BEST PRACTICE DATA CLEANSING GUIDE

Quality Improvement Program

July 2019

QUALITY IMPROVEMENT PROGRAM
Best Practice How to Guide

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DATA CLEANSING

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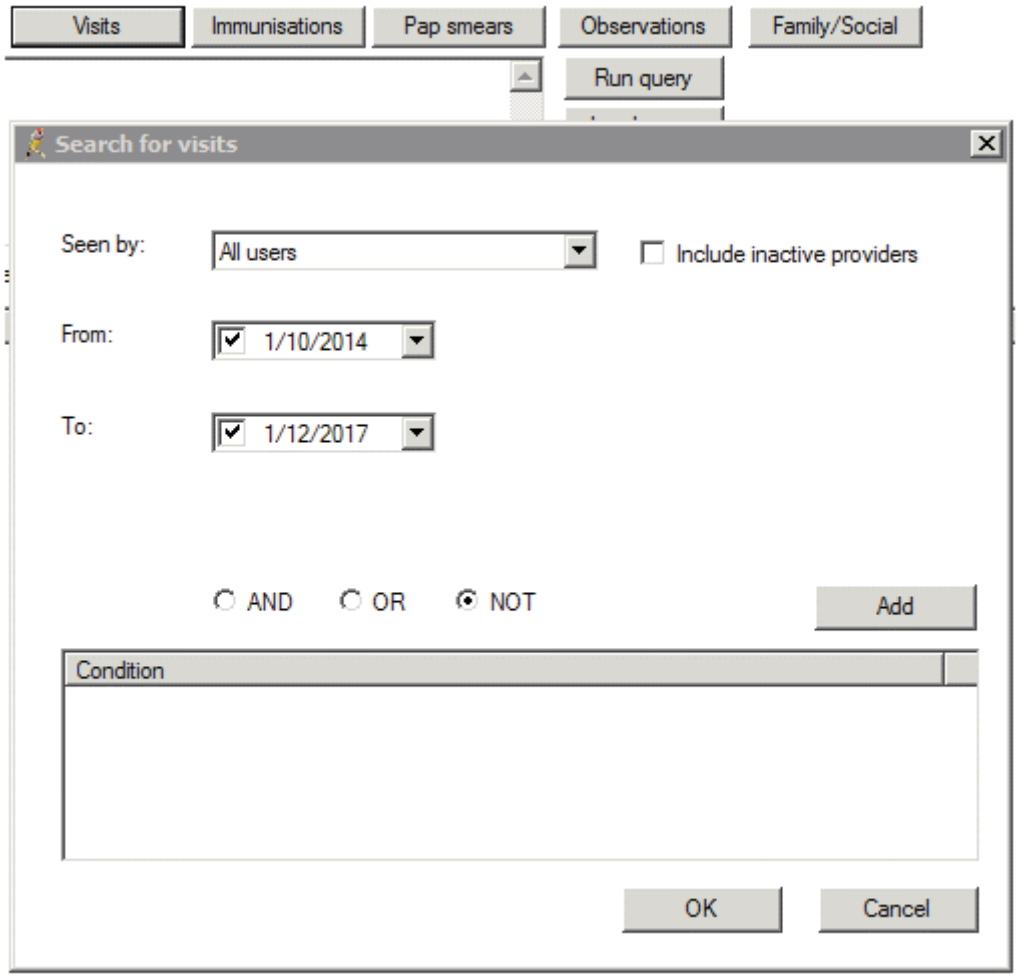
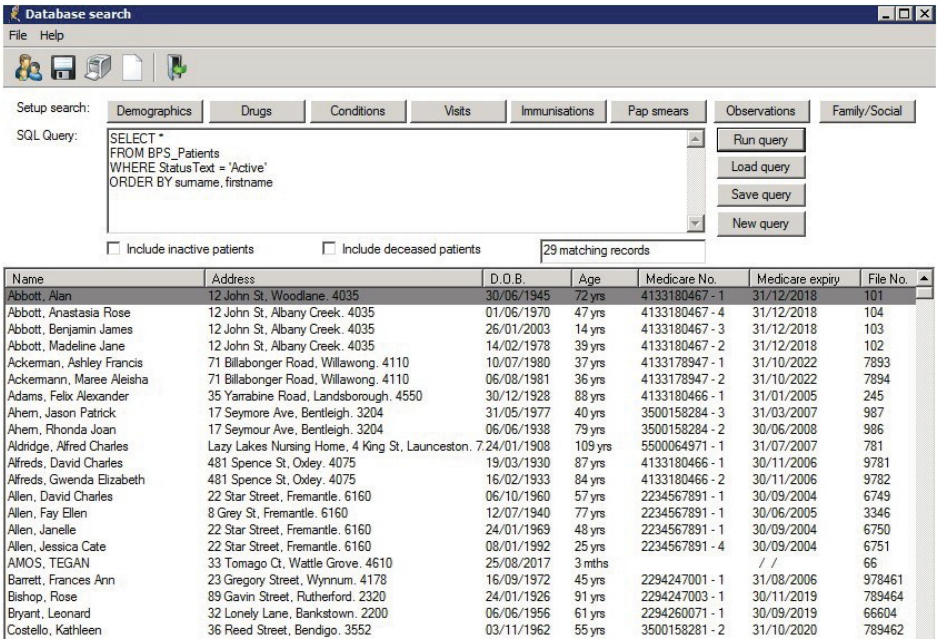
1. How to Inactive Patients

