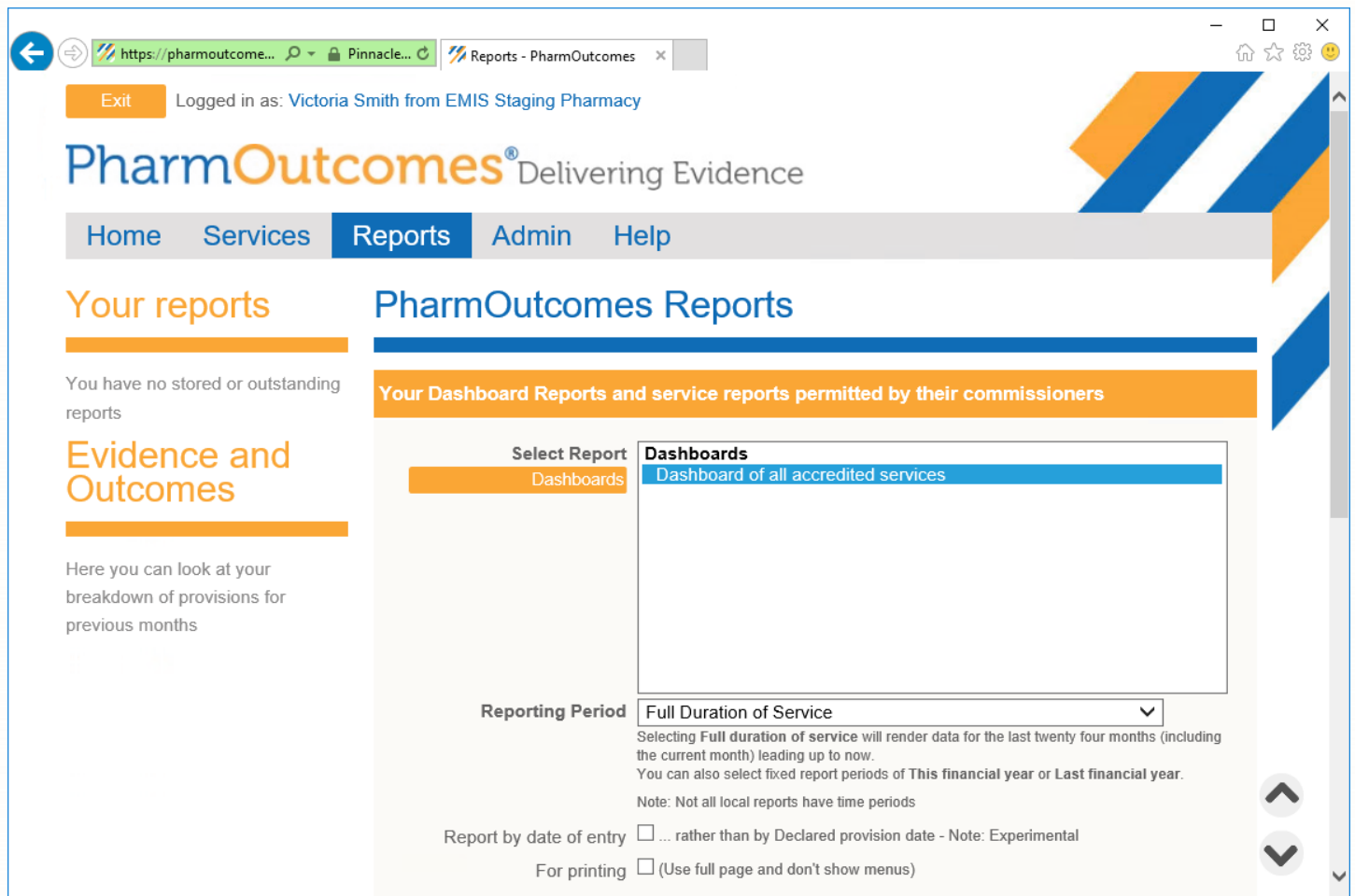


## Generating an NHS Flu Service Report

The NHS Flu Service for 2020/21 will be released by early September 2020. The name of the service on PharmOutcomes and in ProScript Connect will be updated accordingly. The screenshots referring to the service in the below article are for demonstration purposes only.

