

This guide outlines the processes for using the NSW Medicines Formulary online platform to:

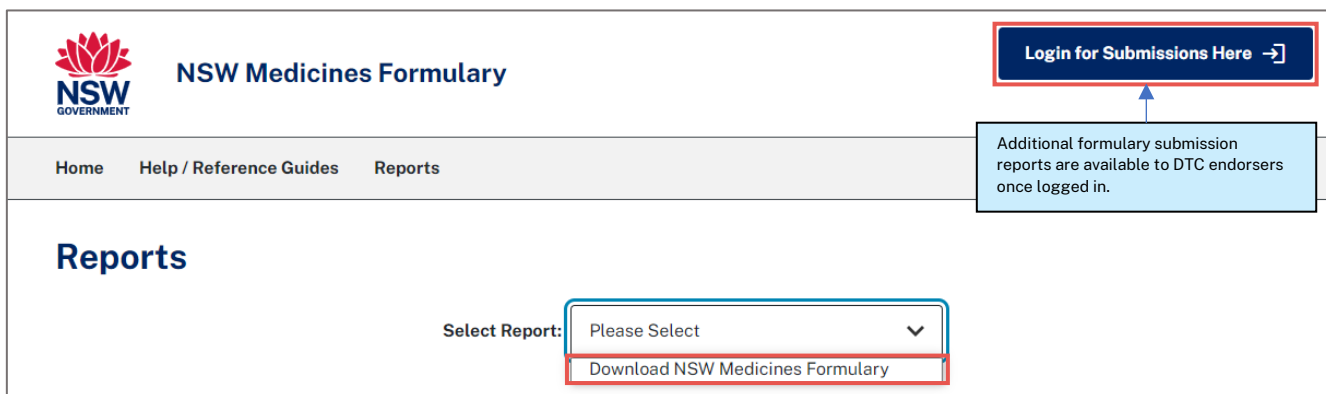
1. [Access NSW Medicines Formulary reports](#)
2. [View and export data from the Reports page](#)

## 1. Accessing NSW Medicines Formulary reports

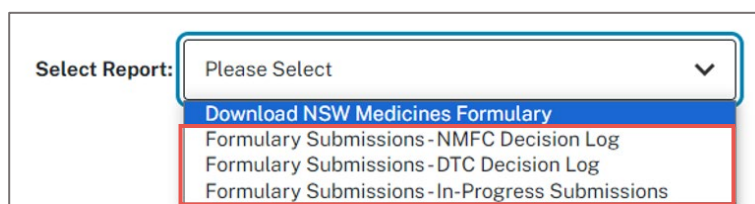
1. Open your internet browser and navigate to <https://formulary.health.nsw.gov.au/>
2. Click on **Reports** in the menu bar on the NSW Medicines Formulary home page.



3. All NSW Health clinicians will have access to a live extract of the NSW Medicines Formulary.



4. Once logged in, Drug and Therapeutics Committee (DTC) delegates have access to additional reports.



### See the below for details of information available in each report:

<p>Download NSW Medicines Formulary</p>	<p>An extract of the NSW Medicines Formulary dataset. The extract includes a 'last updated date' column.</p> <p>A 'last updated' date from November 2023 onwards indicates:</p> <ul style="list-style-type: none"> <li>• the date a medicine formulation was added, or</li> <li>• the date a major change was made to the listing (for example, restrictions, notes, brand names), or</li> <li>• the date a listing was reviewed by the Secretariat, with no changes to the face up content within the online platform (a new 'Review Date' will also apply).</li> </ul> <p>A 'last updated date' prior to November 2023 represents updates made during the transition and adoption stage of the</p>
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	formulary. These dates will be updated when the medicine listing is due for review or when a change to the listing occurs.
Formulary Submissions – NMFC Decision Log	An extract of formulary submissions that have had a final decision documented by the NSW Medicines Formulary Committee.
Formulary Submissions – DTC Decision Log	An extract of formulary submissions that have been endorsed or rejected by the LHD/SHN DTC.
Formulary Submissions – In-Progress Submissions	An extract of formulary submissions that have not had a final decision documented, including submissions in 'Draft' status.

## 2. Viewing and exporting data from the Reports page

1. On click of a report from the drop-down menu, the report window will appear.

**Reports**

Report filters

Select Report: Download NSW Medicines Formulary

Report Refresh Date: 24/11/2023 2:42:06 PM

The below table contains the list of approved medicines on the NSW Medicines Formulary as at the time of the download. Updates to the NSW Medicines Formulary occur regularly. Brand names are only included if the medicine has a clinical brand listed. Where a clinical brand is listed, only this brand is approved for use in NSW Public Health Organizations.

Mp Name	Form	Restriction Text	Formulary Note	Therapeutic Area	Therapeutic Class
All	All	All	All	All	All

NSW Medicines Formulary

Medicinal Product ID (Mpid)	Medicinal Name (MpName)	Medicinal Product Unit of Use ID (Mpuuid)	Medicinal Product Unit of Use Name (Mpuu Name)	Form	Clinical Brand	Therapeutic Area	Therapeutic Class	Restricted?	Restriction Text	Formulary Note	Last Updated Date	Review Date
1028151000168102	atezolizumab	1028161000168100	atezolizumab 1.2 g/20 mL I...	injection		Immunomodulat...	Antineoplastic a...	Yes	For use as per PBS ...		27/01/2023	01/09/2025
1028151000168102	atezolizumab	1373871000168109	atezolizumab 840 mg/14 m...	injection		Immunomodulat...	Antineoplastic a...	Yes	For use as per PBS ...		27/01/2023	01/09/2025
1037741000168102	daratumumab	1037751000168100	daratumumab 100 mg/5 m...	injection		Immunomodulat...	Antineoplastic a...	Yes	For use as per PBS ...		27/01/2023	01/09/2025
1037741000168102	daratumumab	1037801000168106	daratumumab 400 mg/20 ...	injection		Immunomodulat...	Antineoplastic a...	Yes	For use as per PBS ...		27/01/2023	01/09/2025

2. The following functions can be performed within the report window:

a. Filter data

- Click on the **down arrow** to open the data available for a particular filter.
- Use the **search** field to narrow down filter options.
- Select** on the data fields to be filtered. Use the **Ctrl key** to select multiple values.
- Click on the **Clear selections** icon to clear the filter (appears on hover).

