

How to Guide: Data Cleansing Using Best Practice Software



Wentworth Healthcare Limited (ABN 88 155 904 975) provider of the Nepean Blue Mountains PHN.

An Australian Government Initiative

How to Inactivate Patients

Inactivate patients with bulk Inactivation

The following steps demonstrate how to Inactive patients with bulk Inactivation

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

🕺 Bp Premier	and the second	a fallener herry b		
<u>File</u> <u>Clinical</u> <u>Manage</u>	ement Util	ities <u>V</u> iew <u>S</u> etup <u>H</u> elp		
🗐 🍳 🐼 M		Search	Ctrl+S	
		Stored prescriptions	F9	
		Prescription lookup		
		Word processor	F4	
		Australian Immunisation Register		
		Deleted clinical data		
		Messages	F8	
		Daily message		
		To do list	F6	
(A	Search for vi	sits		X
	Seen by: From: To: Condition	Alusers • V 1/04/2016 • V 1/04/2019 • AND OR (0 NOT)	Include inactive	Add
		(ОК	Cancel

d. Run query

File Help										
8 🖬 🖲										
Setup search:	Demograpi	hics Drugs Conditions	∐isits		mmunisations	Cervical screening	Observations	Family/Social]	
SQL Query:	SELECT* FROM BPS_I WHERE Stat AND NOT Int ORDER BY s	Patients usText = 'Active' emailD IN (SELECT internalID FROM Visits WHI umame, firstname	ERE VisitDate >= '2016	50401' AND	VisitDate <= '201904	01' AND Record Statu	s = 1)	Bun query Load query Save query New query		
	include ina	ctive patients	patients			28 matchin	ig records	-	-	
Name		Address	D.O.B.	Age	Medicare No.	Medicare expiry	File No.	Home phone	Work phone	Mobile
bbott, Anastasia I	Rose	12 John St, Albany Creek. 4035	25/02/2004	15 yrs	4133180467 - 4	31/12/2007	104	07 50505050		
boott, Madeline J.	lane	12 John St, Albany Creek, 4035	14/02/1978	41 yrs	4133180467 - 2	31/12/2007	102	07 50505050		09789751131
ckemann, Maree	e Aleisha	71 Billabonger Road, Willawong, 4110	06/08/1981	37 yrs	4133178947 - 2	31/10/2006	7894	07 78945787		09789785265
dams, Felix Alexar	nder	35 Yarrabine Road, Landsborough, 4550	30/12/1928	90 yrs	4133180466 - 1	31/01/2005	245	07 23456987		
hem, Jason Patric	ck	17 Seymore Ave, Bentleigh, 3204	31/05/1977	41 yrs	3500158284 - 3	31/03/2007	987	03 49788795		
hem, Rhonda Joa	an	17 Seymour Ave, Bentleigh, 3204	06/06/1938	80 yrs	3500158284 - 2	30/06/2008	986	03 49788795		
dridge, Alfred Cha	arles	Lazy Lakes Nursing Home, 4 King St. Launce	ston. 7.24/01/1908	111 yrs	5500064971 - 1	31/07/2007	781	03 96781510		
freds, David Cha	rles	481 Spence St, Oxley, 4075	19/03/1930	89 yrs	4133180466 - 1	30/11/2006	9781	07 48759654		
freds, Gwenda E	lizabeth	481 Spence St, Oxley, 4075	16/02/1933	86 yrs	4133180466 - 2	30/11/2006	9782	07 48759654		
len, David Charle	15	22 Star Street, Fremantle, 6160	06/10/1960	58 vrs	2234567891 - 1	30/09/2004	6749	08 99905050	0845679412	08523138542
len, Fay Ellen		8 Grey St, Fremantle, 6160	12/07/1940	78 yrs	2234567891 - 1	30/06/2005	3346	08 99905050		
len, Janelle		22 Star Street, Fremantle, 6160	24/01/1965	54 yrs	2234567891 - 1	30/09/2004	6750	08 99905050	1300999787	097561238
len, Jessica Cate		22 Star Street, Fremantle, 6160	08/01/1992	27 yrs	2234567891 - 4	30/09/2004	6751	08 99905050		
llen, Kenneth		8 Grey St. Fremantle, 6160	10/06/1928	90 yrs	2234567891 - 1	30/06/2005	3345	08 99905050		
len, Mitchell Owe	en .	22 Star Street, Fremantle, 6160	15/03/1988	31 yrs	2234567891 - 3	30/09/2004	6752	08 99905050		
mos, Tegan		1/235 Rode Road, Chemside, 4032	11/04/1984	34 yrs	3500166361 - 1	31/10/2005	154	07 58759456	0789431238	04050608062
artholomew, Rayr	mond	354 Main Road, Bridgeman Downs, 4035	27/11/1928	90 yrs	4133180466 - 1	31/01/2006	789461	07 62576666		
ishop, Rose		89 Gavin Street, Rutherford, 2320	24/01/1926	93 vrs	2294247003 - 1	31/12/2004	789464	02 42658795		
ryant, Leonard		32 Lonely Lane, Bankstown, 2200	06/06/1956	62 yrs	2294260071 - 1	30/09/2006	66604	02 70505050	0270501919	
ostello, Kathleen		36 Reed Street, Bendigo, 3552	03/11/1962	56 yrs	3500158281 - 2	31/10/2005	789462	03 12345678		
ostello, Terrance		36 Reed Street, Bendigo, 3552	28/10/1958	60 yrs	3500158281 - 1	11		03 12345678		
ones, Annie		123 Eliott St, Newcastle, 2300	12/05/1982	36 yrs		11				
ones, Catherine		5/173 Queen Street, Bendigo, 3552	10/12/1960	58 yrs	4133180457 - 2	11		03 88885695		
ones, Desmond		5/173 Queen Street, Bendigo, 3552	12/10/1958	60 yrs	4133180457 - 1	11		03 88885695		
ones, Walter		2 Oldham Road, Kenmore, 4069	02/02/1936	83 yrs	3500158282 - 1	11		07 34894564		
larshal, Elizabeth	Jean	15 Albert St, St Peters, 5069	02/11/1948	70 yrs	6500110502 - 2	11		08 99905050		
Inshall Canden		490 Richard St. Kings Cross. 2011	12/02/1972	47 yrs	5500064971 - 1	11		02 99905050	02 99906178	
naishail, sanura										

