Quality Data Set - Checking Your Data

Bp Learning

1 Patient List | 2 Clinical Notes | 3 Data Cleansing | 4 Useful tools for completing consult notes

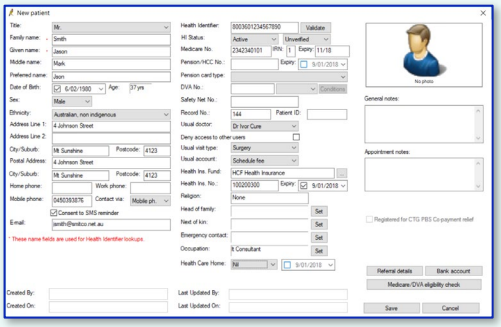
Patient List

Patient List:

Regularly check all patient demographic information has been entered and is up to date.

Demographic should include:

- Date of Birth
- Sex at birth
- Gender Identify & Pronouns
- Aboriginal or Torres Straight Islander Status
- Medicare Card Number
- Next of Kin Details
- Emergency Contact Details



Use Patient Reports:

- Patients without DOB
- Patients without sex
- Patients without Medicare

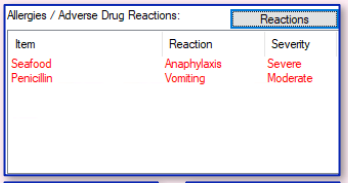
Use Search Utility to check Ethnicity information:

Utilities > Search > select Load query > Demographic > Patients with no ethnicity recorded > Run query

Clinical Notes

Ensure only authorised and properly trained team members can access and alter patient clinical records.

Health records should accurately and comprehensively record information captured about patients.



Reason for visit: Bilateral Tonsillitis

Diagnosis: Bilateral Tonsillitis

Ensure consultation notes include all mandatory elements:

- Diagnoses
- Reason for Visit
- Reason for Prescription
- Allergies & Adverse Reaction
- Investigations – Mark Results as Given

Data Cleansing

Diagnoses:

- Train doctors to use only coded diagnoses options
- Check for uncoded diagnoses
- Use Cleanup History tool in Bp Utilities to remap uncoded diagnoses
- Start Menu > Bp Utilities > **Cleanup History**

Reminder Reasons:

- Review free-texted reminder reasons & Cleanup
- Setup > Reminders > **Cleanup** tab

Clean up

- Untick **Allow free-text reminders** to avoid having to cleanup in the future

☑ Allow free text reminders

To Merge Patients:

1. View > **Patient List**
2. Type '**%**' in patient search to view list
   Note any patient double-ups
3. Identify correct file to keep > complete merge process
4. Edit > Merge Patient
   NB merge will be permanent

Calista, Georgi
Calista, Georgi KEEP

Merge

To Inactive Patients - Bulk:

1. Main Screen > Utilities > Search
2. Load query > Visits > Patients active who haven't attended for the last 5 years > Run query
3. Change to '**3**' years (replace 5 in SQL to 3)
4. Lists all patients that can be made inactive
5. File > **Mark as Inactive**

Consult Notes

Using the following preference settings can help improve the accuracy of clinical record.

User Preferences

General
- Generate progress notes as actions are taken

Prescribing
- Include Reason for Prescription in Rx Wizard

Clinical
- Prompt if no notes recorded
- Enforce entry of Reason for Visit when closing patient record

Diagnosis window:
☑ Always 'Add to Past history'
☑ Always 'Save as Reason for Visit'

Reason for Visit window:
☑ Always 'Add to Past history'

Time Saver Ticks

Select options to save you time such recording Diagnoses as Reason for Visit or save Reason for Prescription as Diagnoses.

When completing a consult use the following tools help record detailed notes.

History and Examination Tool

The History and Examination tool on the right-hand side of the patient record comprehensively record particulars of a patient's condition, including images to indicate placement.

Autofill

Autofill entries allow a provider to enter text using a shortcut of only a few letters. Type the shortcut text into Today's Notes and press Enter to substitute the full text.

Autofill

Bp Premier