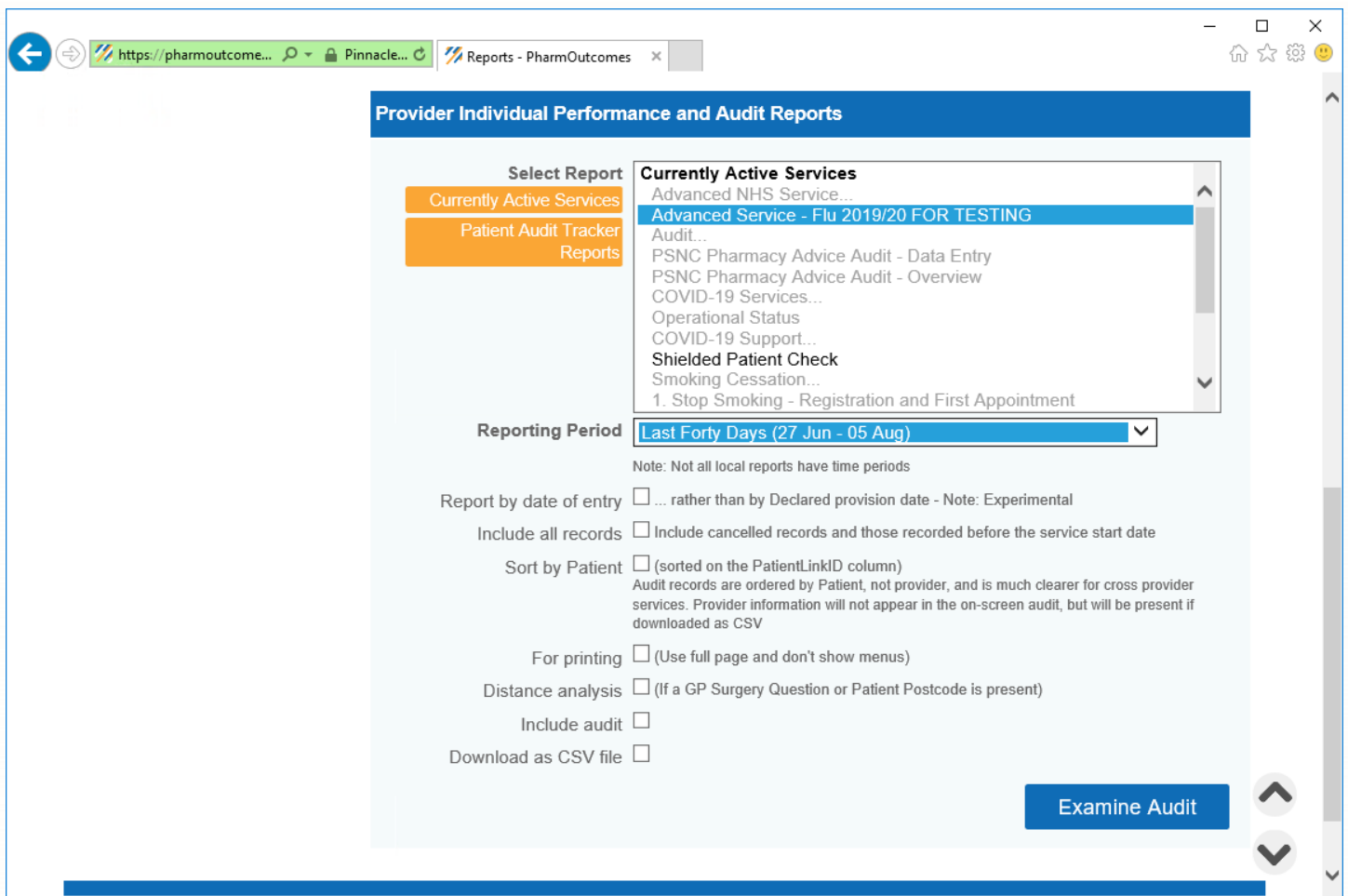
The PharmOutcomes website allows you to generate various reports, including a report which provides information on the NHS Flu Service PGDs that you have carried out and recorded using PharmOutcomes.

1. To begin, login to the PharmOutcomes website using your username and password.
2. Select the Reports section. The PharmOutcomes Reports web page displays.