e. Select all matching records, see below:

<u>File</u> <u>H</u> elp									
Open									
Cause .									
Save									
Import	Drugs Conditions	Visits		mmunisations	Cervical screening	Observations	Family/Social		
Print	F9					*	Bun query		
Labels	tive'						Load query	-	
Cobers	SELECT InternalID FROM Visits WHERE V	isitDate >= '2016	0401' AND	VisitDate <= '2019040	01" AND Record Status	; = 1)	(Terre doer)		
Mail merge	name						Save query		
Add to reminders						-	New query	1	
Mark as inactive							(
	ts Include deceased patient	s			28 matchin	g records			
Name	Ctri+F4 Address	D.O.B.	Age	Medicare No.	Medicare expiru	File No.	Home phone	Work phone	Mobile
bbott Anastasia Rose	12 John St. Albany Creek, 4035	25/02/2004	15 vrs	4133180467 - 4	31/12/2007	104	07 50505050		
bbott. Madeline Jane	12 John St. Albany Creek, 4035	14/02/1978	41 yrs	4133180467 - 2	31/12/2007		07 50505050		09789751131
ckermann, Maree Aleisha	71 Billabonger Road, Willawong, 4110	06/08/1981	37 yrs		31/10/2006		07 78945787		097897852651
dams, Felix Alexander	35 Yarrabine Road, Landsborough, 4550	30/12/1928	90 yrs	4133180466 - 1	31/01/2005		07 23456987		
hem, Jason Patrick	17 Sevmore Ave, Bentleigh, 3204	31/05/1977	41 yrs	3500158284 - 3	31/03/2007		03 49788795		
hem. Rhonda Joan	17 Seymour Ave, Bentleigh, 3204	06/06/1938	80 yrs	3500158284 - 2	30/06/2008		03 49788795		
Idridge, Alfred Charles	Lazy Lakes Nursing Home, 4 King St, Launceston.	7.24/01/1908	111 yrs		31/07/2007		03 96781510		
freds, David Charles	481 Spence St. Oxdev, 4075	19/03/1930	89 yrs		30/11/2006		07 48759654		
freds, Gwenda Elizabeth	481 Spence St. Oxley, 4075	16/02/1933	86 yrs	4133180466 - 2	30/11/2006	9782	07 48759654		
llen. David Charles	22 Star Street, Fremantle, 6160	06/10/1960	58 yrs	2234567891 - 1	30/09/2004	6749	08 99905050	0845679412	08523138542
llen. Fav Ellen	8 Grev St. Fremantle, 6160	12/07/1940	78 yrs	2234567891 - 1	30/06/2005		08 99905050		
llen, Janelle	22 Star Street, Fremantle, 6160	24/01/1965	54 yrs	2234567891 - 1	30/09/2004	6750	08 99905050		097561238
llen, Jessica Cate	22 Star Street, Fremantle, 6160	08/01/1992	27 yrs	2234567891 - 4	30/09/2004		08 99905050		
len, Kenneth	8 Grev St. Fremantle, 6160	10/06/1928	90 yrs	2234567891 - 1	30/06/2005		08 99905050		
len, Mitchell Owen	22 Star Street, Fremantle, 6160	15/03/1988	31 vrs	2234567891 - 3	30/09/2004		08 99905050		
mos. Tegan	1/235 Rode Road, Chermside, 4032	11/04/1984	34 vrs	3500166361 - 1	31/10/2005		07 58759456		
artholomew, Raymond	354 Main Road, Bridgeman Downs, 4035	27/11/1928	90 yrs		31/01/2006	789461	07 62576666		
ishop, Rose	89 Gavin Street, Rutherford, 2320	24/01/1926	93 vrs	2294247003 - 1	31/12/2004	789464	02 42658795		
want, Leonard	32 Lonely Lane, Bankstown, 2200	06/06/1956	62 vrs	2294260071 - 1	30/09/2006		02 70505050	0270501919	
ostello. Kathleen	36 Reed Street, Bendigo, 3552	03/11/1962	56 yrs		31/10/2005	789462	03 12345678		
ostello. Terrance	36 Reed Street, Bendigo, 3552	28/10/1958	60 yrs				03 12345678		
ones, Annie	123 Eliott St. Newcastle, 2300	12/05/1982	36 vrs						
ones Catherine	5/173 Queen Street, Bendigo, 3552	10/12/1960	58 vrs						
ones Desmond	5/173 Queen Street, Bendigo, 3552	12/10/1958	60 vrs	4133180457 - 1			03 88885695		
ones. Walter	2 Oldham Road, Kenmore, 4069	02/02/1936	83 yrs	3500158282 - 1			07 34894564		
larshal. Elizabeth Jean	15 Albert St. St Peters 5069	02/11/1948	70 yrs	6500110502 - 2			08 99905050		
larshall. Sandra	490 Richard St. Kings Cross 2011	12/02/1972	47 vrs	5500064971 - 1			02 99905050	02 99906178	
Jaam Mandu	69 Pedae Road, Neosaville, 4566	11/04/1966	E2	4122401207 1			07 40005241212		

