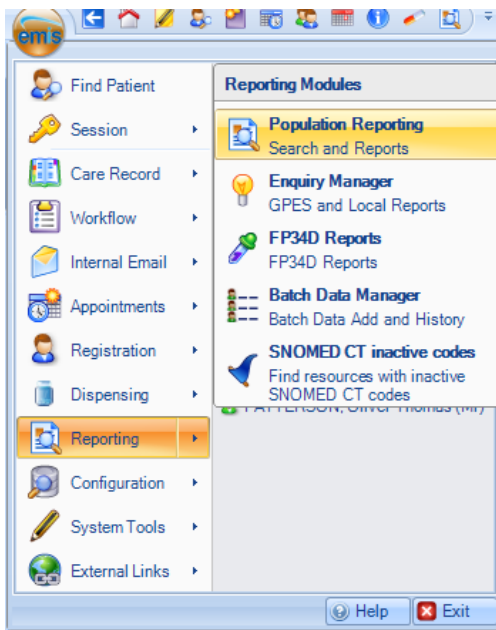


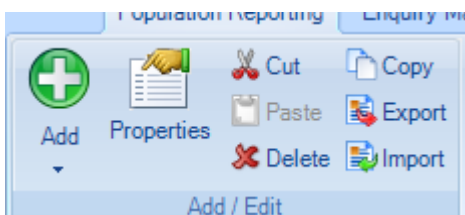
# Importing searches on EMIS

Within EMIS open population reporting

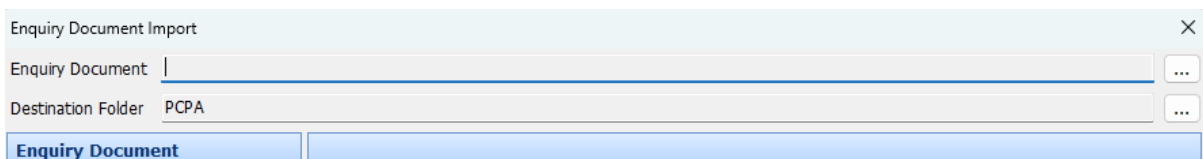


Select a folder where you can store the files or create a new one

Click on the name of this folder, then select import at the top left of the screen



Click on the 3 dots on the right side of the new window

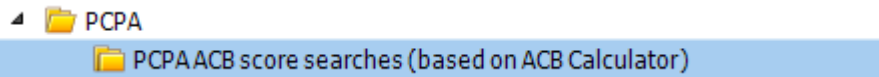


Select the searches you've already saved to your desktop to import

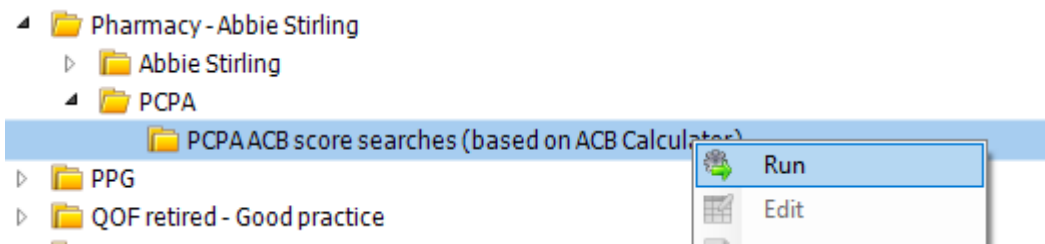
Then select "ok"

This should then create a new folder "PCPA ACB Score searches (based on ACB calculator)"

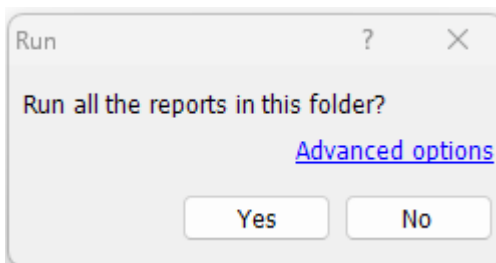
# Importing searches on EMIS



Right click on the folder name and select "Run"



This will ask you if you want to run all reports in this folder – select "Yes"



The searches in the folder will then show as "Queued"

Anticholinergic burden score of 3 or more - All ages	Queued	Patient
All ages Auto Report (Based on ACB calculator)	Queued	Patient

*This can be a large search so it may take a while.*

Your search will then report back the number of patients included when it's finished running.

