

BEST PRACTICE DATA CLEANSING GUIDE

Quality Improvement Program July 2019





QUALITY IMPROVEMENT PROGRAM BEST PRACTICE HOW TO GUIDE

Contents

DATA CLEANSING

- 1. How to Inactive Patients
- 2. How to Merge Duplicate Patient files
- 3. How to record allergies
- 4. How to record Height, Weight, Waste and Blood Pressure
- 5. How to Enter a Coded Diagnosis



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1. How to Inactive Patients

HOW TO INACTIVE PATIENTS - BULK INACTIVATION

- 1. From the main screen ensure no patient files open, click Utilities and select Search.
- 2. Select Visits
- 3. Select dates from & To and tick NOT (meaning NOT seen during that period)
- 4. Click Add then OK

Visits	Immunisations Pap smears Observations Family/Social
	Run query
🤾 Search for v	
Seen by:	All users Include inactive providers
From:	✓ 1/10/2014 ▼
To:	☑ 1/12/2017 💌
	O AND O OR ⊙ NOTAdd
Condition	
	OK Cancel

5. Select Run query





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🤾 Database s	earch							_ 0
File Help								
& 🖬 🗐	0 🗋 🖡							
Setup search:	Demographic	s Drugs	Conditions	Visits Immunis	ations	Pap smears 0	bservations Far	nily/Social
01.0								
SQL Query:	SELECT * FROM BPS P	ationta				<u></u>	Run query	
		sText = 'Active'					oad query	
		mame, firstname						
						1	Save query	
						-1	New query	
							New query	
	Include inad	ctive patients	Include deceased p	atients 29	matching rec	cords		
Vame		Address		D.O.B.	Age	Medicare No.	Medicare expirv	File No.
obott, Alan		12 John St, Wo	odlane. 4035	30/06/1945	72 yrs	4133180467 - 1	31/12/2018	101
bott, Anastasia	a Rose	12 John St, Alba	ny Creek. 4035	01/06/1970	47 yrs	4133180467 - 4	31/12/2018	104
bbott, Benjamin	James	12 John St, Alba	ny Creek. 4035	26/01/2003	14 yrs	4133180467 - 3	31/12/2018	103
bbott, Madeline	Jane	12 John St, Alba	ny Creek. 4035	14/02/1978	39 yrs	4133180467 - 2	31/12/2018	102
ckerman, Ashle	y Francis	71 Billabonger F	load, Willawong, 4110	10/07/1980	37 yrs	4133178947 - 1	31/10/2022	7893
ckermann, Mare		71 Billabonger F	load, Willawong, 4110	06/08/1981	36 yrs	4133178947 - 2	31/10/2022	7894
dams, Felix Alex	cander	35 Yarrabine Ro	ad, Landsborough. 4550	30/12/1928	88 yrs	4133180466 - 1	31/01/2005	245
hem, Jason Pat	trick	17 Seymore Ave	, Bentleigh. 3204	31/05/1977	40 yrs	3500158284 - 3	31/03/2007	987
hem, Rhonda J	loan	17 Seymour Ave	, Bentleigh. 3204	06/06/1938	79 yrs	3500158284 - 2	30/06/2008	986
Idridge, Alfred C	harles	Lazy Lakes Nun	sing Home, 4 King St, Launce	ston. 7.24/01/1908	109 yrs	5500064971 - 1	31/07/2007	781
lfreds, David Ch	narles	481 Spence St,	Oxdey: 4075	19/03/1930	87 yrs	4133180466 - 1	30/11/2006	9781
freds, Gwenda	Elizabeth	481 Spence St.	Oxdey. 4075	16/02/1933	84 yrs	4133180466 - 2	30/11/2006	9782
llen, David Char	rles	22 Star Street, F	remantle. 6160	06/10/1960	57 yrs	2234567891 - 1	30/09/2004	6749
llen, Fay Ellen		8 Grey St, Frema	antle. 6160	12/07/1940	77 yrs	2234567891 - 1	30/06/2005	3346
len, Janelle		22 Star Street, F	remantle. 6160	24/01/1969	48 yrs	2234567891 - 1	30/09/2004	6750
len, Jessica Ca	te	22 Star Street, F	remantle. 6160	08/01/1992	25 yrs	2234567891 - 4	30/09/2004	6751
MOS, TEGAN		33 Tomago Ct.	Wattle Grove, 4610	25/08/2017	3 mths		11	66
arrett, Frances	Ann	23 Gregory Stree	et, Wynnum. 4178	16/09/1972	45 yrs	2294247001 - 1	31/08/2006	978461
ishop, Rose		89 Gavin Street	Rutherford, 2320	24/01/1926	91 yrs	2294247003 - 1	30/11/2019	789464
ryant, Leonard		32 Lonely Lane,	Bankstown, 2200	06/06/1956	61 yrs	2294260071 - 1	30/09/2019	66604
ostello, Kathleer	n	36 Reed Street,	Bendigo, 3552	03/11/1962	55 yrs	3500158281 - 2	31/10/2020	789462