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

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
Ackermann, 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 Seymore Ave, Bentleigh, 3204	31/05/1977	41 yrs	3500158284 - 3	31/03/2007	987	03 49788795		
Ahem, Rhonda Joan	17 Seymour Ave, Bentleigh, 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.	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 vrs	4133180466 - 1	30/11/2006	9781	07 48759654		
Alfreds, Gwenda Elizabeth	481 Spence St. Oxley, 4075	16/02/1933	86 vrs	4133180466 - 2	30/11/2006	9782	07 48759654		
Allen, David Charles	22 Star Street, Fremantle, 6160	06/10/1960	58 vrs	2234567891 - 1	30/09/2004	6749	08 99905050	0845679412	08523138542
Allen, Fay Ellen	8 Grev St, Fremantle, 6160	12/07					08 99905050		
Allen, Janelle	22 Star Street, Fremantle, 6160	24/0 Patient	t search				08 99905050	1300999787	097561238
Allen, Jessica Cate	22 Star Street, Fremantle, 6160	08/0					08 99905050		
Allen, Kenneth	8 Grev St, Fremantle, 6160	10/0					08 99905050		
Allen, Mitchell Owen	22 Star Street, Fremantle, 6160	15/0	All pa	tients in this list wil	be marked as inac	tive!	08 99905050		
Amos, Tegan	1/235 Rode Road, Chemside, 4032	11/0	Arev	ou sure you want to	continue?		07 58759456	0789431238	040506080621
Bartholomew, Raymond	354 Main Road, Bridgeman Downs, 4035	27/1					07 62576666		
Bishop, Rose	89 Gavin Street, Rutherford, 2320	24/0					02 42658795		
Bryant, Leonard	32 Lonely Lane, Bankstown, 2200	06/0					02 70505050	0270501919	
Costello, Kathleen	36 Reed Street, Bendigo, 3552	03/1			Yes	No	03 12345678		
Costello, Terrance	36 Reed Street, Bendigo, 3552	28/1					03 12345678		
Jones, Annie	123 Eliott St. Newcastle, 2300	12/0							
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 vrs	4133180457 - 1	11		03 88885695		
Jones, Walter	2 Oldham Road, Kenmore, 4069	02/02/1936	83 yrs	3500158282 - 1	11		07 34894564		
Marshal, Elizabeth Jean	15 Albert St. St Peters, 5069	02/11/1948	70 yrs	6500110502 - 2	11		08 99905050		
Marshall Sandra	490 Richard St. Kings Cross, 2011	12/02/1972	47 vrs	5500064971 - 1	11		02 99905050	02 99906178	
Moore, Mandy	68 Bridge Road, Noosaville, 4566	11/04/1966	52 yrs	4122401287 - 1	11		07 46895341313		

