

Working with the:



# HEP C U Later

**Hepatitis C (HCV) Patient Searches  
Identification (PSI) Toolkit**

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**Appendix One:**

**[Hepatitis C Case Finding Codes](#)**

The Hepatitis C Elimination Programme is a public health initiative aimed at eliminating hepatitis C (HCV) as a major health concern in the UK. General Practitioners, with the support of GP Champions, play a crucial role in this programme by identifying and supporting patients who may be at risk or affected by hepatitis C. Through proactive patient searches in SystmOne (The Phoenix Partnership Leeds Ltd), GPs can help ensure that high-risk individuals are offered testing, appropriate care, and treatment, supporting the goal of eliminating hepatitis C by 2030

Accurate hepatitis C searches in SystmOne are essential to identify patients who may be at risk of, or diagnosed with, hepatitis C. By ensuring the right patients are identified based on age, risk behaviours, blood test results, and previous diagnoses, GPs can offer timely interventions.

## Disclaimer

This document has been created by Hep C U Later as a guide to support the NHSE Hepatitis C Elimination Programme in Primary Care. This toolkit should be viewed as suggestions to assist surgeries in retrieving lists of patients who may not have, or be engaged in, care, and those at risk for hepatitis C. Any modifications to the suggested searches may impact Information Governance arrangements, such as DPIA, DSA, and MOUs, and should be reviewed with your ODN.

The Hepatitis C (HCV) Patient Searches Identification (PSI) Toolkit was created by Hep C U Later, with special acknowledgements to **Jack Arnell from South Coast Medical Group, Marie Bligh from Portsdown Group Practice, and Dr. Nick Ballantyne, Wessex GP Champion.**

## Primary Care Guide:

- How to Import Hepatitis C - PSI Toolkit into the SystmOne platform
- How to run HCV searches within the SystmOne platform
- How to share with your Viral Hepatitis Operational Delivery Network (ODN)

# PSI Toolkit

## Introduction

This guide provides a step-by-step process for importing and running the Hepatitis C Patient Searches Identification Toolkit into SystmOne. For modifications to the search, please see the 'How to Modify a Search - SystmOne' guide. Please note that modifications should be under the guidance of your GP Champion/ODN, as they may impact current Information Governance arrangements, such as DPIA, DSA, and MOUs.

There are four searches your Operational Delivery Network (ODN) will request you run; to do this, you will need the Hepatitis C Elimination V4 report file. Your ODN will send you this file, or you can locate it within the Viral Hepatitis Elimination Programme workspace in the GP Champions Folder on NHS FUTURES ([www.future.nhs.net](http://www.future.nhs.net)).

### Key objectives of these searches are:

1. Re-engaging patients with hepatitis C who have not completed treatment and ensuring they receive appropriate follow-up care.
2. Re-engaging patients who have completed hepatitis C treatment, who have not had post-treatment bloods done to assess treatment success – this is normally done 12 weeks after treatment completion and is referred to as an SVR (sustained virological response).

The search in the Hepatitis C Elimination folder is titled:

- **ALL REGISTERED PATIENTS EXCLUDING PALLIATIVE / DEATH CODES - CURRENTLY HEP C POSITIVE INC GMS3**

The two searches relating to people who may be at risk of hepatitis C are:

- **AT RISK NOT HEP C POSITIVE**
- **AT RISK NOT HEP C POSITIVE (NOT INC HIV SCENING CODES)**

The search which will tell you who has had hepatitis C resolved is:

- **ALL REGISTERED PATIENTS - Hep C RESOLVED Inc. GMS3**

# PSI Toolkit

3. Identifying patients at-risk of hepatitis C within your practice population, so they can be tested and treated if necessary.
4. Identifying patients who have resolved hepatitis C.

## Brief Guide Steps:

- 1. Import the file labelled Hepatitis C Elimination Programme into SystemOne:** This file is compatible only with the SystemOne system.
- 2. Run the Full Search:** Once imported, run the full search to retrieve the required data.
- 3. Identify the following four patient list reports required:** They will be in capital letters.
  - ALL REGISTERED PATIENTS EXCLUDING PALLIATIVE / DEATH CODES - CURRENTLY HEP C POSITIVE INC GMS3
  - AT RISK NOT HEP C POSITIVE
  - AT RISK NOT HEP C POSITIVE (NOT INC HIV SCENING CODES)
  - ALL REGISTERED PATIENTS - Hep C RESOLVED Inc. GMS3

### Important Notes:

- Ensure that each list includes contact details such as phone numbers, addresses and any other useful information such as test dates, read codes etc
- Once the searches are complete, save the results as an Excel or CSV file.

**Sending the Results:** After saving the files, securely email the three patient lists via your NHS.net email to your local ODN nhs.net address.

**Coding:** Please see end of document for Hepatitis C related SNOMED codes. Send the results to your local ODN

# PSI Toolkit

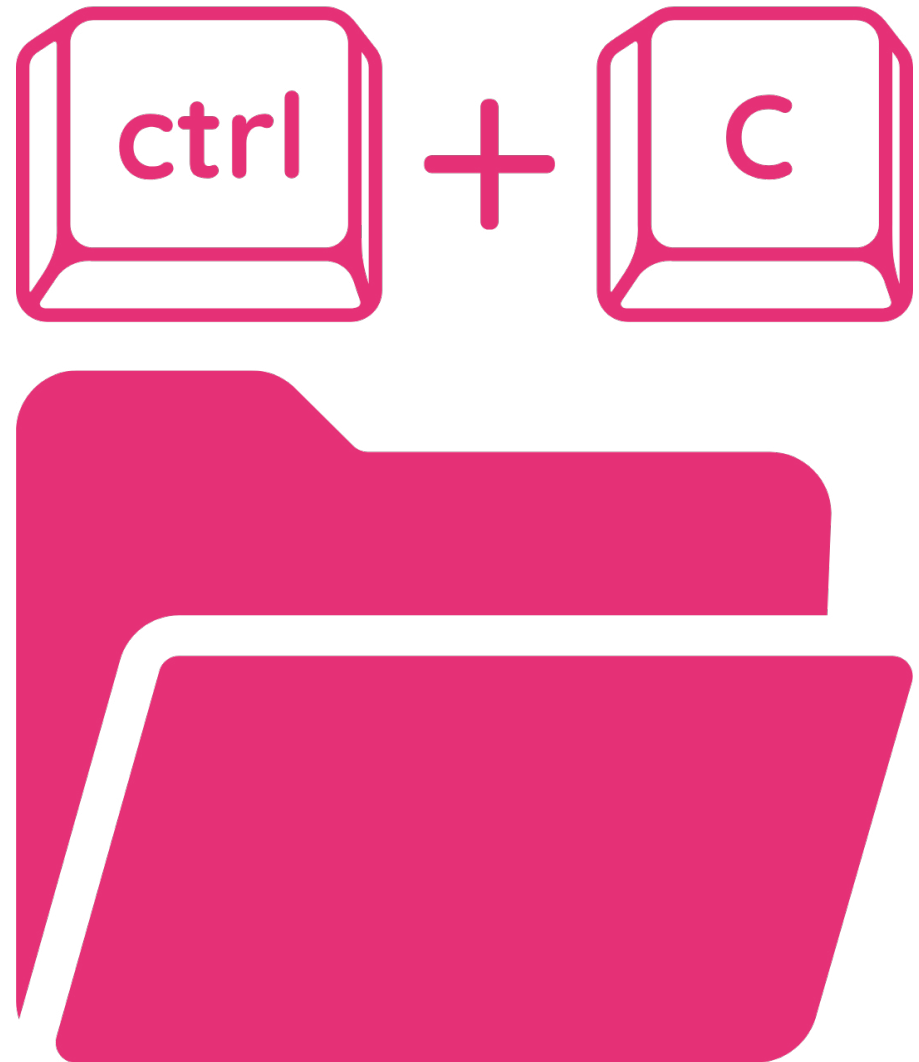
## Copying the Search to Your Practice Folder

Import the Hepatitis C Elimination Programme folder onto your desktop, then into your Practice Folder or a folder suitable for you to access in SystmOne. When you first access these searches, you will see different parameters listed under the programme.

