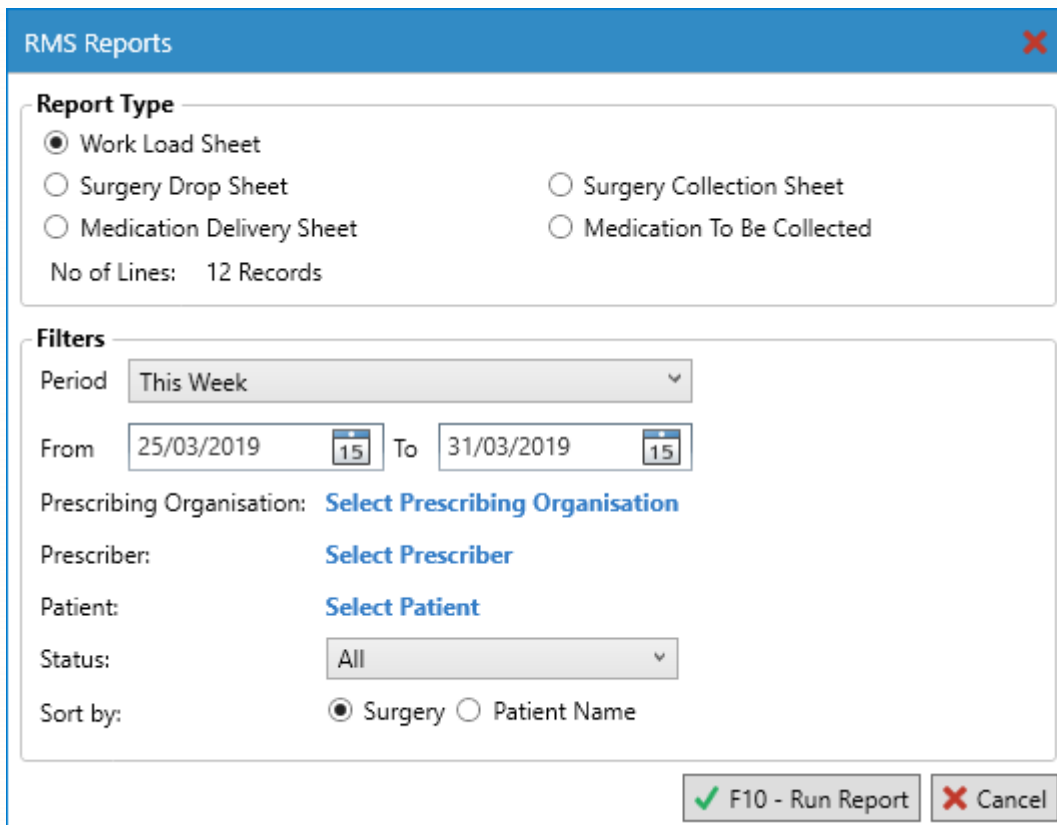
## Printing and/or Exporting RMS Reports

From the RMS Manager you can print and/or export a variety of reports from the RMS Reports window.

### RMS Work Load Sheet

The RMS Work Load Sheet provides a report for all RMS requests within your chosen report filters.

