

Hidden in Plain Sight

Stage 1 – Importing SystemOne Reports

Download the **Hidden_In_Plain_Sight.rpt** file and save the file in a suitable location

Go to the **Reporting** item on the main menu bar and click on **Clinical Reporting**

Click on the **Import** button and select the **Hidden_In_Plain_Sight.rpt** in the location you have just saved it in.

This will create a folder called **Hidden In Plain Sight** with a number of SystemOne report queries in that folder.

Select all these report queries and run them

Stage 2 – Hidden in Plain Sight Workbook

Open the **Hidden_In_Plain_Sight.xlsx** workbook

Stage 3 – Capitation Report

Open SystemOne and go to the **Reporting** item on the main menu bar and click on the **Capitation Report**

Then click **Run Report**

Right click on the figure in the bottom right of the table which is the total list size for your practice and choose **Show Patients**

Click **Save All Pages to CSV** and an excel workbook will appear

Copy the values in the NHS Number, Gender and Age fields into the corresponding columns in the **00_Capitation_Report** worksheet in the **Hidden_In_Plain_Sight.xlsx** workbook

Close the capitation report excel file that systemone opened, you do not need to save this but you may wish to for reference.

Stage 4 – Appointment Report(s)

SystemOne has a limitation of a maximum of 30,000 rows returned in a report so the appointment report query for the appointments has been split into two reports, one for appointments 12 months through to 6 months ago and the other for appointments for the last 6 months. If when running the breakdown results (as described below) you get a message saying that more than 30,000 rows have been returned you will need to further split the appointment queries into quarters or even months for large practices.

When the report queries have completed right click on the **01a_appointments** report query and select **Breakdown Results**

On the left hand side of the screen ensure the box **Item Count** is checked and expand the **Appointments** section and ensure the **Clinician** box is checked and finally expand the **Demographics** section and ensure the **NHS Number** box is checked

Click **Refresh** and the display should show NHS Number, Clinician and Item Count (and possibly Patient Count)

Click on the icon the is a white sheet with the letter CSV in green (this will be referred to as the **Save as CSV** icon from now). SystemOne will open another excel workbook with the data.

You may not want to count all the appointments so delete any rows that you do not require, an easy way to do this is to filter the data for those clinicians whose appointments do not want counted and delete those rows.

Copy the **NHS Number** and **Item Count** (which is the number of appointments) fields and paste them into the corresponding columns in the **01_Appointments** worksheet in the **Hidden_In_Plain_Sight.xlsx** workbook

Stage 5 – Prescribing Reports

For each of the following SystemOne report queries when they have completed running...

02_amitriptyline
03_analgesics_opiates
04_antipsychotics
05_diazepam_and_lorazepam
06_duloxetine
07_gabapentinoids
08_propranolol
09_sleeping_tablets
10_ssri
11_trazadone
12_venlafaxine_and_mirtazepine
13_lithium

...right click on the report query and select **Breakdown Results** and expand the **Demographics** section and ensure that the **NHS Number** box is checked

Click **Refresh** and the display will show **NHS Number** (and possibly Item Count)

Copy the **NHS Number** field and paste it into the corresponding column in the corresponding worksheet for that drug group in the **Hidden_In_Plain_Sight.xlsx** workbook

Stage 6 – Calculation

Copy the green cells in the **00_Capitation_Report** worksheet in the **Hidden_In_Plain_Sight.xlsx** workbook down to the bottom of your data. An easy way to do this is to sheet the cells (D2 across to U2) and double click the small box at the bottom righthand corner of the U2 cell.

This may take some time to calculate dependant on the speed of your computer and the size of your practice and therefore the amount of data (at the bottom of the screen on the status bar of excel it will show how much of the calculation has been completed e.g. **Calculating (4 threads): 45%**)

Stage 7 – Pivot Table

Go to the **Pivot_Table** worksheet in the **Hidden_In_Plain_Sight.xlsx** and **right click** on cell A1 which should have the text **Appointment_Top_5%** in it. On the pop up menu select **Refresh** which will draw

in the calculated data. In order to identify the top 5% of the practice population in terms of appointments select **TRUE** in the drop down box in cell **B1** (to the right of the **Appointment_Top_5%** label). In order to identify the top 5% of the practice population in terms of drugs select **TRUE** in the drop down box in cell **B2** (to the right of the **Drug_Top_5%** label). To identify the patients in the top 5% of appointments and drugs ensure that **TRUE** is selected in both cells **B1** and **B2**. The pivot table will show the patient ID in the first column, the number of appointments that patient had in the second column and the number of drug groups in the third column.