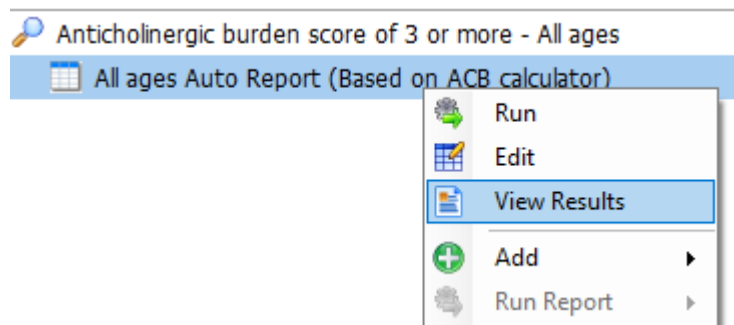
## Exporting the search results

This search will look for patients of all ages with any anticholinergic score in acute and repeat medicines. It will exclude all palliative care patients

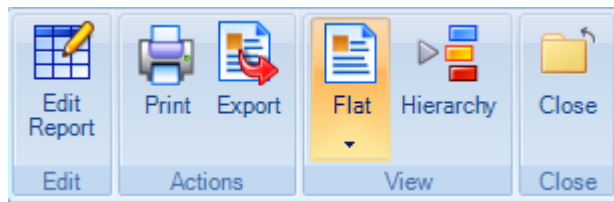
Anticholinergic burden score of 3 or more - All ages	1605	9%	19-May-2026
All ages Auto Report (Based on ACB calculator)	1605		19-May-2026

## Importing searches on EMIS

Right Click on the bottom report and select “view results”



In the new page, select “Export” on the bar at the top left

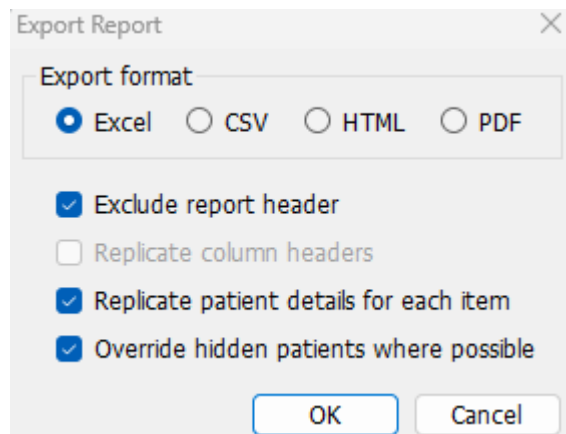


Then select “Excel” for format type

Ensure “**Exclude report header**” and “**Replicate patient details for each item**” are both selected

You may wish to also override hidden patients where possible

Select “Ok”



Then select “OK” save this excel file on your computer in an appropriate place.

## Creating the pivot table in excel

Open the Excel file you've just saved to desktop

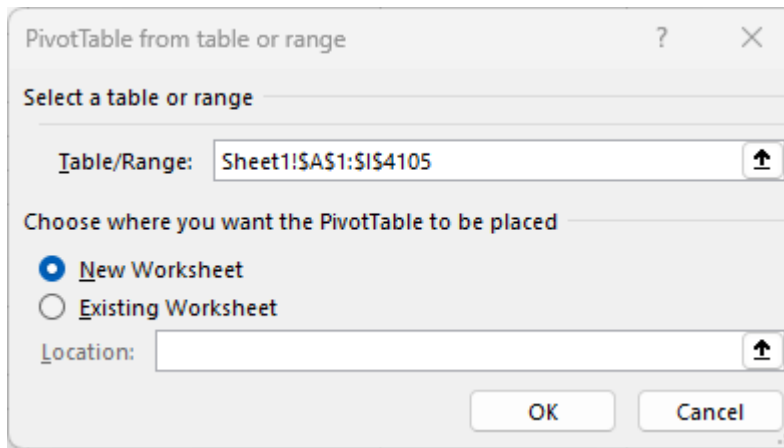
## Importing searches on EMIS

Click in the cell A1 (Full name)

