

User guide to access LLR CCG Commissioned Community Pharmacy Palliative Care and Specialised Medicines Service 20-21 Stock Report through PharmOutcomes

How to access the live stock holding report

This report will enable community pharmacists to easily find which pharmacies have stock of palliative care medicines (as per the pharmacy's latest update) so that **urgent** prescriptions can be fulfilled improving convenience for the patient.

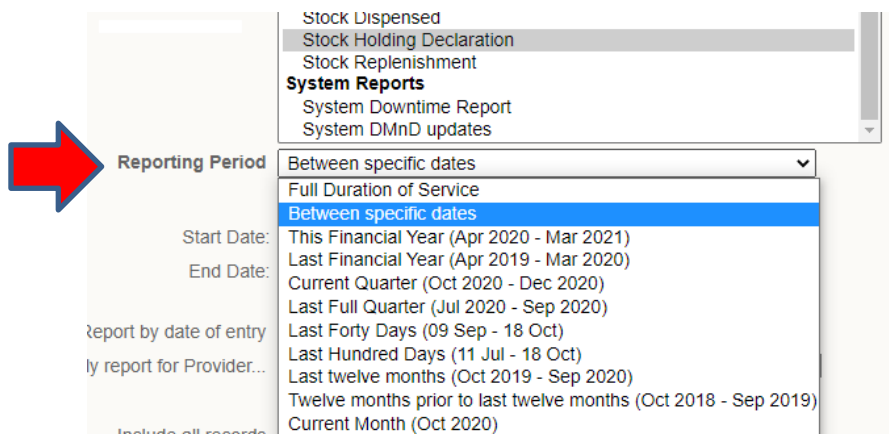
You will need your CCG derived login to access this report (this will have been emailed to you by LPC) Please DO NOT change the password.



1. Once logged in, click on the **Reports tab**, from the Dashboard select “ **Stock Holding Declaration** ”



2. In the “**Reporting Period**” field (which has a drop down selection) select “**Between specific dates**”



3. In the “**Start date**” select the date from which you require report (e.g. 5 days before the current date)
4. In the “**End date**” select current date

Stock Dispensed
 Stock Holding Declaration
 Stock Replenishment
System Reports
 System Downtime Report
 System DMnD updates

Reporting Period: Between specific dates

Note: Not all local reports have time periods

Start Date: 11-Oct-2020
 End Date: 16-Oct-2020
 Enter as dd-mmm-yyyy

5. Tick the “**Download as CSV file**” box as you scroll down to the bottom of that page

Download as CSV file

6. Click “**Run report**”

Run Report

7. The report will appear on the left hand side of the page under “**Your reports**”

PharmOutcomes® Delivering

Home Services Assessments **Reports**

Your reports

All reports complete

Standard report Stock Holding Declaration - 2010191550.csv
 • Available: Click to view

Reports will be deleted after three days

PharmOutcomes

Your Service Reports

Filter reports:
 Hide inactive services

Select Report **D**

Dashboards
 Standard Service Reports
 System Reports **s**

8. **Click on the report** - This will produce (download) an Excel spreadsheet like the example below, with Yes or No under each medication per pharmacy to indicate whether or not they have stock of the medicine.

List of Pharmacies providing the service

List of medicines stocked

Sys ID	Provision Date	Provider	ODS Code	Provision Time	Injectable: Alfentanil 500 micrograms per ml (2ml ampoules)* 1 x 10 ampoules	Injectable: Cyclizine 50 mg in 1ml 2 x 5 ampoules	Injectable: Dexamethasone 3.3mg per ml 1 x 10 ampoules	Injectable: Diamorphine 10 mg 2 x 5 ampoules	Injectable: Diamorphine 30 mg 2 x 5 ampoules
##	02/09/2020	Test Provider Leicestershire		10:30	Yes	Yes	Yes	Yes	No
##	02/09/2020	Test Provider Leicestershire		8:30	Yes	Yes	Yes	Yes	Yes
##	03/09/2020	Test Provider Leicestershire		9:00	Yes	Yes	Yes	Yes	Yes
##	08/09/2020	Test Provider Leicestershire		11:00	Yes	Yes	Yes	Yes	Yes

Date stock holding was entered

Time stock holding was entered

Yes- in stock

No – not in stock

If you have any queries please contact:

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