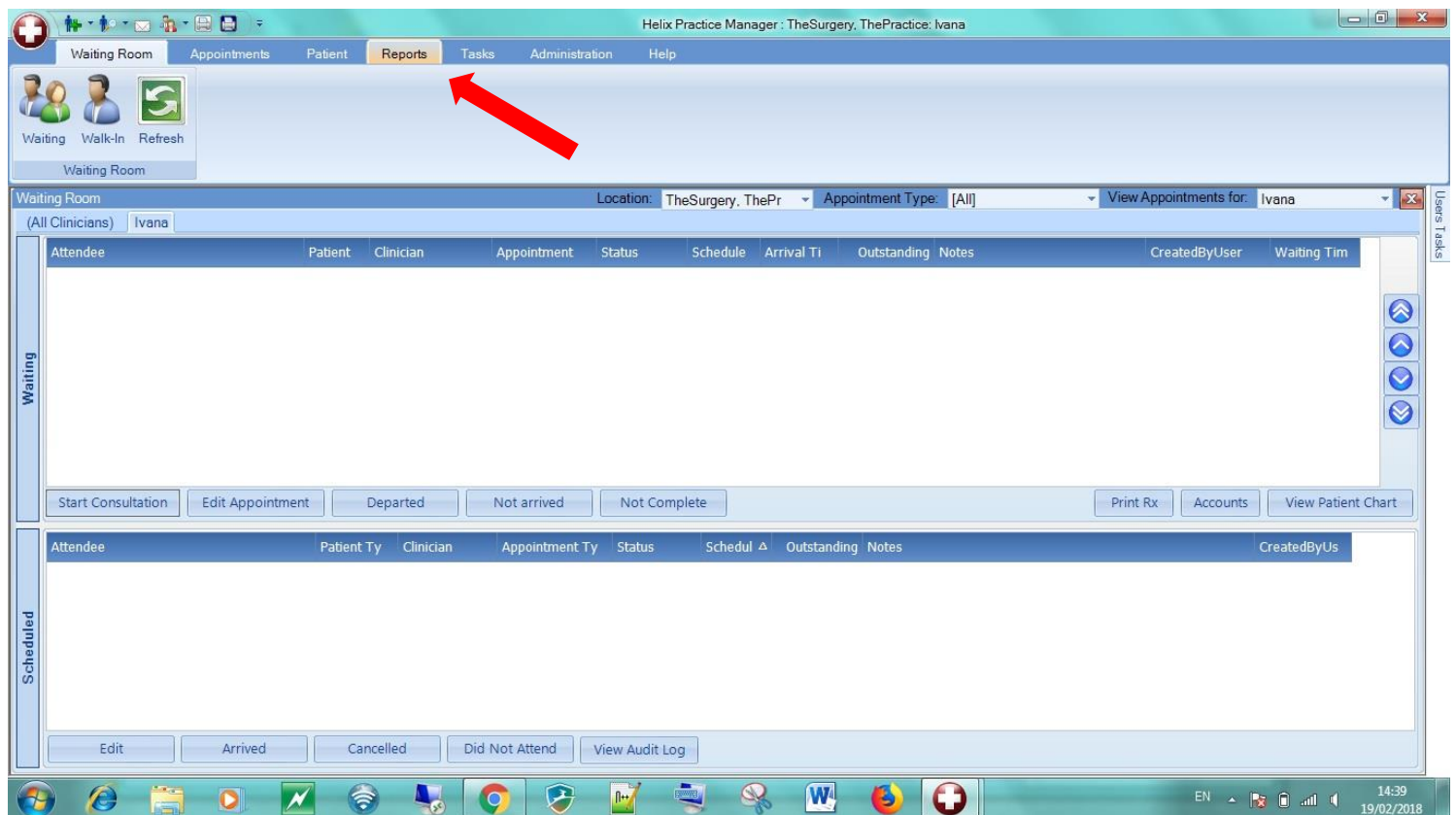# Instructions for finding the PHEMI audit tool