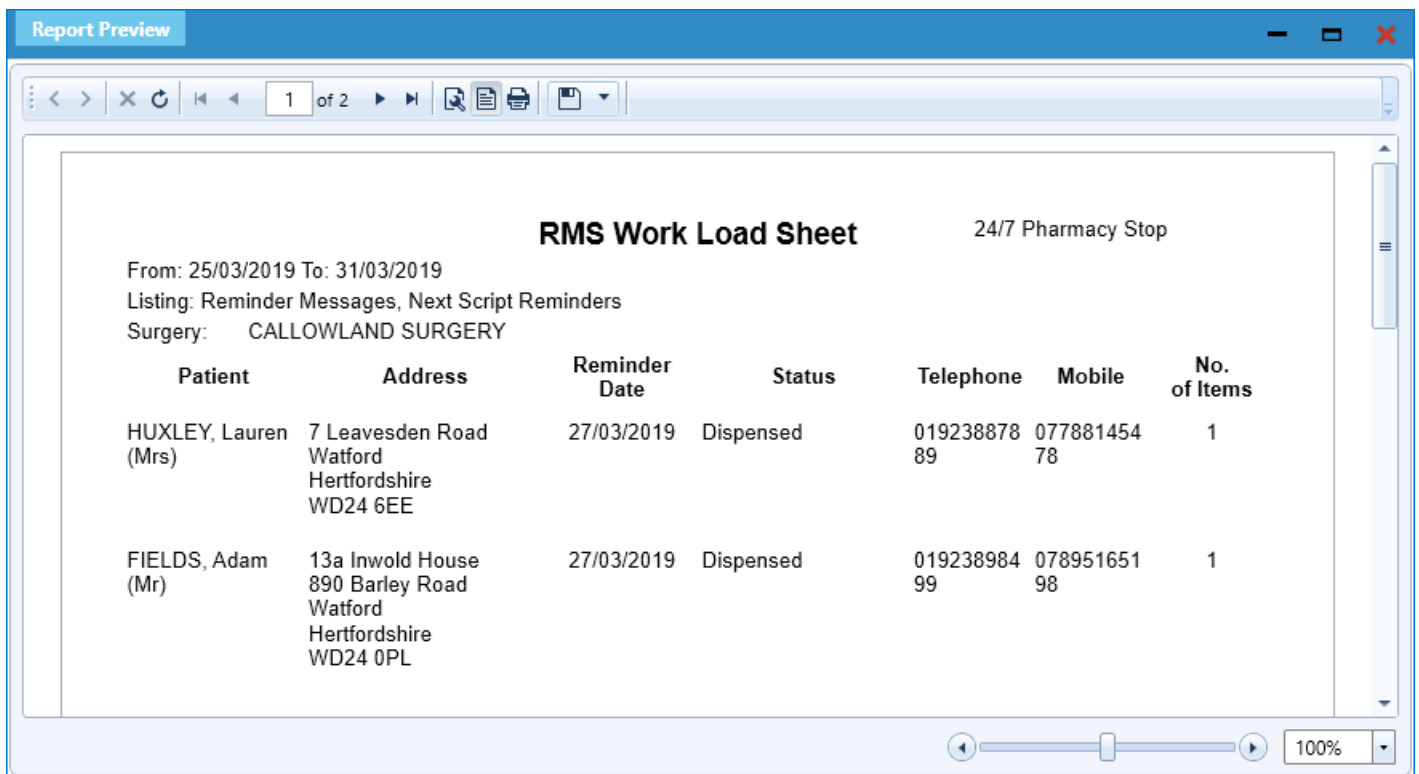
1. From the RMS, press **[F11 – Reports]**.
2. The RMS Reports window displays, with the *Work Load Sheet* option selected by default.



The screenshot shows the 'RMS Reports' window with the following settings:

- Report Type:**  Work Load Sheet,  Surgery Drop Sheet,  Medication Delivery Sheet,  Surgery Collection Sheet,  Medication To Be Collected. No of Lines: 12 Records.
- Filters:**
  - Period: This Week
  - From: 25/03/2019 To: 31/03/2019
  - Prescribing Organisation: Select Prescribing Organisation
  - Prescriber: Select Prescriber
  - Patient: Select Patient
  - Status: All
  - Sort by:  Surgery  Patient Name
- Buttons: F10 - Run Report, Cancel

3. From here, you can select the following options to refine your report output:
  - o the *Period*, which you can select using the drop-down field
  - o the *From* and *To* dates, which you can enter or select using the calendar icon
  - o the **Prescribing Organisation**, which you can search for and select
  - o the **Prescriber**, which you can search for and select
  - o the **Patient**, which you can search for and select
  - o the repeat request *Status*, which you can select using the drop-down menu
4. Use one of the *Sort by* radio dials to determine the sort order of your report output.
5. Once you have selected the relevant data, press **[F10 – Run Report]**. The Report Preview displays, and includes a list of every RMS request within your chosen filters.



**RMS Work Load Sheet** 24/7 Pharmacy Stop

From: 25/03/2019 To: 31/03/2019  
Listing: Reminder Messages, Next Script Reminders  
Surgery: CALLOWLAND SURGERY

Patient	Address	Reminder Date	Status	Telephone	Mobile	No. of Items
HUXLEY, Lauren (Mrs)	7 Leavesden Road Watford Hertfordshire WD24 6EE	27/03/2019	Dispensed	019238878 89	077881454 78	1
FIELDS, Adam (Mr)	13a Inwold House 890 Barley Road Watford Hertfordshire WD24 0PL	27/03/2019	Dispensed	019238984 99	078951651 98	1

6. From here, you can either:
- Print the report, by clicking the printer icon
  - Export the report, by clicking the floppy disk icon and selecting the relevant format

## RMS Surgery Drop Sheet

The RMS Surgery Drop Sheet provides a report for all RMS requests in the status **To be Requested** within your chosen report filters. Once the report has been run, you are able to batch update the status of your requests to **Requested**.

