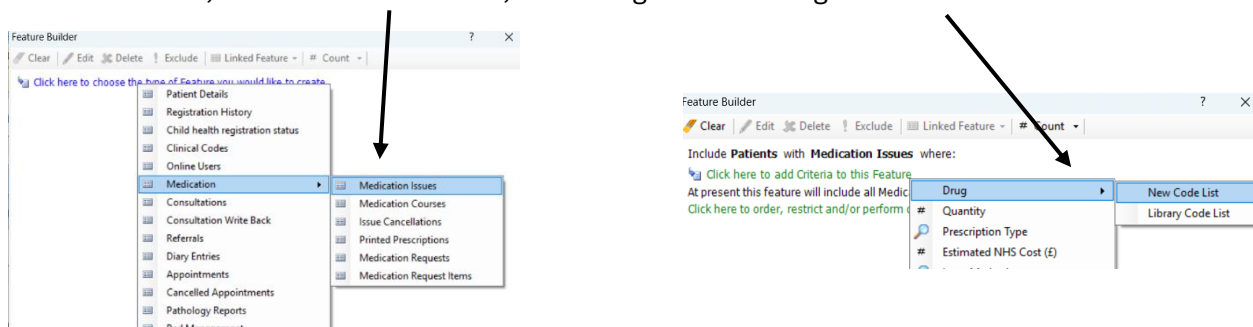


Process for Identifying Patients to Receive Information Relating to the Pharmacy Contraception Service (EMIS)

EMIS Patient Search

Create a new search in EMIS from the Population Reporting.

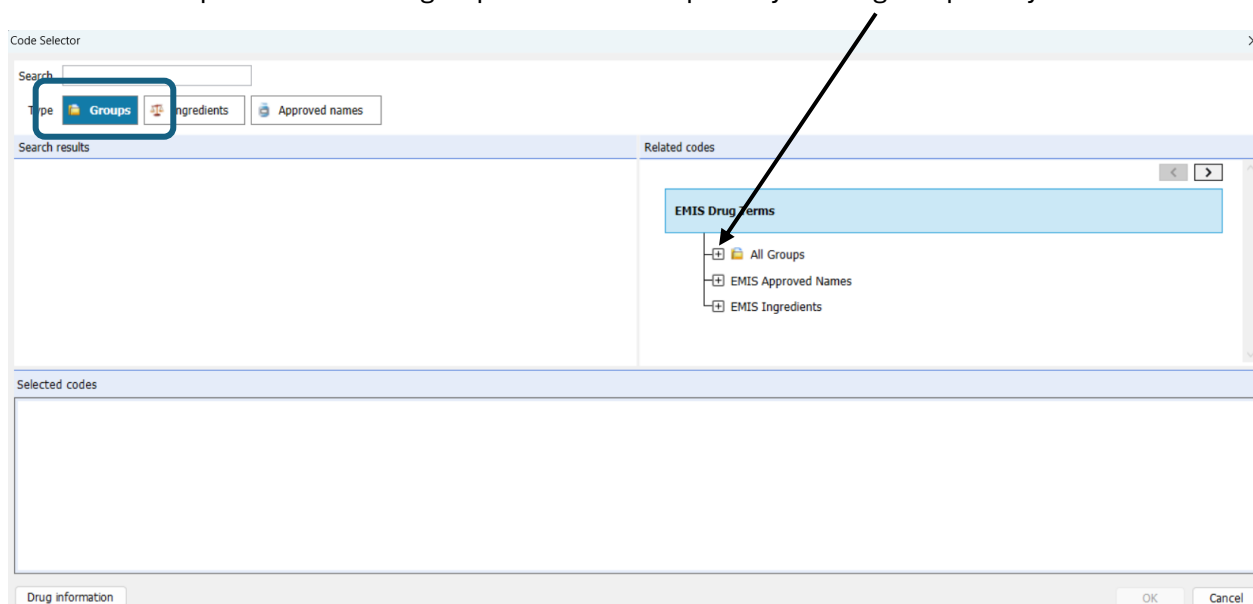
For the first rule, add Medication Issues, then navigate to the drug selection screen



It is recommended to identify patients using the medication groups in EMIS.

This will mean all of the brands and generic equivalents of medications are included. However you will have to manually remove devices such as implants and IUDs from the search criteria.

From the next screen (below), click on 'groups' and then navigate manually on the right of the screen to the contraception medication groups. Each folder opens by clicking the 'plus' symbol.



The path to the contraception medication is:

All Groups

Drugs for Obstetric, Gynaecology and Urinary Tract Disorders

Contraceptives

Inside Contraceptives, you will find a **‘Combined Oral Contraceptives’** group and a **‘Progestogen-Only Contraceptives’** group. Double-click on each to add them to your search.

