

Quality Data Set – Checking Your Data

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 Management Reports to view Patients with missing demographic information.

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

Use the Database Search Utility to check Ethnicity information:

Utilities > Search > Select Load Query > Demographic > Patients with no ethnicity recorded > Run query.



Looking for more database searches? To access Supplied Queries, select Help > Online from inside Bp Premier to open the online knowledge base, and search for 'supplied queries'

Clinical Notes

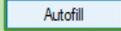
Ensure only authorised and properly trained team members can access and alter patient clinical records.

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

Ensure consultation notes include all mandatory elements:

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

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.

Time Saver Ticks



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

Diagnosis:
Bilateral Tonsillitis

Reason for visit:
Bilateral Tonsillitis

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

User Preferences

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

General

- Generate progress notes as actions are taken.

Prescribing

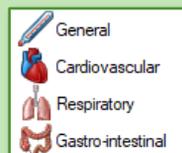
- Include Reason for Prescription in Rx Wizard.

Clinical

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

History and Examination Tool

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



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.

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Cleaning up Uncoded and Free Text Data

! Cleaning up data results in **permanent changes** and these cannot be easily reversed. Best Practice Software recommend that permission to Setup/Configuration only be granted to administrator-level users.

Bp Premier's cleanup functions map free text items to a coded item that your practice uses as a standard.

Bp Premier offers data cleanup utilities that can merge:

- Obsolete contact categories
- Document categories
- Reminders
- Un-coded past history items.

Document types:

- Before you begin, edit and remove unwanted categories from the **Main screen > Setup > Configuration > Lists**.
- In the **Document type** section, click **Clean Up**.

Contact categories:

- Before you begin, edit and remove unwanted categories from the **Main screen > Setup > Configuration > Lists**.
- In the **Contact category** section, click **Clean Up**.

Reminder Reasons:

- Review free-texted reminder reasons & Cleanup
- Setup > Reminders > **Clean up** tab.
- Untick **Allow free-text reminders** to avoid having to cleanup in the future.

Clean up

Allow free text reminders

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**.



Merge Patient Records

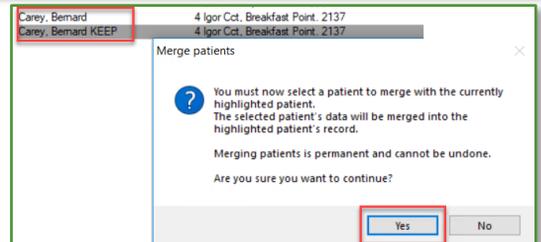
! Merging patient records is **permanent** and cannot easily be reversed. Best Practice Software recommend that permission to merge patients only be granted to administrator-level users.

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

Calista, Georgi
Calista, Georgi KEEP

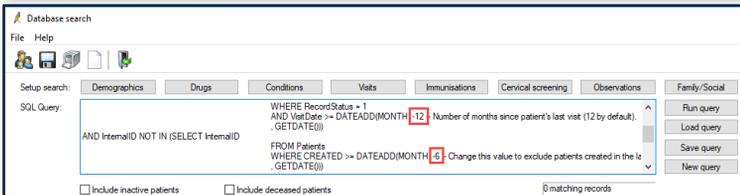
Merge



Inactivate Patients

To Bulk Set Patients Inactive:

1. Main Screen > Utilities > Search
2. Load query > Browse to **C:\Program Files\Best Practice Software\BPS\SuppliedQueries\Demographics**.
3. Select the query '**Active patients who have not had a visit in the last 12 months and have no future appointments and not created in the last 6 months**' > Open.
4. From Database Search, you can edit some of the values in the query. Click **Run query**. Matching patients will be returned.
5. Select **File > Mark as inactive** from the menu. Bp Premier will prompt you to confirm. Click **Yes to confirm**. Bp Premier will report the number of patients marked as inactive. Click **Ok to finish**.



For more queries on finding inactive or duplicate patients that may need to be deactivated, select Help > Online from inside Bp Premier to open the online knowledge base, and search for 'inactivate'