6. From File select from the dropdown menu Mark as inactive

7. Select Yes to confirm that all patients on this list will all be inactive

🚴 🗖 🧕								
Setup search:	Demographics	Drugs	Conditions	Visits	Immunis	ations	Pap smears	Observation
SQL Query:	SELECT * FROM BPS_Patie WHERE Status To ORDER BY suma	ext = "Active"					A	Run query Load query Save query
	Include inactiv	re patients	Include decea	ased patients	29	matching r	ecords	New query
Name		Address			D.O.B.	Age	Medicare No.	Medic
Abbott, Alan		12 John St, Wood	dlane. 4035		30/06/1945	72 yrs	4133180467 -	1 31/12
Abbott, Anastasia	Rose	12 John St, Alban	ny Creek. 4035)	01/06/1970	47 yrs	4133180467 -	4 31/12
Abbott, Benjamin	James	12 John St, Alban	ny Creek. 4035		26/01/2003	14 yrs	4133180467 -	3 31/12
Abbott, Madeline	Jane	12 John St, Alban	ny Creek. 4035		14/02/1978	39 yrs	4133180467 -	2 31/12
Ackeman, Ashley	y Francis	71 Billabonger Ro	ad, Willawong. 4110		10/07/1980	37 yrs	4133178947 -	1 31/10/
Ackermann, Mare	e Aleisha	71 Billabonger Ro	ad, Willawong. 4110		06/08/1981	36 yrs	4133178947 -	2 31/10/
Adams, Felix Alex	ander	35 Yarrabine Roa	d, Landsborough. 455	0	30/12/1928	88 yrs	4133180466 -	1 31/01/
Ahem, Jason Pati	rick	17 Seymore Ave,	Bent Patient searc	ь			284 -	3 31/03/
Ahem, Rhonda Jo	pan	17 Seymour Ave,	Bent	ш,			284 -	2 30/06/
Aldridge, Alfred Cl	harles	Lazy Lakes Nursi	ng Ho				971 -	1 31/07/
Alfreds, David Ch	arles	481 Spence St, C	Dxley. 🔊 All	natients in this	s list will be ma	rked as in	activel 466 -	1 30/11/
Alfreds, Gwenda	Elizabeth	481 Spence St, C			want to cont		466 -	2 30/11/
Allen, David Char	les	22 Star Street, Fre		,			891 -	1 30/09/
Allen, Fay Ellen		8 Grey St, Freman	ntle. 6				891 -	1 30/06/
Allen, Janelle		22 Star Street, Fre	eman			_	1 891 -	1 30/09/
Allen, Jessica Cat	e	22 Star Street, Fre	eman		Yes		No 891 -	4 30/09/
AMOS, TEGAN		33 Tomago Ct, W	/attle					11
Barrett, Frances A	Ann	23 Gregory Street	, Wynnum, 4178		16/09/1972	45 yrs	2294247001 -	1 31/08/
Bishop, Rose		89 Gavin Street, I	Rutherford, 2320		24/01/1926	91 yrs	2294247003 -	1 30/11/
Bryant, Leonard		32 Lonely Lane, B	Bankstown, 2200		06/06/1956	61 yrs	2294260071 -	1 30/09/
Costello, Kathleer	1	36 Reed Street, E	Bendigo, 3552		03/11/1962	55 yrs	3500158281 -	2 31/10/
Dina, Malak		256 Orana C, Blai	kehurst. 2221		11/09/1990	27 yrs		11
Franklin, Leanne-	Marie	1 Happy Street, H	appy Valley. 3360		18/10/1962	55 yrs	2666666666 -	1 30/11/
Jones, Annie		123 Eliott St, New	vcastle. 2300		12/05/1982	35 yrs		11
Marshall, Sandra		490 Richard St, K	Gings Cross. 2011		12/02/1972	45 yrs	5500064971 -	1 //
Moore, Mandy		68 Bridge Road, I	Noosaville, 4566		11/04/1966	51 yrs	4122401287 -	1 //
Smith, John			ad, Campbelltown, 256	60	01/12/1955	62 yrs		11
Test, Test			Hgdfujhgd. 2345		20/10/1970	47 yrs		11
Toomey, Shirley		2 Coal Street, Bar			01/10/1955	62 yrs		11