1. From the RMS, press **[F11 – Reports]**.
2. The RMS Reports window displays. Select the *Surgery Drop Sheet* option.

RMS Reports ✕

**Report Type**

Work Load Sheet

Surgery Drop Sheet

Medication Delivery Sheet

Surgery Collection Sheet

Medication To Be Collected

No of Lines: 1 Records

**Filters**

Period: This Week ▼

From: 25/03/2019 15 To: 31/03/2019 15

Prescribing Organisation: Select Prescribing Organisation

Prescriber: Select Prescriber

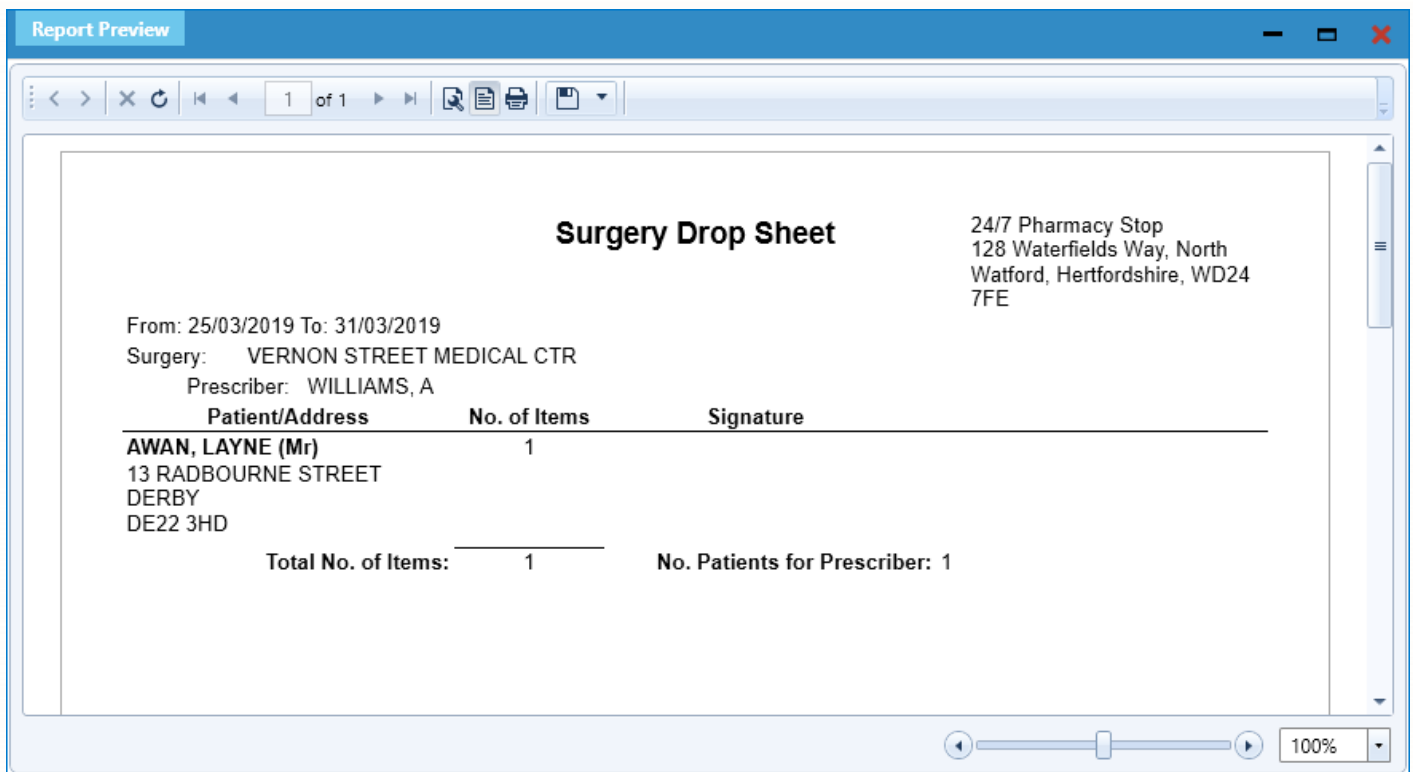
Patient: Select Patient

Sort by:  Surgery  Patient Name

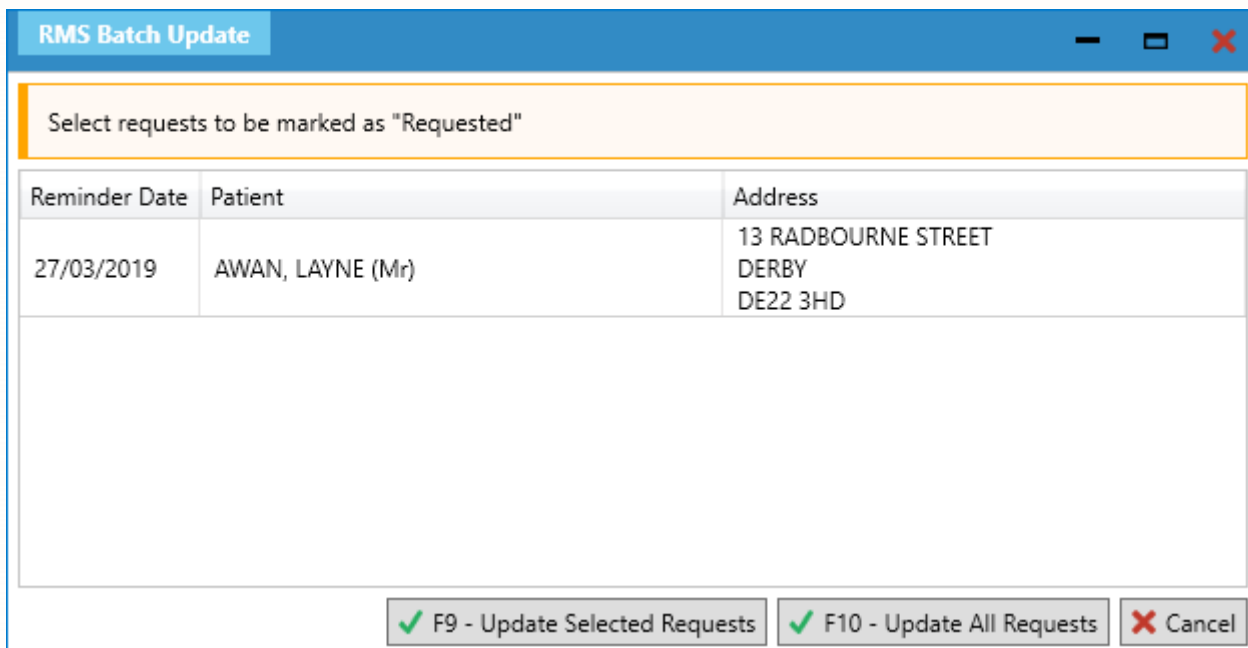
Show Patient's Drugs

✓ F10 - Run Report ✕ Cancel

3. From here, you can select the following options:
  - the *Period*, which you can select using the drop-down field
  - the *From* and *To* dates, which you can enter or select using the calendar icon
  - the **Prescribing Organisation**, which you can search for and select
  - the **Prescriber**, which you can search for and select
  - the **Patient**, which you can search for and select
  - whether you want to *Show Patient's Drugs*, by selecting the tick box
4. Use one of the *Sort by* radio dials to determine the sort order of your report output.
5. Once you have selected the relevant data, press **[F10 – Run Report]**. The Report Preview displays with all RMS requests in the status To be Requested within your chosen filters.



6. From here, you can either:
  - Print the report, by clicking the printer icon
  - Export the report, by clicking the floppy disk icon and selecting the relevant format
7. Once you have closed the report preview, you will be prompted to select requests from your Surgery Drop Sheet to be marked as **Requested**