HOW TO INACTIVE PATIENTS - BULK INACTIVATION

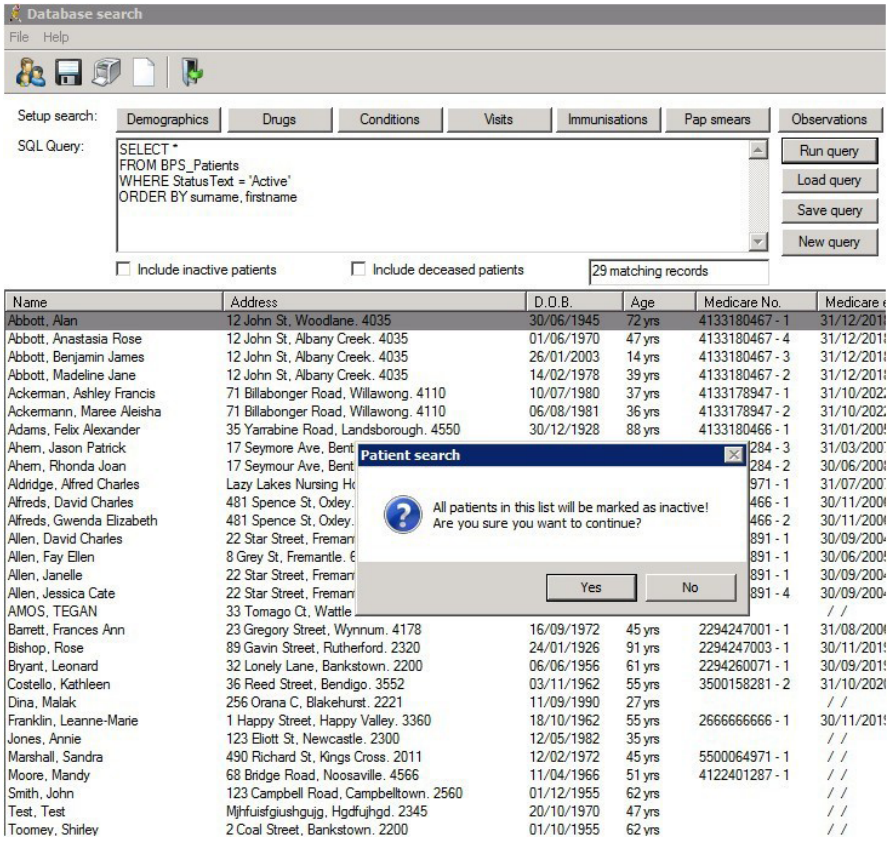
1. From the main screen ensure no patient files open, click Utilities and select Search.
2. Select Visits
3. Select dates from & To and tick NOT (meaning NOT seen during that period)
4. Click Add then OK