How to Inactivate Patients Individually

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

arch for: A		Advanced search Shov	v inactive patients 📃 S	how deceased patients	
ne ytt, Alan tt. Benjamin Jame erman, Aahley Fran	Edit patient Title: Family name: Given name: Given name: Preferred name: Date of Birth: Sex: Ethnicity: Address Line 1: Address Line 2:	Mr. Ackeman Ashley Francis Ashley [] [] 10/07/1980 ↓ Age: 38 yrs Male ▼	Health Identifier: HI Status: Medicare No. Pension/HCC No.: DVA No.: Safety Net No.: Record No.: Usual doctor: Deny access to othe	4133178947 IRN: 1 Expiry: 10/06 Expiry: 4/04/2019 • • • • 7893 Patient ID: 43 • • 7redenick Findacure • • • •	Ceneral notes:
	City/Suburb: Postal Address: City/Suburb: Home phone: Mobile phone:	Willawong Postcode: 4110 Postcode: 07 78945787 Work phone: 087543154564 Contact via:	Usual visit type: Usual account: Health Ins. Fund: Health Ins. No.: Religion: Head of family:	Image: Schedule fee Image: Schedule fee Medihealthy Image: Schedule fee 781331856 Explay: 1/04/2019 NIL Sef Set	Appointment notes:
	E-mail: • These name fiel Update addre Update addre	ds are used for Health Identifier lookups. ss of all family members ss of all currently at original address	Next of kin: Emergency contact: Occupation: Health Care Home:	Maree Ackermann Set Set Set Set Nit V 4/04/2019 V HCH	
	Created By:	Frederick Findacure	Last Updated By:	Frederick Findacure	

How to View Inactive Patients

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

🤾 Open patient				×
Search for:	2	⊚ <u>N</u> ame/DOB (Medicare No.	─ <u>R</u> ecord No.
	Show inactive	e patients Show deceased patie	ents	
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, Bentleigh. 3204	31/05/1977	987
Ahem, Rhonda Joan	80 yrs	17 Seymour Ave, Bentleigh. 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	-
<	-			Þ
		Open View details	Add new Add to fa	mily <u>C</u> ancel

To Activate Inactive Patients

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

🤾 Edit patient	Instance Indication		5	×
Title:	Miss	Health Identifier:		
Family name: 🔒	Abbott	HI Status:	· · ·	
Given name: •	Anastasia	Medicare No.	4133180467 IRN: 4 Expiry: 12/08	
Middle name:	Rose	Pension/HCC No .:	Expiry: 4/04/2019 -	No shoto
Preferred name:	Anastasia	Pension card type:	· ·	no proto
Date of Birth:	✓ 25/02/2004 Age: 15 yrs	DVA No.:	Conditions	
Sex:	Female 💌	Safety Net No .:		General notes:
Ethnicity:		Record No .:	104 Patient ID: 1	<u>۸</u>
Address Line 1:	12 John St	Usual doctor:	Dr Frederick Findacure 💌	
Address Line 2:		Deny access to othe	r users	-
City/Suburb:	Albany Creek Postcode: 4035	Usual visit type:		Appointment notes:
Postal Address:		Usual account:	Schedule fee 🔻	*
City/Suburb:	Postcode:	Health Ins. Fund:	Medihealthy	
Home phone:	07 50505050 Work phone:	Health Ins. No.:	123123123 Expiry:	T
Mobile phone:	Contact via:	Religion:	Baptist	
	Consent to SMS reminder	Head of family:	Alan Abbott Set	
E-mail:		Next of kin:	Alan Abbott Set	Registered for CTG PBS Co-payment relief
* These name fiel	ds are used for Health Identifier lookups.	Emergency contact:	Set	Detendente
🔲 Update addre	ss of all family members	Occupation:	Set	A/04/2019 Cause
Update addre	ss of all currently at original address	Health Care Home:	Ni ▼ 4/04/2019 ▼ HCH	Referral details Bank account
				Medicare/DVA eligibility check
Created By:	Practice	Last Updated By:	Frederick Findacure	
Created On:	11/02/2004	Last Updated On:	01/04/2019 05:08:51 PM	Save Cancel
L				

How to Merge Duplicate Patient Records¹

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.