Helix Practice Manager

Before using the PHEMI audit tool it is recommended that you use the *enduring mental illness finder* and code relevant patients to ensure that your register of patients with an enduring mental illness is comprehensive.
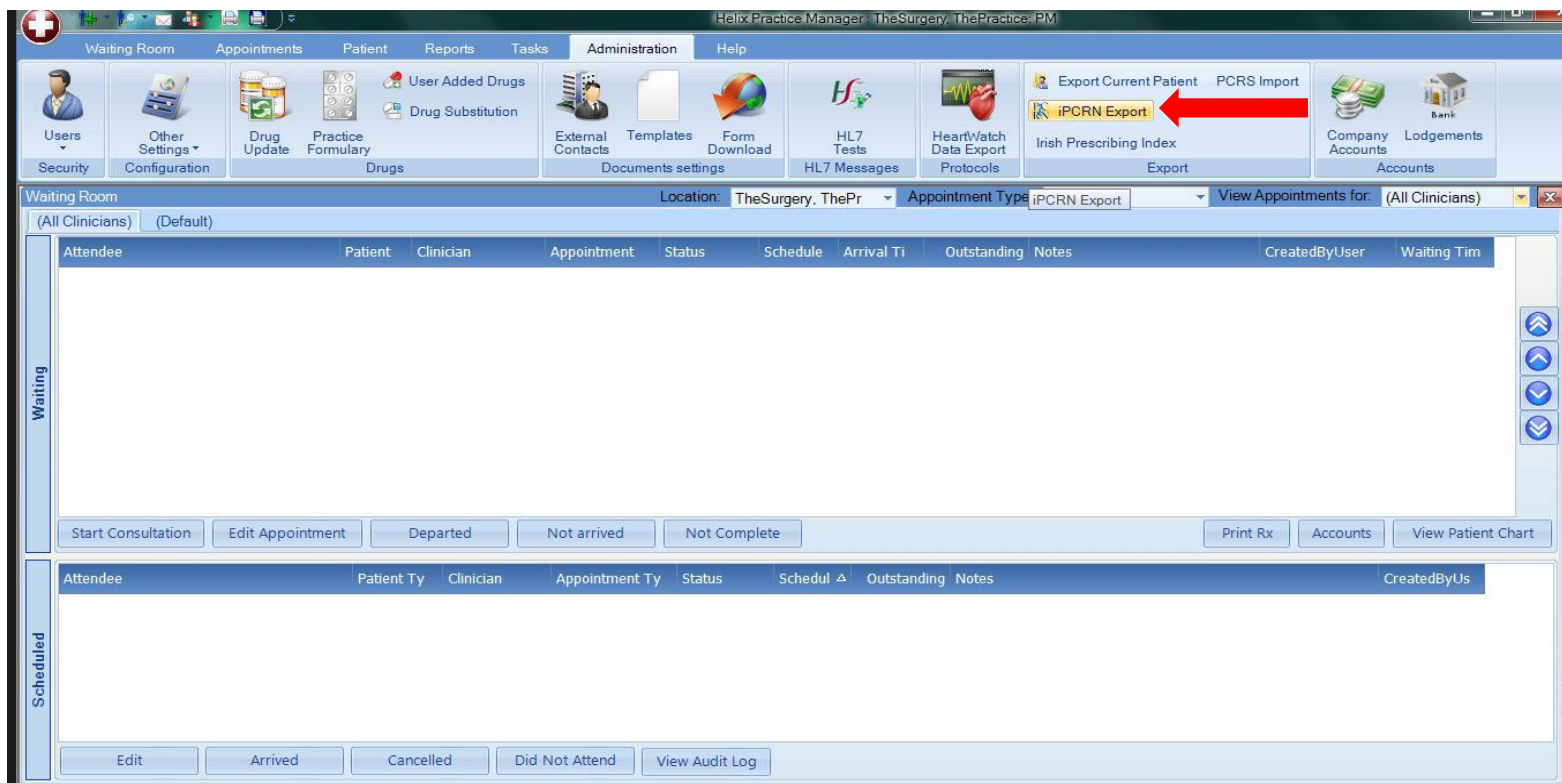
Step 1.

