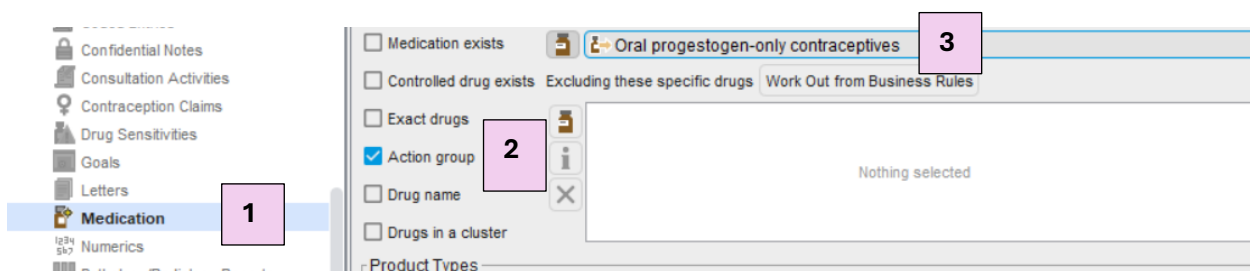


Process for Identifying Patients to Receive Information Relating to the Pharmacy Contraception Service (SystemOne)

SystemOne Patient Search

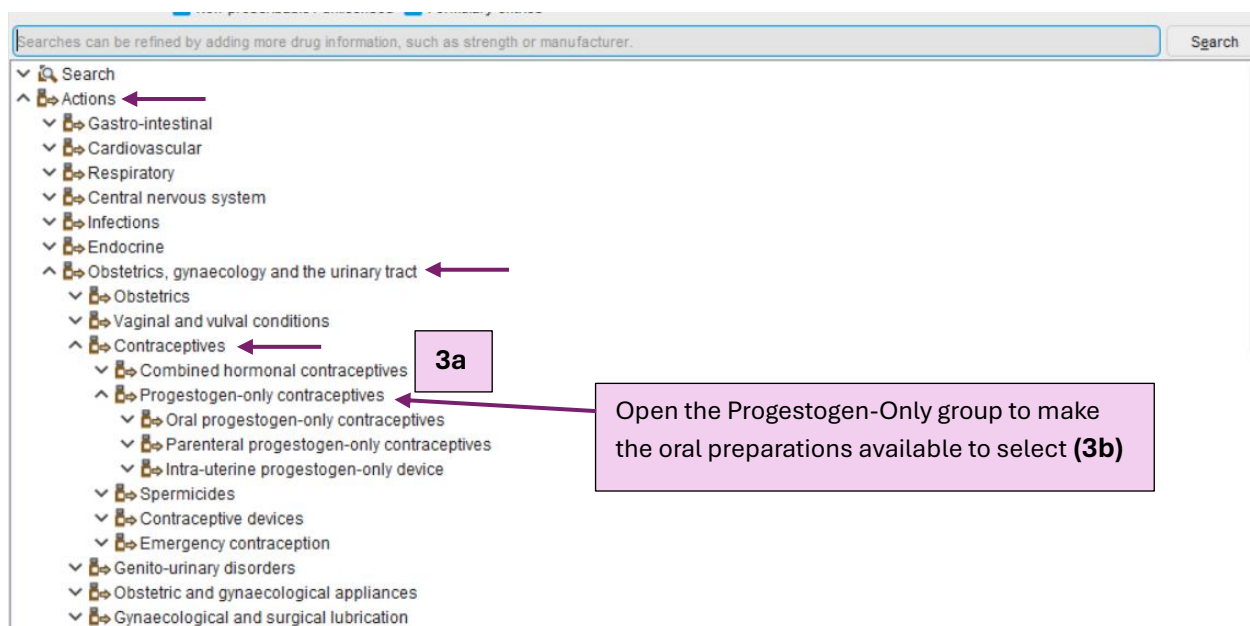
It is recommended to identify patients using the medication action groups in SystemOne.

This will mean all of the brands of medication are included, and people with implants, IUDs etc will not be identified.



