

**How to Guide:**

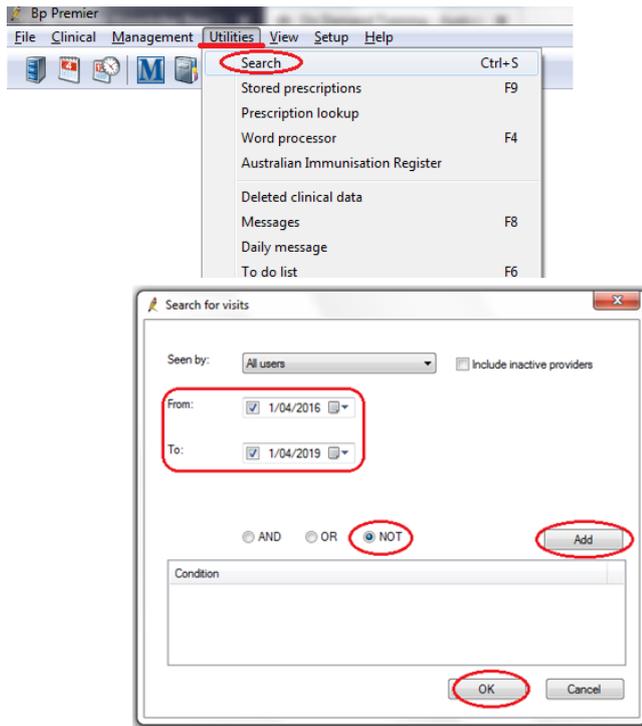
**Data Cleansing Using  
Best Practice Software**

# How to Inactivate Patients

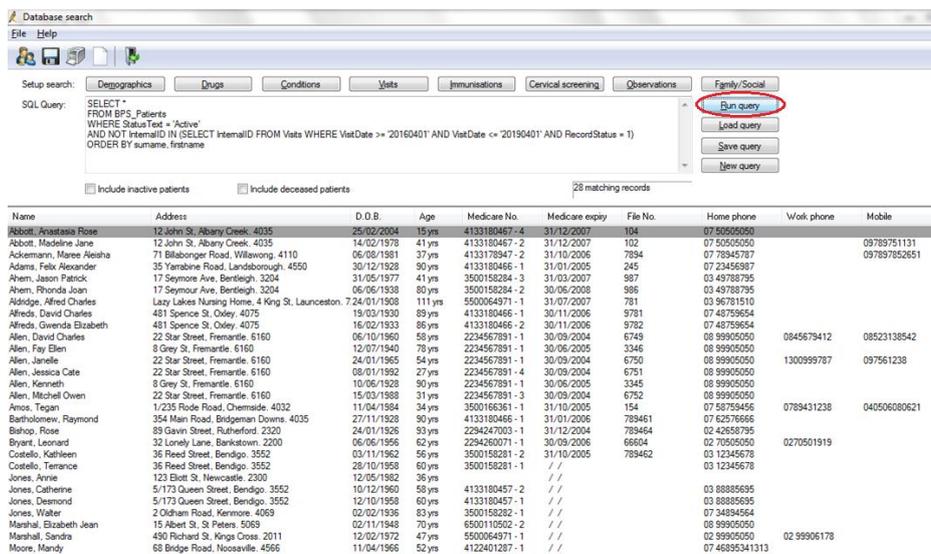
## Inactivate patients with bulk Inactivation

The following steps demonstrate how to Inactive patients with bulk Inactivation

- Run Best Practice Clinical and ensure no patients files open.
- Go to Utilities > Search > Visits.
- Seen by (All users) > select dates from & to and tick "NOT" > Click Add > Ok



- Run query



e. Select all matching records, see below:

Database search

File Help

Open

Save

Import

Print F9

Labels

Mail merge

Add to reminders

**Mark as inactive**

Close Ctrl+F4

Drugs Conditions Visits Immunisations Cervical screening Observations Family/Social

Run query

Load query

Save query

New query

SELECT InternalID FROM Visits WHERE VisitDate >= '20160401' AND VisitDate <= '20190401' AND RecordStatus = 1