5. Select Run query

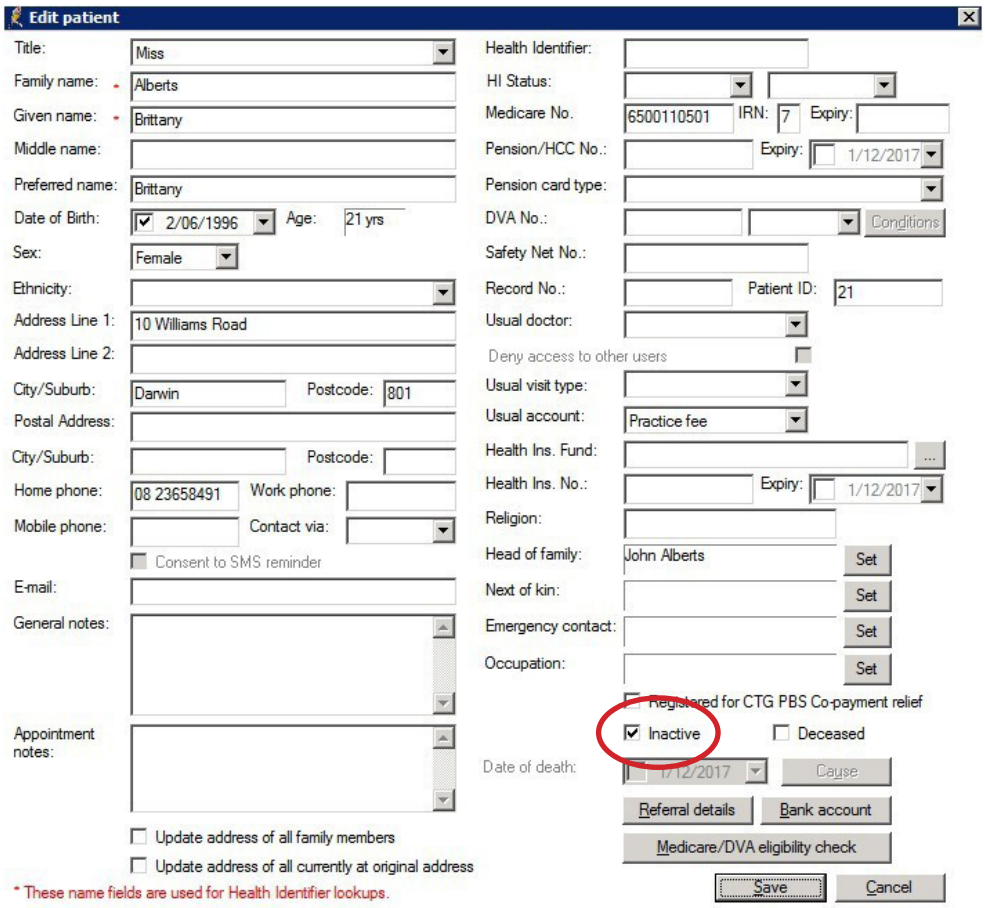


6. From File select from the dropdown menu Mark as inactive
7. Select Yes to confirm that all patients on this list will all be inactive