Selected codes	
Combined Oral Contraceptives	Exclude some children
Progestogen-Only Contraceptives	Exclude some children

From the bottom section of your screen, you will need to remove any medications from these groups that you do not want your search to identify.

Click on the arrow next to each folder and manually untick any medication that you do not want to be included. This includes patches, implants and IUD / vaginal delivery systems from both groups, and depot injections and ‘morning-after pills’ from the POC group.

Pill brands to exclude from the POC group (in the order they appear on the list) are:

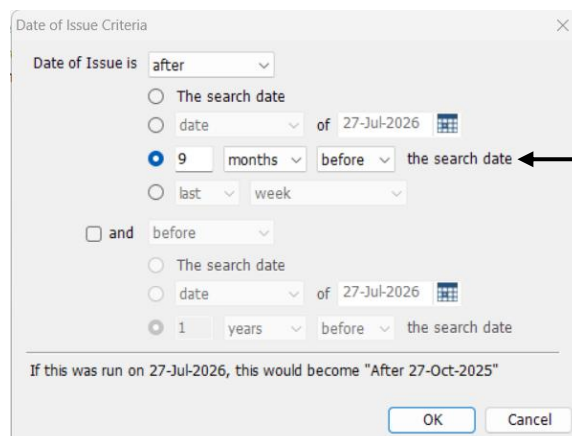
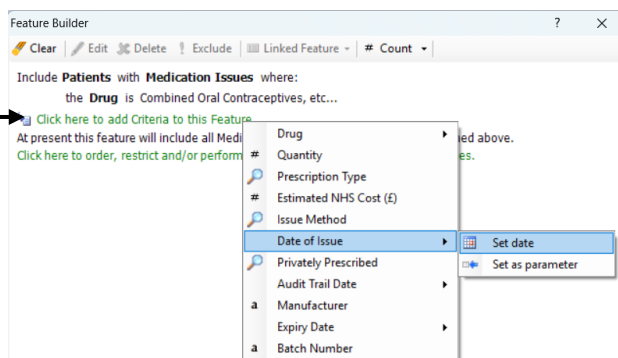
- EllaOne
- Levonelle and Levonelle One Step
- Generic levonorgestrel 750micrograms and 1.5mg tablets
- LoviOne
- Melkine
- Generic ulipristal 30mg
- Upostelle

Make sure the word ‘excluded’ appears next to each medication as you deselect them – this does not always happen the first time you untick the box after scrolling down the list.

Selected codes	
☒ Desogestrel 75microgram tablets	
☒ Desomono 75microgram tablets (Genesis Pharmaceuticals Ltd)	
☒ Desorex 75microgram tablets (Somex Pharma)	
☒ Drospirenone 4mg tablets	
☒ EllaOne 30mg tablets (Omega Pharma Ltd)	Excluded
☒ Emerres 1.5mg tablets (Morningside Healthcare Ltd)	
☒ Emerres Una 1.5mg tablets (Morningside Healthcare Ltd)	
☒ Ethynodiol Diacetate Tablets 500 micrograms	

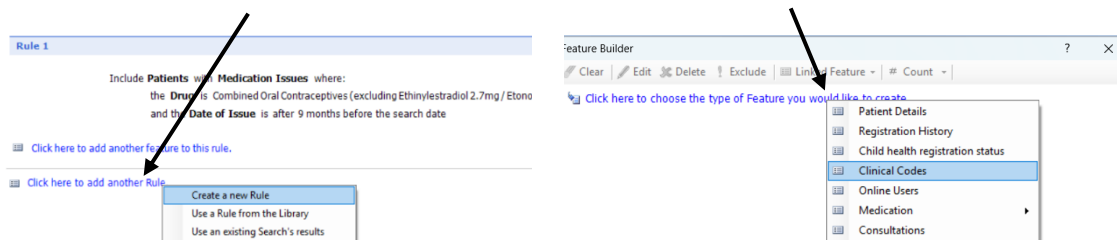
Click OK at the bottom of the screen to save your list of medications.

Add a date of issue to your search. Not adding this will mean your search will find any patient who has EVER had an issue of these types of contraception. If your practice issues contraception for 6 months at a time, for example, you could search for anyone with a medication supply in the last 9 months.