28 matching records

Name	Address	D.O.B.	Age	Medicare No.	Medicare expiry	File No.	Home phone	Work phone	Mobile
Abbott, Anastasia Rose	12 John St, Albany Creek, 4035	25/02/2004	15 yrs	4133180467-4	31/12/2007	104	07 50505050		
Abbott, Madeline Jane	12 John St, Albany Creek, 4035	14/02/1978	41 yrs	4133180467-2	31/12/2007	102	07 50505050		09789751131
Ackemann, Maree Aleisha	71 Billabonger Road, Willawong, 4110	06/08/1981	37 yrs	4133178947-2	31/10/2006	7894	07 78945787		097897852651
Adams, Felix Alexander	35 Yarrabine Road, Landsborough, 4550	30/12/1928	90 yrs	4133180466-1	31/01/2005	245	07 23456987		
Ahem, Jason Patrick	17 Seymour Ave, Bertleigh, 3204	31/05/1977	41 yrs	3500158284-3	31/03/2007	987	03 49788795		
Ahem, Rhonda Joan	17 Seymour Ave, Bertleigh, 3204	06/06/1938	80 yrs	3500158284-2	30/06/2008	986	03 49788795		
Aldridge, Alfred Charles	Lazy Lakes Nursing Home, 4 King St, Launceston, 724/01/1908	7/24/01/1908	111 yrs	5500064971-1	31/07/2007	781	03 96781510		
Alfreds, David Charles	481 Spence St, Oxley, 4075	19/03/1930	89 yrs	4133180466-1	30/11/2006	9781	07 48759654		
Alfreds, Gwenda Elizabeth	481 Spence St, Oxley, 4075	16/02/1933	86 yrs	4133180466-2	30/11/2006	9782	07 48759654		
Allen, David Charles	22 Star Street, Fremantle, 6160	06/10/1960	58 yrs	2234567891-1	30/09/2004	6749	08 99905050	0845679412	08523138542
Allen, Fay Ellen	8 Grey St, Fremantle, 6160	12/07/1928	78 yrs	2234567891-1	30/06/2005	3346	08 99905050		
Allen, Janelle	22 Star Street, Fremantle, 6160	24/01/1965	54 yrs	2234567891-1	30/09/2004	6750	08 99905050	1300999787	097561238
Allen, Jessica Cate	22 Star Street, Fremantle, 6160	08/01/1992	27 yrs	2234567891-4	30/09/2004	6751	08 99905050		
Allen, Kenneth	8 Grey St, Fremantle, 6160	10/06/1928	90 yrs	2234567891-1	30/06/2005	3345	08 99905050		
Allen, Mitchell Owen	22 Star Street, Fremantle, 6160	15/03/1988	31 yrs	2234567891-3	30/09/2004	6752	08 99905050		
Amos, Tegan	1/235 Rode Road, Chemside, 4032	11/04/1984	34 yrs	3500166361-1	31/10/2005	154	07 58759456	0789431238	040506080621
Bartholomew, Raymond	354 Main Road, Bridgeman Downs, 4035	27/11/1928	90 yrs	4133180466-1	31/01/2006	789461	07 62576666		
Bishop, Rose	89 Gavin Street, Rutherford, 2320	24/01/1926	93 yrs	2294247003-1	31/12/2004	789464	02 42658795		
Bryant, Leonard	32 Lonely Lane, Bankstown, 2200	06/06/1956	62 yrs	2294260071-1	30/09/2006	66604	02 70505050	0270501919	
Costello, Kathleen	36 Reed Street, Bendigo, 3552	03/11/1962	56 yrs	3500158281-2	31/10/2005	789462	03 12345678		
Costello, Terrance	36 Reed Street, Bendigo, 3552	28/10/1958	60 yrs	3500158281-1	/ /	/ /	03 12345678		
Jones, Annie	123 Elliott St, Newcastle, 2300	12/05/1982	36 yrs	/ /	/ /	/ /	/ /		
Jones, Catherine	5/173 Queen Street, Bendigo, 3552	10/12/1960	58 yrs	4133180457-2	/ /	/ /	03 88885695		
Jones, Desmond	5/173 Queen Street, Bendigo, 3552	12/10/1958	60 yrs	4133180457-1	/ /	/ /	03 88885695		
Jones, Walter	2 Oldham Road, Kenmore, 4069	02/02/1936	83 yrs	3500158282-1	/ /	/ /	07 34894564		
Marshall, Elizabeth Jean	15 Albert St, St Peters, 5069	02/11/1948	70 yrs	6500110502-2	/ /	/ /	08 99905050		
Marshall, Sandra	490 Richard St, Kings Cross, 2011	12/02/1972	47 yrs	5500064971-1	/ /	/ /	02 99905050	02 99906178	
Moore, Mandy	68 Bridge Road, Noosaville, 4566	11/04/1966	52 yrs	4122401287-1	/ /	/ /	07 46895341313		

f. Click "Yes" to confirm all patients in the list will be inactive.