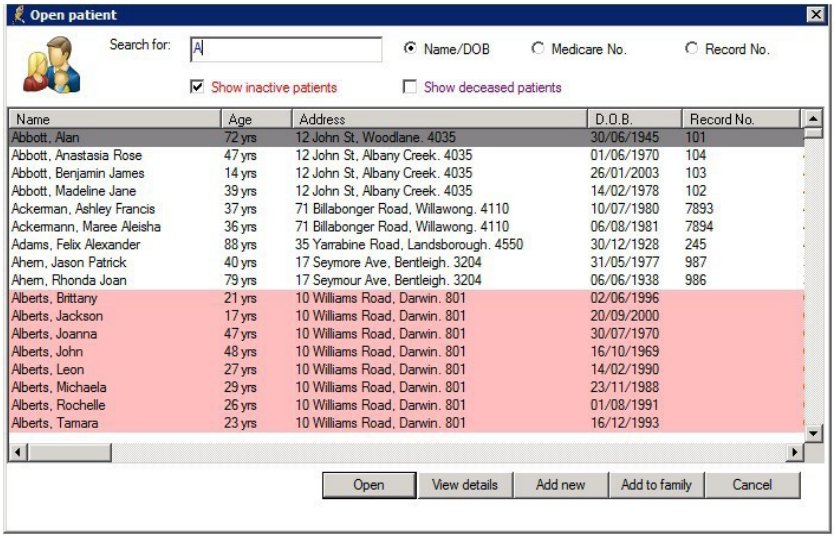
HOW TO INACTIVATE PATIENTS INDIVIDUALLY

1. Open patient file. F10 (edit screen) then mark as Inactive and Save.



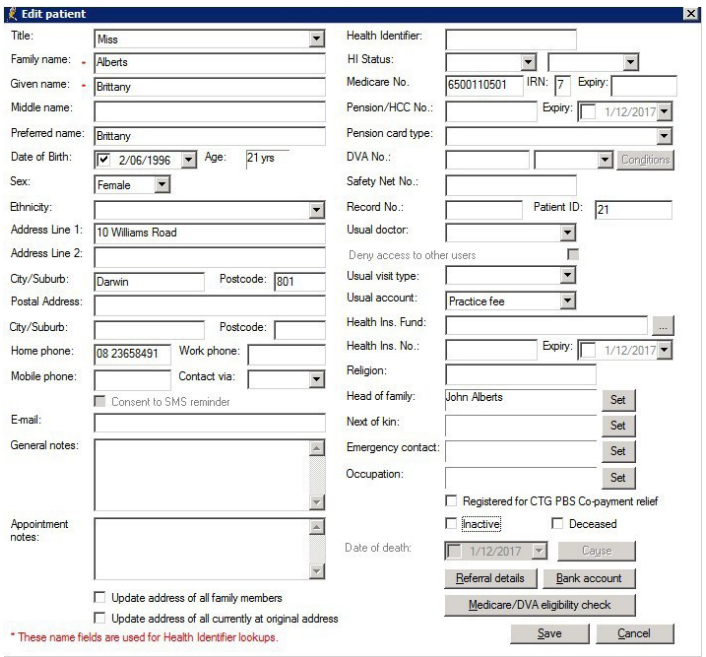
HOW TO VIEW INACTIVE PATIENTS

1. Main menu Select File and select Open patient from dropdown
2. Enter patient name and tick Show inactive patients



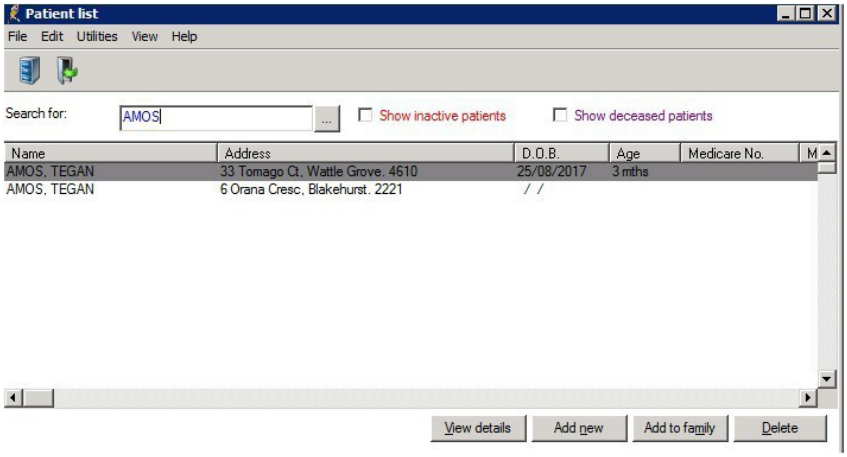
HOW TO ACTIVATE INACTIVE PATIENT

1. Find inactive patient- as seen in **How to view inactive patients.** Open patient file and select **F10** (to edit). From Edit patient screen, untick **Inactive** and **Save.**

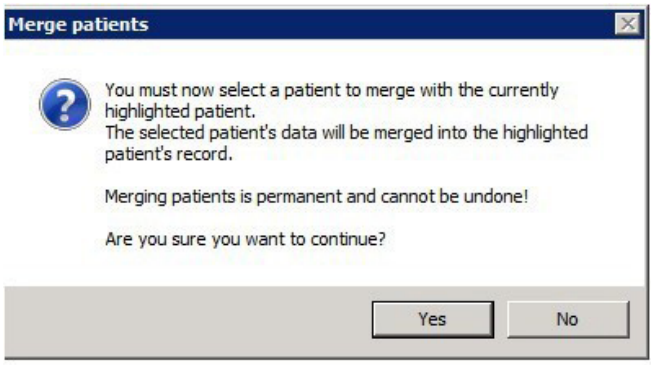


2. How to merge duplicate patient files

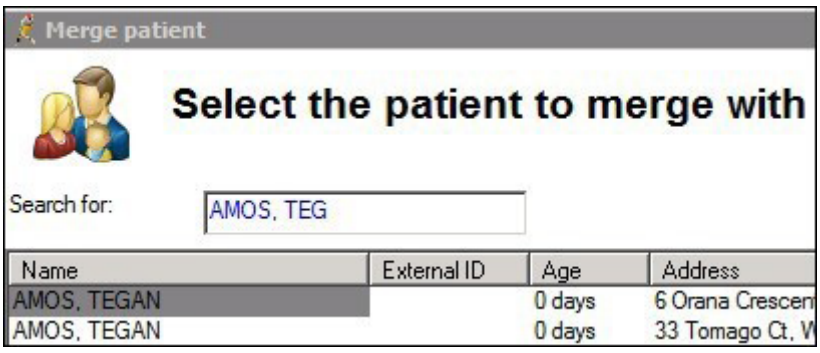
1. Main menu, F10 to view patient list
2. Search patient and highlight patient file you want to keep
3. Select Edit and from the drop down menu select Merge