If you haven't run the search yet, you will notice that the 'count' column is blank, indicating no data has been retrieved. This is normal since the search hasn't been run. These searches are referred to as the hepatitis C patients search identification toolkit.

Before running the searches, we recommended you copy the searches folder into your practice folder. We will show you how to do it. Any modifications to the search should be made under the guidance of your GP Champion or ODN, who has a preselected and NHSE-approved list of search modifications, for example, including languages that are specific and relevant to your area.

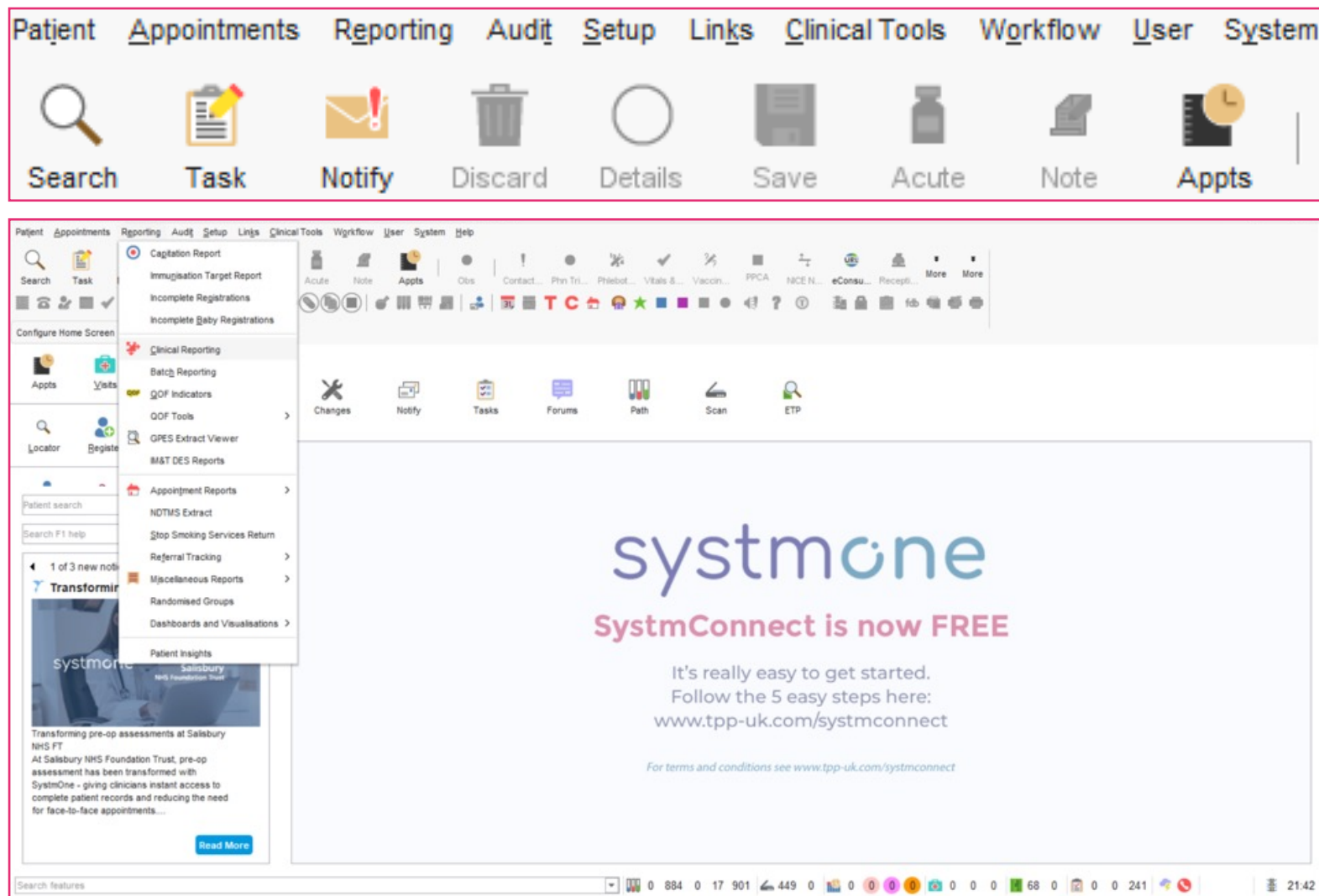
**Any modifications to the suggested searches may affect current Information Governance arrangements, such as DPIAs, DSAs, and MOUs. Therefore, any modifications should be carefully reviewed with your ODN and remain at the discretion of the individual surgery.**



*Steps to Import a .rpt File into  
SystemOne*

# Steps to Import a .rpt File into SystemOne

1. **Save the File:** Download and save the .rpt file from your email or source to an accessible location, such as your desktop.
2. **Open Clinical Reporting:** In SystemOne, click on 'Reporting' from the top menu, then select 'Clinical Reporting'.

