

# Hidden in Plain Sight (EMIS Web)

## Stage 1 – Importing and running EMIS searches.

1. Ensure you have the 'HIDDEN IN PLAIN SIGHT' (HIPS) EMIS XML file ready
2. Go to 'Population Reporting' (EMIS ball [top left] => Reporting => Population Reporting)
3. Select or create a destination folder and open it
4. Select 'Import' from the 'Add/edit' menu and import the XML file
5. Right click on the new 'HIDDEN IN PLAIN SIGHT' folder and select 'Run' – open the folder and await the searches and reports to finish running
6. For all the searches you need to download the corresponding Excel CSV file and save them in the same location – as follows:
  - Select the 'Auto Report' for each search in turn
  - Select 'View results' from the 'Actions' menu
  - Select 'Export' from the Actions menu
  - In the Export Report box – select CSV, and tick 'Exclude Report Header'
  - Save the spreadsheet to a pre-determined folder

## Stage 2 – Hidden in Plain Sight Workbook

Open the **Hidden\_In\_Plain\_Sight.xlsx** workbook

## Stage 3 – Capitation Report

1. Open the 'CAPITATION Auto Report' CSV file
2. 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

## Stage 4 – Appointment Report(s)

1. There are three appointment reports: 0-12 months, 0-6 months, and 7-12 months.
2. Try using the 0-12 months search first and if the report is too large use the 0-6 months and 7-12 months searches (create **Hidden\_In\_Plain\_Sight.xlsx** workbooks for each report).
3. Select the 'NHS number' and 'Count' columns and copy/paste into the corresponding columns of the **01\_Appointments** worksheet in the **Hidden\_In\_Plain\_Sight.xlsx** file.

## Stage 5 – Prescribing Reports

1. For each of the following EMIS searches, download the Excel CSV file as detailed in Stage 1 (6)

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

2. Copy the NHS numbers columns into the corresponding worksheet 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 select 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.