Click the 'Reports' tab, which is located at the top of the screen. This will open the relevant tab.
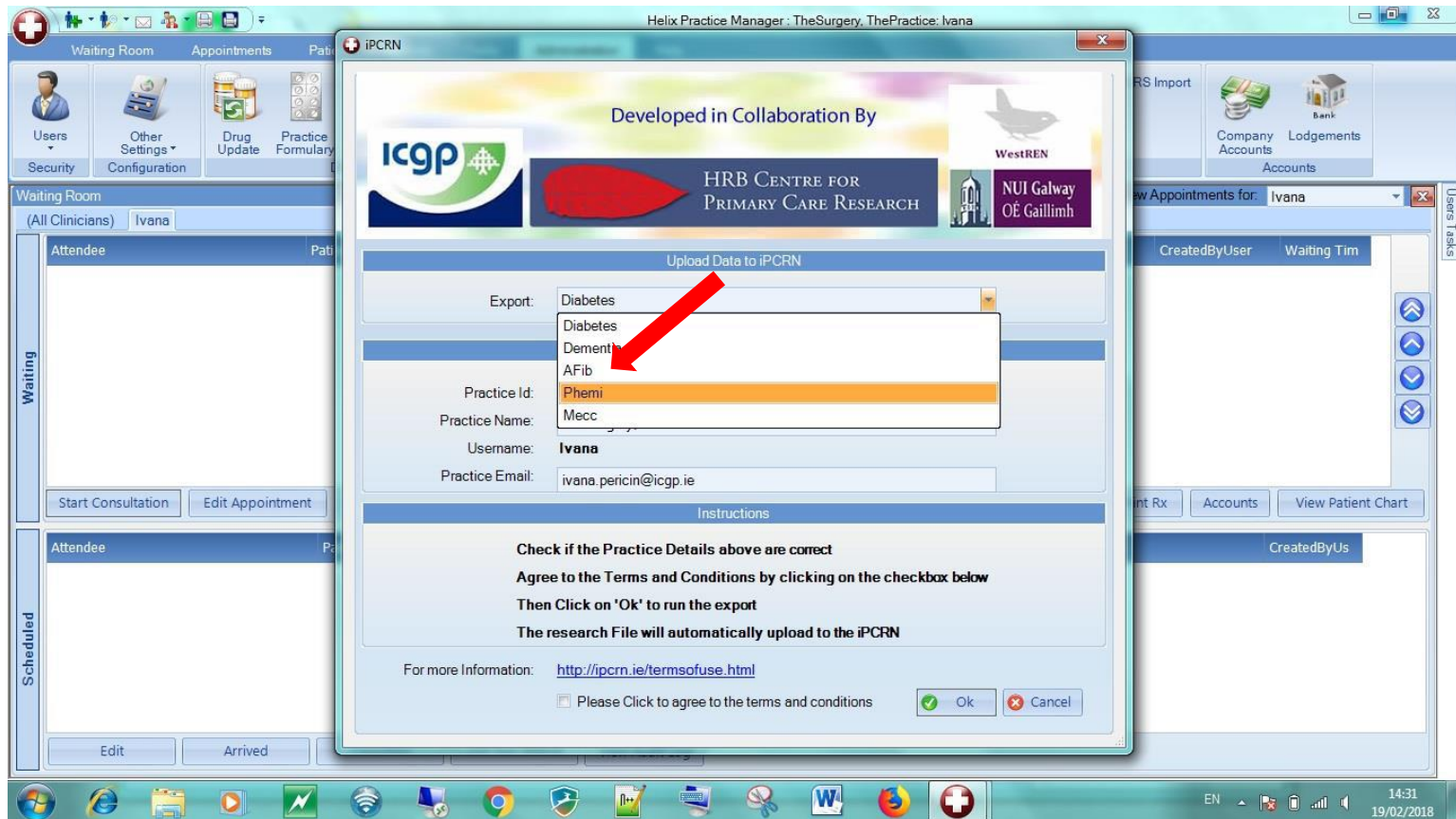
Step 2.