Access filter options, by clicking the down arrow.

Mp Name: All

Form: Multiple selections

- injection
- intraocular injection
- intrathecal injection
- modified release injection

NSW Medicines Formulary

Medicinal Product ID (Mpid)	Medicinal Name (MpName)
1028151000168102	atezolizumab

Clear selections

b. Sort data

- i. Click on a column name to sort data by a particular column.

Medicinal Product ID (Mpld)	Medicinal Name (MpName)	Medicinal Product Unit of Use ID (Mpuuld)
21664011000036103	abacavir	22933011000036105
21664011000036103	abacavir	22934011000036107

c. Export data into an Excel file

- i. Hover over the report column names to display the **More options** button.

*Note:* The 'More options' button will appear on the right-hand side of the report, just above the last report column.

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NSW Medicines Formulary occur regularly, in NSW Public Health Organizations.

Therapeutic Area: All | Therapeutic Class: All

Restricted?	Restriction Text	Formulary Note	Last Updated Date	Review Date
Yes	Use in accordance ...		27/01/2023	01/11/2025
Yes	Use in accordance ...		27/01/2023	01/11/2025

- ii. Click **More options** and then select **Export data**.

Report Refresh Date: 24/11/2023 2:42:06 PM

the NSW Medicines Formulary occur regularly, for use in NSW Public Health Organizations.

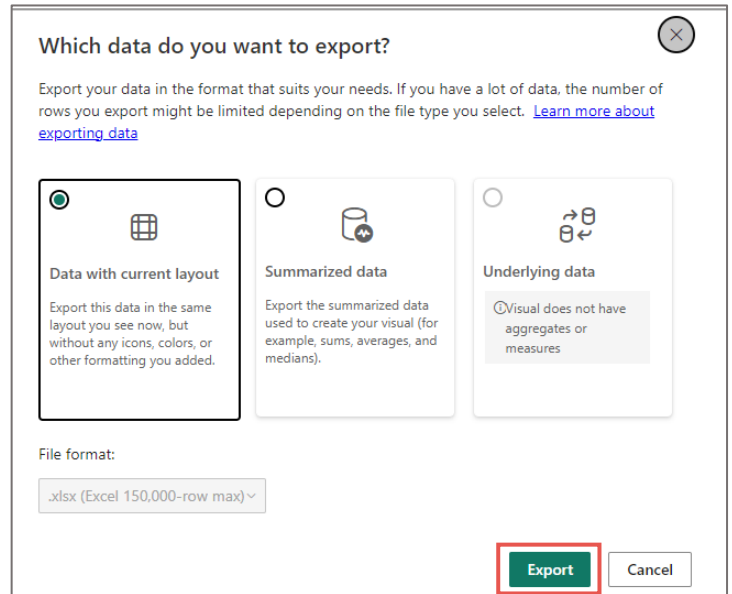
Therapeutic Area: All | Therapeutic Class: All

Restricted?	Restriction Text	Form
Yes	Use in accordance ...	
Yes	Use in accordance ...	
Yes	Use in accordance ...	
Yes	Use in accordance ...	
Yes	For use as per PBS ...	27/01/2023 01/09/2025

- Export data
- Show as a table
- Spotlight
- Get insights
- Sort descending
- Sort ascending
- Sort by >

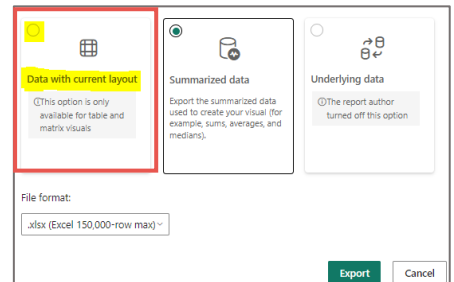
- iii. Ensure **Data with current layout** is selected and click **Export**.

*Note:* Data will be exported based on the selected filters.

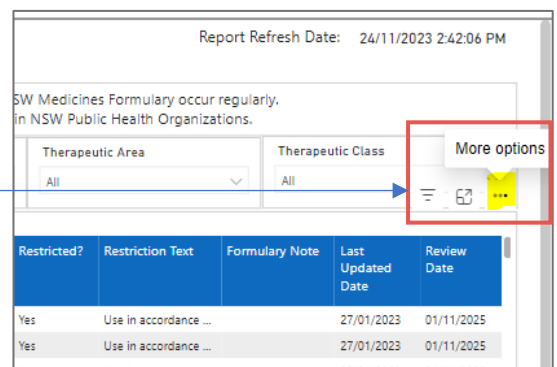


### Tip for exporting data:

- If you cannot export **Data with current layout**, ensure that you are accessing the **More options** menu and **Export** function from the **correct location** as shown below.



To export data, ensure you are accessing the **More options** menu from just above the last column.



Please note, users are **unable to export data** from these two locations.