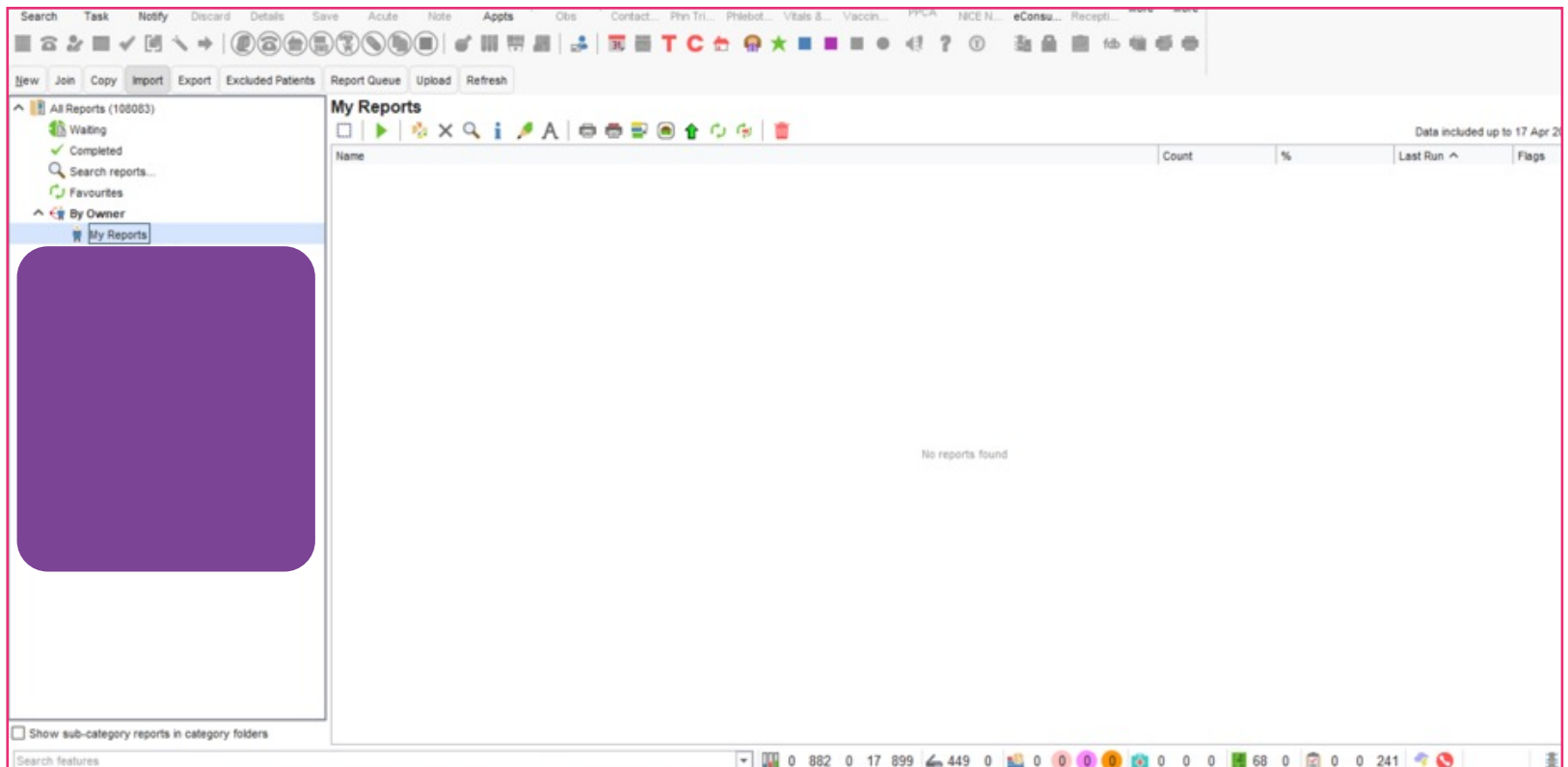


# Steps to Import a .rpt File into SystemOne

3. **Initiate Import:** Click the 'Import' button in the top toolbar.

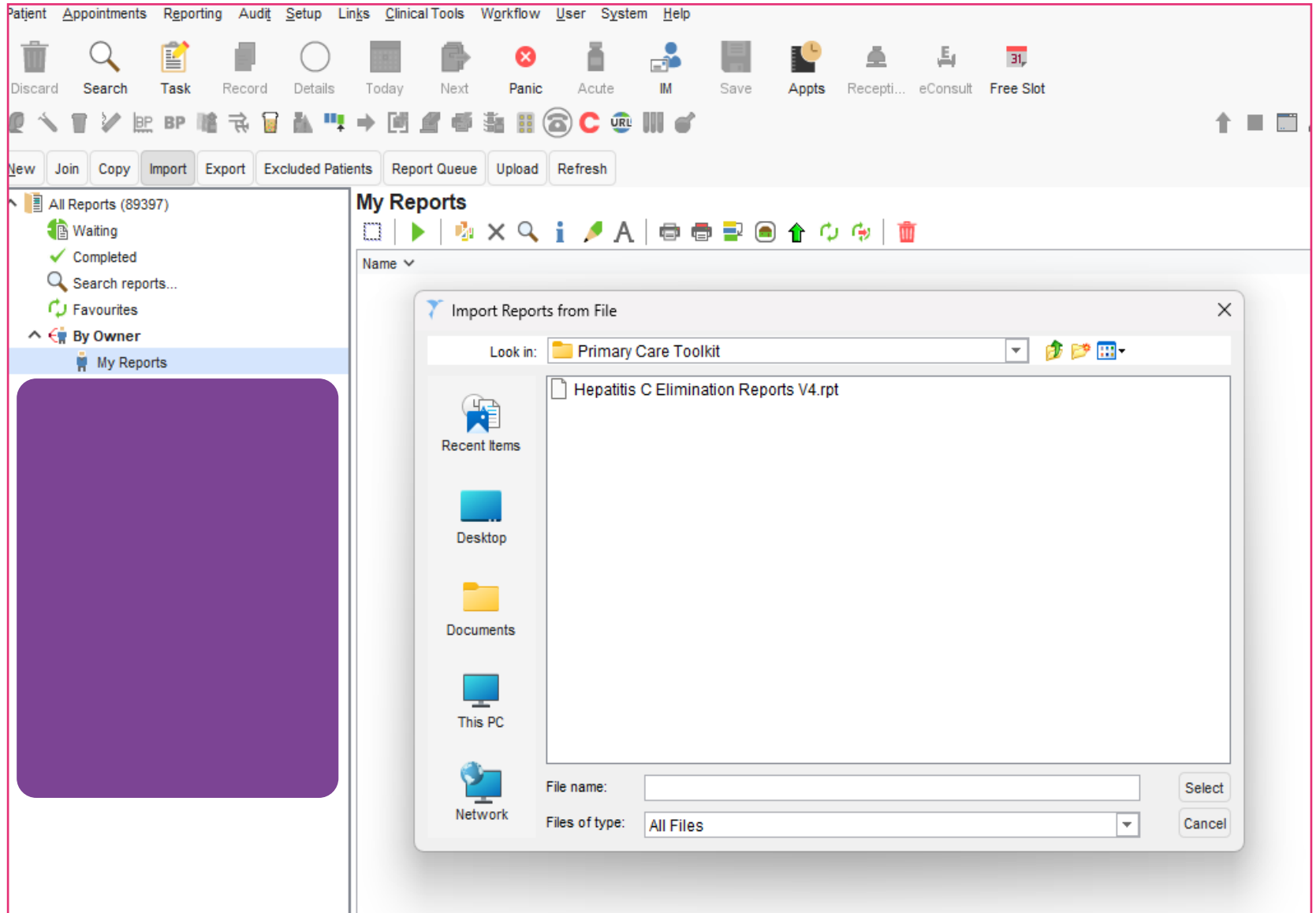


4. **Select the File:** A window will appear. Navigate to where you saved the .rpt file, select it, and click 'Open' or 'Select'.