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HOW TO INACTIVATE PATIENTS INDIVIDUALLY

1. Open patient file. F10 (edit screen) then mark as Inactive and Save.

itle:	Miss	Health Identifier:	
amily name: 🔒	Alberts	HI Status:	•
iven name: 🖕	Brittany	Medicare No.	6500110501 IRN: 7 Expiry:
iddle name:		Pension/HCC No.:	Expiry: 1/12/2017 -
eferred name:	Brittany	Pension card type:	
ate of Birth:	✓ 2/06/1996 ▼ Age: 21 yrs	DVA No .:	Conditions
9C	Female	Safety Net No .:	
hnicity:		Record No.:	Patient ID: 21
ldress Line 1:	10 Williams Road	Usual doctor:	
Idress Line 2:		Deny access to oth	ner users
ty/Suburb:	Darwin Postcode: 801	Usual visit type:	•
stal Address:		Usual account:	Practice fee
y/Suburb:	Postcode:	Health Ins. Fund:	
ome phone:	08 23658491 Work phone:	Health Ins. No.:	Expiry: 1/12/2017
obile phone:	Contact via:	Religion:	
	Consent to SMS reminder	Head of family:	John Alberts Set
mail:		Next of kin:	Set
eneral notes:		Emergency contact	Set
		Occupation:	Set
		1	Registered for CTG PBS Co-payment relief
opointment		i (✓ Inactive
otes:		Date of death:	1712/2017 ▼ Cause
		1	
	Update address of all family members	-	<u>R</u> eferral details <u>B</u> ank account
	Update address of all currently at original address		Medicare/DVA eligibility check



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HOW TO VIEW INACTIVE PATIENTS

- 1. Main menu Select File and select Open patient from dropdown
- 2. Enter patient name and tick Show inactive patients

Search for:	A	© Name/DOB C	Medicare No.	C Record No.
але в	Show inacti	ve patients	ents	
Name	Age	Address	D.O.B.	Record No.
Abbott, Alan	72 yrs	12 John St, Woodlane, 4035	30/06/1945	101
Abbott, Anastasia Rose	47 yrs	12 John St, Albany Creek. 4035	01/06/1970	104
Abbott, Benjamin James	14 yrs	12 John St, Albany Creek. 4035	26/01/2003	103
Abbott, Madeline Jane	39 yrs	12 John St, Albany Creek. 4035	14/02/1978	102
Ackerman, Ashley Francis	37 yrs	71 Billabonger Road, Willawong. 4110	10/07/1980	7893
Ackermann, Maree Aleisha	36 yrs	71 Billabonger Road, Willawong. 4110	06/08/1981	7894
Adams, Felix Alexander	88 yrs	35 Yarrabine Road, Landsborough. 4550	30/12/1928	245
Ahem, Jason Patrick	40 yrs	17 Seymore Ave, Bentleigh. 3204	31/05/1977	987
Ahem, Rhonda Joan	79 yrs	17 Seymour Ave, Bentleigh. 3204	06/06/1938	986
Alberts, Brittany	21 yrs	10 Williams Road, Darwin. 801	02/06/1996)
Alberts, Jackson	17 yrs	10 Williams Road, Darwin. 801	20/09/2000	1
Alberts, Joanna	47 yrs	10 Williams Road, Darwin. 801	30/07/1970	1
Alberts, John	48 yrs	10 Williams Road, Darwin. 801	16/10/1969	1
Alberts, Leon	27 yrs	10 Williams Road, Darwin. 801	14/02/1990	1
Alberts, Michaela	29 yrs	10 Williams Road, Darwin, 801	23/11/1988	,
Alberts, Rochelle	26 yrs	10 Williams Road, Darwin. 801	01/08/1991	1
Alberts, Tamara	23 yrs	10 Williams Road, Darwin. 801	16/12/1993	i
4				Þ
		Open View details A	dd new Add to far	mily Cancel

HOW TO ACTIVATE INACTIVE PATIENT

1. Find inactive patient- as seen in **How to view inactive patients.** Open patient file and select **F10** (to edit). From Edit patient screen, untick **Inactive** and **Save**.

