

1 Monthly Checklist SystmOne Standard

1. Re-run Neptune monthly reports in SystmOne:
 - Monthly: Issue any drug 0-30d ago*
 - Monthly: issue any drug 30-60d ago*
 - Monthly Numeric reading 0-60d 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 '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. Import Reminders back into SystmOne
17. Delete monthly reports so no patient data remains on PC