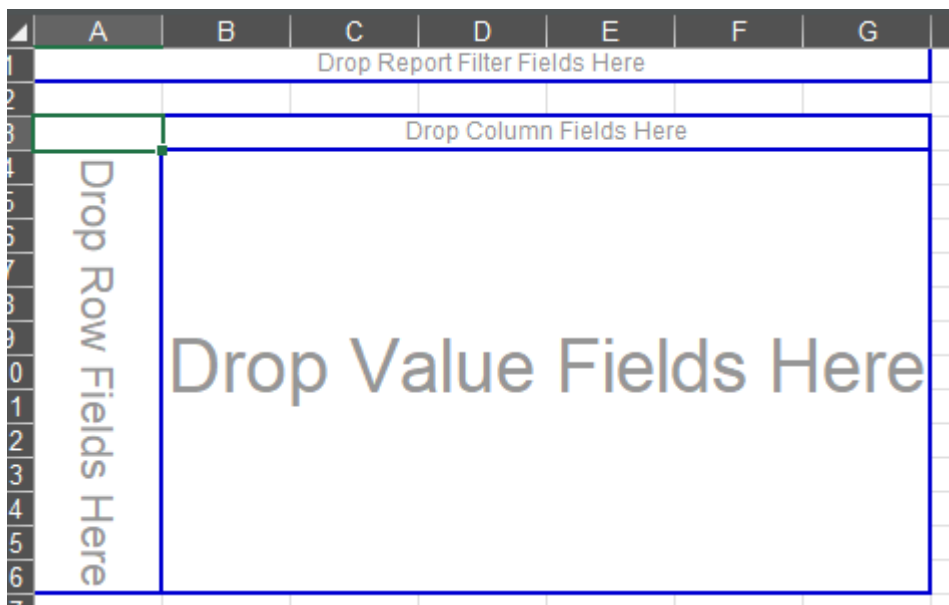
Then select “insert” from the top bar

Then select “pivot Table”

With this next window you do not need to change any settings, just select “ok”

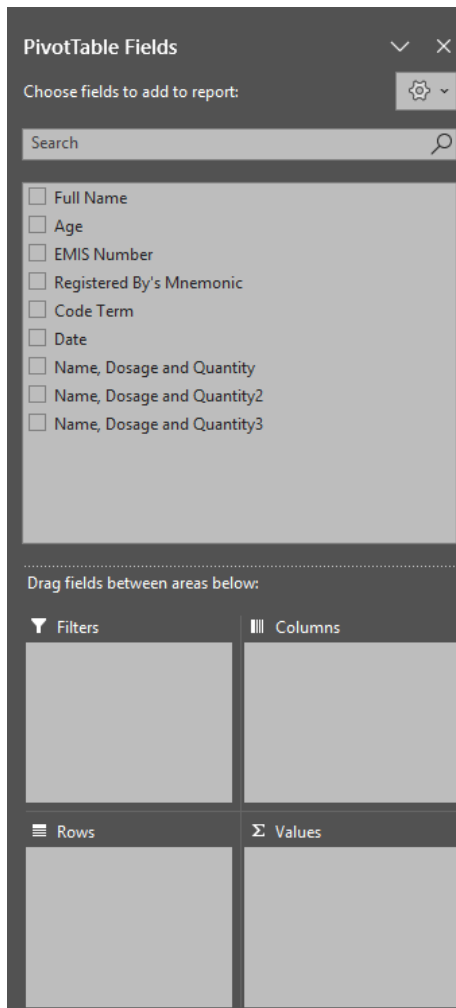


Your screen should then display this on the left side of the spread



And on the right side there should be a new “pivotable fields” bar

# Importing searches on EMIS



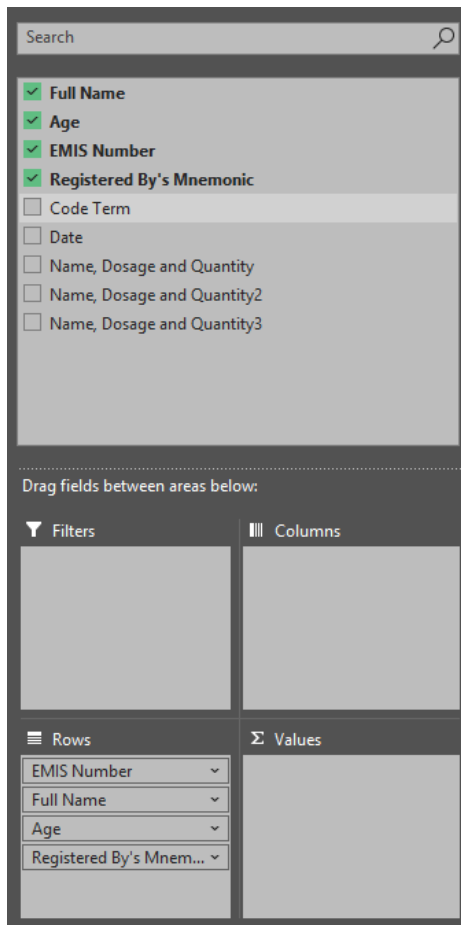
You will then need to Drag & Drop each parameter into the boxes at the bottom in the following order below