4. Select Yes



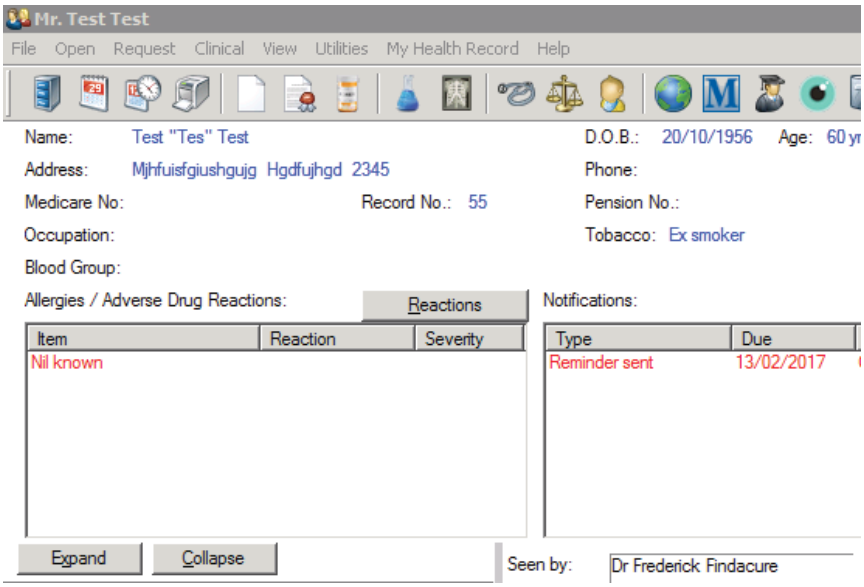
5. Search patient name. Select file that will merge (no longer appear) and this will confirm merge



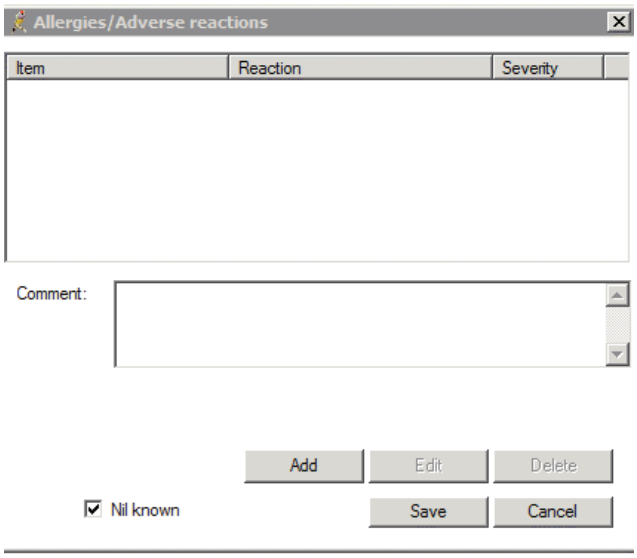
Note: In this case Amos Tegan with address 33 Tomago Ct, is the file that will remain.

