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| **What is our GOAL?****(what are we trying to accomplish)** | **Meet legislative requirements while minimising risk of infection when patients sign bulkbilling DB4 Medicare forms.****Decrease number of patients presenting at practice.Reduce risk of cross infection by minimising handling of pens and paper.** |
| **What measures will we use? (i.e. data)** | Number of patients currently using telehealth.Number of patients currently signing DB4 forms with a practice pen. |
| **How do we start:** | * Team meeting to communicate QI with staff
* Create shortcuts in MedicalDirector
* Teach clinicians how to use shortcuts with carets.
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| **Ideas from team meeting:** | 1. Communicate with team about pandemic response and infection control.
2. Encourage all staff to undertake the ‘Infection Control’ online training module. <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
3. Create a shortcut in progress notes to assist with clinical documentation of discussion with patients..con Patient verbally agreed to assign the Medicare benefit..tconPatient meets requirement for telehealth consultation. Not suitable for visual medium. Telephone used.Patient verbally agreed and assigned Medicare benefit.
4. Buy packets of 100 pens and dispose between use.
5. Don’t get patients to sign at all.
6. Research current Medicare announcements re signing vouchers.
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| **What will we try first:** | **PLAN:** How will we do it who, what, where and when? | **DO**Did we do it  | **STUDY**What happened? | **ACT**What is our next step? |
| Use shortcuts in progress notes. |  |  |  |  |
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