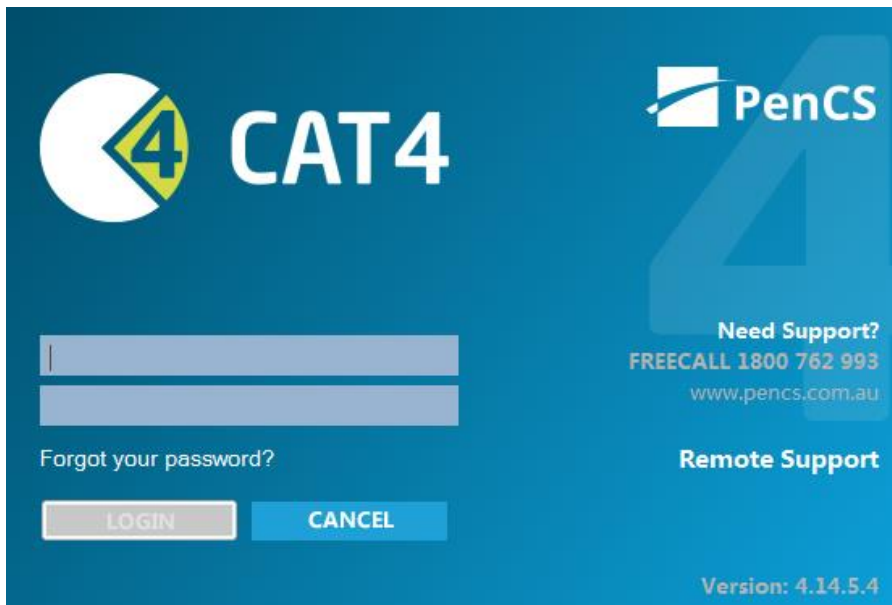


How to Guide: Data Cleansing Using CAT4

Data Cleansing Guide

This is a step by step data cleansing guide to identify inactive patients, Identify and merge duplicate patient records, patients with no DOB or gender recorded, and missing accreditation items from your practice software.

1. Login to CAT4.



2. View Extracts  → Select the latest extract → View Filter 

Data Cleansing Steps

Step 1:

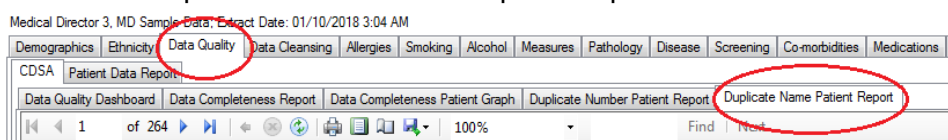
Archive inactive patients in clinical software.

This step can be done using BP or MD Clinical software. See documents (Data Cleansing in Best Practice & Data Cleansing in Medical Director)

Step 2:

Identify and merge duplicate patient records:

- In Cat 4, Click on filter → Select Active (3x in 2yrs) → Click Recalculate → Go to report section → Click Data Quality
- → Go to duplicate Name Patient Report> Export.



How to merge duplicate patient records, See documents (Data Cleansing in Best Practice & Data Cleansing in Medical Director)

Step 3:

Identify and update patients with no DOB recorded:

- In Cat 4, Click on filter → Select Active (3x in 2yrs) → Select “No Age” → Click Recalculate → Report section → Demographics → Export

The screenshot shows the CAT4 software interface with the following filter settings:

- Gender:** Male, Female, Other (all unchecked)
- DVA:** DVA < Any Color >, non DVA (both unchecked)
- Health Cover:** Medicare No., No (both unchecked)
- Age:** Start Age, End Age (both empty), Yrs (selected), Mths (unchecked), No Age (checked and circled in red)
- Activity:** Last (selected), First Visit (unchecked), Active (3x in 2yrs) (checked and circled in red), Not Active (unchecked), Visits in last 6 mths >= 0
- Postcode:** Include (selected), City/Suburb (selected), Include (selected)
- Filters:** Clear Filters, Recalculate (circled in red)
- Buttons:** Clear General

Step 4:

Identify or update patients with no gender listed:

- Clear on filter → Gender, select 'other' → Recalculate → Report section → Demographics → Export'

Step 5:

Identify and record patients with missing items below:

- Allergies & Age: Data Cleansing > Missing Clinical/Accreditation items
- Ethnicity: lower ethnicity tab
- Smoking & Alcohol: Data Cleansing > Missing Clinical/Accreditation items
- BMI, BP & Waist: Measures tab > 'BMI / Waist / BP
- Coded diagnosis: Data Cleansing > Indicated CKD with no diagnosis, Indicated COPD with no diagnosis, Indicated diabetes with no diagnosis