

1. Monthly Checklist SystemOne Standard

1. Re-run Neptune monthly reports in SystemOne:
 - 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. 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 Letter 2
13. Run Reminder Letter 1
14. Back up Neptune
15. Import Reminders back into SystemOne
16. Delete monthly reports so no patient data remains on PC