	Select	the patien	t to m	erge with		
Search for:	HI					
Name		External ID	Age	Address		D.O.B. ^
Hinton, Esme			35 угв	385 Horace Gr, Girljurk. 3315		25/09/198
						~
<		Ш				>
Legend:	Inactive	Deceased			Select	Cancel

¹ <u>http://kb.bpsoftware.net/au/bppremier/indigo/Content/KB_Home.htm</u>

Steps:

- a. Select "View" > Go to patients (or press F10)
- b. Search for patient (by Surname, First name) > Select the patient record that you want to keep
- c. From main menu Select "Edit" > Merge > Click yes (If you are sure you have the right patient to merge)
- d. 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.

ltem	Reaction	Severity	·	
		🚶 Add reaction		
		Search:	PEN	
		Drug class	ltem	^
Comment:			Nucleoside analog reverse transcriptase inhibitors Nucleotide analog reverse transcriptase inhibitors Oestrogens	
		O Specific product	Opiate antagonists Osmotic laxatives Oxazolidinones	1
	Add	O Non drug	Penicilin Phenothiazines	~
Nil know	m	() Other		
		Nature of reaction:	Rash ~	
		Severity:	Moderate \checkmark	
		Comment:	Visible rash with slight itch.	^
				~

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.

	r revenuve rieaur		reconstron against orangest should be considered:	1
Expand Collapse	Add	ℓ Observations		Gr
Mr. Alan Abbott	ew observations from	Date:	4/04/2019	
		Temp:		22/0
Past visits	mp	Pulse:		
Current Rx	se	DD 0		150/
BF Rest history	(Standing)	BP Sitting:		100/
Immunisations	(Lying)	BP Standing:		
Investigation reports	iL	BP Lying:		
Correspondence In	eight	Resp. rate:	O2 Sat.:	
Correspondence Out	ad Circ.	Weight:	Height:	
Past prescriptions	aist os	Waist:	Hips:	
Observations W	aist/Hip est (Inspiration)	Chest (Insp.):	Chest (Exp.):	
Family/Social history	est (Expiration)	BSL:		
Clinical images	4SE 0			
Enhanced Primary Care	abetes risk Saturation		JAVE Close	
PE C\ Au	FR /risk dit-C			

How to Clean Up Un-coded and Free Text Data²

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.

🗶 Configuration				
~ <u>~</u>	Reminder reason		Туре	A
General Results import	Anth Immunisation Amth Immunisation Grinth Immunisation 12mth Immunisation A 5y Immunisation A 5y Immunisation A 5y Immunisation A 5y Immunisation BP Check Add Edit C	Health Assessment	Normal Normal Normal Normal Normal Normal Normal	-
Database Lists Remindes Care plans Email	Reminder type Nomal	Clean up reminders Reminders Care plan Diabetes review Ruvax Ruvax Immunisation Immunisation Immunisation Immunisation Immunisation Pap Smaar Pneumovax		23 Reasons 2mth Immunisation 4mth Immunisation 12mth Immunisation 12mth Immunisation 12mth Immunisation ADF Post Discharge GP Health Assessment ASt Immunisation ADF Post Discharge GP Health Assessment BP Check Breast check Care plan Cervical screening Cholesterol check Caloncecomu

Clean up un-coded Past History items

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

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.

² <u>http://kb.bpsoftware.net/au/bppremier/indigo/Content/KB_Home.htm</u>

Wentworth Healthcare Limited (ABN 88 155 904 975) provider of the Nepean Blue Mountains PHN.

	DIAB	Keyword		
Diab T2				
Diabetes Mell.	Dishataa	^		
Diabetis	Diabetes dinia			
	Diabetes curle of care	completion		
	Diabetes Educator referral			
	Diabetes educator refe	rral		
	Diabetes Insipidus			
	Diabetes Insipidus, renal			
	Diabetes Mellitus	A928		
	Diabetes Mellitus, Gest	ational		
	Diabetes Mellitus, Type	1		
	Diabetes Mellitus, Type	2		
	Diabetes review	~		
	Left	Right Bilatera		
	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
- 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