Appendix 1

## PIS: Information Request Form [available from the Lothian Analytical Services Team]

Requester Details:	
Name:	
Title:	
Department:	
E-mail:	
Phone Number:	

## Timescale:

Date Request Submitted:	
Date Information Required By:	

## **Request Details:**

Brief Description of Requirements:

Please provide a brief outline of the information required, including the following relevant details where possible:

- Drug(s) (Brand/Generic name, strength, unit of measure, formulation)
- Health board\HSCP\Practice Cluster\Practice
- Age Restrictions (e.g. Under 16)/Age banding
- Dose
- Ward Codes used in TRAK
- Year(s) of interest
- Break down of timescale e.g. financial year, monthly
- Cost, number of patients, number of prescriptions, quantity
- BNF chapter/paragraph/section/subsection
- How often the data will be required e.g. quarterly, monthly
- Format of report e.g. Excel, PDF

Unique ID: NHSL. Author (s): Analytical Services

Category/Level/Type: Version: 3.2 [flowchart clarification; addition of PIS Request Form]

Status: APPROVED Authorised by: Area Drug and Therapeutics Committee

Review Date: October 2018

Date of Authorisation: 07 October 2016 Date added to Intranet:

Key Words: Prescribing Information System; PIS; information governance; confidentiality

Information:	used for and who shall be involved with the data.
	Examples include:  Patient care Monitoring Optimisation of therapy Quality Improvement Prescribing Will the dataset be linked to another?
Do you require any	Yes: No:
confidential	** Please refer to the links for further guidance: Safe use of the Prescribing Information System (PIS) Policy
data terms? **	
	http://intranet.lothian.scot.nhs.uk/NHSLothian/Corporate/A- Z/Caldicott/Pages/FAQs.aspx
	** If you require confidential data items, please include what data and rationale for this in the Additional Comments section below.
Additional Comr	nents:
Please provide a further details th	
are relevant to y	
request here.	
To be completed	by PIS User undertaking request:
Further Informat	ion:

Please include a brief summary of the purpose that the information will be

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Intended Use of

Key Words: Prescribing Information System; PIS; information governance; confidentiality