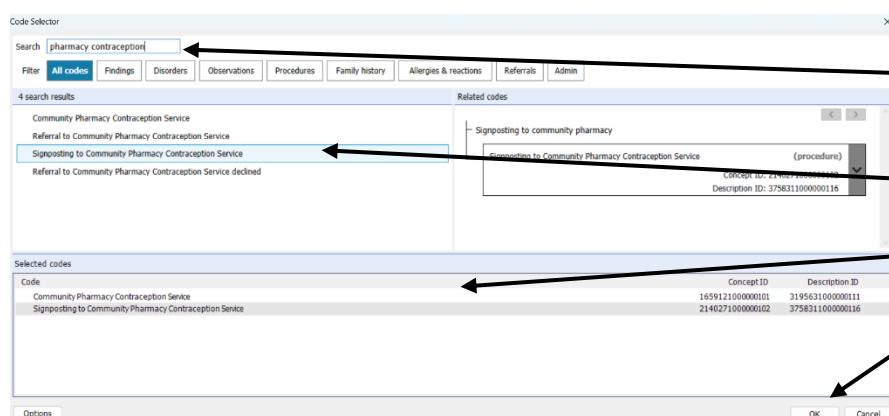
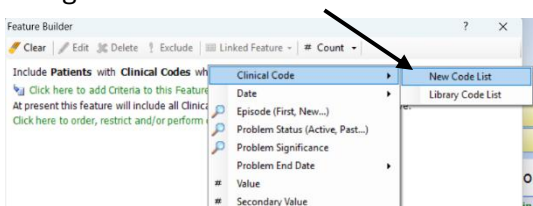


If you wish, you can ask your search to exclude any patients who have already been signposted to, or had a supply of contraception from, a local pharmacy.

To do this, 'create a new rule' for your search and navigate to 'clinical codes'.



Navigate to the EMIS code list



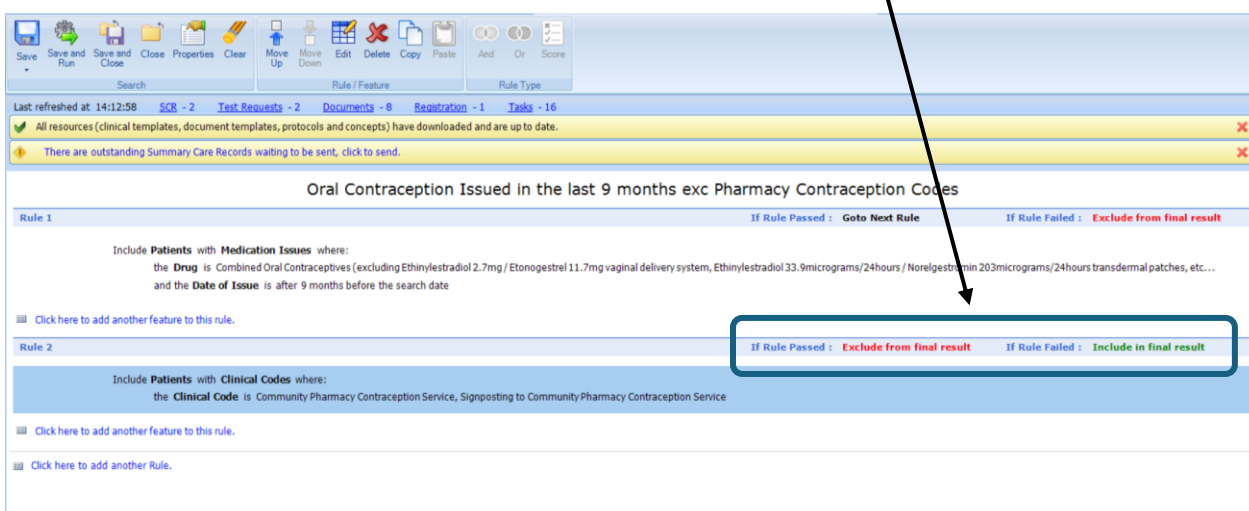
Use the search bar to find the code(s) you wish to exclude.

Double-click on them as they are identified...

...to add them to your search.

Click OK at the bottom of the screen to save your list of codes.

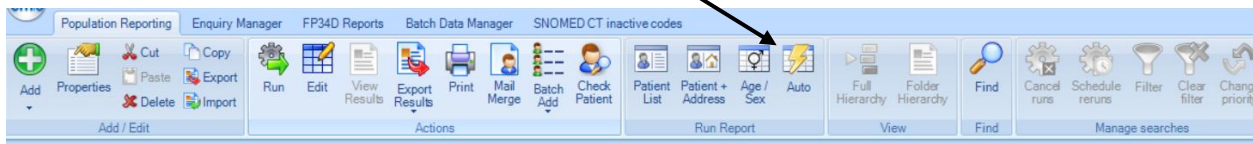
To EXCLUDE people with these pharmacy codes, make sure the rules on your search screen are set up as shown in the screenshot.