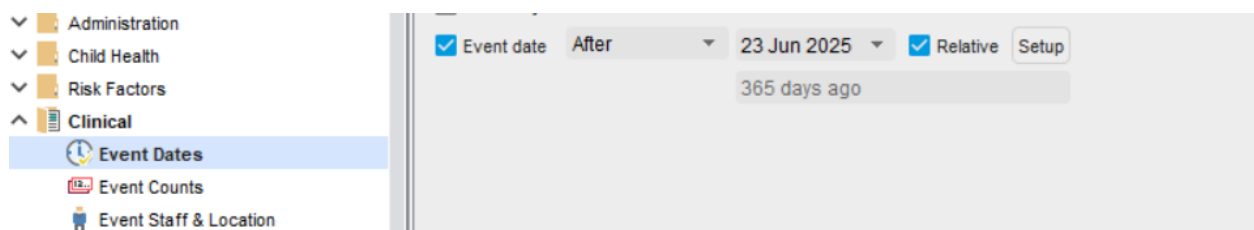
On the search screen, click 'medication (1) in the tree on the left, then action group (2), then click in the box(3) to select the contraception group(s) of medications.

You will need to do two searches – one search for **combined hormonal contraceptives** and one for the **progestogen-only contraception** as you can only search for one group of medication in each SystemOne search. The path to find both of these groups of medication is shown by the arrows below (culminating in 3a and 3b)



Each search will also need to have a timeframe added, for example the medication has been issued in the last 12 months. Not adding this will mean your search will find any patient who has EVER had an issue of this type of contraception.

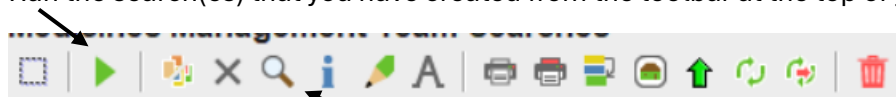
This is added to the search as shown below. If the 'relative' box is ticked, this means the search will always be run looking at the previous 12 months (rather than issues after the date of 23rd Jun 2025 shown in the example).



Click 'OK' at the bottom of the screen – **the search is now available to run**

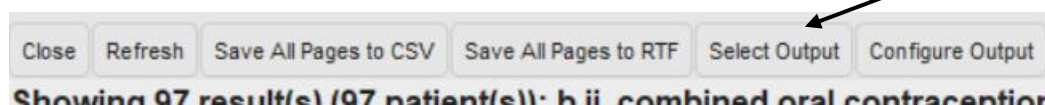
SystemOne Patient List

Run the search(es) that you have created from the toolbar at the top of your search screen,



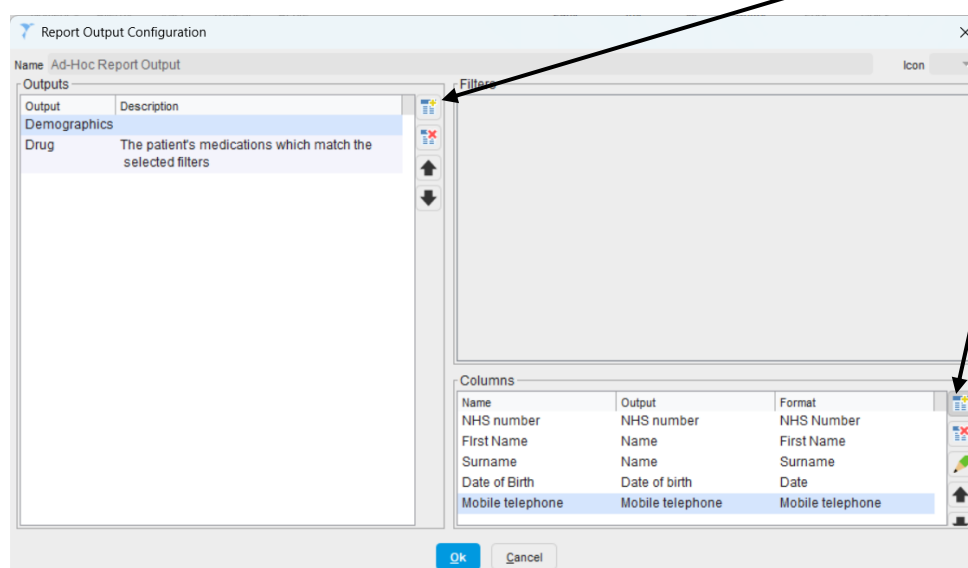
When results are visible, click on the magnifying glass to 'show patients'.

You now need to create a report in SystemOne to pull through the information you will need later to set up and schedule the text messages. At the top of the screen, click 'Select Output'



On the next screen, select 'Ad-Hoc Report Output' and click OK

This is the screen where you choose what details about each patient / medication supply you need from SystemOne. Broad categories for your report are added on the left of the screen.



