Creating a Pharmacy First Report on PharmOutcomes

GP practices **using PharmRefer** to send Pharmacy First referrals have the facility to create a report that will show them useful information about those referrals.
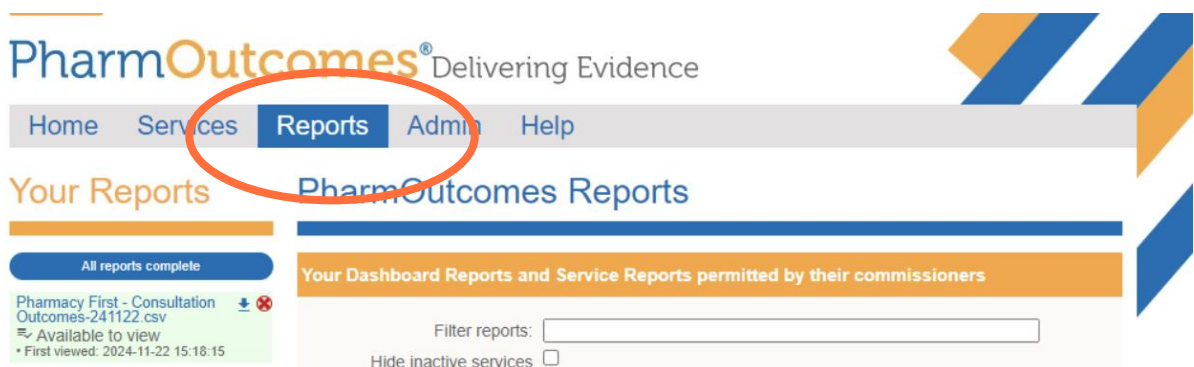
Some of the key information they will see is:

- *Have all referrals been picked up and actioned.*
- *How many referrals have been rejected and the reasons why.*
- *How many referrals have been completed by the pharmacies.*
- *The type of conditions that have been referred.*
- *The outcomes of the referral.*
- *How many referrals resulted in an urgent onward referral back to the practice or other urgent care setting.*
- *How many referrals resulted in non-urgent signposting back to the surgery or other care setting.*
- *The above outcomes can be seen for each pharmacy the practice has sent referrals to.*

Please note: This report will only show data for referrals sent to pharmacies who use PharmOutcomes as their IT platform for Pharmacy First referrals. You will still be able to see how many referrals you have sent to the other pharmacies from the data on PharmRefer, but you won't be able to see the above data for those pharmacies.

How to Create a Report

Anyone wishing to create a report will need to be set up as an Admin on PharmOutcomes so that they can access the 'Reports' tab.

1. Go to the 'Reports' tab

2. Scroll down the page to the 'Provider Individual and Audit reports' section and select 'Pharmacy First – Consultation Outcomes for Pharmacy First – Patient Registration'.

   Select the Reporting period you wish to look at.
   Make sure you tick the box 'Download as CSV file'

3. The report will be queued to run at the top of the page.

4. Once the report is ready you can download it and open it in Excel. Scroll along to the information you would like to review and use the filter function to analyse the data.