Patient search

All patients in this list will be marked as inactive!  
Are you sure you want to continue?

Yes No

Name	Address	D.O.B.	Age	Medicare No.	Medicare expiry	File No.	Home phone	Work phone	Mobile
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Jones, Catherine	5/173 Queen Street, Bendigo, 3552	10/12/1960	58 yrs	4133180457-2	/ /	/ /	03 88885695		
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Moore, Mandy	68 Bridge Road, Noosaville, 4566	11/04/1966	52 yrs	4122401287-1	/ /	/ /	07 46895341313		

## How to Inactivate Patients Individually

From the main Screen > F10 > Search patient > Mark as Inactive > Save

The screenshot shows the 'Edit patient' form for Ashley Francis Ackeman. The 'Search for:' field at the top left contains the letter 'A' and is circled in red. The 'Inactivate' checkbox is checked and circled in red. The 'Save' button at the bottom right is also circled in red. Other fields include Title (Mr.), Family name (Ackeman), Given name (Ashley), Middle name (Francis), Date of Birth (10/07/1980), Sex (Male), and various Medicare and HCC details.

## How to View Inactive Patients

From the main screen > File > Select "Open patient" > in Search, enter the patient name > tick "Show inactive patients"

The screenshot shows the 'Open patient' search window. The 'Search for:' field is circled in red. The 'Show inactive patients' checkbox is checked and circled in red. The table below lists patient records with columns for Name, Age, Address, D.O.B., and Record No.

Name	Age	Address	D.O.B.	Record No.
Abbott, Alan	73 yrs	12 John St, Woodlane. 4035	30/06/1945	101
Abbott, Anastasia Rose	15 yrs	12 John St, Albany Creek. 4035	25/02/2004	104
Abbott, Benjamin James	16 yrs	12 John St, Albany Creek. 4035	26/01/2003	103
Abbott, Madeline Jane	41 yrs	12 John St, Albany Creek. 4035	14/02/1978	102
Ackeman, Ashley Francis	38 yrs	71 Billabonger Road, Willawong. 4110	10/07/1980	7893
Ackemann, Maree Aleisha	37 yrs	71 Billabonger Road, Willawong. 4110	06/08/1981	7894
Adams, Felix Alexander	90 yrs	35 Yarrabine Road, Landsborough. 4550	30/12/1928	245
Ahem, Jason Patrick	41 yrs	17 Seymore Ave, Benteleigh. 3204	31/05/1977	987
Ahem, Rhonda Joan	80 yrs	17 Seymour Ave, Benteleigh. 3204	06/06/1938	986
Alberts, Brittany	22 yrs	10 Williams Road, Darwin. 801	02/06/1996	
Alberts, Jackson	18 yrs	10 Williams Road, Darwin. 801	20/09/2000	
Alberts, Joanna	48 yrs	10 Williams Road, Darwin. 801	30/07/1970	
Alberts, John	49 yrs	10 Williams Road, Darwin. 801	16/10/1969	
Alberts, Leon	29 yrs	10 Williams Road, Darwin. 801	14/02/1990	
Alberts, Michaela	30 yrs	10 Williams Road, Darwin. 801	23/11/1988	
Alberts, Rochelle	27 yrs	10 Williams Road, Darwin. 801	01/08/1991	
Alberts, Tamara	25 yrs	10 Williams Road, Darwin. 801	16/12/1993	

## To Activate Inactive Patients

From the main Screen > F10 > Search patient > Untick Inactive > Save

The screenshot shows the 'Edit patient' form with various fields for patient information. The 'Inactive' checkbox is selected and circled in red. The 'Save' button at the bottom right is also circled in red.

## How to Merge Duplicate Patient Records<sup>1</sup>

**Important:** Merging patient records is permanent and cannot easily be reversed. Best Practice Software recommend that permission to merge patients should only be granted to administrator-level users.

The screenshot shows a dialog box titled 'Select the patient to merge with'. A search box contains 'HI'. Below the search box is a table with the following data:

Name	External ID	Age	Address	D.O.B.
Hinton, Esme		35 yrs	385 Horace Gr, Gritjurk. 3315	25/09/198

At the bottom of the dialog, there is a legend with 'Inactive' (red box) and 'Deceased' (grey box). There are 'Select' and 'Cancel' buttons at the bottom right.

