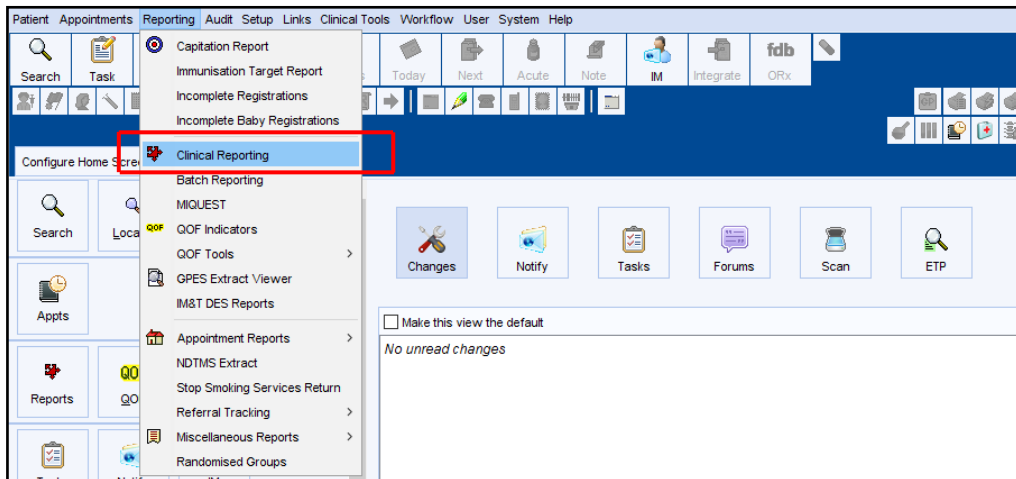


## Specials - SystemOne user guide

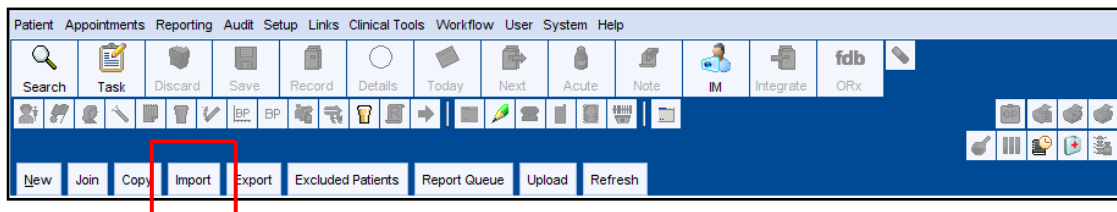
'Specials' are unlicensed medicinal products manufactured in the UK for human use which have been specially prepared to meet a prescription ordered for individual patients without the need for the manufacturer to hold a marketing authorisation for the medicinal product concerned.

The searches are based on 'Specials' products found in the Drug Tariff (May 2023) and DM&D. Note the DM&D tag some generic products as special order where a readily available brand is available.

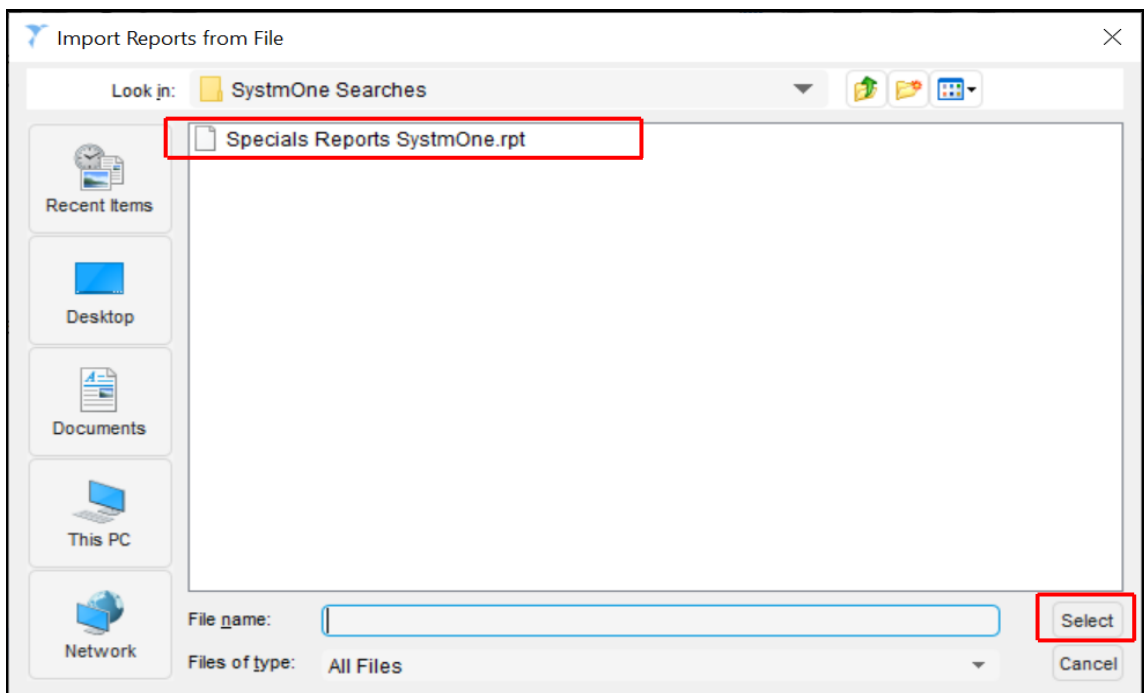
1. Navigate to: Reporting  
    └─ Clinical Reporting



