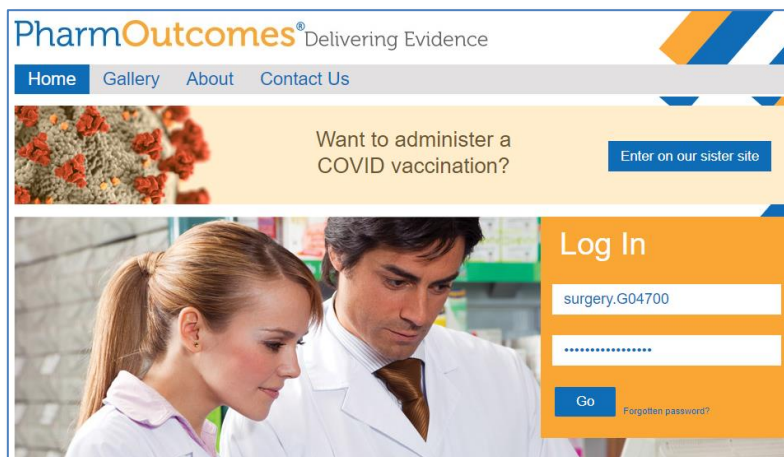


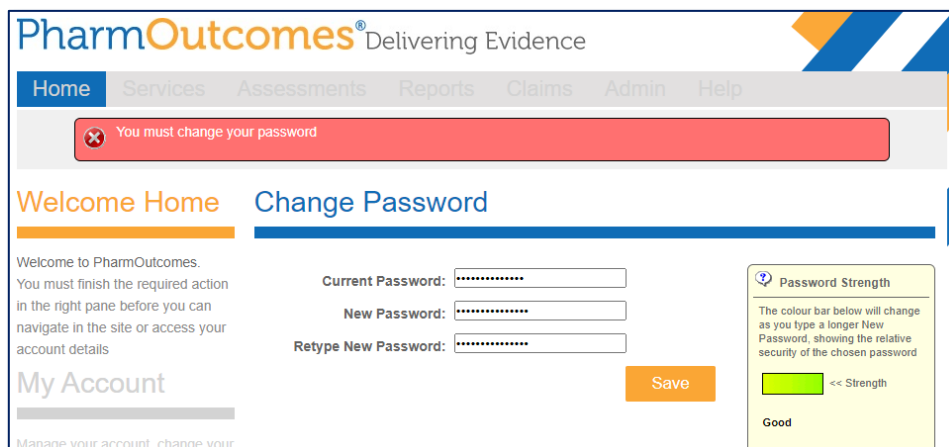
## Accessing GP CPCS reports

### How to sign in to PharmOutcomes:

1. Upon receipt of your user name and password, go to <https://pharmoutcomes.org>. Enter your user name and temporary password and select **Go**. *Please note temporary passwords are valid for 7 days only.*

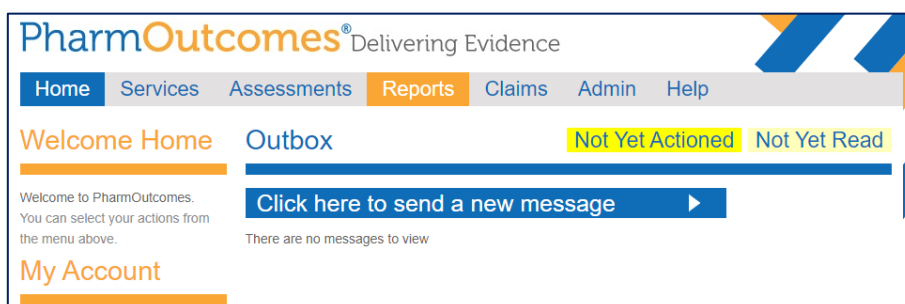


2. You will then be directed to the **Change Password** page. Enter your new password here, it is recommended to use a combination of uppercase, lowercase and numeric characters
3. Next, you will be prompted to set the **Security word** for your account to enable access to sensitive site areas. Choose a word from the drop-down list and click **Submit**.



### Accessing GP CPCS reports:

1. Once signed in to PharmOutcomes, select the **Reports** tab:



- From the **Reports** page, scroll to the bottom of the page to find the **Provider Individual Performance and Audit Reports**
- Select the **GP-CPCS – Referral tracker report** as highlighted below to view a report of integrated referrals to include details of the follow-up consultation

Select the audit tracker report to view integrated referrals

### Provider Individual Performance and Audit Reports

Filter reports:

Hide inactive services

**Select Report**

- Dashboards
- Currently Active Services
- Patient Audit Tracker Reports
- Local Bespoke Reports
- Previously Active Services

**Dashboards**

- Provider Notification Activity

**Currently Active Services**

- GP CPCS - Minor Illness...
- GP CPCS - Referral

**Patient Audit Tracker Reports**

- GP CPCS - Referral

**Local Bespoke Reports**

- DMS Manual Claim Report

**Reporting Period** Full Duration of Service

Note: Not all local reports have time periods

Report by date of entry  ... rather than by Declared provision date - Note: Experimental

Include all records  Include cancelled records and those recorded before the service start date

Sort by Patient  (sorted on the PatientLinkId column)  
Audit records are ordered by Patient, not provider, and is much clearer for cross provider services. Provider information will not appear in the on-screen audit, but will be present if downloaded as CSV

Stagger Audit   
Staggered audit will produce one line of output per service stage with only the details of that stage, ordered by date. It is a lot clearer when there are multiple consultations per patient but can take much longer to produce.

Report NO question details   
Don't display any question details, just show the patient journey.

Include rejected referral stubs  (Only relevant to Referral services)  
Include partial records for providers where the request was rejected

Last Intervention Only   
Only audit one record per patient, which contains the most recent intervention (for each service stage)

Distance analysis  (If a GP Surgery Question or Patient Postcode is present)

Download as CSV file

Examine Audit

- Select the **Reporting Period** from the drop-down list
- To download the report as a CSV file check the **Download as CSV file** box
- The report will then be queued to download. Once complete, click the link to view the report located on the left-hand side of the page
- When downloaded as CSV file the status of the referral appears in **column N** and the outcome of the consultation can be found in **column AW**.

## Your Reports

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All reports complete

Tracker V3 - GP CPCS - Referral - 2105241322

Available to view or print  
• First viewed: 2021-05-24 12:23:13

Reports are deleted after three days

**For further support contact our help desk team at [helpdesk@phpartnership.com](mailto:helpdesk@phpartnership.com)**