**Drag and drop** the following into the Rows box (in the exact order below)

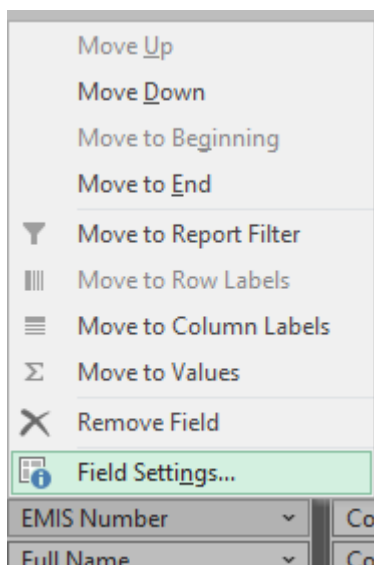
- EMIS number
- Full name
- Age
- Registered by

# Importing searches on EMIS

Your boxes should now look like this;

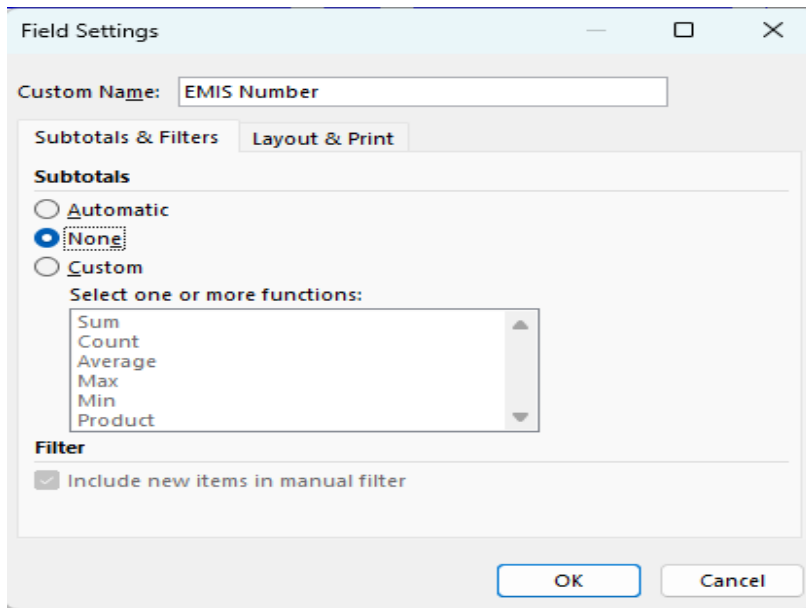


Now click on each item under the row labels



Select **“field settings”** and under subtotals select **“None”**

## Importing searches on EMIS



Repeat this process for all 4 row parameters in the box

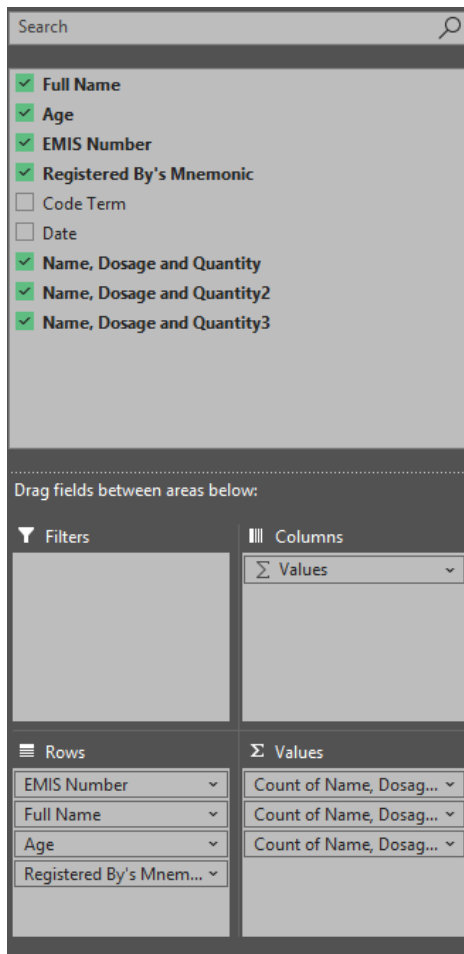
This will tidy up the spreadsheet into a single row for each patient.

