

How to Download Your Pharmacy's Historical Data from the Pharmapod Platform

Introduction

[Upcoming changes to the AIMS Program](#) mean that as of December 31, 2025, pharmacies that do not choose to enroll with the Pharmapod platform will no longer have access to the platform, including no ongoing access to the pharmacy's historical data contained in the platform. Pharmacies that do not plan to use Pharmapod in the future but wish to retain a copy of their pharmacy's historical data can follow the instructions below to download a copy of the data.

Important Information Before You Begin

- We strongly recommend that you complete the process **as soon as possible or by December 15 at the latest** to allow for adequate time to access your reports ahead of the December 31 deadline.
- For pharmacies that have multiple years of data recorded, we recommend only downloading data for one year at a time so that the file size is not overwhelming.
- By default, Designated Managers can download this data. Other pharmacy staff may have the ability to do so as well, depending on the platform permissions set by the Designated Manager.
- As health information custodians, pharmacies and pharmacy professionals must ensure that any personal health information contained within the data export is [appropriately managed, secured and stored](#) to prevent any unauthorized use or disclosure.
- Data is provided in a raw Excel or csv format only.

Support

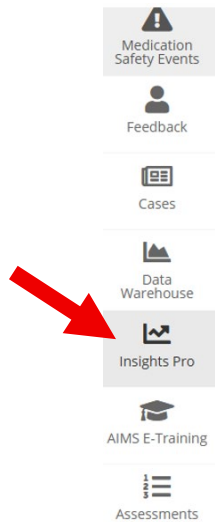
If you encounter any technical issues with this process or require support, please contact support@pharmapodhq.com.

If you have any questions about the upcoming changes to the AIMS Program or the requirements of the AIMS Program, please contact AIMS@ocpinfo.com.

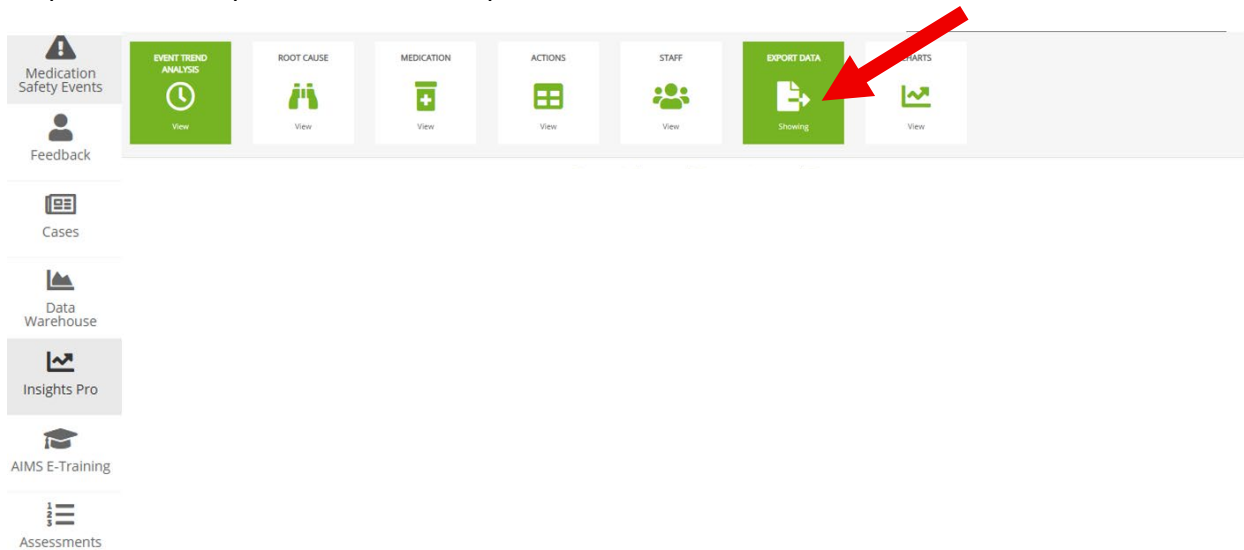
Steps to Download the Pharmacy's Data in the Pharmapod Platform

Step 1. Log in to the Pharmapod platform.

Step 2. Navigate to “Insights Pro” in the left-hand menu.



Step 3. Select “Export Data” at the top of the screen.