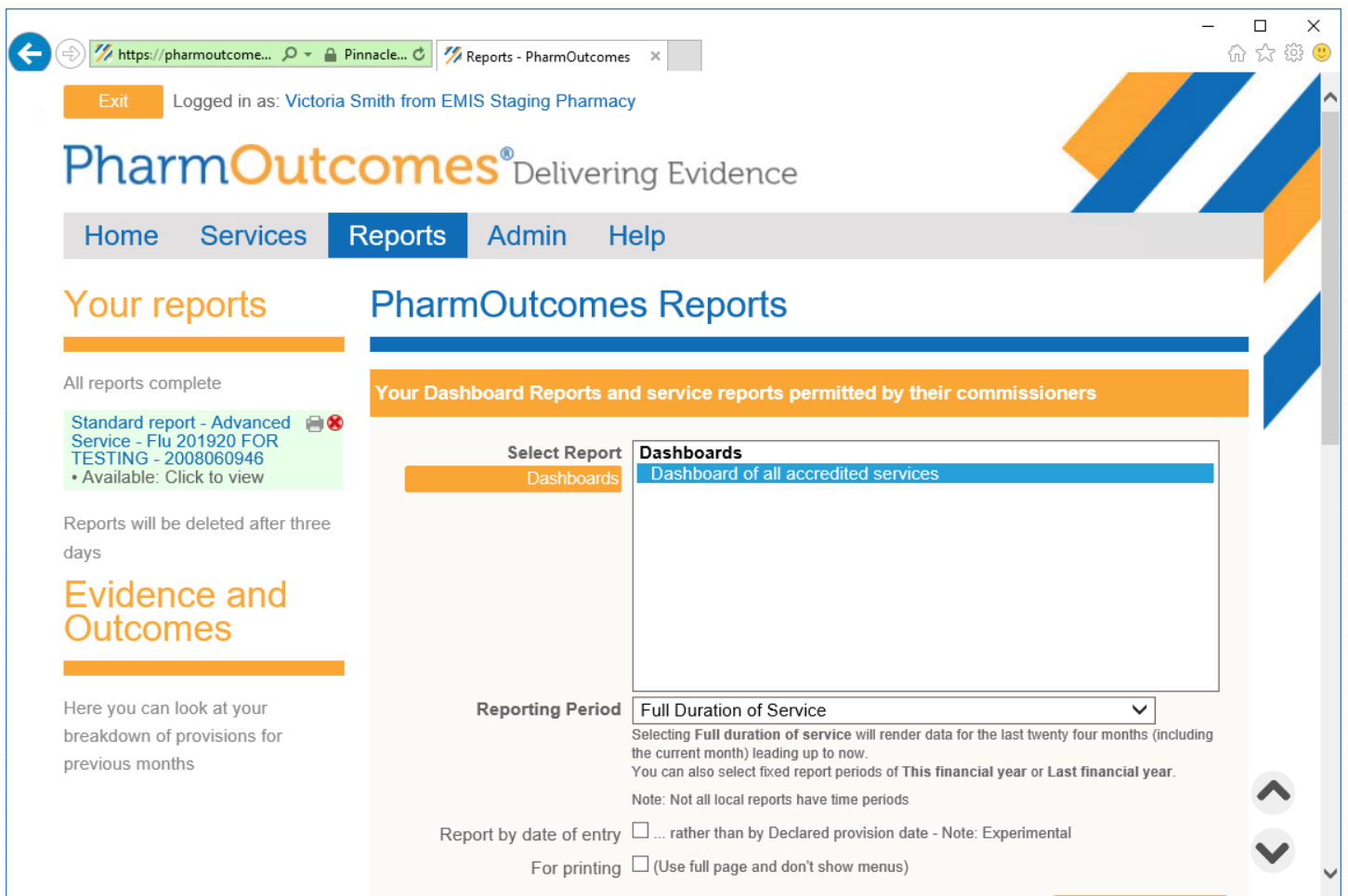
The screenshot shows the PharmOutcomes website interface. The browser address bar displays 'https://pharmoutcome...' and the user is logged in as 'Victoria Smith from EMIS Staging Pharmacy'. The main navigation menu includes 'Home', 'Services', 'Reports', 'Admin', and 'Help'. The 'Reports' section is active, showing 'PharmOutcomes Reports' and 'Your Dashboard Reports and service reports permitted by their commissioners'. A 'Select Report' dropdown menu is open, showing 'Dashboards' and 'Dashboard of all accredited services'. The 'Reporting Period' is set to 'Full Duration of Service'. Below this, there are checkboxes for 'Report by date of entry' and 'For printing'.

