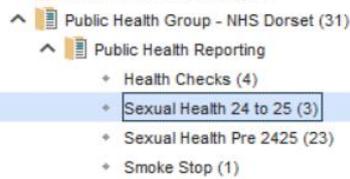**Find the SystemOne Searches**

- In System One, Under the Reporting menu, choose **Clinical Reporting**
- Within Clinical reporting, expand the 'By Owner' option on the left hand side and scroll down to the folder called Public Health Group - NHS Dorset' and within that Public Health Reporting.

  ∧ ▤ Public Health Group – NHS Dorset (31)
     ∧ ▤ Public Health Reporting
          ✦ Health Checks (4)
          ✦ Sexual Health 24 to 25 (3)
          ✦ Sexual Health Pre 2425 (23)
          ✦ Smoke Stop (1)

Run Clinical Reproting Searches

- Highlight and Run the searches for the Quarter you want to claim for, by clicking the search name and pressing the green play button.
- When completed (green tick), highlight the searches one at a time and click on the magnifying glass button

Sexual Health 24 to 25

Name ∨	Count	%	La...	Flags
Coil Insertions (inc reinsertions) Q1	362	0....	14...	✔
Implant Insertions Q1	182	0....	14...	✔
Removals (Coil and Implant) Q1	393	0....	14...	✔

Choose appropriate report output from list

- Click on **select output** button

  Close | Refresh | Save All Pages to CSV | Save All Pages to RTF | Select Output | Configure Output
  Showing 362 result(s) (362 patient(s)): Coil Insertions (inc reinsertions) Q1
  Default report output
  Page 1 of 2

- Then choose the corresponding **pre-defined report** output
  - Coil insertions and Implant insertions use insertion output
  - Removals (coil and implant) use Removal output

  ▼ Select Report Output
  ○ Default report output
  ○ Ad-hoc report output
  ⦿ Pre-defined report output
  | Name ∨ |
  Public Health Dorset-Sexual Health Insertion 24/25
  Public Health Dorset-Sexual Health Removal 24/25

Export data to excel to send to public health

- Click on **Save all Pages to CSV** - this will open up excel where you will see the output of report

  Close | Refresh | Save All Pages to CSV | Save All Pages to RTF | Select Output | Configure Output
  Showing 362 result(s) (362 patient(s)): Coil Insertions (inc reinsertions) Q1
  Report output: Public Health Dorset-Sexual Health Insertion 24/25
  Page 1 of 2

Gender	Age	Postcode	NHS number	Ethnicity	Insertion Type?
Female			XXX XXX XXXX		Insertion of intr
Female			XXX XXX XXXX	British or mixed British - ethnic ...	Insertion of intr

- Save this locally on your computer with your J-code and report description. i.e *J81061 LARC Insertions or LARC Removal*
- Send to Public Health Dorset via e-mail: **phcontracts@dorsetcouncil.gov.uk**