Then we need to Drag and drop the parameters that will show ACB scores into the “values” box in the exact following order

- Name, dosage and quantity
- Name, dosage and quantity2
- Name, dosage and quantity3

# Importing searches on EMIS

Your box should now look like this



Our pivot table should now look like this

A	B	C	D	E	F	G
				Data		
EMIS Number	Full Name	Age	Register	Count of Name, Dc	Count of Name, Dosage and Qi	Count of Name, Dosage and Quantity3
10002	Mickey mouse	59	(blank)	1	2	
10121	donald duck	61	(blank)	2	1	1
10127	Minnie Mouse			2		
10155	Goofy	55	(blank)	1	1	1
10168	Walt Disney	33	(blank)	2		2

In cell E3 there is the title "data" – rename this to "ACB score"

In the cell E4 "count of name, dosage and quantity" – rename to "1"

In the cell F4 "count of name, dosage and quantity 2"- rename to "2"

In the cell G4 "count of name, dosage and quantity3" – rename to "3"

## Importing searches on EMIS

These are now named by the ACB value which will be used in the formula below to calculate overall ACB score

*We now need to add the formula to the column*

Select cell **H5**, then copy and paste this formula into the cell

**=SUM(GETPIVOTDATA("1",E5,"EMIS Number",A5)\*1+GETPIVOTDATA("2",F5,"EMIS Number",A5)\*2+GETPIVOTDATA("3",G5,"EMIS Number",A5)\*3)**

Press enter

In the cell **H5** it should now calculate an overall ACB number

To apply this formula to the whole column – **hover over the bottom right of cell H5** until a black plus sign appears

Then double click on the spot where it appears and all cells in that column should now calculate their own number

5
7
5
6
8
10
3
4
3
6
3
4
4
4
3
5

This has calculated the total ACB score for all patients

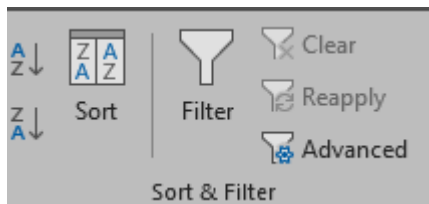
Then we can filter it to the highest scoring ACB scores, to do this;

Right click on column H,

Then from the top bar on excel select "Data"

Then re-select column H and select "filter"

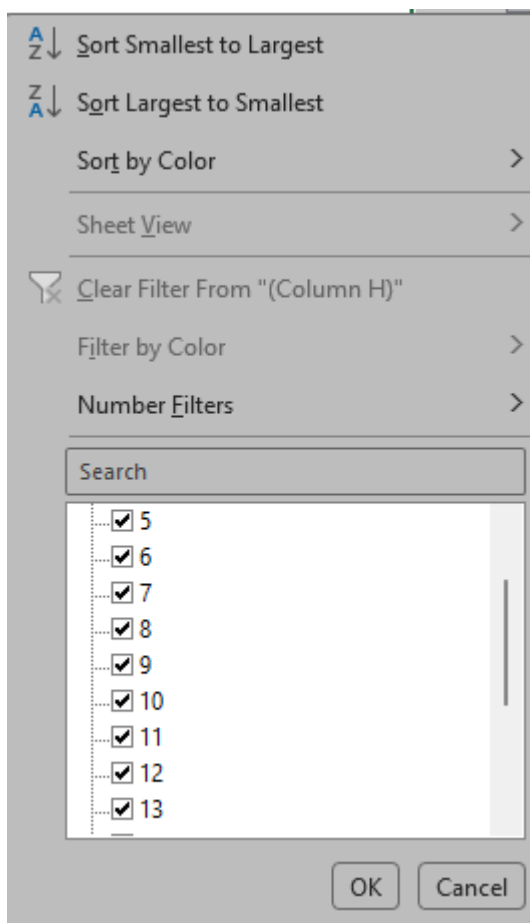
## Importing searches on EMIS



There will be a small Down arrow appear on column H – click on the arrow

	▼
	5
	7
	5
	6
	8
	10
	3

In this next box you can untick the total values you want to exclude at this time



## Importing searches on EMIS

For example if you only want to review those scoring 10 or more, then you can untick the values 0 – 9 individually then press okay to show only those who are scoring 10 or more

Your pivot table will then only show the patients with this scoring or higher

Drop Report Filter Fields Here								
					ACB scores			
EMIS Number	Full Name	Age	Register	1	2	3		
10170	Cinderella	63	(blank)	1			3	10
10551	Aladdin	60	(blank)	4		1	3	15
10822	Dumbo	31	(blank)	2			3	11
1101815	Tigger	44	Fred	6			2	12
1101949	Nemo	45	TAMI	1			4	13
11033	Aurora	42	(blank)	5		1	2	13