Click Save and Run on the toolbar at the top of the screen to identify your patients.

EMIS Patient List

When your search has run, highlight it and click 'Auto' on the toolbar at the top of the screen.

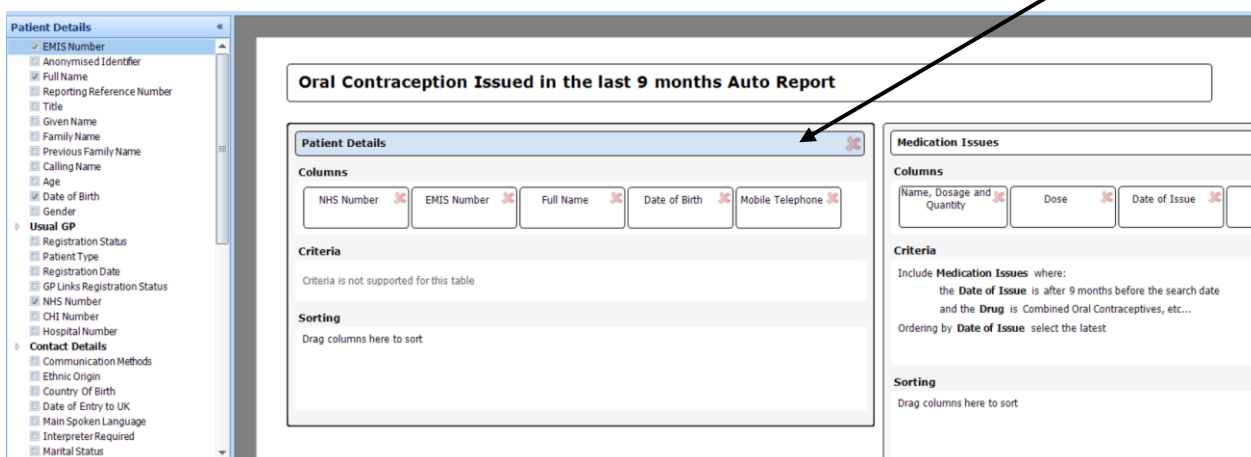


This will create a report that is in a format you can save to be added to AccuRx later. It will appear on your reporting screen underneath your search:

Oral Contraception Issued in the last 9 months exc Pharmacy Contracep...	214	4%	16-Jul-2026	Patient
Oral Contraception Issued in the last 9 months Auto Report	214		16-Jul-2026	Patient

Before saving, click on the report, and click 'Edit' on the toolbar at the top of the screen.

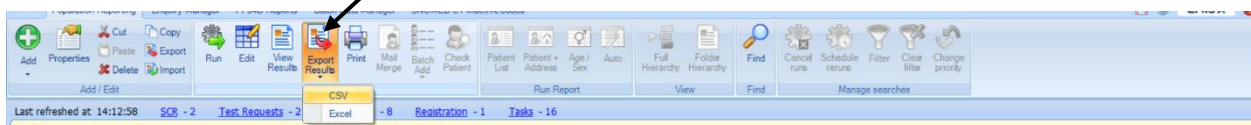
AccuRx needs the NHS Number, Date of Birth and Mobile Phone Number to send batch text messages. Add these to the 'Patient Details' section of the report by clicking on the 'Patient Details' heading and selecting any that are missing from the tree on the left of the screen.



If you are planning to text patients in batches close to the time that their next supply of medication is due, add columns for dose, date of issue and quantity supplied information to the 'Medication Issues' section of the report in the same way as you updated the 'Patient Details' section.

Click Save and Run on the toolbar at the top of the screen to run / re-run your report.

When your report has run, export the results to a CSV file from the toolbar.



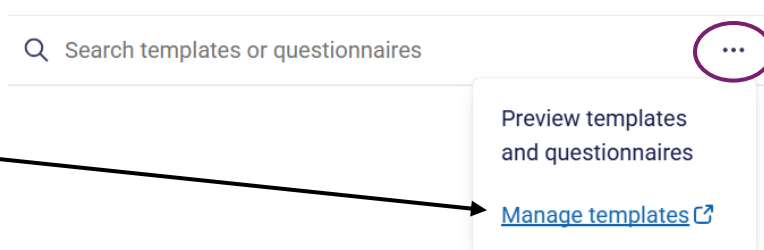
Scheduled Text Messages on AccuRx

Validate the patient list by eye and remove any patients who will not need the text message(s) sending. This might need a clinician review in some cases. Some who can be removed include, but is not limited to:

- No mobile number
- Not on the medication for contraception
- Those where the last issue (in combination with the quantity supplied) was long enough in the past to look like:
 - they are no longer taking the medication
 - they had their last supply from the pharmacy

When your patient list(s) have been screened, divide this into as many smaller lists as you need. You will need one list for each batch of messages that you would like to schedule from AccuRx.