Then click the 'IPCRN export' button, which is located on the top-right of the screen.
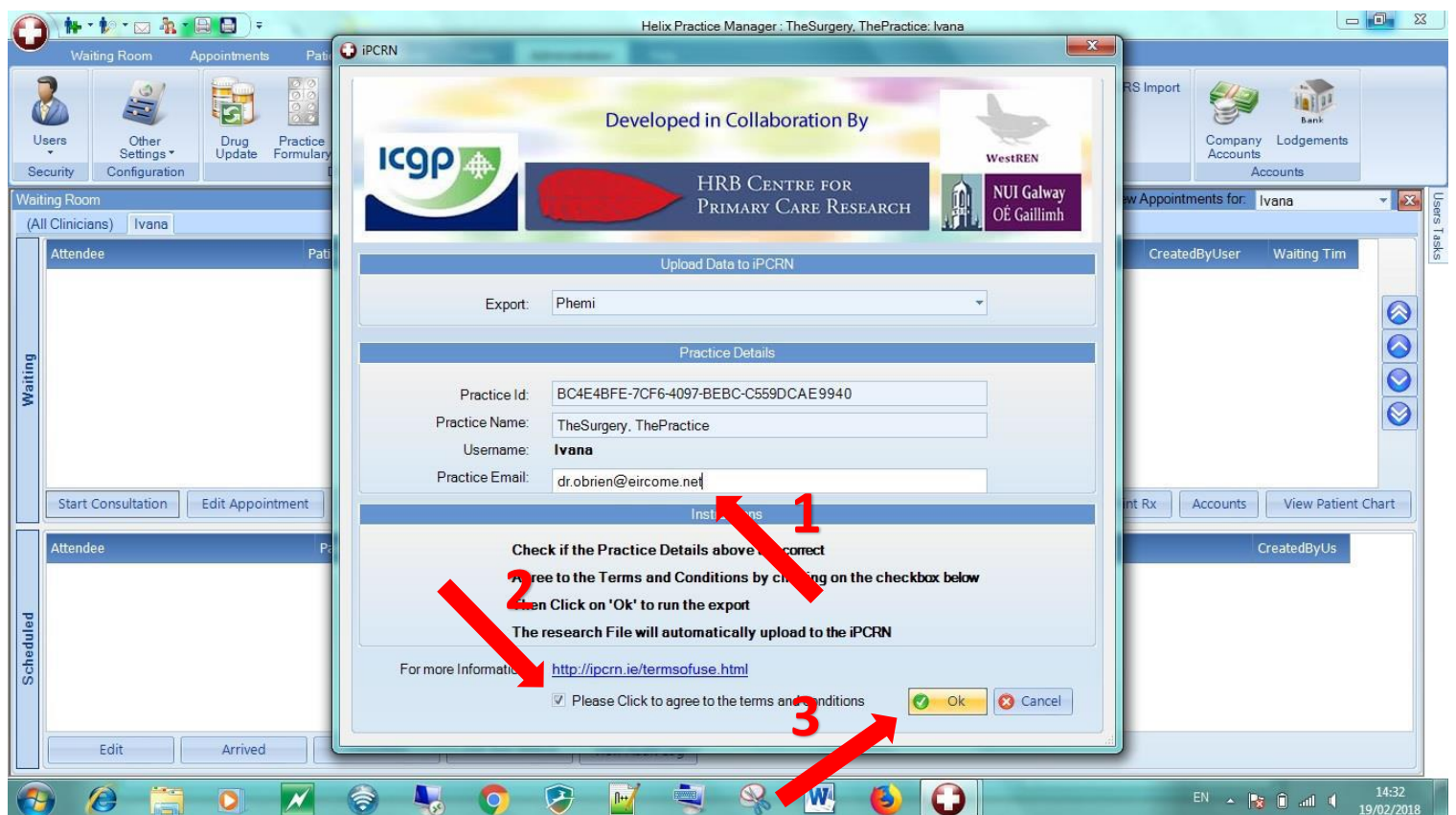
Step 3.

Following this, in the 'Export' dropdown menu click on 'Phemi'

Step 4.

1. Input your email address

2. Click if you agree to the terms and conditions

3. Click Ok

Step 5.

After a period of time the below screen will appear informing you that the audit has been generated. You will then receive an email with an audit report in Excel format.