

## 1 Monthly Checklist SystmOne Large Practices

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1. Re-run Neptune monthly reports in SystmOne:
  - Issue any drug 0-30d ago*
  - Issue any drug 30-60d ago*
  - For Large Practices only- Numeric Reading 0-30d ago*
  - For Large Practices only- Numeric Reading 30-60d ago*
  - Monthly: Registration status*
2. Export each report to the 'Neptune Import' folder
3. Enter Neptune
4. Run 'Import Drug Issues'
5. Process any 'Continue New Patients'
6. Process any 'Drugs not Issued'
7. Run 'Import Testing'
8. Run 'Import Registration Status'
9. Run 'Introductory letters' for any new patients
10. Run 'GP to Review'
11. Run 'Reminder Letters' number 3
12. Run 'Reminder Letters' number 2
13. Run 'Reminder Letters' number 1
14. Back up Neptune
15. Import Reminders back into SystmOne
16. Delete monthly reports so no patient data remains on PC