

RUNNING SACT REPORTS IN ARIA

C Name

1. OPEN ARIA MANAGER

2. OPEN REPORTS WINDOW File → Reports

3. SEARCH FOR AND SELECT SACT REPORTS

There are 3 SACT reports, the titles of which all start with 'SACT - Version 3 -...'

- Admin Report will capture all drugs marked 'Internal' and therefore administered in the hospital
- Dispensed Report will capture all drugs marked 'Pick-Up Internal' and therefore given to the patient to take home
- Outcomes report will capture patients whose treatment has been stopped

Complete the report parameters as follows:

- a. Institution: Select ward/department, hospital or trust. Do not select MTW NHS Trust as this will attempt to capture data for all trusts and leads to the system crashing
- b. Start Date & End Date: Select from the calendar as required. Run for a maximum of 2 weeks at a time as any longer will take a significant amount of time to run and will slow the system for all users

Local Pt ID (non-NHS ID) R Number

hedule - Appointment Reminder - Selected Patie

Schedule - Availability - Location Expanded View Schedule - Availability - Location Schedule Schedule - Availability - Location Schedule with Billing Codes Schedule - Availability - Provider Schedule Schedule - Availability - Search Schedule - Availability - Summary Schedule - Availability - Summary Schedule - Availability - Summary Schedule - Availability - Summary

chedule - by Department - Patients with No PHN - CUSTOM

hedule - by Location - Patients with No PHN - CUSTOM hedule - by Location - Patients with no PHN and Admin instr

Institution TEST LOCATION - OUTPATIEN

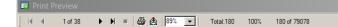
End Date 06/03/2020

hedule - Availability - Location Expanded Vie

- c. Local Pt ID: The NHS number is automatically captured, select which secondary ID you wish to capture (usually R number)
- d. Include Non-Regimen: Select Y to include all drug administrations
- e. Preview: Select Preview to start running the report

4. SAVE THE REPORT

Select the envelope symbol \Rightarrow Select the format the report should be saved in and the destination (do not save as .csv at this stage)



Review Queue...

Search Clear

ctions - CLISTOM

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→ select **OK** → Select **Excel Format Options** as required → **OK** → select location of document (see Trust specific guide on where to store the report) → **Save** to complete

5. NOTES

- For a complete SACT submission, both the admin and dispensed reports should be run and submitted as a single .csv file
- The SACT reports MUST be run out-of-hours as they are very labour intensive and will cause the system to slow-down for all users at all sites
- The SACT reports will capture information on all drugs administered in the system and cannot differentiate between SACT drugs, supportive drugs and warning notes (all prefixed 'NB:...'). These will need to be manually removed from the report once it has been extracted from Aria.