Step 4. On the “Date Range” line, select “Event Date”. Then use the green calendar function to choose a date range. *Note: we recommend downloading your data by calendar year so that the file size is not overwhelming.*

The screenshot shows the 'Event Advanced Reporting and Export' interface. On the left is a sidebar with navigation links: Medication Safety Events, Feedback, Cases, Data Warehouse, Insights Pro, AIMS E-Training, and Assessments. The main content area has a top navigation bar with icons for EVENT TREND ANALYSIS, ROOT CAUSE, MEDICATION, ACTIONS, STAFF, EXPORT DATA, and CHARTS. Below this, the 'Export Event' section is active. It includes a 'Facilities' dropdown set to 'MY FACILITIES +', a 'Date range' section with radio buttons for 'Date Created', 'Event Date' (selected and circled in red), 'Date Closed or Misrecorded', and 'Last Updated Date'. A red arrow points to a green calendar icon next to the date range '6 September 2018 - 30 October 2025'. Below the date range, there are checkboxes for 'Incident', 'Pharmacy Medication Incident', 'Pharmacy Medication Good Catch', and 'Exclude Draft Events'. The 'File Format' dropdown is set to 'Excel File (.xlsx)'.

Step 5. In the “File Format” drop down, select your preferred format of an Excel file or a CSV file.

This screenshot shows the same interface as the previous one, but with the 'File Format' dropdown menu open. The dropdown shows three options: 'Excel File (.xlsx)', 'Excel File (.xlsx)', and 'Pipe-Delimited CSV (.csv)'. A red arrow points to the first 'Excel File (.xlsx)' option. The rest of the interface remains the same as in the previous screenshot.

Step 6. Click the green “Export Report” button at bottom of page.

Step 7. A pop-up box will appear that lists all possible data fields that can be downloaded. Select all the fields you wish to download data for OR select the “Check all fields” box at the top left. Click the “Export” button at the bottom right.

Form(s)

Event Status:

Created by:

File Format:

Export Data History ⓘ

Search

2025-10-30 Medication Safety

2025-10-29 Medication Safety

Used Personal Health Information Without Authority

Do Any Of The Following Apply To This Incident Primary?/Do Any Of The Following Apply To This Near Miss Primary?

Other: Chemical Restraint

Type Of Product Dispensed/Type Of Product DISPENSED

Device Dispensed

Active Ingredients (API) Of Product Prescribed

Which Stage Was Involved Initially?

Max Actual/Potential Harm Level

Critical Patient/resident Information Missing/incorrect

Lack Of Staff Education

Prescription Miscommunication/issue

Which Sub-category Was The Most Relevant In Potentially Or Actually Causing Harm?

Do Any Of The Following Apply To This Incident?/Do Any Of The Following Apply To This Near Miss?

Transition Of Care (e.g. Hospital To Home)

Active Ingredients (API) Of Product Dispensed

Are The Product(s) Dispensed The Same As Prescribed?

Non Active Ingredients Of Product Prescribed (e.g. Lactose, Emulsifier, Base, Simple Syrup)

Are There Any Other Relevant Facts You Would Like To Include?

Likelihood Of Recurrence

Delivery/shipping Issue

Environmental/distractions

Look-alike Sound-alike Issue (LASAS)

Staff Distribution

Use Of An External Agency

Which Category Was The Most Relevant In Potentially Or Actually Causing Harm?

Type Of High-Alert Medication Involved

Chemical Restraint Used (e.g. Antipsychotic)

Risk Score

Risk Level

Non Active Ingredients Of Product Dispensed (e.g. Lactose, Emulsifier, Base, Simple Syrup)

Type Of Product Prescribed/Type Of Product PRESCRIBED

Device Prescribed

Prescribed By

Which Sub-stage Was Involved Initially?

Describe Monitoring Required

Potential Harm/impact

Other Relevant Facts

Drug Related Issues

Lack Of Quality Control Or Independent Checks

Operational Process Issue

Patient/resident/care Giver Education Issue

Technology/equipment Issue

Critical Situation Of Risk Requiring Intervention

Cancel Export

Age Exported

06 to 2025-10-30 (Event Date)

Step 8. You will receive a message that your request is being processed.

Step 9. Once completed, and the file is ready for download, you will receive a system notification on the envelope icon in the upper-right corner of your screen.

Step 10. Download the file by clicking the notification. The report will also be available to download for the next seven days in the Export Data History table, which is available at the bottom of the Export Data page.