3. How to Record Allergies

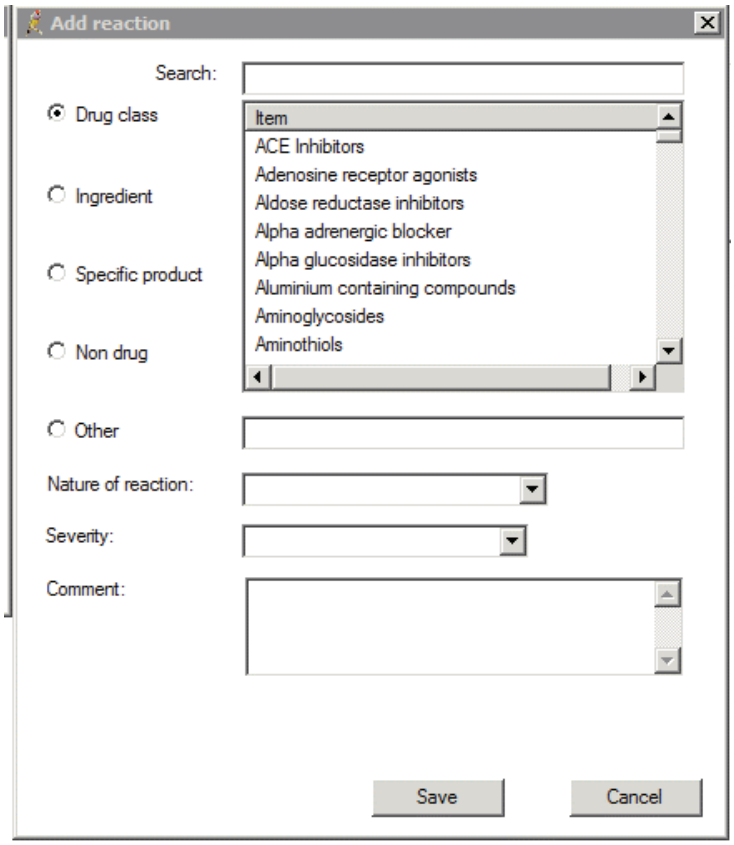
1. From patient screen click on Reactions



2. If there are Nil Known Allergies tick the box to indicate this then click save



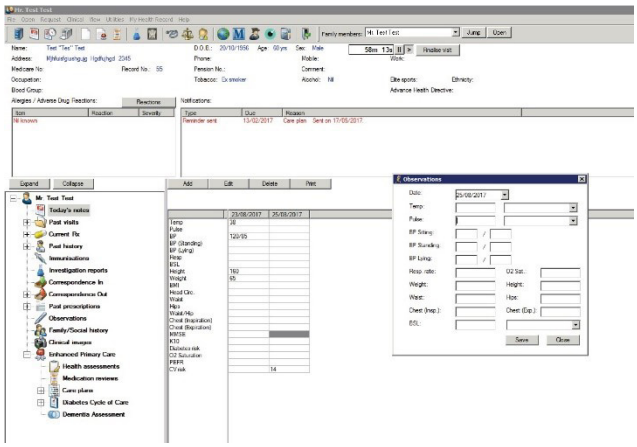
3. If the patients does have an allergy click on **Add** and select the allergy. Fill out the **Nature of the reaction** and the **Severity** then **save.** Repeat this step if the patient has multiple allergies.



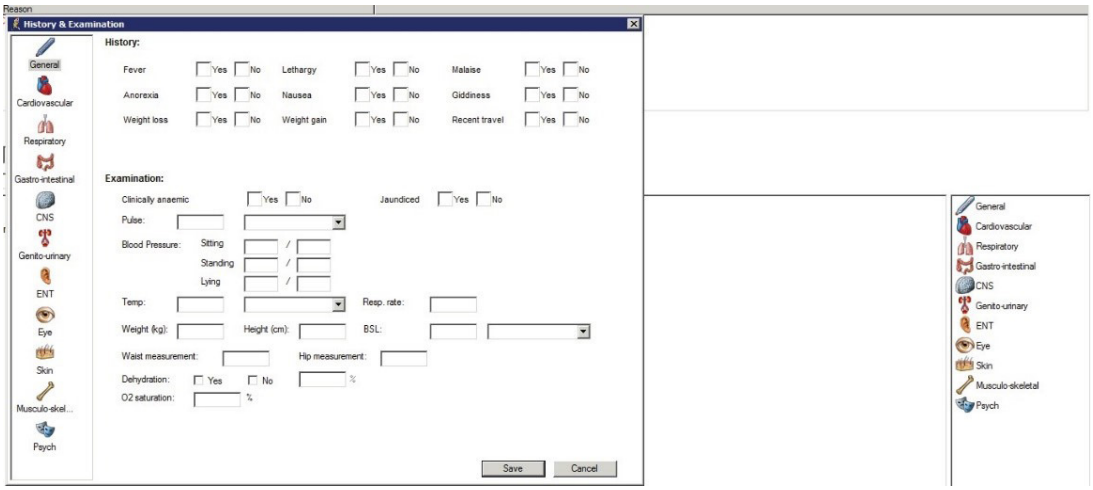
4. How to record Height, Weight, Waist and Blood Pressure

Note: there are multiple ways to record Height, Weight, Waist and BP - as seen below