Each one can then be broken down further in the bottom right.

In the example, adding 'Demographics' on the left then opens up the options to add NHS Number, Name, Date of Birth and Mobile Phone Number

Report Output Configuration

Name: Ad-Hoc Report Output

Outputs

Output	Description
Demographics	
Drug	The patient's medications which match the selected filters

Filters

Include: Latest, 1 values

Medication:

Nothing selected

Action group:

Combined hormonal contraceptives

Drug name:

Columns

Name	Output	Format
Medication	Medication	Drug Name
Dose	Dose	Dose
Quantity	Quantity	Quantity
Start date	Start date	Date

Ok Cancel

Add information relating to the drug / medication issues in the same way as your demographic information, starting by adding a 'Drug' output on the left of the screen.

If you are planning to schedule your text messages so they are sent before your patients' next prescription is due, make sure to include the 'quantity' and 'start date' at this stage of your report.

You will need to specify the medication you want to be shown on your report. This is done by adding the group of medication in the same way as when you built your search.

You will need to amend this element of your report when you repeat the process for your second contraception search.

Make sure the system is set to show only the most recent medication issue for each of your patients (circled above in purple).

Click OK to run your report. The system will take a few moments to generate the report.

At the top of your report, click to save the results to a CSV document. Repeat the search-building and report-building process for your second contraception search.

Close Refresh Save All Pages to CSV Save All Pages to RTF Select Output Configure Output

Showing 97 result(s) (97 patient(s)): h ii combined oral contraception

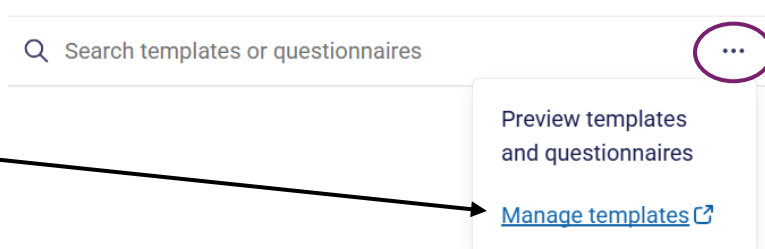
Scheduled Text Messages on AccuRx

Validate the lists 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.

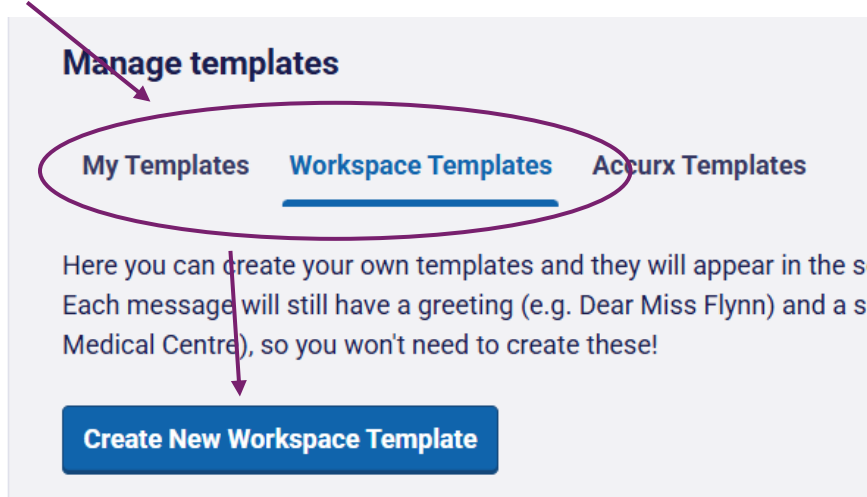
Access AccuRx online by opening a message to a patient, clicking the three dots near the search bar, and then 'manage templates'.



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.

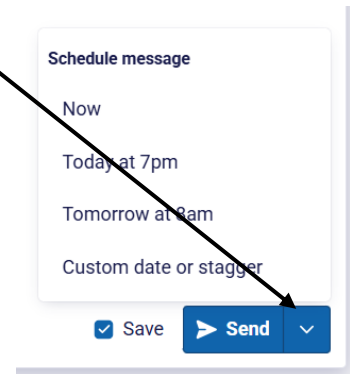
Next, **find your text message** you created by clicking on the message search bar at the top of the screen:

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