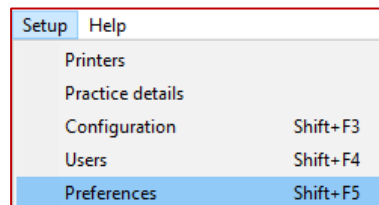


Configuring user options to help maintain data quality

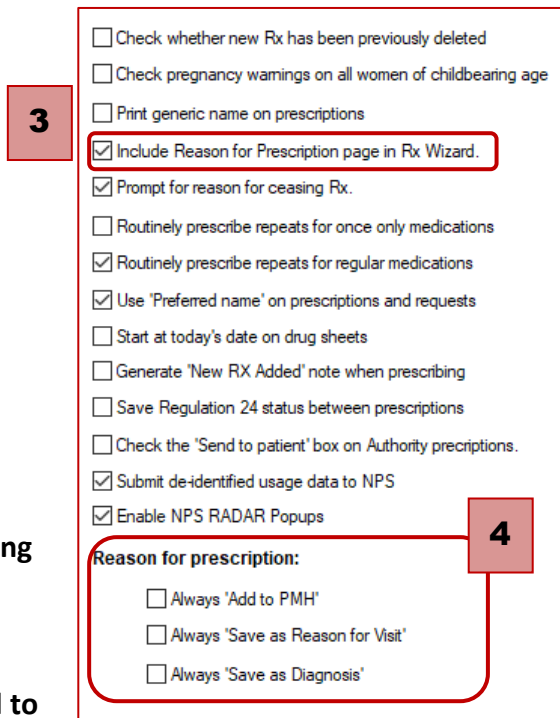
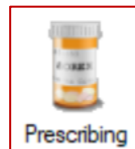
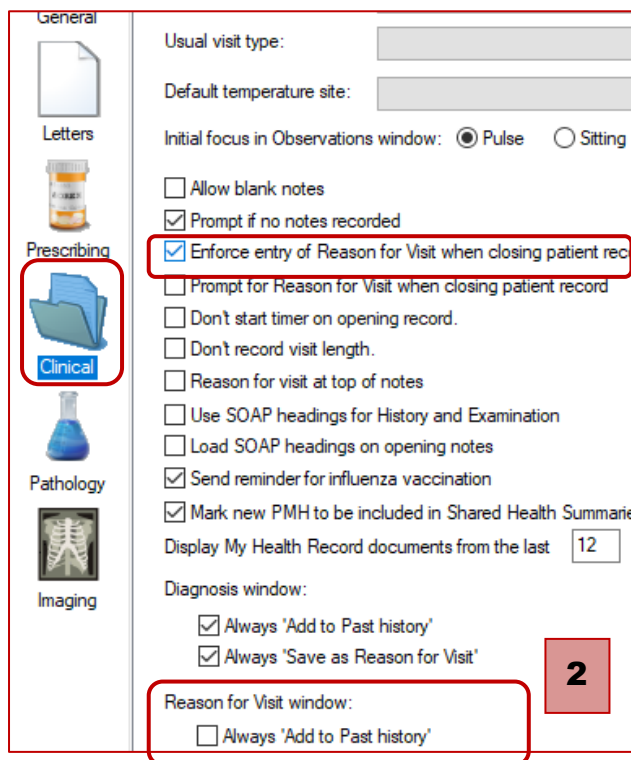
Individual users can change their default setting 'preferences' in Bp Premier to assist with data collection & quality.

Change default option to mandate an entry of 'Reason for Visit' that does not automatically add to 'Past History':

1. From the **main screen** select the **Setup** menu
2. Select **Preferences** from the drop-down list.
3. Select **Clinical** from the icons on the left
4. Tick '**Enforce entry of Reason for Visit when closing patient record**'
5. Under 'Reason for Visit window:' **untick 'Always Add to Past History'** & **Save.**



(NB. If reason for visit is a new diagnosis it will need to be added to the Past History list).



Entering Reason for Prescription

1. From within Setup>Preferences select the **Prescribing** icon.
2. Tick '**Include Reason for Prescription page in Rx Wizard**'.
3. Under 'Reason for prescription' **untick 'Always Add to PMH'**