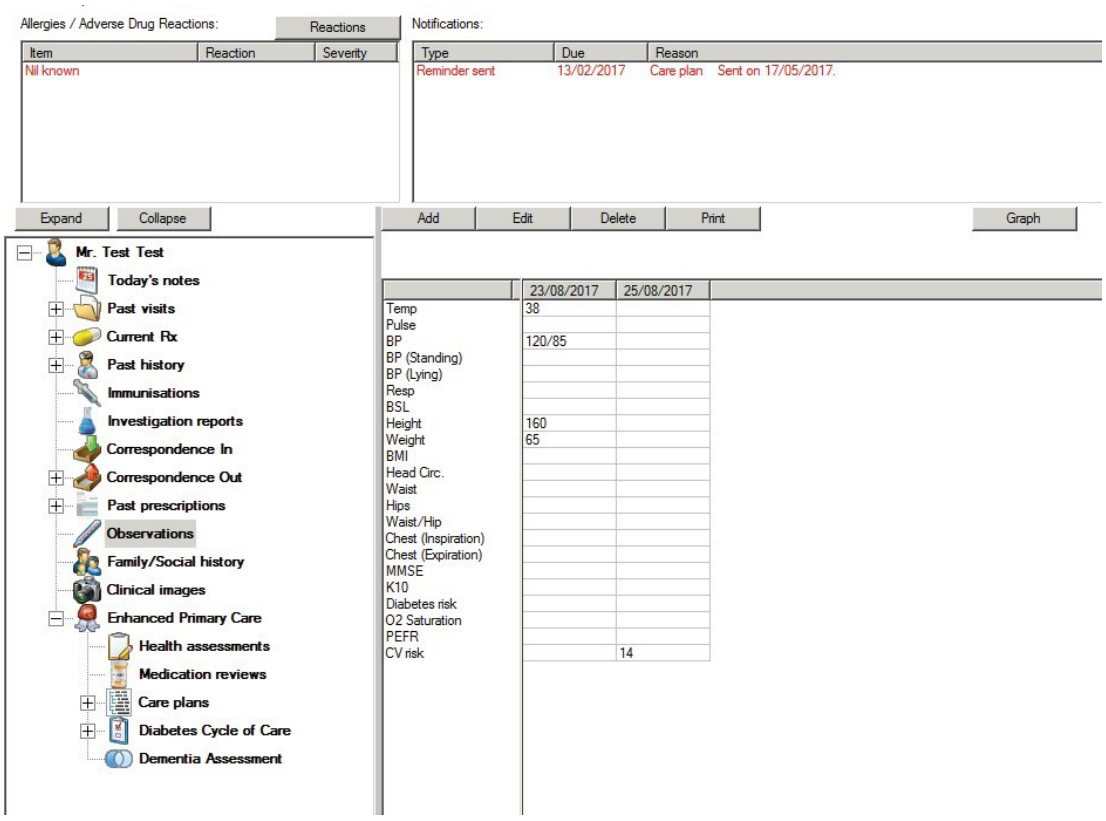
Option 1: from patient screen click on the stethoscope icon. Record relevant observations.



Option 2: Alternatively add in Observations from the right side of the screen by clicking on General then filling in relevant information.

