



North of England
Commissioning Support

Partners in improving local health

NECS Clinical Systems Specialist Team

SystemOne - Adhoc Patient List Mini Guide

Author: NECS Clinical Systems Specialists Team





Partners in improving local health



North of England
Commissioning Support

Table of Contents

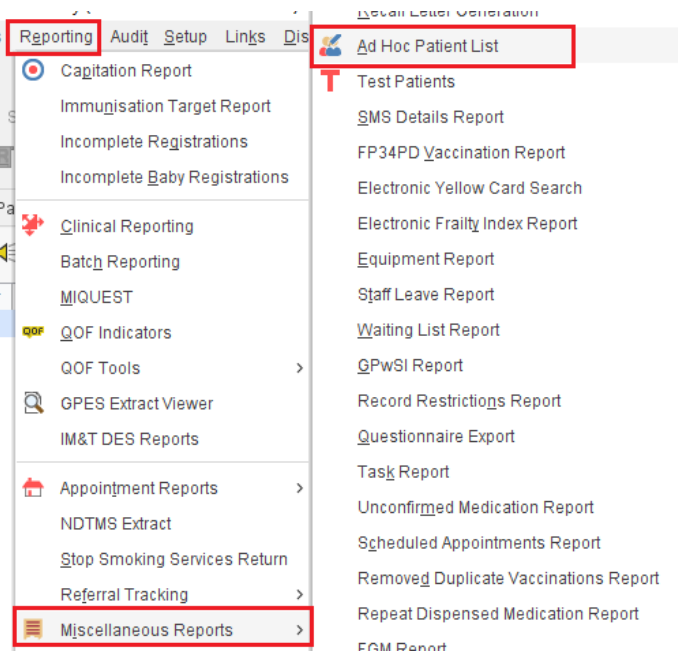
Contents

Creating a New Patient Group	3
Selecting an Existing Patient Group.....	4
Creating a List of Random Patients (based on an existing report)	4
Importing CSV.....	5

Creating a New Patient Group

1. A new patient group can be done following one of the below methods:

a. Click **Reporting – Miscellaneous Reporting – Ad Hoc Patient List**



Click either **Current Patient** if you have a record retrieved already or **Add Patient**, search and select the relevant patient. Continue this process to add further patients to the list.

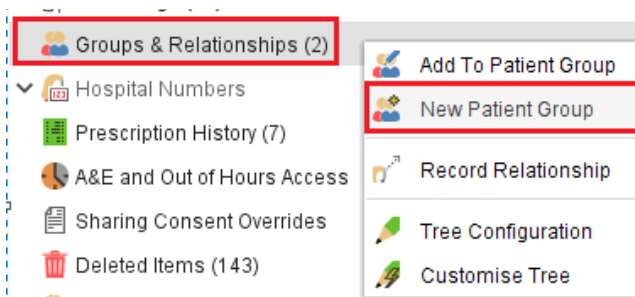
Click **Save Group** when complete, and select **Create Group**



Name the Group and select an appropriate **Group type** from the drop down list

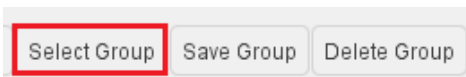
b. Retrieve a patient record, click the administrative tree

Right click **Groups & Relationships** and select **New Patient Group**, name the group and select an appropriate **group type**

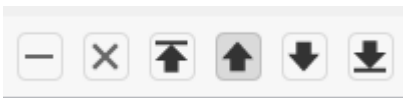


Selecting an Existing Patient Group

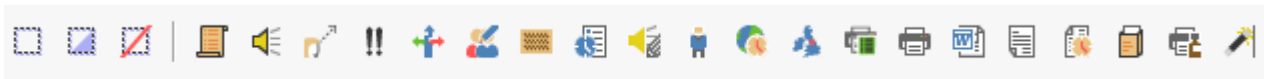
1. Click **Reporting – Miscellaneous Reporting – Ad Hoc Patient List**
2. Click **Select Group**, double click to select an appropriate patient group



3. The group selected will now display, the order of the patients can be changed, patients removed etc. using the toolbar buttons on the right side of the screen

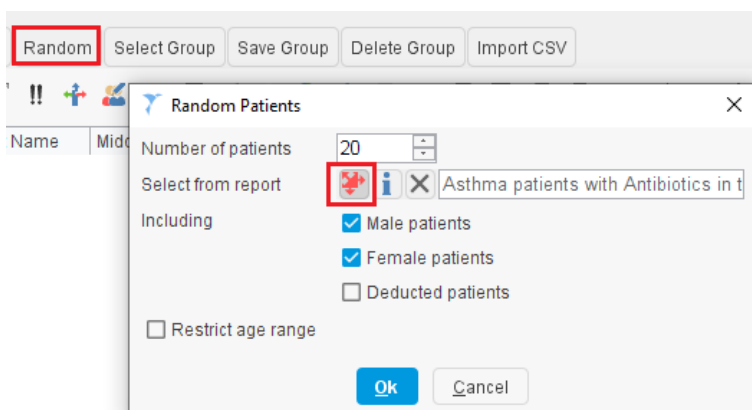


4. **Actions** can now be performed on the selected patients using the toolbar for example, send SMS messages, Print letters, add read codes etc.



Creating a List of Random Patients (based on an existing report)

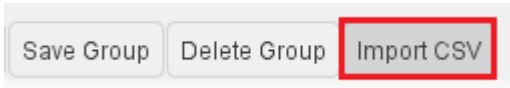
1. Click **Reporting – Miscellaneous Reporting – Ad Hoc Patient List**
2. Click **Random**, select the **number of patients** you want in your list and select the **relevant report**. Deselect if you only want male or females and restrict age range if necessary



3. The number of patient selected will now display. This list can now either be saved as a group or used as a one of adhoc patient list

Importing CSV

1. To import a list of patients that have been sent as a CSV File, click **Reporting – Miscellaneous Reporting – Ad Hoc Patient List**
2. Click **Import CSV** , navigate and select the saved CSV file



Note: The File must contain patient NHS Numbers to be imported

3. The system will import the file and match the NHS Numbers to the relevant patient
4. The list of patient's can now either be saved as a group or used as a one of adhoc patient list