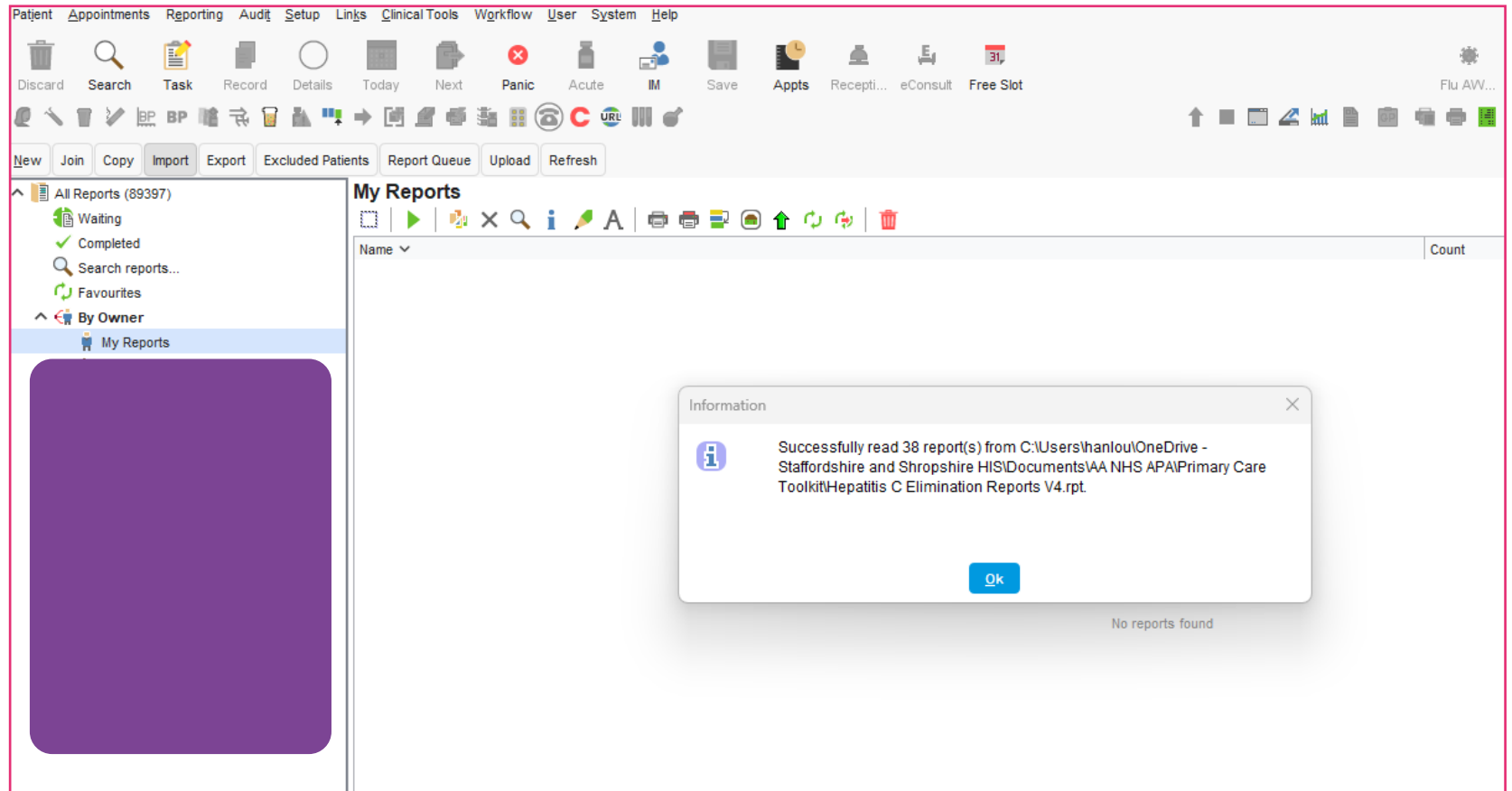
# Steps to Import a .rpt File into SystemOne

## 4. Select the File: (Continued from previous page).



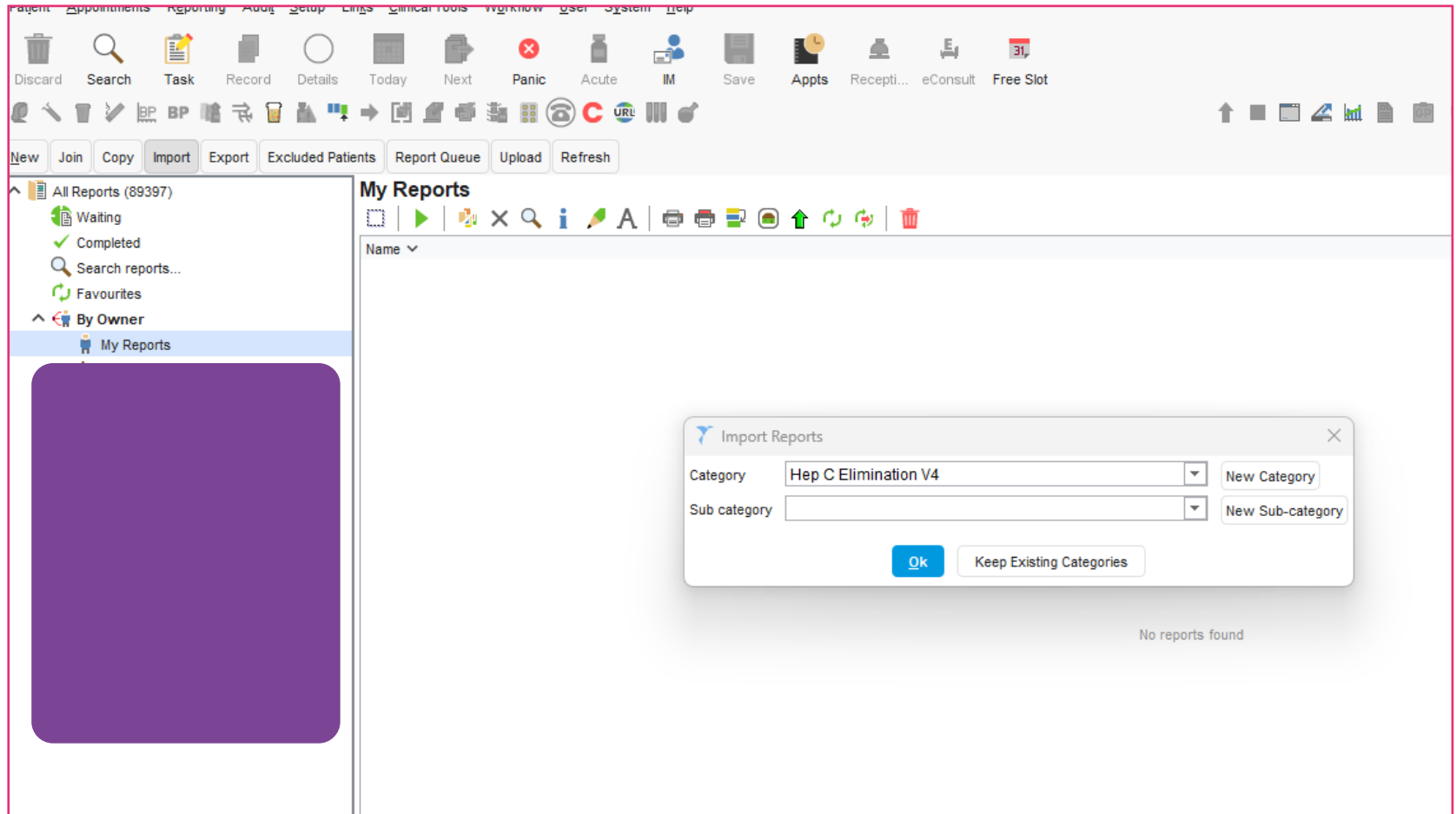
# Steps to Import a .rpt File into SystemOne

**5. Confirm Import:** A message will indicate the successful reading of the reports. Click 'OK'.



# Steps to Import a .rpt File into SystemOne

**6. Resolve Categories:** If prompted, select 'Keep Existing Categories' to ensure the search structure remains as intended by the creator.