Title:	Miss			-	Health Identifier:			
Family name: 🖕	Alberts				HI Status:		•	•
Given name: •	Brittany				Medicare No.	6500110501	IRN: 7	Expiry:
Middle name:					Pension/HCC No .:		Expiry:	1/12/2017 -
Preferred name:	Brittany				Pension card type:	Í		-
Date of Birth:	2/06/1996	S - Ag	e: 21 yr	s	DVA No.:	[Conditions
Sex:	Female 💌	1			Safety Net No .:	<u></u>		
Ethnicity:				-	Record No .:		Patient I	21
Address Line 1:	10 Williams Roa	ad			Usual doctor:		-	
Address Line 2:					Deny access to oth	er users	Г	l.
City/Suburb:	Darwin	_	Postcode:	801	Usual visit type:		-	
Postal Address:				<u> </u>	Usual account:	Practice fee	-	
City/Suburb:	,		Postcode:		Health Ins. Fund:			
Home phone:	08 23658491	Work ph	one:	<u> </u>	Health Ins. No.:		Expiry:	1/12/2017 -
Mobile phone:		Contact	via:	•	Religion:			
	Consent to 9	u GMS remina	ler ,		Head of family:	John Alberts		Set
E-mail:					Next of kin:			Set
General notes:				-	Emergency contact:			Set
					Occupation:			Set
				-		Registered	for CTG PBS	Co-payment relief
Appointment				-		Inactive		eceased
notes:					Date of death:	1/12/201	7 -	Cause
				-		Referral deta		< account
	Update addr	ress of all fa	mily membe	ers				
	Update addr					Medicare	/DVA eligibility	/ cneck

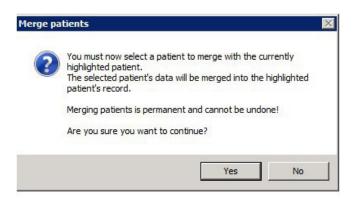


2. How to merge duplicate patient files

- 1. Main menu, F10 to view patient list
- 2. Search patient and highlight patient file you want to keep
- 3. Select Edit and from the drop down menu select Merge

Gearch for:	AMOS	Show inactive patien	nts 🗖 Sho	w deceased	patients	
Name		Address	D.O.B.	Age	Medicare No.	M
MOS, TEGAN		33 Tomago Ct, Wattle Grove. 4610	25/08/2017	3 mths		_

4. Select Yes



5. Search patient name. Select file that will merge (no longer appear) and this will confirm merge

🤾 Merge patient			6
Sel	ect the patien	t to m	erge with
Search for: AI	MOS, TEG		
Name	External ID	Age	Address
AMOS, TEGAN		0 days	6 Orana Crescen
AMOS, TEGAN	05	0 days	33 Tomago Ct, V

Note: In this case Amos Tegan with address 33 Tomago Ct, is the file that will remain.



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3. How to Record Allergies

1. From patient screen click on Reactions

월 Mr. Test 1	ſest						
File Open I	Request Clinical	View Utilities	s My Healtl	n Record	Help		
] 🚺 🛄	🔊 🇊 🗌) 🗟 🧵	<u></u>		ája 🤶	M	2 💽 🕻
Name:	Test "Tes" Test				D.O.B.:	20/10/1956	Age: 60 yr
Address:	Mjhfuisfgiushgujg	Hgdfujhgd 2	345		Phone:		
Medicare No	0	I	Record No.:	55	Pension 1	No.:	
Occupation:					Tobacco	Ex smoker	
Blood Group	:						
Allergies / Ad	dverse Drug Reactio	ons:	<u>R</u> eacti	ons	Notifications:		
Item		Reaction	Sev	erity	Туре	Du	Je
Nil known					Reminder sent	13/	/02/2017
1					1		

2. If there are Nil Known Allergies tick the box to indicate this then click save

🤾 Allergies/Adverse react	tions			x
ltem	Reaction		Severity	
Comment:				٨
				Ψ.
	Add	Edit	Delete	
Nil known		Save	Cancel	

3. If the patients does have an allergy click on **Add** and select the allergy. Fill out the **Nature of the reaction** and the **Severity** then **save.** Repeat this step if the patient has multiple allergies.