2. Click Import



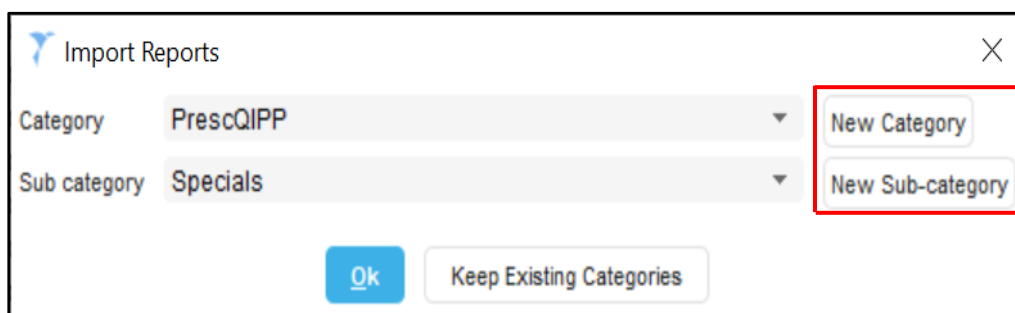
3. Navigate to file location, highlight file, click Select.



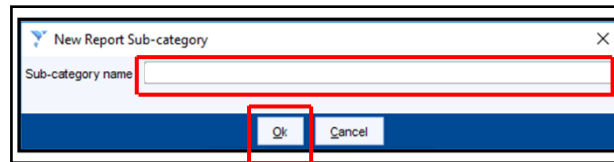
4. Click Ok.



5. SystemOne will prompt where the reports are to be saved. New Category / Sub-category can be selected at this point.



6. If new Category / Sub-category are selected the following window will present. Type in the Category / Sub-category and click Ok.




7. Once the location of the search has been selected SystemOne will ask for confirmation. Click Yes.




8. The search file has now been imported into SystemOne under the chosen Category / Sub-category.

9. Click on the search and press run 



10. Once the search has run click the magnifying glass to view patients 

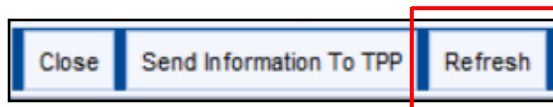
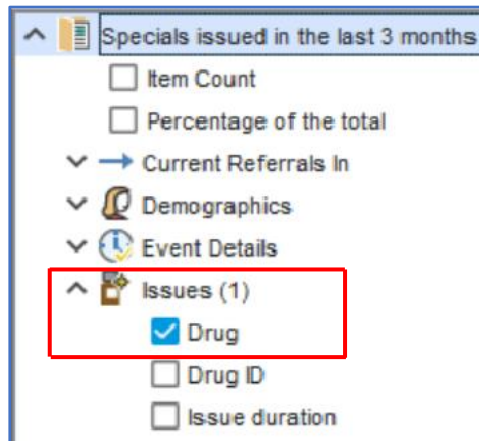
11. To breakdown the search click  the search is then broken down in the left-hand pane, see breakdown options sheet.

## Breakdown options Specials SystemOne searches

1. Each of the 25 searches will need breaking down separately in the following way:

For information on specials prescribing, acute and repeat, within the last 3 months, select:

Specials issued in the last 3 months / Issues / Drug  
└─ Refresh to update



Any breakdown combinations can be selected/deselected before clicking the Show Patients icon 