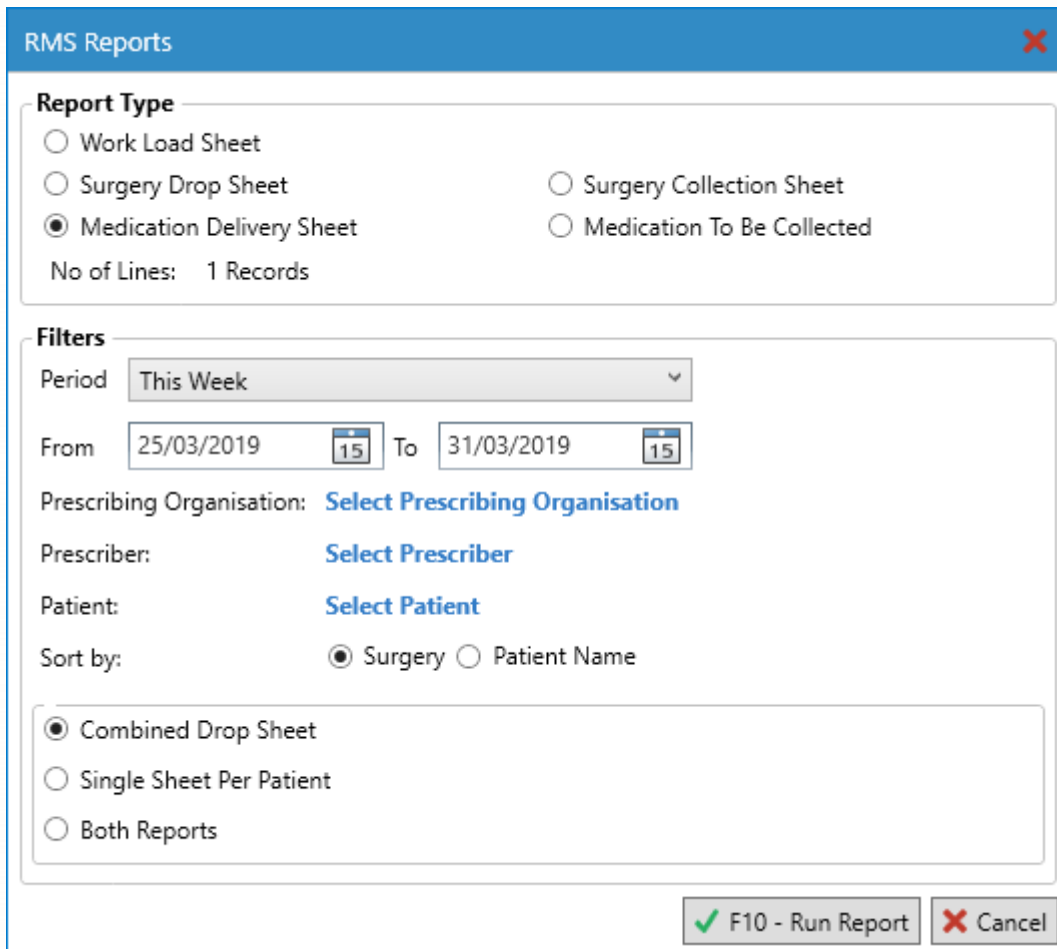


8. From here you can;
  - Press **[F9 – Update Selected Requests]** after either using **[Ctrl+left-click]** to select the requests you want to update one at a time, or by using **[Shift+left-click]** to highlight all consecutive requests within your first and last click range for updating
  - Press **[F10 – Update All Requests]** to update all the requests
  - Press **[Cancel]** to leave all requests in their current status

## RMS Medication Delivery Sheet

The RMS Medication Delivery Sheet provides a report for all RMS requests within your filters in the status **Dispensed** where the *To be Delivered* radio dial was selected as the *Fulfilment Mode* when the repeat request was created.

1. From the RMS, press **[F11 – Reports]**.
2. The RMS Reports window displays. Select the *Medication Delivery Sheet* option.

