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Competence with Confidence



# Welcome to our Webinar

## Database Cleansing in Best Practice



*Presented by Katrina Otto, Train IT Medical*





## Our Learning Objectives:

1. Identify key features of BP Software for collecting quality clinical patient data.
2. Clean up past history lists, medications
3. Generate a list of 'inactive' patients.
4. Mark patients as inactive & deceased.
5. Build chronic condition registers through pro-active searches.





# 3

## good reasons to clean up our data



**QIP/AGPAL**  
SPECIALIST IN ACCREDITATION,  
QUALITY AND RISK MANAGEMENT





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# 1. Patient Health Summary

- 🔗 Demographics
- 🔗 Allergies
- 🔗 Medications
- 🔗 Social/Family History
- 🔗 Ethnicity



Mr. Alan John Abbott

File Open Request Clinical View Devices PCEHR Help

Family members: [dropdown] Jump Open

Name: Alan Abbott D.O.B.: 30/06/1945 Age: 69 yrs Sex: Male 29m 0s Finalise visit

Address: 12 Jogger St Albany Creek 4035 Phone: 07 50505050 Mobile: 0427556232 Work: 07 50509999

Medicare No: 4133180467 - 1 12/08 Record No.: 101 Pension No.: 12345454 Comment: 5 patients with same name

Occupation: Tobacco: Non smoker Alcohol: Elite sports: Ethnicity: Non Aboriginal/Torres Strait Islander

Blood Group:

Allergies / Adverse Drug Reactions: Reactions

Item	Reaction	Severity
Aspirin	Anaphylaxis	Severe

Actions/Reminders: Preventive Health Actions Reminders

Type	Due	Reason
Action	07/08/2014	Follow-up referral
Action	07/08/2014	Follow up request: Urine M/C/S
Action	07/08/2014	Discuss dietician referral
Reminder due	07/08/2014	*Skin Check

## Double-click in the area you wish to update/edit eg:

- ✓ Allergies (90% of 'active' patients must have allergy recorded for Accreditation)
- ✓ Family / Social history, Smoking / Alcohol (75% for Accreditation)
- ✓ Ethnicity
- ✓ Medications/Past History



## 2. Past History Items

- 🔗 Coding
- 🔗 Cleaning Up





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# Coding of diagnoses is essential!

**Unambiguous diagnoses +  
Preventive Health**







# Coding

**Past Medical History** ✖

Date:  /  /   Today   ▼

Search:

Condition:

- Diabetes
- Diabetes clinic
- Diabetes cycle of care completion
- Diabetes Educator referral
- Diabetes educator referral
- Diabetes Insipidus
- Diabetes Insipidus, renal
- Diabetes Mellitus
- Diabetes Mellitus, Gestational
- Diabetes Mellitus, Type 1
- Diabetes Mellitus, Type 2
- Diabetes review
- Diabetes risk assessment

Condition:

Left  Right  Bilateral

Acute  Chronic

Mild  Moderate  Severe

Active  Inactive

Provisional diagnosis

Fracture:

Displaced  Undisplaced

Compound  Comminuted

Spiral  Greenstick

Further details:

Send to PCEHR

Confidential

Include in summaries

Save as reason for visit

Save this condition in favourites list



# ePIP requirements

1. Integrating Healthcare Identifiers
2. Data Records and Clinical Coding
3. ePrescribing
4. Secure Messaging
5. Upload Shared Health Summaries to eHealth record (PCEHR)



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Customise user preferences to assist with maintaining an accurate database.

**Be tick-aware!**





# Preferences



## Reason for prescription:

- Always 'Add to PMH'
- Always 'Save as Reason for Visit'
- Always 'Save as Diagnosis'

**User preferences** ✕

User name:

Today's notes font:

Default temperature site:

