

1 Monthly Checklist EMIS

1. Re-run Neptune monthly reports on EMIS
Issue any drug 0-60 days ago
Numeric Readings 0-60 days ago
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 'Stopped Drugs Re-Issued'
7. Process any 'Drugs not Issued'
8. Run 'Import Testing'
9. Run 'Import Registration Status'
10. Run 'Introductory letters' for any new patients
11. Run 'GP to Review'
12. Run 'Reminder Letters' number 3,
13. Run 'Reminder Letters' number 2,
14. Run 'Reminder Letters' number 1,
15. Back up NePTune
16. Delete monthly reports so no data is left on PC