



Summary Sheet

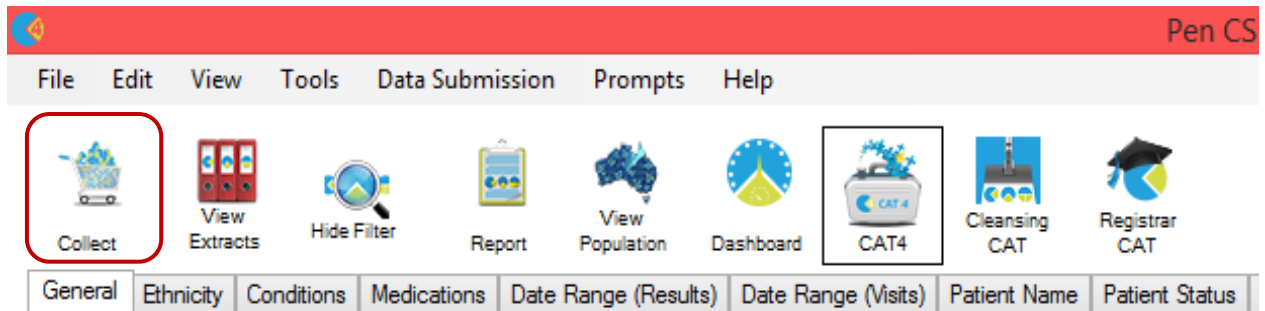
Database Cleaning with CAT4

Step 1: Collecting an Extract

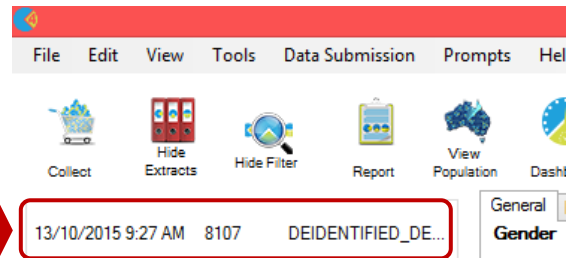
An extract is like a snapshot of your patient database at a set point in time.

To collect an extract, click on the **Collect** button. Depending on the size of your database this can take quite a while. Large practices may choose to do the collect overnight.

When complete this is known as an "extract" and a 'Collect' is done regularly (maybe monthly) as a means of tracking performance over time. Once improvements are made, another **Collect** is done to compare and verify changes in the data.

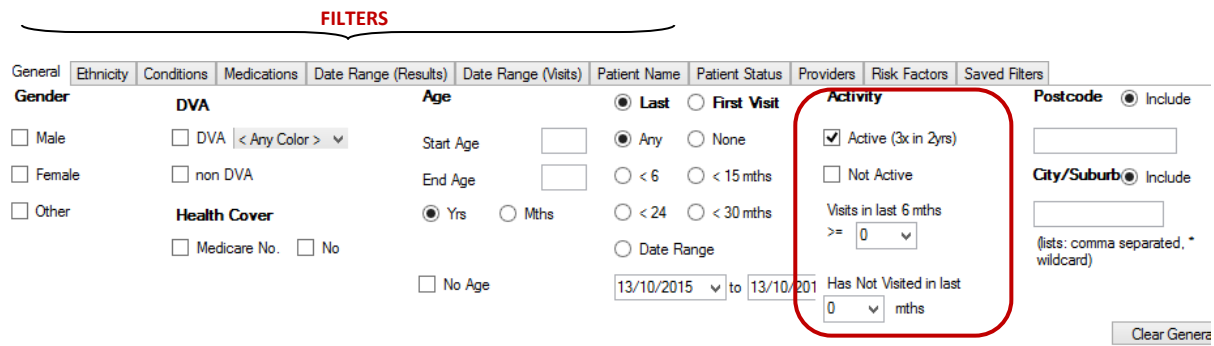


The next time you open the CAT4 tool, click on the **View Extracts** button and then click once on the most recent extract to load the data into the available reports.

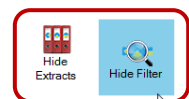


Step 2: Applying Filters to an Extract

Once the 'collect' is complete **choose your desired 'filters'** to further define the dataset to be reviewed. eg. all 'active' patients. Once filters are selected click on **Recalculate** and wait until the green bar fills which signifies filtering is complete.



Click on **Hide Filters** and **Hide Extracts** buttons to maximise screen space and analyse the selected patient population data.



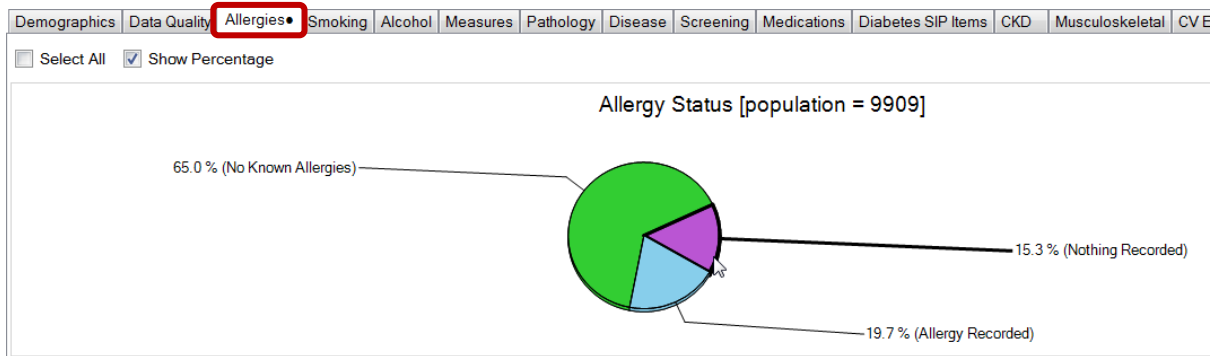


Step 3: Analysing an extract

Database Cleansing – suggested searches/reports to get started:

- Patients with no allergy status recorded
- Duplicate patients
- Patients with no gender
- Patients with no height/weight status recorded
- Patients with no smoking status recorded
- Patients with incorrect diabetes coding

To view patients with **no allergy status recorded** select the **Allergies** tab.

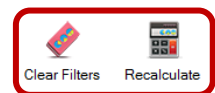


Click to highlight the wedge of the pie chart of interest eg. 'Nothing Recorded'.

Reidentify Report [patient count = 1516]
Selected: Allergies (Not recorded)

Double-click on the wedge to view (or click Export) a list of patient names. To export this list to an excel spreadsheet, select the floppy disk icon.

Tip: Remember to 'Clear Filters' to ensure you are looking at the required sub-set of data.



Exercise:

Search for duplicate patient records:

1. **Collect** an extract.
2. Select **Data Quality** tab.
3. Select **Duplicate Name Patient Report** tab.
4. **Export** this report to a spreadsheet.

Duplicate Name Patient Report

Match on ALL of: surname, first name initial, gender and DoB

Name Matches [patient count = 9191]

Surname	First Name	Sex	D.O.B.	Age	Address	City	Postcode	Medicare	HCC N

Open your clinical software and compare the list of patients on the spreadsheet with the electronic patient records. Merge duplicates if appropriate.