The screenshot displays the SystemOne software interface. The top menu bar includes options like Patient, Appointments, Reporting, and Help. Below the menu is a toolbar with various icons for actions such as Discard, Search, Task, Record, Details, Today, Next, Panic, Acute, IM, Save, Appts, Recepti..., eConsult, and Free Slot. A secondary toolbar contains buttons for New, Join, Copy, Import, Export, Excluded Patients, Report Queue, Upload, and Refresh. The main content area is divided into two panes. The left pane shows a tree view of report categories: All Reports (89397), Waiting, Completed, Search reports..., Favourites, and By Owner. Under 'By Owner', 'My Reports' is selected. The right pane, titled 'My Reports', shows a search bar and a list of reports. An 'Import Reports' dialog box is open in the foreground, featuring a 'Category' dropdown menu set to 'Hep C Elimination V4', a 'Sub category' dropdown menu, and buttons for 'New Category', 'New Sub-category', 'OK', and 'Keep Existing Categories'. The text 'No reports found' is visible at the bottom of the right pane.

# Steps to Import a .rpt File into SystemOne

7. **You will then see the 38 searches:** The 4 searches which will be run are the ones in capital letters. The reports will open and save in the folder called “My Reports”.

The screenshot shows the SystemOne software interface. The top menu bar includes: Patient, Appointments, Reporting, Audit, Setup, Links, Clinical Tools, Workflow, User, System, Help. The toolbar contains icons for Discard, Search, Task, Record, Details, Today, Next, Panic, Acute, IM, Save, Appts, Recepti..., eConsult, Free Slot, and Flu AW... Below the toolbar are buttons for New, Join, Copy, Import, Export, Excluded Patients, Report Queue, Upload, and Refresh. The left sidebar shows a tree view with 'All Reports (89435)' expanded to show 'My Reports (38)'. The main content area is titled 'My Reports' and displays a list of 38 reports. The reports are listed in a table with columns for Name, Count, %, Last Run, and File. The reports include various search names, some in all caps, such as 'ALL REGISTERED PATIENTS - HEP C RESOLVED Inc GMS3', 'ALL REGISTERED PATIENTS EXCLUDING PALLIATIVE / DEATH CODES - CURRENTLY HEP C POSITIVE INC GMS3', and 'AT RISK - NOT HEP C POSITIVE'. The bottom of the interface shows a checkbox for 'Show sub-category reports in category folders' and a status bar indicating '38 Reports (5 Selected)'. The text 'Data included up to 29' is visible in the top right corner of the report list area.

*Search 1: Patients with Hep C*

# Search 1: Patients with Hep C

The first search identifies patients who are currently registered at the practice and are currently positive with hepatitis C. This search includes all ages and excludes any patients who have passed away or are under palliative care, ensuring only active patients are listed. Run the report as follows:

1. Run the **“ALL REGISTERED PATIENTS EXCLUDING PALLIATIVE / DEATH CODES - CURRENTLY HEP C POSITIVE INC GMS3”** search: The new report will now appear in the folder. Right-click the report and select ‘Run’ to generate the results.

The screenshot shows a software interface with a menu bar at the top containing 'New', 'Join', 'Copy', 'Import', 'Export', 'Excluded Patients', 'Report Queue', 'Upload', and 'Refresh'. On the left, a sidebar shows a tree view of reports under 'All Reports (89435)', including 'Waiting', 'Completed', 'Search reports...', 'Favourites', and 'By Owner'. Under 'By Owner', there is a folder 'My Reports (38)' containing a sub-folder 'Hep C Elimination V4 (38)'. The main area is titled 'My Reports' and displays a list of reports. The report 'ALL REGISTERED PATIENTS EXCLUDING PALLIATIVE / DEATH CODES - CURRENTLY HEP C POSITIVE INC GMS3' is selected, and a context menu is open over it. The context menu includes options: 'Run', 'Breakdown Results', 'Reset Breakdown Options', 'Show Patients', 'Show Information', 'Amend', 'Rename', 'Print RTF', 'Print Diagram', 'Move', 'Publish', 'Upload', 'Add to Favourites', 'Create Patient Status Alert', 'Run on Current Patient', 'Delete', 'Send Information to TPP', and 'Actions'. The report list has columns for 'Name', 'Count', and '%'. At the bottom left, there is a checkbox 'Show sub-category reports in category folders' and a count '38 Reports'.

# Search 1: Patients with Hep C

2. The search will run and numbers will appear in the count column.

Name	Count	%	Last Run	Flags
3+ Risk Factors				
3+ Risk Factors_No_HIVScreeningCodes				
All Registered Patients - Hep C Positive (<=01/05/2019) Inc GMS3				
All Registered Patients - Hep C Positive Inc GMS3 without hep c resolved	102	0.7 %	30 Apr 2026 12:20	
ALL REGISTERED PATIENTS - HEP C RESOLVED Inc GMS3				
<b>ALL REGISTERED PATIENTS EXCLUDING PALLIATIVE / DEATH CODES - CURRENTLY HEP C POSITIVE INC GMS3</b>	<b>102</b>	<b>0.7 %</b>	<b>30 Apr 2026 12:20</b>	<b>✓</b>
All Registered Patients Excluding Palliative / Death codes Inc GMS3	13760	95.6 %	30 Apr 2026 12:20	
All Registered Patients Inc GMS3	13843	96.2 %	30 Apr 2026 12:20	
Alt elevated >=40				
At Risk				
AT RISK - NOT HEP C POSITIVE				
AT RISK - NOT HEP C POSITIVE (NOT INC HIV SCREENING CODES)				
At Risk_No_HIVScreeningCodes				
Death Codes	8	0.1 %	30 Apr 2026 12:20	
Hep B				
Hep B testing / vaccination				
Hep C Test Date	222	1.5 %	30 Apr 2026 12:20	
High risk ethnicity				
High Risk risk factor (any)				
High Risk risk factor (any) (Not inc HIV screening Codes)				
HIV				
HIV_NoScreeningRelatedCodes				
Homeless Codes				
Join - Hep C Test Date w/ All Registered Pts Hep C +ve incl. GMS3 (BOTH)	37	0.3 %	30 Apr 2026 12:20	
Join - Hep C Test Date w/ All Registered Pts Hep C +ve incl. GMS3 (JOIN)	102	0.7 %	30 Apr 2026 12:20	
Join - Hep C Test Date w/ All Registered Pts Hep C +ve incl. GMS3 (ONLY)	65	0.5 %	30 Apr 2026 12:20	
Liver Disease				
Opiates				
Palliative & Death codes	83	0.6 %	30 Apr 2026 12:20	
Palliative care	75	0.5 %	30 Apr 2026 12:20	

# Search 1: Patients with Hep C

3. Right click and select 'breakdown results': This is where we will build the patient report.

The screenshot shows a software interface with a left-hand navigation pane and a main content area. The left pane shows a tree view under 'My Reports (38)' with a sub-item 'Hep C Elimination V4 (38)'. The main area displays a table of reports with columns for Name, Count, %, and Last Run. A context menu is open over the report 'ALL REGISTERED PATIENTS EXCLUDING PALLIATIVE / DEATH CODES - CURRENTLY AT RISK', with 'Breakdown Results' selected.