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🤾 Add reaction		X
Search:		1
Orug class	Item 🔺	
C Ingredient	ACE Inhibitors Adenosine receptor agonists Aldose reductase inhibitors Alpha adrenergic blocker	
C Specific product	Alpha glucosidase inhibitors Aluminium containing compounds	
O Non drug	Aminoglycosides Aminothiols	
⊖ Other]
Nature of reaction:	•	
Severity:	•	
Comment:	×	
	Save Cancel	

4. How to record Height, Weight, Waist and Blood Pressure

Note: there are multiple ways to record Height, Weight, Waist and BP - as seen below

Option 1: from patient screen click on the stethoscope icon. Record relevant observations.

1 Criest At Ce Dees Net (1000000000000000000000000000000000000	Reaction		Notifications					Alochol:	N		Elte sports: Advance Heath		Ethnioty: r:		
Note Turn Note Turn <t< th=""><th></th><th>Severty</th><th>Type Ferrinder s</th><th>**</th><th></th><th></th><th>Reaso Care pl</th><th>n en Sentr</th><th>n 17/05/201</th><th>17.</th><th></th><th></th><th></th><th></th><th></th></t<>		Severty	Type Ferrinder s	**			Reaso Care pl	n en Sentr	n 17/05/201	17.					
a la la 700 0007 700 0000 700 0000 700 0000 700 0000 700 00000 700 00000 700 00000 700 00000 700 00000 700 00000 700 00000 700 00000 700 00000 700 00000 700 00000 700 00000 700 00000 700 00000 700 00000 700 0000000 700 000000 70	d Collapse	_	Add	E	a.	Delete		Press	_		£ Observa	tions			
Image: Second	Mr. Teat Teat			· · ·			_						25/08/2017		
Tar. State Tar. Par.	Today's notes		-	_	22.00	0017 Jar	ma (2017								
Conce for a second	Past visits			_		2011 12.2	the form	_					1		
Constant of the second se	🗩 Current Rx		19		123/35						RP Sta	ngi			
Image: Second and the second and secon	Post history		EP (Lying)								IF Sat	nding.	1		
Interfacement Interface Interface Consequences Interface Interface			Fiesp RSL								BP Lain	12			
Consequence h In arrise Tel monachen Tel			Height		192						Resp. rs	ate:		02 Sat.	
Tor annual term in the second			EMI								Weight			Height:	
Observation Version Det Dot Det Dot Instruction Operations Det Dot Det Dot		- 1	Walat								Wast			Hps:	
Tear Forder Insure Concerning Concernin			Wald/Ho								Chest ()	insp.):		Chest (Dip.	1
Chen dengen Chen			Orest Specification								65L:				
Chance New Can Contain Containe			MMSE K10											Serve	Q:m
V liketh secureds C700 M											_			_	-
Medication reverses			FEFR			14									
						14									
B T Diabetes Cycle of Care	 Medication reviews 														





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Option 2: Alternatively add in Observations from the right side of the screen by clicking on General then filling in relevant information.

Ison		
History & Exar	nination X	
1	History:	
General	Fever Yes No Lethargy Yes No Malaise Yes No	
Cardiovascular	Ancrexia Yes No Nausea Yes No Giddiness Yes No	
Respiratory	Weight bas Yes No Weight gain Yes No Recent travel Yes No	
Sastro-intestinal	Examination:	
	Clinically anaemic Yes No Jaundiced Yes No	General
CNS	Pulse:	Cardiovascular
*	Blood Pressure: Sitting	Respiratory
Genito-urinary	Sanding /	Gastro intestinal
0	Lying /	CNS
ENT	Temp: Resp. rate:	& Gento-urinary
۲	Weight (kg): Height (cm): BSL:	ent
Eye	Weight (kg): Height (cm): BSL:	Eye
CON STATE	Waist measurement: Hip measurement:	10 Skin
Skin	Dehydration: Tyes No 2	Musculo-skeletal
Jusculo-skel	O2 saturation: %	Sy Psych
-		
Psych		
	Save Cancel	

Option 3: click on Observations on the left, then Add to fill in relevant information.