3. Scroll down the page to the Provider Individual Performance and Audit Reports section. Select *Advanced Service – Flu 2020/21* from the list of reports in the box.
4. Select the *Reporting Period* from the list of options in the drop-down box.
5. Select other options if required by selecting the relevant tick-box, such as *Download as CSV* file then select the **[Examine Audit]** button to generate the report.



The screenshot shows a web browser window with the URL <https://pharmoutcome...> and the page title 'Reports - PharmOutcomes'. The main heading is 'Provider Individual Performance and Audit Reports'. On the left, there are two orange buttons: 'Currently Active Services' and 'Patient Audit Tracker Reports'. The 'Currently Active Services' button is selected, and a list of services is displayed in a scrollable area. The list includes: 'Advanced NHS Service...', 'Advanced Service - Flu 2019/20 FOR TESTING' (highlighted in blue), 'Audit...', 'PSNC Pharmacy Advice Audit - Data Entry', 'PSNC Pharmacy Advice Audit - Overview', 'COVID-19 Services...', 'Operational Status', 'COVID-19 Support...', 'Shielded Patient Check', 'Smoking Cessation...', and '1. Stop Smoking - Registration and First Appointment'. Below the list, there is a 'Reporting Period' dropdown menu set to 'Last Forty Days (27 Jun - 05 Aug)'. A note states: 'Note: Not all local reports have time periods'. There are several checkboxes for report options: 'Report by date of entry' (unchecked), 'Include all records' (unchecked), 'Sort by Patient' (unchecked), 'For printing' (unchecked), 'Distance analysis' (unchecked), 'Include audit' (unchecked), and 'Download as CSV file' (unchecked). A blue 'Examine Audit' button is located at the bottom right of the form area.

6. A banner displays stating that report has been successfully queued. Scroll back to the top of the web page. A new report called *Standard report – Advanced Service Flu 202021* is listed under the Your Reports section down the left-hand side. The status of the report will initially display as *Waiting to be run*, while the data is being compiled. Once ready, the status will change to display as *Available: Click to view*. Select the name of the report, which is highlighted in blue, to view the data.



Exit Logged in as: Victoria Smith from EMIS Staging Pharmacy

PharmOutcomes® Delivering Evidence

Home Services **Reports** Admin Help

Your reports

All reports complete

Standard report - Advanced Service - Flu 201920 FOR TESTING - 2008060946  
• Available: Click to view

Reports will be deleted after three days

Evidence and Outcomes

Here you can look at your breakdown of provisions for previous months

PharmOutcomes Reports

Your Dashboard Reports and service reports permitted by their commissioners

Select Report Dashboards

Dashboards

- Dashboard of all accredited services

Reporting Period Full Duration of Service

Selecting Full duration of service will render data for the last twenty four months (including the current month) leading up to now.  
You can also select fixed report periods of This financial year or Last financial year.  
Note: Not all local reports have time periods

Report by date of entry  ... rather than by Declared provision date - Note: Experimental

For printing  (Use full page and don't show menus)

- The report displays in the web page. You can scroll down to view helpful information such as a demographic analysis of age ranges.

[Exit](#) Logged in as: Victoria Smith from EMIS Staging Pharmacy

**PharmOutcomes**® Delivering Evidence


[Home](#) [Services](#) [Reports](#) [Admin](#) [Help](#)

**Standard Report for: Advanced Service - Flu 2019/20 FOR TESTING from 2020-06-27 to 2020-08-05**  
**Report date: 2020-08-06**  
**Report period: Last Forty Days (27 Jun - 05 Aug) (provision date 27-Jun-2020 - 05-Aug-2020)**  
 Filtered by Status NOT IN (Exempt, Excluded, NotClaimable, ClaimedInError, NotClaimed, PendingCancelled)  
 Provisions relevant to: EMIS Staging Pharmacy (EMIS002)

**Activity Indicators**  
 Active Providers in your area = 1  
 Number of Provisions or Personal Interactions = 66

**Demographic Analysis - Age Ranges**  
 at time of service provision based upon provided date of birth

Age Ranges	Number of Patients
16-19	21
20-24	20
25-29	2
30-34	2
35-39	15



## Revision History

Version Number	Date	Revision Details	Author(s)
1.0	10 September 2020		Joanne Hibbert-Gorst

### Contact us

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