Initial focus in Observations window:  Pulse  Sitting BP

<ul style="list-style-type: none"> <li><input type="checkbox"/> Allow blank notes</li> <li><input checked="" type="checkbox"/> Prompt if no notes recorded</li> <li><input checked="" type="checkbox"/> Prompt for reason for visit when closing patient record</li> <li><input type="checkbox"/> Don't start timer on opening record.</li> <li><input type="checkbox"/> Don't record visit length.</li> <li><input type="checkbox"/> Reason for visit at top of notes</li> <li><input type="checkbox"/> Use SOAP headings for History and Examination</li> <li><input type="checkbox"/> Load SOAP headings on opening notes</li> </ul> <p>Diagnosis window:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Always 'Add to Past history'</li> <li><input checked="" type="checkbox"/> Always 'Save as Reason for Visit'</li> </ul> <p>Reason for Visit window:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Always 'Add to Past history'</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Show 'Non visits' in Past Visit list</li> <li><input checked="" type="checkbox"/> Display Outstanding requests in patient record</li> <li><input type="checkbox"/> Use bold font for Allergies and On screen comment</li> <li><input checked="" type="checkbox"/> Load PMH favourites on opening New PMH window</li> <li><input checked="" type="checkbox"/> Expand Current Rx and PMH in tree view</li> <li><input checked="" type="checkbox"/> Separate PMH into Active and Inactive in tree view</li> <li><input type="checkbox"/> Expand Inactive PMH in tree view</li> <li><input checked="" type="checkbox"/> Open the PMH window with the cursor in the date field</li> </ul> <p>Procedure window:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Always 'Add to Past history'</li> <li><input checked="" type="checkbox"/> Always 'Save as Reason for Visit'</li> </ul> <p>Past History window:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Always 'Save as Reason for Visit'</li> </ul>
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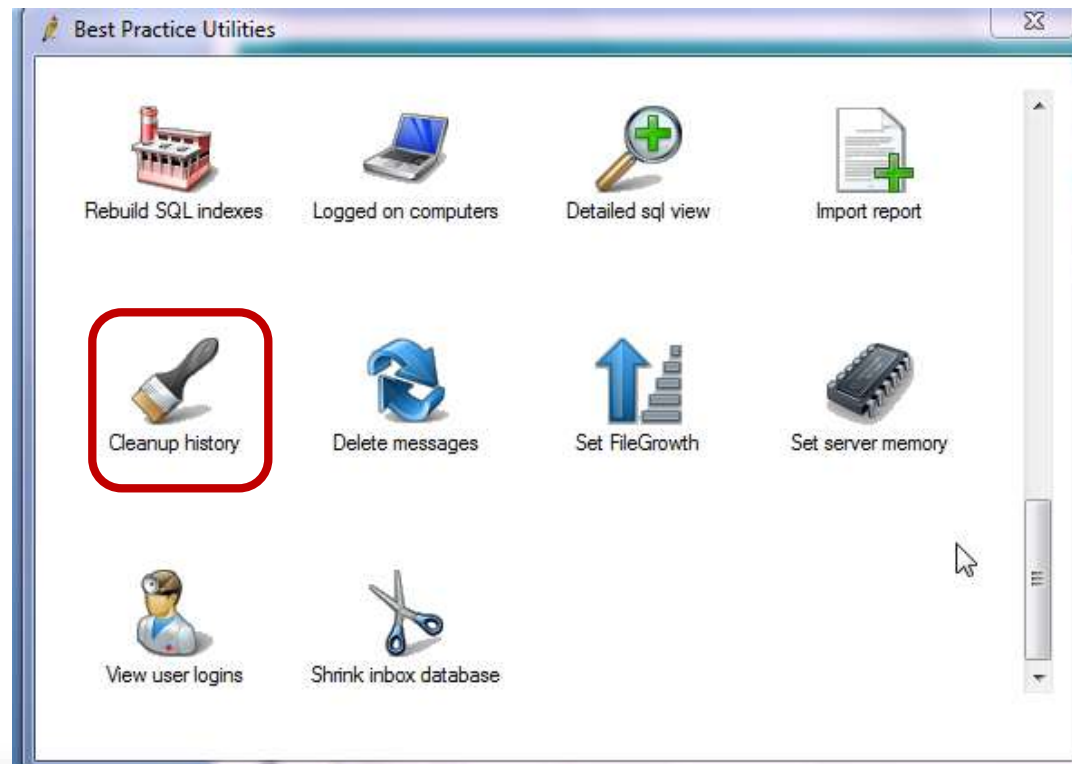
Save
Save & Close
Close



# Clean Up Past History - a job for the doctors!

## Access BP Utilities

- Best Practice Software
  - Best Practice
    - APCC
    - Best Practice Samples
    - Best Practice
    - BP APCC
    - BP Backup
    - BP Browser
    - BP Bulk Export - Import
    - BP Link
    - BP Utilities** ←
    - BPHelp
    - Bulk Document Import
    - eRx setup
    - MD2 Conversion
    - MD3 Conversion
    - MT32 Conversion