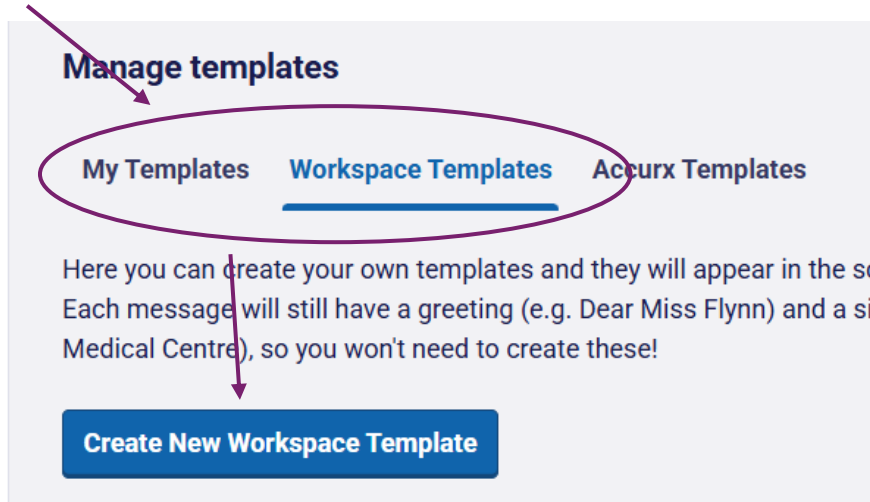
Access AccuRx online by opening a message to a patient, clicking the three dots near the search bar, and then 'manage templates'.



Create the text message to be available to yourself or your whole organisation using the corresponding option(s) at the top of the page.

Settings

- Templates
- Questionnaires
- Record requests
- SMS status
- Batch messages
- Appointments >



Follow the steps to create your text message. It is recommended to include the link for patients to identify a pharmacy that offers the service:

<https://www.nhs.uk/nhs-services/pharmacies/find-a-pharmacy-offering-contraceptive-pill-without-prescription/>

Make sure to include the code for 'Signposting to Community Pharmacy Contraception Service', as shown below. This will be added to the record of each patient who receives this text

message. This will help the practice to achieve the target for the NHS South Yorkshire ICB Prescribing Incentive Scheme.

SNOMED code (optional)

Codes will only be saved to record if your workspace is connected to a clinical system

 Signposting to Community Pharmacy Contraception Service (procedure)
Concept ID: 2140271000000102

 Remove

Template settings

Template available

☒ Individual ☒ Batch

Default reply setting

The patients will be able to respond once, with a photo or a message. Not applicable if sending in batch.

☐ Allow patients to respond

Make your template available to be sent to both individual patients, and as batch messages.

Settings

 Templates

 Questionnaires

 Record requests

 SMS status

 **Batch messages**

 Appointments >

 Patient triage >

 Reporting >

When the text message is created, **open 'Batch Messages'** from the options on the left of the screen.

Click 'Send a Batch Message' in the top corner of the screen

The next page is where you **add your patient list to AccuRx**.

Click on 'Upload a file' and follow the steps.

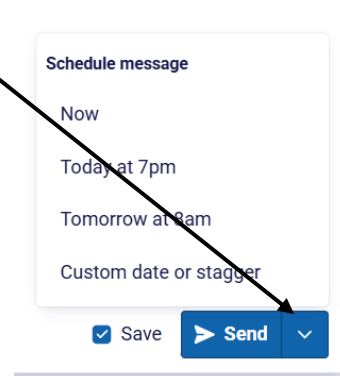
Next, **find your text message** you created by clicking on the message search bar at the top of the screen:

 Search templates or questionnaires

...

Dear [Patient name appears here]

In the bottom corner of your message, use the down arrow next to the send button to choose when you would like the messages to be sent.



Follow the steps to **schedule your text message**, and click confirm.

Finally, click send on your message screen – the symbol will have changed to a clock to signify that it will not be sent straight away.

Send options

Schedule to send

☐ Start now
☐ After a time frame
☒ On a specific date

Date

03/08/2026

Time

9am

Staggered send

Send the message out in groups, over a period of time

Send in staggered groups ☐

Schedule send: **Mon 3 Aug at 9am**

Cancel
Confirm