**Antibiotic Search Instructions**

To complete this audit there are three steps

1. Step one to run the search
2. Step two manipulate the data in excel to select the audit sample
3. A doctor to review the sample and rag rate the prescriptions issued.

**Step one**

1. Click Antibacterial Drugs issued previous month Auto Report



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| --- | --- | --- | --- |
| 1. Choose Run at the top of the screen | | | 1. Click Yes |
| 1. Once the report has run Choose View Results | | 1. This will display the report   Click on Export at the top of the screen | | |
| 1. To display another screen | 1. Tick Replicate column headers 2. Tick Replicate patient details for each item 3. Choose OK and save the file where you saved the excel spreadsheet | | | |

**Step two**

Leave EMIS

Go to your Desktop

1. Open Antibacterial Drugs issued previous month Auto Report
2. Highlight columns A to D and click copy
3. Open Master Antibiotics usage previous month
4. Highlight columns A to D and click paste
5. Press Copy 5% of data to Sheet 2
6. Press Delete this data

**Step three**

Go to Sheet 2 and RAG rate and complete and learning points