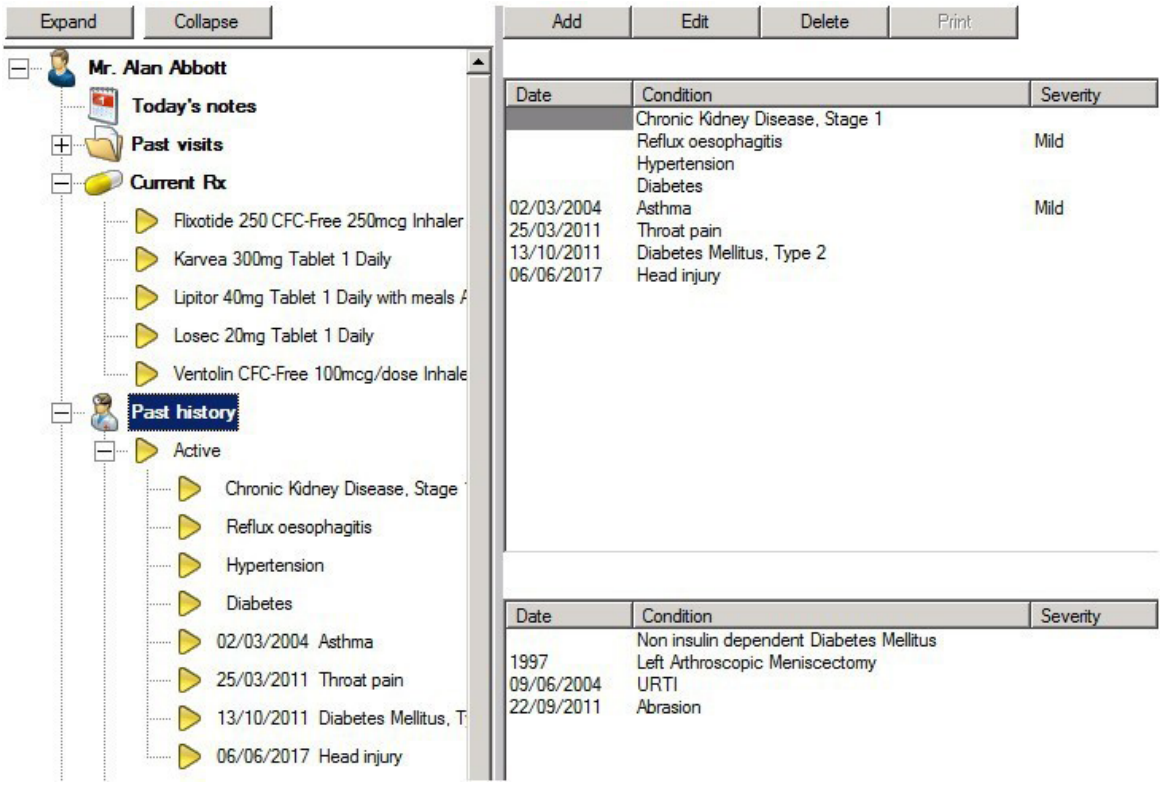


Option 3: click on Observations on the left, then Add to fill in relevant information.



5. How to record Enter a Coded Diagnosis

To add in a coded diagnosis in past history
1. Open patient file and select Past history. Click Add

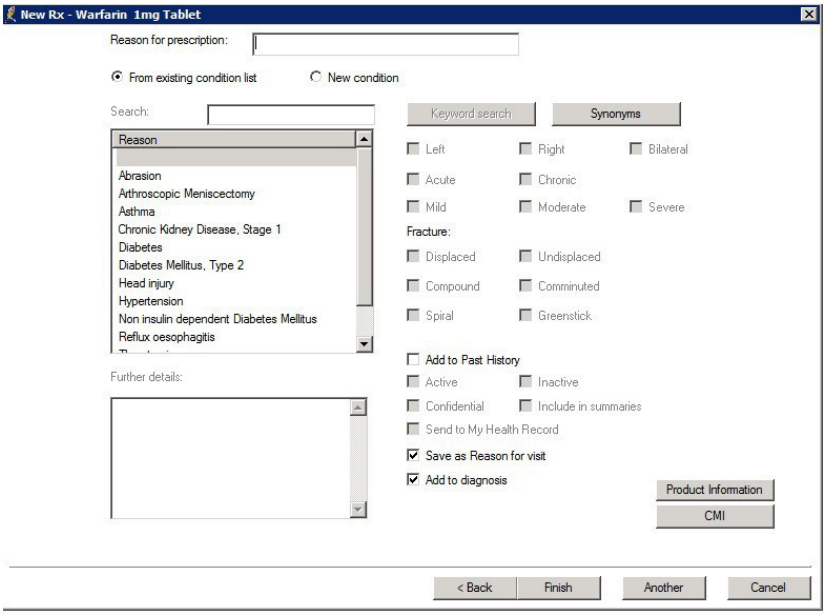


2. Search condition and select from the list
*Tick **Include in summaries**- Unless it is already in past conditions- to avoid double up
Tick **Save as reason for visit – If applicable

TO ADD A CODED DIAGNOSIS WHEN PRESCRIBING A MEDICATION

1. Open patient file
2. Current Rx and click **Add**. Fill in all information and click **Next**
3. In **Reason for prescription** enter first few letters of the diagnosis and select from the list
4. Tick Save as Reason for visit
5. **Add to diagnosis** if needed
6. Tick **Add to Past History** - Unless it is already in past conditions- to avoid double up
7. Select **Finish**

Note: In cases where the condition you've searched is not on the list, please select the condition that is the closest match and use the 'further details' section to add comments



HOW TO AVOID DUPLICATE CONDITIONS IN PAST HISTORY AND REASON FOR VISIT WHEN PRESCRIBING MEDICATIONS;

1. Main screen, click Setup, select Preferences
2. Click Clinical icon
3. Untick Always add to past history
4. Untick Always Save as Reason for Visit