



TASMINH4 study

GP Clinical System Search – EMIS Web

To accompany Working Instruction 1: Practice List Search

The search and report have been prepared to reduce the hassle of running the search to identify potentially eligible patients.

In order to run the search:

- a) Save the attachment "tas4 report.xml" somewhere on your practice computer eg shared drive. The attachment has been sent within a zip file in order to prevent it being blocked.
- b) Go into the reports section of EMIS, open the directory where you want to save the search
- c) From the reports menu, click import the file and save it into the directory above
- d) Run the "tas4 report"
- e) Once it has run, check using "patients included tab" that the search has run properly eg look at the first patient's clinical record and check that they have hypertension and their last BP is over 145mmHg systolic
- f) Use the view function from the menu which should open a spreadsheet and then export to Excel

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This is what the search looked like in a practice which has a small hypertension register:

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Choose Export to Excel, save somewhere on your computer and then open the file. Once you have deleted the header rows, it should look like the screenshot below, but will also include the patients' names and addresses, that are hidden here for confidentiality reasons.

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Create a column on the far right of the spreadsheet to count the number of medications.

This can be done using the Excel command:

"=COUNTA(then select with commas between the columns for each drug class)". For example, the command for the first row could be "=(COUNTA(Z4,X4,V4,T4,R4,P4,M4)", but the precise command will depend exactly how your spreadsheet comes out. If it has worked, you should get a number showing in the relevant cell, which you can check manually by counting across the number of drugs. Then drag the cell downwards to copy the formula down the column:

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Record the number on the list on the Search Report Form – Part 1.

Remove anyone with 4 or more of the anti-hypertensive agents reported, and record this number in the relevant box on the Search Report Form – Part 2.

Pass the list to the TASMINH4 Lead GP to remove anyone known to be terminally ill, housebound or otherwise unsuitable for the study. The GP should record how many in each category are excluded on the Search Report Form – Part 2.

Invite the remaining patients. You can use the Excel sheet to run a mail merge or to upload to DocMail (remove the drug columns from the sheet you upload).