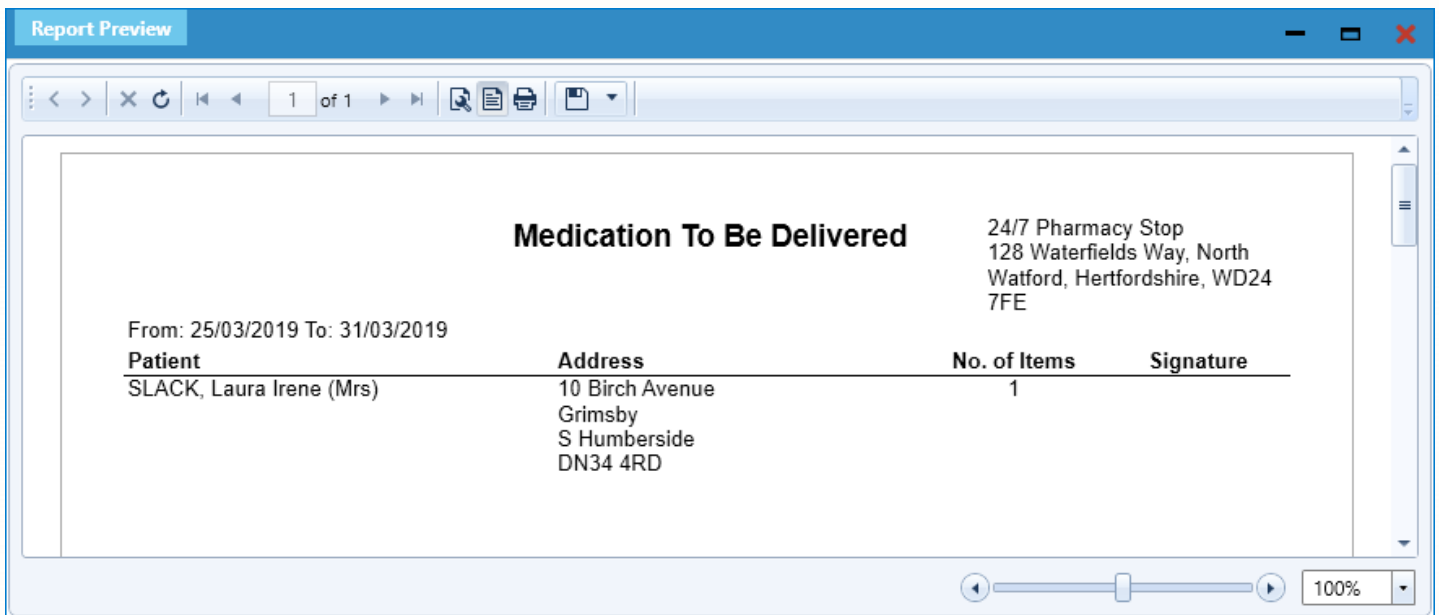


The screenshot shows the 'RMS Reports' window with the following configuration:

- Report Type:**
  - Work Load Sheet
  - Surgery Drop Sheet
  - Medication Delivery Sheet
  - Surgery Collection Sheet
  - Medication To Be CollectedNo of Lines: 1 Records
- Filters:**
  - Period: This Week
  - From: 25/03/2019 To: 31/03/2019
  - Prescribing Organisation: Select Prescribing Organisation
  - Prescriber: Select Prescriber
  - Patient: Select Patient
  - Sort by:  Surgery  Patient Name
- Report Options:**
  - Combined Drop Sheet
  - Single Sheet Per Patient
  - Both Reports
- Buttons:  F10 - Run Report  Cancel

3. From here, you can select the following options:
  - the *Period*, which you can select using the drop-down field
  - the *From* and *To* dates, which you can enter or select using the calendar icon
  - the **Prescribing Organisation**, which you can search for and select

- the **Prescriber**, which you can search for and select
  - the **Patient**, which you can search for and select
  - whether you want to generate a *Combined Drop Sheet*, *Single Sheet Per Patient* or *Both Reports*
4. Use one of the *Sort by* radio dials to determine the sort order of your report output.
  5. Once you have selected the relevant data, press **[F10 – Run Report]**. The Report Preview displays all requests within your filters in the status **Dispensed** where the *To be Delivered* radio dial was selected as the *Fulfilment Mode* when the repeat request was created.



The screenshot shows a 'Report Preview' window with a blue header. The main content area displays the following information:

**Medication To Be Delivered**

24/7 Pharmacy Stop  
128 Waterfields Way, North  
Watford, Hertfordshire, WD24  
7FE

From: 25/03/2019 To: 31/03/2019

Patient	Address	No. of Items	Signature
SLACK, Laura Irene (Mrs)	10 Birch Avenue Grimsby S Humberside DN34 4RD	1	

The window includes a toolbar with navigation and action icons, and a zoom control at the bottom right set to 100%.

6. From here, you can either:
  - Print the report, by clicking the printer icon
  - Export the report, by clicking the floppy disk icon and selecting the relevant format

## RMS Surgery Collection Sheet

The RMS Surgery Collection Sheet provides a report for all RMS requests in the status **Requested** within your chosen report filters.