<sup>1</sup> [http://kb.bpssoftware.net/au/bppremier/indigo/Content/KB\\_Home.htm](http://kb.bpssoftware.net/au/bppremier/indigo/Content/KB_Home.htm)

## Steps:

- Select "View" > Go to patients (or press F10)
- Search for patient (by Surname, First name) > Select the patient record that you want to keep
- From main menu Select "Edit" > Merge > Click yes (If you are sure you have the right patient to merge)
- Select the patient to merge by Surname, and by doing this step, it will confirm the file is no longer appear in the database.

## How to Record Allergies

Go to patient screen > Click the Reaction button. Sees as below:

To indicate that the patient has no known allergies > tick Nil known > click Save.

Of the patient has an allergy > click Add > select "Allergy" > select "Nature of reaction" > select "Severity" > Save

Note: if patient has multiple allergies, repeat this step.

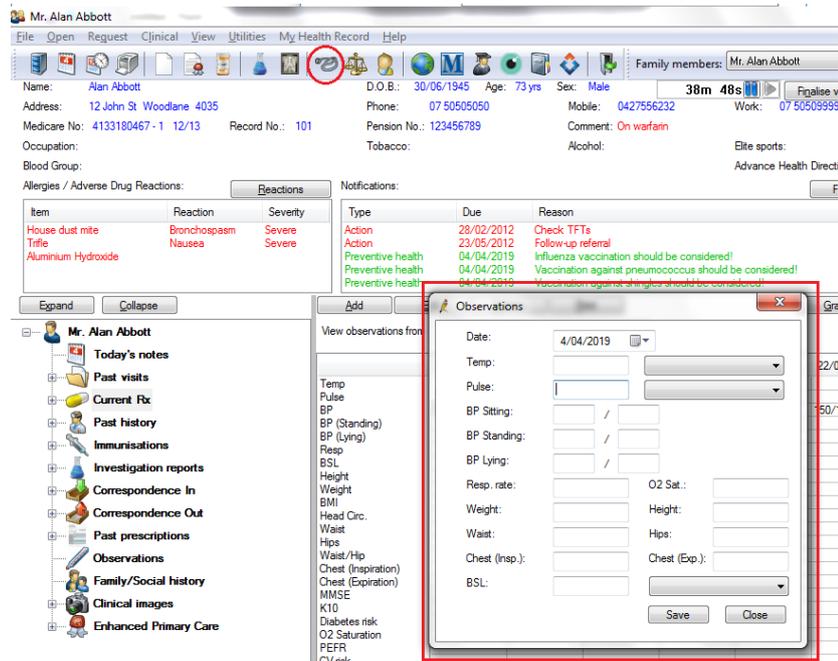
The image shows two overlapping windows from a software application. The background window is titled "Allergies/Adverse reactions" and contains a table with columns for "Item", "Reaction", and "Severity". Below the table is a "Comment:" field and a "Nil known" checkbox, which is circled in red. An "Add" button is also visible. The foreground window is titled "Add reaction" and has a search bar containing "PEN". It features several radio buttons for selection: "Drug class" (selected), "Ingredient", "Specific product", "Non drug", and "Other". Below these are dropdown menus for "Nature of reaction:" (set to "Rash") and "Severity:" (set to "Moderate"). A "Comment:" field contains the text "Visible rash with slight itch. |". At the bottom, the "Save" button is circled in red, along with a "Cancel" button.

# How to Record Height, Weight, Waist and Blood Pressure

There are different ways to record height, weight, waist and blood pressure (BP) as follows.

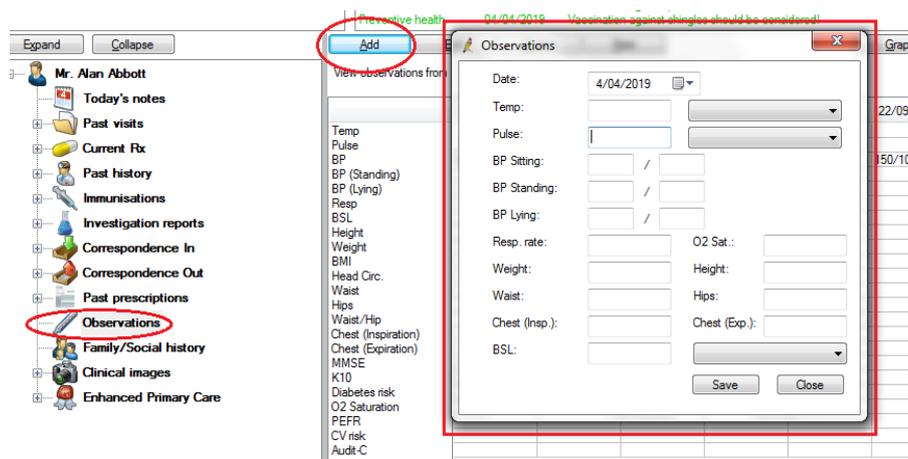
## Option 1:

From patient screen > click on record observation icon > record the relevant observations.