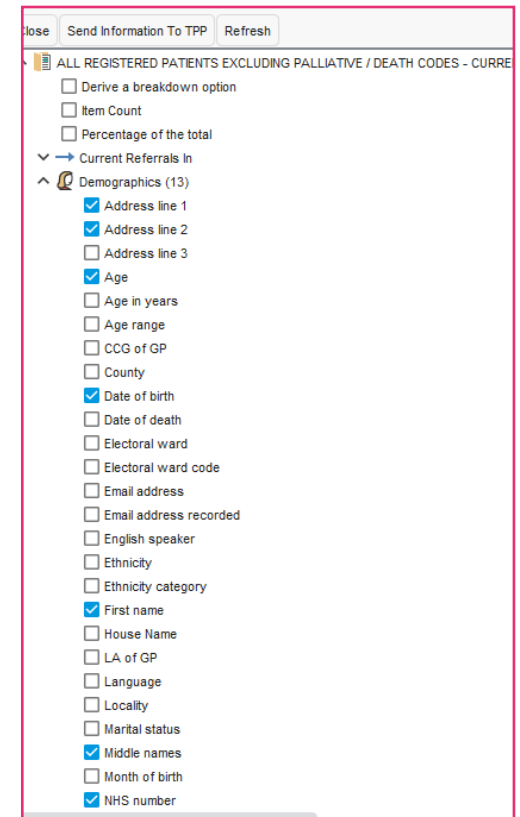
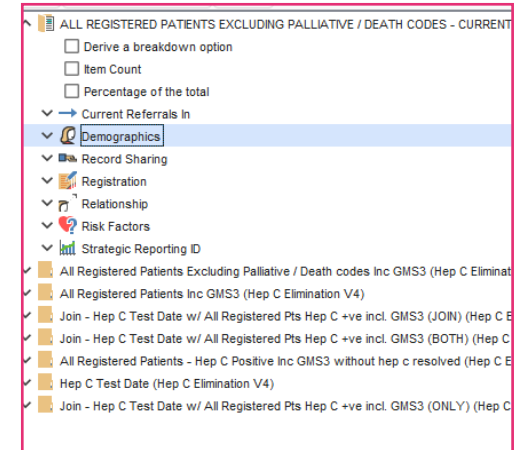
Name	Count	%	Last Run
3+ Risk Factors			
3+ Risk Factors_No_HIVScreeningCodes			
All Registered Patients - Hep C Positive (<01/05/2019) Inc GMS3			
All Registered Patients - Hep C Positive Inc GMS3 without hep c resolved	102	0.7 %	30 Apr 2026 1
ALL REGISTERED PATIENTS - HEP C RESOLVED Inc GMS3	50	0.3 %	30 Apr 2026 1
ALL REGISTERED PATIENTS EXCLUDING PALLIATIVE / DEATH CODES - CURRENTLY AT RISK	102	0.7 %	30 Apr 2026 1
All Registered Patients Excluding Palliative / Death codes Inc GMS3	13760	95.6 %	30 Apr 2026 1
All Registered Patients Inc GMS3	13843	96.2 %	30 Apr 2026 1
Alt elevated >=40			
At Risk			
AT RISK - NOT HEP C POSITIVE			
AT RISK - NOT HEP C POSITIVE (NOT INC HIV SCREENING CODES)			
At Risk_NO_HIVScreeningCodes			
Death Codes			
Hep B	8	0.1 %	30 Apr 2026 1
Hep B testing / vaccination			
Hep C Test Date			
High risk ethnicity			
High Risk risk factor (any)			
High Risk risk factor (any) (Not inc HIV screening Codes)			
HIV			
HIV_NoScreeningRelatedCodes			
Homeless Codes			
Join - Hep C Test Date w/ All Registered Pts Hep C +ve incl. GMS3 (BOTH)	37	0.3 %	30 Apr 2026 1
Join - Hep C Test Date w/ All Registered Pts Hep C +ve incl. GMS3 (JOIN)	102	0.7 %	30 Apr 2026 1
Join - Hep C Test Date w/ All Registered Pts Hep C +ve incl. GMS3 (ONLY)	65	0.5 %	30 Apr 2026 1
Liver Disease			
Opiates			
Palliative & Death codes	83	0.6 %	30 Apr 2026 1
Palliative care	75	0.5 %	30 Apr 2026 1

4. To get the demographic information - click 'Demographics'.

5. Tick demographics one by one to generate the report in the desired order, and press refresh after each one. i.e. tick "NHS number", press refresh; tick "Title", press refresh; tick "first name", press refresh; tick "middle name", press refresh; tick "surname", press refresh again and so on. The suggested order is detailed below.

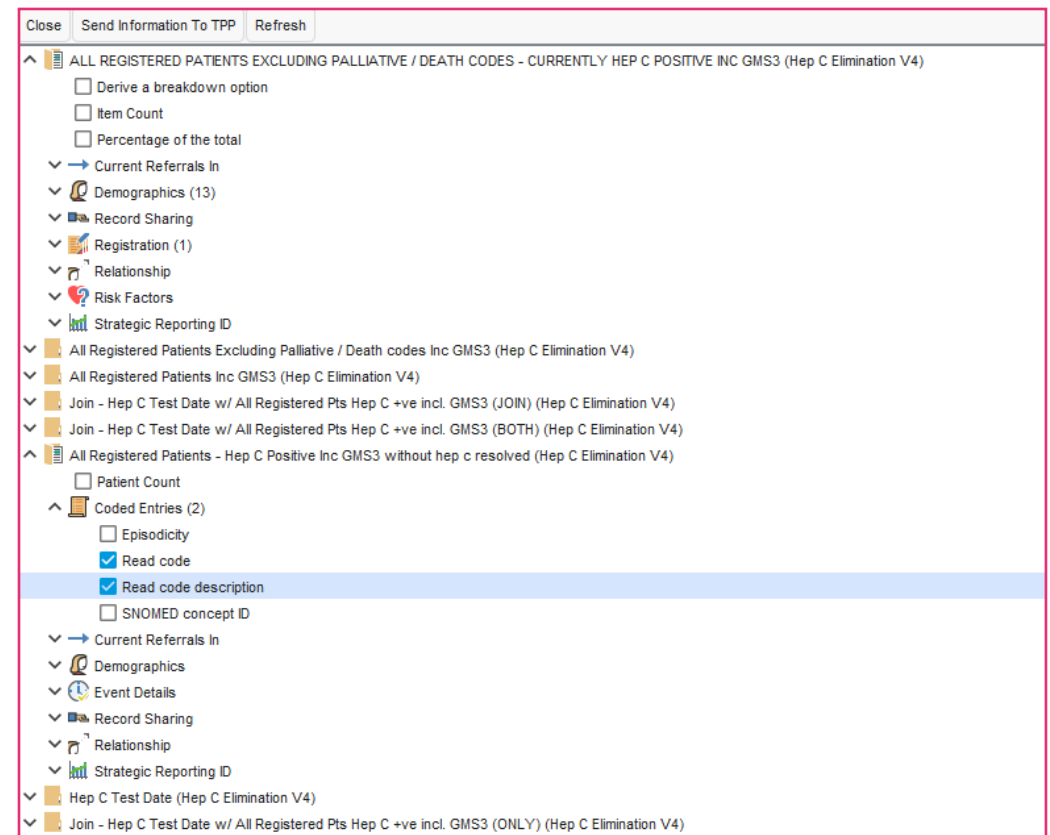
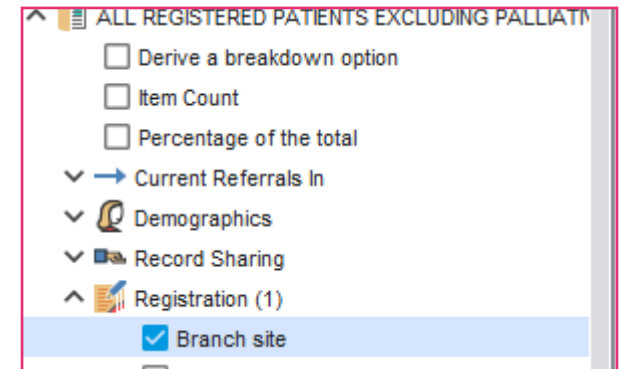
We suggest the order below:

- NHS Number
- Title
- First name
- Middle name
- Surname
- Date of birth
- Age
- Sex
- 1st line address
- 2nd line address
- Town
- Postcode
- Preferred telephone number



# Search 1: Patients with Hep C

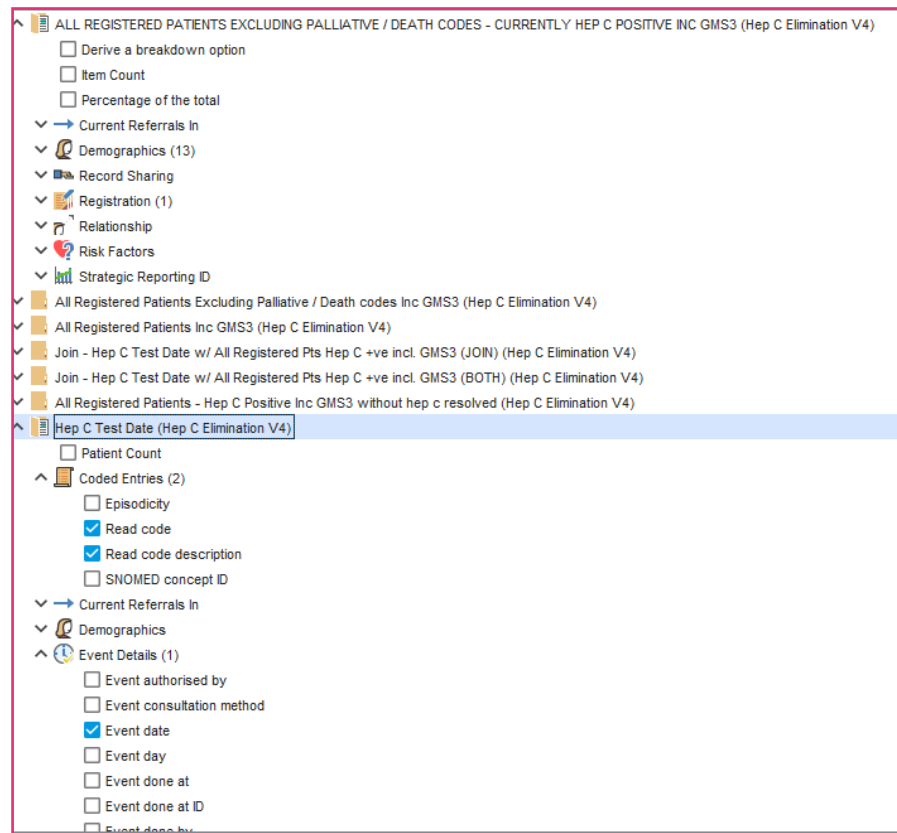
- To get the practice branch location, go to **ALL REGISTERED PATIENTS EXCLUDING PALLIATIVE / DEATH CODES - CURRENTLY HEP C POSITIVE INC GMS3 (Hepatitis C Elimination V4)**, then click the 'Registration Folder'. Select Branch site - this identifies which surgery the patient is registered with. Press refresh to add to your report.
- To get the read codes, go to the folder **All Registered Patients - Hep C Positive Inc GMS3 without hep c resolved (hepatitis C Elimination V4) (not in capitals)**. Click the folder called 'coded entries' - tick 'Read Code' and Read Code Description', press refresh.



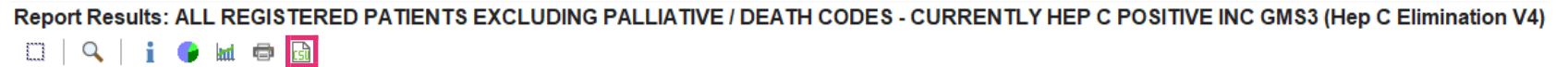
8. To add in the hepatitis C testing-related codes, expand the “Hep C Test Date (Hepatitis C Elimination V4)” folder. To get the dates and read codes, select the “Hep C Test Date” report, open up Coded Entries and tick “Read Code and Read Code description to get the date. Open up the “Event Details” and tick “Event date”. This will give you the:

- Date of code (associated with the search)
- Code associated with the search

Click refresh



**9. Your report is now ready to be converted to an Excel / CSV file and saved. To do this, click the CSV button (please refer to the symbol located in the box in the image below).**



The report will open in Excel; it can now be saved to a relevant folder. Please note the file name will be pre-populated with the search name, so you may wish to amend this. It is a good idea to save your report with the search title, practice name, and the day it was created.

Please note that if a patient has more than one read code or more than one preferred phone number, they will appear twice in the Excel/CSV report. Having all the read codes visible can be useful for the next stage of the work, which is exploring individual patient records and identifying each person's current hepatitis C status.

You will likely find many patients have been successfully treated, and an entry can be added to their records to reflect this. The read code for hepatitis C resolved can then be added, along with any test dates and results you locate.

The standard codes you may see [can be accessed here](#), and please see Appendix 1 for all the relevant read codes for this work.

Finally, check your columns are in the order you want them, and if not reorder them via excel tools. The last column called 'patient count' is added automatically - this can be left or deleted whichever you would prefer as it not a required field.

**Save your report in the appropriate place, using the 'Save As' function, please name the file with the practice name and the report date, and, if agreed, email it to your ODN.**

*Search 2: Identifying Patients with  
Hep C Resolved*

# Search 2: Identifying Patients with Hep C Resolved

It is useful for the ODN to have a list of patients who have had the 'Hep C resolved' read code added to their record. The reason for this is to ensure the hep C treatment registry and hospital records have been updated with this information. The way to do this report follows the steps outlined in the 'Search 1' section above.