1. From the RMS, press **[F11 – Reports]**.
2. The RMS Reports window displays. Select the *Surgery Collection Sheet* option.

RMS Reports ✕

**Report Type**

Work Load Sheet

Surgery Drop Sheet

Medication Delivery Sheet

Surgery Collection Sheet

Medication To Be Collected

No of Lines: 2 Records

**Filters**

Period: This Week ▾

From: 25/03/2019 15 To: 31/03/2019 15

Prescribing Organisation: Select Prescribing Organisation

Prescriber: Select Prescriber

Patient: Select Patient

Sort by:  Surgery  Patient Name

✓ F10 - Run Report ✕ Cancel

3. From here, you can select the following options:
  - the *Period*, which you can select using the drop-down field
  - the *From* and *To* dates, which you can enter or select using the calendar icon
  - the **Prescribing Organisation**, which you can search for and select
  - the **Prescriber**, which you can search for and select
  - the **Patient**, which you can search for and select
4. Use one of the *Sort by* radio dials to determine the sort order of your report output.
5. Once you have selected the relevant data, press **[F10 – Run Report]**. The Report Preview displays.

Report Preview

1 of 1

### Surgery Collection Sheet

24/7 Pharmacy Stop  
128 Waterfields Way, North  
Watford, Hertfordshire, WD24  
7FE

From: 25/03/2019 To: 31/03/2019  
Surgery: GARSTON MEDICAL CENTRE  
Prescriber: ELIAD, RA

Patient	Date of Birth	Address	No. of Items	Signature
BORDIER, Michael (Mr)	07/08/1941	91 Hillsbrook Road Watford Hertfordshire WD18 9LR	2	
DAY, Ethan (Mr)	05/02/1975	82 Hawthorn Avenue Watford Hertfordshire WD17 8RT	2	

No. Patients for Prescriber: 2      Total No. of Items: 4

100%

6. From here, you can either:

- Print the report, by clicking the printer icon
- Export the report, by clicking the floppy disk icon and selecting the relevant format

## RMS Medication To Be Collected Report

The RMS Medication Delivery Sheet provides a report for all RMS requests within your filters in the status **Dispensed** where the *To be Collected* radio dial was selected as the *Fulfilment Mode* when the repeat request was created.

1. From the RMS, press **[F11 – Reports]**.
2. The RMS Reports window displays. Select the *Medication To Be Collected* option.



RMS Reports ✕

**Report Type**

Work Load Sheet

Surgery Drop Sheet

Medication Delivery Sheet



Surgery Collection Sheet

Medication To Be Collected

No of Lines: 5 Records

**Filters**

Period: This Week

From: 25/03/2019  To: 31/03/2019 

Prescribing Organisation: [Select Prescribing Organisation](#)

Prescriber: [Select Prescriber](#)

Patient: [Select Patient](#)

Sort by:  Surgery  Patient Name

3. From here, you can select the following options:
  - the *Period*, which you can select using the drop-down field
  - the *From* and *To* dates, which you can enter or select using the calendar icon
  - the [Prescribing Organisation](#), which you can search for and select
  - the [Prescriber](#), which you can search for and select
  - the [Patient](#), which you can search for and select
4. Use one of the *Sort by* radio dials to determine the sort order of your report output.
5. Once you have selected the relevant data, press **[F10 – Run Report]**. The Report Preview displays all requests within your filters in the status **Dispensed** where the *To be Collected* radio dial was selected as the *Fulfilment Mode* when the repeat request was created.

**Report Preview**

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**Medication To Be Collected**

24/7 Pharmacy Stop  
128 Waterfields Way, North  
Watford, Hertfordshire, WD24  
7FE

From: 25/03/2019 To: 31/03/2019

Patient	Address	No. of Items	Collected By
HUXLEY, Lauren (Mrs)	7 Leavesden Road Watford Hertfordshire WD24 6EE	1	<input type="text"/>
Patient	Address	No. of Items	Collected By
FIELDS, Adam (Mr)	13a Inwold House 890 Barley Road Watford Hertfordshire WD24 0PL	1	<input type="text"/>

100%

6. From here, you can either:

- Print the report, by clicking the printer icon
- Export the report, by clicking the floppy disk icon and selecting the relevant format

## Revision History

Version Number	Date	Revision Details	Author(s)
1.0	31 July 2019		Joanne Hibbert-Gorst

### Contact us

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