**How to complete and submit a SystmOne search report**

LARC reports:

* Insertions (IUD, IUS & Implant) Here Q1 (Apr - Jun)
* Insertions (IUD, IUS & Implant) Here Q2 (Jul -Sep)
* Insertions (IUD, IUS & Implant) Here Q3 (Oct - Dec)
* Insertions (IUD, IUS & Implant) Here Q4 (Jan - Mar)
* Removal (IUD, IUS and Implant) - Q1 (Apr - Jun)
* Removal (IUD, IUS and Implant) - Q2 (Jul - Sep)
* Removal (IUD, IUS and Implant) - Q3 (Oct - Dec)
* Removal (IUD, IUS and Implant) - Q4 (Jan - Mar)
* Coil Check - Q1 (Apr - Jun)
* Coil Check - Q2 (Jul - Sep)
* Coil Check - Q3 (Oct - Dec)
* Coil Check - Q4 (Jan - Mar)

NHS Health Check reports:

* NHS Health Check Q1 (Apr – Jun)
* NHS Health Check Q2 (Jul - Sep)
* NHS Health Check Q3 (Oct - Dec)
* NHS Health Check Q4 (Jan - Mar)

Send all reports, along with your completed Microsoft Excel claim forms, to Public Health Dorset via email: **phcontracts@dorsetcouncil.gov.uk**.

Click on **Save All Pages to CSV** – this will open the report in Microsoft Excel.

**Save the report** with your J-code and report description e.g., J81061 LARC Insertions.

**Repeat this process for each search relevant to the claims you are making.**

Then, click the **Select Output** button.

Choose the **Pre-Defined Report** output.

Then, choose the corresponding output from the list to match the search and click **Ok**.

* Public Health Dorset – Sexual Health Insertion
* Public Health Dorset – Sexual Health Removal
* Public Health Dorset – Sexual Health Coil Check
* Public Health Dorset – Health Check

When the search is complete, **highlight the search** and click on the **magnifying glass button.**

Searches must be completed one at a time.

To run a search, **highlight the relevant search for the service and quarter** and click the **play button** (green triangle).

Within Clinical Reporting, expand the **‘By Category’** option and scroll down to the folder named **‘Public Health Reporting’.**

Here you will see 3 categories. Smoke Stop searches are no longer required. All reports for the other 2 categories, relating to NHS Health Checks and the LARC service, are listed below.

In SystmOne, Under the **Reporting** menu, choose **Clinical Reporting.**