1. Run the report
2. Breakdown the results - with suggested field above
3. Save the file
4. Send the file to your ODN

Name	Count	%	Last Run	Flags
3+ Risk Factors	593	4.1 %	30 Apr 2026 12:37	🚩
3+ Risk Factors_No_HIVScreeningCodes				🚩
All Registered Patients - Hep C Positive (<01/05/2019) Inc GMS3				🚩
All Registered Patients - Hep C Positive Inc GMS3 without hep c resolved	102	0.7 %	30 Apr 2026 12:20	🚩
ALL REGISTERED PATIENTS - HEP C RESOLVED Inc GMS3	50	0.3 %	30 Apr 2026 12:20	🚩✅

*Search 3 and 4: Identifying  
Patients at risk of hepatitis C*

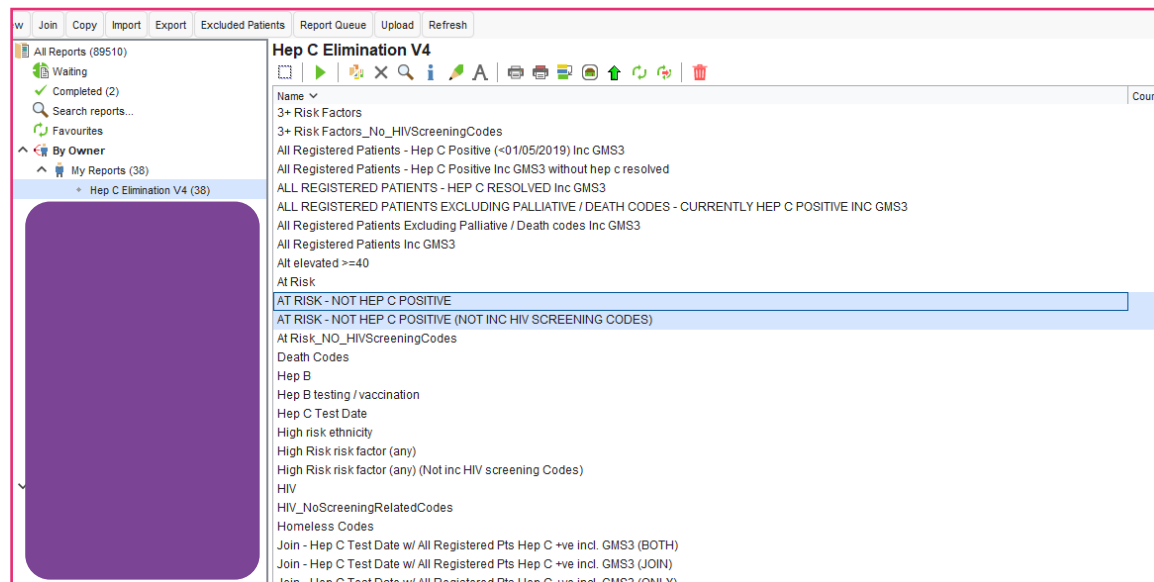
# Search 3 and 4: Identifying Patients at risk of hepatitis C

The second and third search target patients who are at risk of hepatitis C but have not tested positive for the virus. We kindly request that you conduct both searches for this group. For surgeries who would like only their hepatitis C positive patients contacted, we still ask that the at-risk lists be generated so your ODN can cleanse the data, as there may still be lost-to-follow-up positive patients on this list.

Although searches two and three are the same, they present the information in two different formats: one allows us to categorise the data by demographics and provides a deeper understanding of the patient's risks. At the same time, the other helps us filter out irrelevant information.

The two relevant searches are:

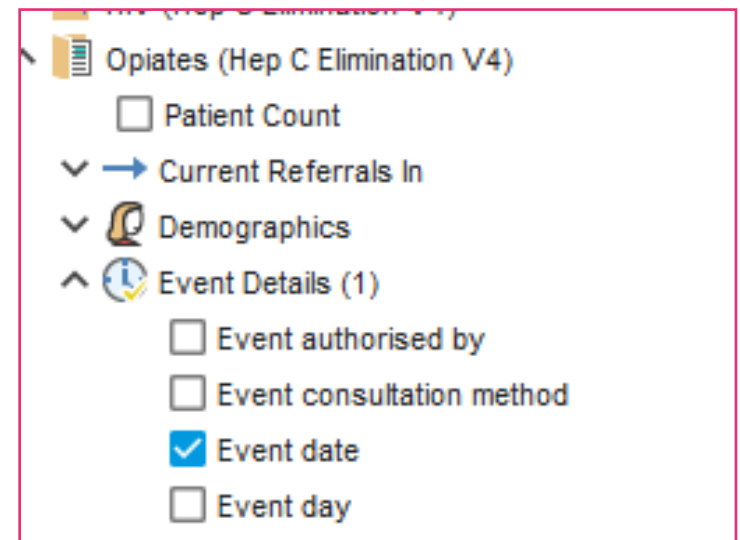
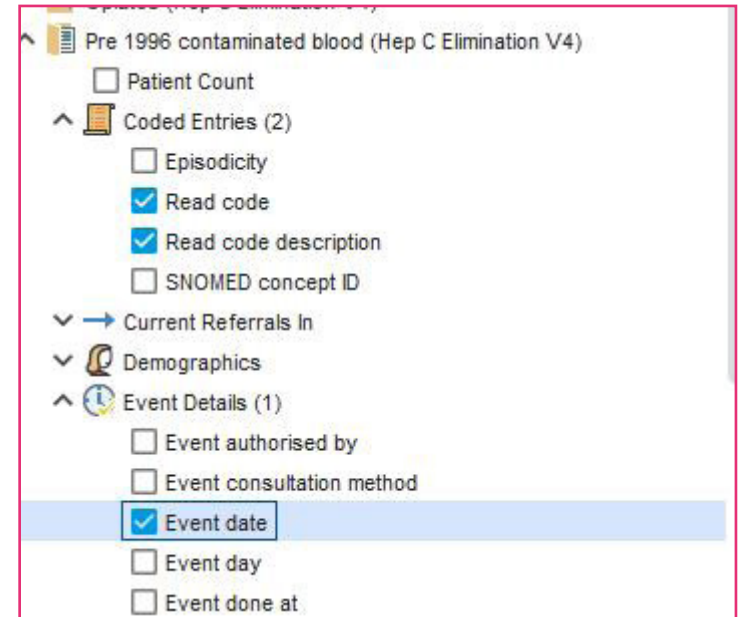
- “AT RISK NOT HEP C POSITIVE” and “AT RISK NOT HEP C POSITIVE” (NOT INCLUDING HIV SCREENING CODES).
- Hepatitis C Elimination V4 searches have sub-categories.



# Search 3 and 4: Identifying Patients at risk of hepatitis C

You can then create the report in the same way – select all the categories or just one if doing specific ‘risk’ searches. If there is more than one read code associated with the risk factor, the ‘Code Entries’ folder will be visible, as before, tick ‘Read Code’ and ‘Read Code Description’ and then in the ‘Event Details’ folder tick ‘Event Date’ (please see the Pre 1996 contaminated blood (Hepatitis C Elimination V4) screenshot).

Do not worry if the ‘Coded Entries’ subfolder is not there; it means there is only one read code associated with those risk factors (please see the Opiates (Hepatitis C Elimination V4) screenshot example).



**Once your reports are built, save them in the normal way – clearly titling your report, and noting the day it was run and created.**

## Recap

### Please send your **FOUR** hepatitis C elimination lists:

- ALL REGISTERED PATIENTS EXCLUDING PALLIATIVE / DEATH CODES - CURRENTLY HEP C POSITIVE INC GMS3
- AT RISK NOT HEP C POSITIVE
- AT RISK NOT HEP C POSITIVE (NOT INC HIV SCENEING CODES)
- ALL REGISTERED PATIENTS – Hep C RESOLVED Inc. GMS3

### Before sending the data to the ODN, please ensure it includes:

- NHS Numbers.
- Date of Birth, Contact addresses and telephone numbers.
- Any other relevant information, such as whether a translator is required.

**Thank you for supporting the Hep C Elimination Programme in Primary Care.**



[www.hepculater.com](http://www.hepculater.com)



[connect.hepculater@mpft.nhs.uk](mailto:connect.hepculater@mpft.nhs.uk)

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in f

Working with the:



**HEP C**  
**U Later**