Database Cleansing
Checklist for Medical Director users

Area for improvement	Not sure if this is a problem area? Do you notice any of the following?	What to do:	Tick if working well
Past History List	Conditions in the past history list have been free-text typed, instead of coded. Multiple entries of same condition in past history section of patient record Insignificant items in past history list Active conditions marked as inactive (or vice versa)	Doubleclick on item to edit (eg to select diagnosis from coded list if uncoded) From HCN Maintenance > MD> Diagnosis Coder > Link or Correct to coded item. If irrelevant, highlight item from Past History list and doubleclick to edit or select delete on keyboard to remove.	
Medication List	Inaccurate medication listed in patient record? Medication Cessation Prompts continually appearing ie: Continue/MakeRegular/Completed/Remove/Ignore	Delete old medications from Current RX page of record, highlight medication and click delete on keyboard. When prescribing select limited or long term for as appropriate. When medication cessation prompts appear action them by selecting one of the options	
Correspondence	Check results follow-up area (Main screen) Correspondence > Actioned items to check results are being marked as notified.	Generate a list of results that were marked for follow-up ie. (Main screen) Correspondence > Actioned items > filter by Return Urgently or Discuss' (or others if list has been extended). Check results that have not been marked as notified were notified and mark as notified. Avoid extending the selection list (Return Urgently/Disccuss/No Action) should be sufficient with well designed practice system. Revise or design practice eCorrespondence management system.	
Recalls	Duplicate and/or unclear reasons on the recall list Old or irrelevant recalls in patient records.	Clean up the recall list in (Main Screen) Tools, Options. Delete, Edit, Rename reasons to create a shorter, more effective list. Search, Recalls and generate a list of all old recalls (select a specified date range). Delete/update recall for patients. In HCN Maintenance Merge duplicate recall reasons	

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To organise further training via onsite, online or course delivery please contact us. For more free resources see www.trainitmedical.com.au.

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Outstanding Requests	Check Outstanding Requests (Main screen) Correspondence > Outstanding Requests.	Check Outstanding Requests list and delete tests that have been returned. Follow up any that haven't as appropriate or delete if in error or no longer relevant.	
Outstanding Actions	Outstanding actions prompts appear in patient record with outdated information	View list (Main Screen > Clinical > Outstanding Actions) Mark as Performed or Delete actions no longer valid.	
Address Book	Addressees in the address book which are no longer current Duplicate categories	Currency: Main Screen > File > Address Book > Edit or Delete Edit addressee and select from category list. Main Screen > Tools > Options > Lists > Address Book Categories – Add to create improved labelling or Delete those no longer needed. Duplicate Categories: HCN Maintenance > Medical Director > Merge Clinical Lists > Address Book Categories.	
Duplicate records	Duplicate patient records	Merge duplicates – Main Screen > Open – Search for the patient and click to highlight on list > Merge > select duplicate file > follow the wizard prompts to merge the two files (please ensure they really are different patients!).	
Archiving/inactivating old records	Patients appear on your list who you have not seen for many years	Inactivate: Main Screen > Search > Patient > Not seen since (choose your year) > Search > Inactivate Ensure everyone is then trained to always check 'inactive' when making appointments or searching for a patient record.	
Deceasing records	Deceased patients are marked as inactive rather than immediately deceased	Decease records. Main screen > Open – search for deceased patient file and click to highlight name > Delete > Mark as deceased (you don't have to enter a date if you don't know it). NB. To access that deceased file in future access from Main Screen > Patient > List > Filter by Deceased Patients > File > Open.	