

# Best Practice – Saving Customised Best Practice Screening and Prevention Queries

These instructions explain how to take the 9 Best Practice database SQL queries (below) and save them so that they are accessible from within the Best Practice Search Utility.

The queries include:

## Cervical Cancer Screening

1. Female Patients 18-69 years with Cervical Smear recorded over 2 years
2. Female Patients 18-69 years with Cervical Smear recorded within past 2 years
3. Female Patients 18-69 years with no Cervical Smear recorded

## Breast Cancer Screening

4. Female Patients 20-74 years with Mammogram recorded over 2 years
5. Female Patients 20-74 years with Mammogram recorded within past 2 years
6. Female Patients 20-74 years with no Mammogram recorded

## Bowel Cancer Screening

7. Patients 20-74 years with FOBT recorded over 2 years
8. Patients 20-74 years with FOBT recorded within past 2 years
9. Patients 20-74 years with no FOBT recorded

## To copy the files to the practice computer:

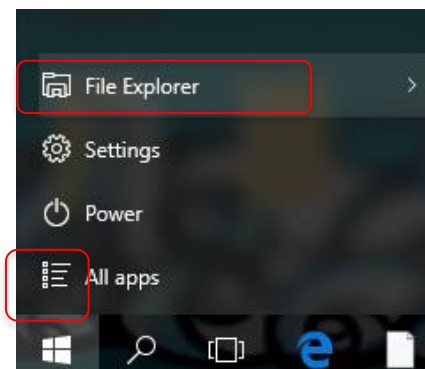
From a Windows computer:

1. Copy the 9 files (supplied) to a portable USB drive or load them to an accessible website (for download while visiting a practice)



2. At the practice, Insert the portable USB drive into the computer

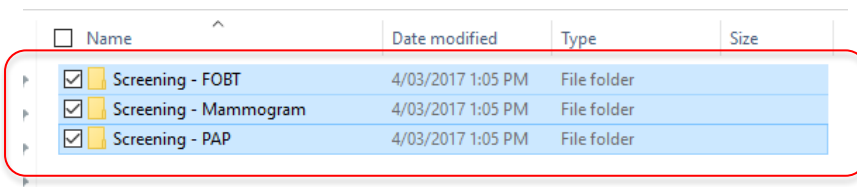
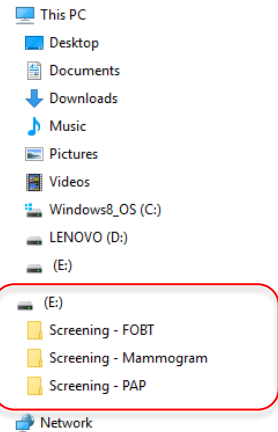
3. Click on the **Windows** icon then Open **File Explorer**



4. **Navigate to the USB drive and double click to open.** The drive letter in this example is 'E:' but may vary on each computer.

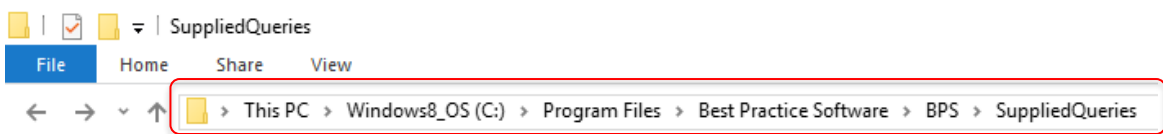
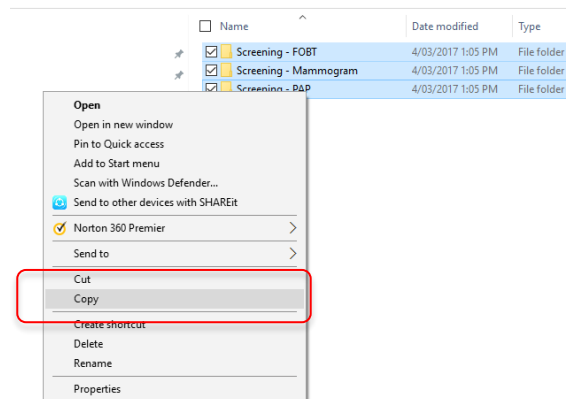
5. **Select the following 3 folders by clicking on the first folder then holding down the Shift Key while selecting the next two folders so that all 3 are highlighted:**

- Screening – PAP
- Screening – Mammogram
- Screening – FOBT



6. Using the mouse, **right click over the highlighted section (3 folders) and choose 'Copy'**

7. Navigate to **C:/Program Files/Best Practice Software/BPS/Supplied Queries**



8. Using the mouse, **right click on the Clinical Folder and choose 'paste'**

9. The 3 folders (containing the 9 SQL queries) should now be copied to this directory so that they are accessible within Best Practice.

