

## 1. Monthly Checklist EMIS

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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. 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, then 2, then 1
12. Back up NePTune
13. Delete previous monthly reports so no data is left on PC