## Option 2:

On the left hand side of the patient screen, click Observations > Click Add > Fill relevant information > click Save.

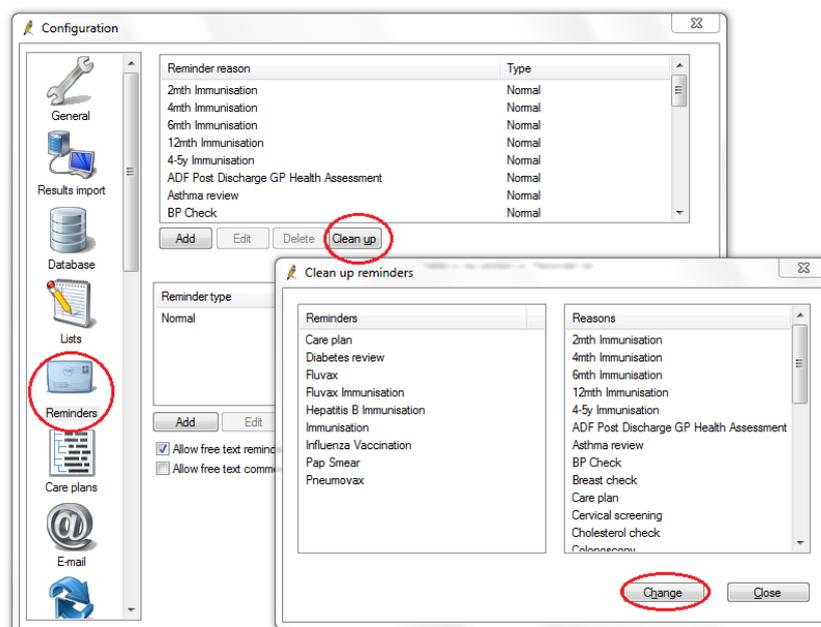


## How to Clean Up Un-coded and Free Text Data<sup>2</sup>

Bp Premier's clean-up functions map free text items to a coded item that your practice uses as a standard.

### Clean up Reminder Reasons

1. From the main Best Practice screen, select Setup > Configuration > Reminders
2. In the Reminder Reason section, click "Clean Up". The Clean-up reminders screen will appear.



### Clean up un-coded Past History items

**Note:** Past history clean-up is not accessed through the Bp Premier main screen, but through the Bp Premier Utilities functions.

Past History user permission set to 'Add/Edit/Delete' to use this clean-up function.

#### Steps:

1. Windows 7: Start > Programs > Best Practice Software > Best Practice > BP Utilities  
Windows 8 or later: Windows Logo > Apps > BP Utilities
2. Select your user name from the drop down list and enter your password
3. Double-click on the Clean-up history icon. The Past History Clean-up screen will appear.

The Un-coded Past History Items list shows all past history entries entered into the database, from a conversion or free text. The Conditions list is the list of coded conditions entered into Best Practice.

<sup>2</sup> [http://kb.bpssoftware.net/au/bppremier/indigo/Content/KB\\_Home.htm](http://kb.bpssoftware.net/au/bppremier/indigo/Content/KB_Home.htm)

Uncoded Past History terms:

Diab T2  
Diabetes Mell.  
Diabetis

DIAB

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

Left       Right       Bilateral  
 Acute       Chronic  
 Mild       Moderate       Severe

Fracture:

Displaced       Undisplaced  
 Compound       Comminuted  
 Spiral       Greenstick

4. On the left hand side, select the items that will be merged to a coded condition (Use “Ctrl + click” to select multiple items)
5. To filter the coded Condition list, enter the coded condition you want to map to into the keyword search field and click Keyword
6. Select the condition to merge to and click “Replace”. In the example above, several free text abbreviations for diabetes are being remapped to the coded condition 'Diabetes Mellitus - Type 2'
7. A prompt will display to ensure you wish to merge the selected items to a category. Make sure that you have the correct items selected and click “Yes”
8. Repeat steps 4 - 7 for any other un-coded items you want to clean up. Click Close to close the Past History clean-up screen