

Best Practice

Clinical Users Workshop

Sample Course Outline

Topic	Learning Objectives
Clinical Data Collection	Explain the importance of quality clinical data collection
	Add ATSI status, family, social history, smoking and alcohol information
	Use the coding system
	Add relevant past medical history items including utilising 'comments'
	Edit and delete invalid past medical history items
	Develop an understanding of the medication list to help maintain currency of medication lists.
	Use the clinical tools to provide data for SIPs and Care Plans
Progress Notes	Design shortcuts to minimise typing in progress notes
	Enter 'reason for visit' to enable searching of patient information in a paperless practice.
	Record and communicate Medicare item numbers for billing data.
Recalls, Reminders & 'Actions'	Discuss RACGP definition of recalls and reminders
	Discuss uses for the 'action list' and 'to-do list'
	Add an action and a to-do list item
	Identify various areas within BP where reminders can be added
	Add a reminder from within the patient record
	Create a valid recall & reminder system
	Print a reminder list
	Generate mail-merge reminder letters
	Delete completed actions, reminders and to-do list items
Database Searches	Identify inactive patients and mark accordingly
	Generate a 'proactive' preventative health management recall list (45-49 year old patients).
	Generate a complex search eg to identify patients who do not have chronic conditions recorded, family/social history recorded etc.
	Print a search list
Patient Education	Print patient education handouts
	Access advanced patient education features within Best Practice
Document Management	Access a stored template
	Develop an understanding of data/template fields
	Design and use an auto-text entry to minimise typing
	Modify a health summary
	Import a care plan
	Edit, print and save a care plan
	Develop an understanding of secure messaging
	Discuss implications of sending and receiving patient emails
	Scan and import documents into patient the record
Use Bulk Document Import to scan/import into patient record or 'inbox'	