# Clean & Code



Cleanup history

## Utilities Clean up History

**Past History cleanup**

Uncoded Past History terms:

- ? Facet Joint Headches
- ? Neuroma L Foot
- 5 Year Cardiovascular Risk (New Zealan...
- AAA
- Amputated L Leg
- antral ulcers
- Breast cancer
- Breast Cysts
- Breast Cysts Us Every 12 Months
- Bronchiectasis Operation
- cardiac murmur
- Care Planning Niddm
- Cataract Surgery - Refractory
- cervicothoracic scoliosis-pain
- Cholestatic Hepatitis
- Coad (Chronic Obstructive Airways Disea...
- Contraceptive Pill Prescription
- Cough For Investigation
- diabetes
- Diabetes bla bla
- Diabetes Mellitus - Type II
- diverticulosis
- Excema
- Excision Skin Lesion
- Fabry's disease
- Facet Joint Pain
- fdg

DIABE      Keyword

Condition

- Diabetes
- Diabetes clinic
- Diabetes cycle of care completion
- Diabetes Insipidus
- Diabetes Insipidus, renal
- Diabetes Mellitus
- Diabetes Mellitus, Gestational
- Diabetes Mellitus, IDDM
- Diabetes Mellitus, NIDDM
- Diabetes Mellitus, Type 1
- Diabetes Mellitus, Type 2
- Diabetes review

Left       Right       Bilateral  
 Acute       Chronic  
 Mild       Moderate       Severe

Fracture:

Displaced       Undisplaced  
 Compound       Comminuted  
 Spiral       Greenstick

Replace      Close





# 3. Searches

- 🔍 Inactive
- 🔍 Deceased
- 🔍 Chronic Condition Registers



# Inactivate

- Utilities >
- Search >
- Visits >
- Choose From date >
- Add >
- OK >
- Run Query >
- File >
- Mark as Inactivate

Search for visits

Seen by:   Include inactive providers

From:  9/09/2012

To:  9/09/2014

AND  OR  NOT

Condition  
AND NOT Seen since 09/09/2012



# Mark Bulk Patients Inactive

SQL  
 Print  
 Labels  
 Mail merge  
 Add to reminders  
**Mark as inactive**

Patients  Include deceased patients 11 matching records

Nam	Close	Ctrl+Address	D.O.B.	Age	Medicare No.	Medicare expiry	File No.
Abbott, Katrina			//			//	
Abbott, Katrina			//			//	
Bartholomew, Raymond		354 Main Road, Bridgeman Downs. 4035	27/11/1928	85 yrs	4133180466 - 1	31/01/2006	789461
Bishop, Rose		89 Gavin Street, Rutherford. 2320	24/01/1926	88 yrs	2294247003 - 1	31/12/2004	789464
Jones, Annie		123 Elliott St, Newcastle. 2300	12/05/1982	32 yrs		//	
Jones, Catherine		5/173 Queen Street, Bendigo. 3552	10/12/1960	53 yrs	4133180457 - 2	//	
Jones, Desmond		5/173 Queen Street, Bendigo. 3552	12/10/1958	55 yrs	4133180457 - 1	//	
Jones, Walter		2 Oldham Road, Kenmore. 4069	02/02/1905	109 yrs	3500158282 - 1	//	
Marshal, Elizabeth Jean		15 Albert St, St Peters. 5069	02/11/1948	65 yrs	6500110502 - 2	//	
Marshall, Sandra		490 Richard St, Kings Cross. 2011	12/02/1972	42 yrs	5500064971 - 1	//	
Moore, Mandy		68 Bridge Road, Noosaville. 4566	11/04/1966	48 yrs	4326495623 - 1	//	



# 5

1. Update Patient Health Summary
2. Code/clean up past history items
3. Inactivate/decease records
4. Clean up Reminders, Results and Actions
5. Choose your preferences/lists





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*Learning materials designed to supplement  
Train IT Medical training delivery  
**Online** (customised for your practice) or  
**onsite training** options available.*

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**For free resources and info go to:**  
[www.trainitmedical.com.au](http://www.trainitmedical.com.au)