Item	Reaction	Severity	Туре		Due		Reason		
lil known			Reminder sent		13/02/20	17	Care plan	Sent on 17/05/2017.	
Expand Co	ollapse	ļ.	Add	E	dit C	elete	F	Print	Graph
Past vi Curren Past vi Past vi Immuni Corres Past pi Corres Past pi Corres Past pi Corres Past pi Corres Past vi Corres Past vi Corres Past vi Corres Past vi Corres Past vi Corres Past vi Corres Past vi Corres	's notes isits t Rx	P B B F F B F F B F F B F F C C C C C C C	emp tube IP (Standing) IP (Jying) Veight Veight MM lead Crc. Vaist Vaist Vaist Vaist Vaist MSE (10 Nabetes risk 22 Saturation EFR V risk		23/08/2017 38 120/85 160 65	14	08/2017		



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5. How to record Enter a Coded Diagnosis

To add in a coded diagnosis in past history

1. Open patient file and select Past history. Click Add

Expand Collapse		Add	Edit	Delete	Print	1
Mr. Alan Abbott Today's note Past visits Past visits Flixotide 2 Karvea 30 Karvea 30 Lipitor 40r Losec 20r Ventolin C Past history Active Ch	250 CFC-Free 250mcg Inhaler 00mg Tablet 1 Daily ng Tablet 1 Daily with meals <i>F</i> mg Tablet 1 Daily CFC-Free 100mcg/dose Inhale ronic Kidney Disease, Stage	02/03/2004 25/03/2011 13/10/2011 06/06/2017	Condition	Disease, Stage 1 jitis	J 100	Mild Mild
▶ Hy ▶ Dia ▶ 02/4 ▶ 25/4 ▶ 13/	flux oesophagitis pertension abetes 03/2004 Asthma 03/2011 Throat pain 10/2011 Diabetes Mellitus, T 06/2017 Head injury	Date 1997 09/06/2004 22/09/2011	Condition Non insulin depe Left Arthroscopic URTI Abrasion	endent Diabetes M c Meniscectomy	ellitus	Severity

2. Search condition and select from the list

*Tick Include in summaries- Unless it is already in past conditions- to avoid double up

**Tick Save as reason for visit - If applicable

TO ADD A CODED DIAGNOSIS WHEN PRESCRIBING A MEDICATION

- 1. Open patient file
- 2. Current Rx and click Add. Fill in all information and click Next
- 3. In Reason for prescription enter first few letters of the diagnosis and select from the list
- 4. Tick Save as Reason for visit
- 5. Add to diagnosis if needed
- 6. Tick Add to Past History Unless it is already in past conditions- to avoid double up
- 7. Select Finish

Note: In cases where the condition you've searched is not on the list, please select the condition that is the closest match and use the 'further details' section to add comments





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From existing condition list O New condition list	ondition		
Search:	Keyword sear	ch Syr	nonyms
Reason	Left	🔲 Right	🗖 Bilateral
Abrasion	Acute	Chronic	
Arthroscopic Meniscectomy Asthma	Mild	🔲 Moderate	Severe
Chronic Kidney Disease, Stage 1	Fracture:		
Diabetes Diabetes Mellitus, Type 2	Displaced	📕 Undisplaced	
Head injury	Compound	Comminuted	
Hypertension Non insulin dependent Diabetes Mellitus	Spiral	🔲 Greenstick	
Reflux oesophagitis	-		
	Add to Past His	story	
Further details:	Active	🔲 Inactive	
	📕 🔲 Confidential	📕 Include in sur	nmaries
	🔲 Send to My He	alth Record	
	Save as Reaso	on for visit	
	Add to diagnos	is	Product Infom
	1		-
ala a	-		CMI

HOW TO AVOID DUPLICATE CONDITIONS IN PAST HISTORY AND REASON FOR VISIT WHEN PRESCRIBING MEDICATIONS;

- 1. Main screen, click Setup, select Preferences
- 2. Click Clinical icon
- 3. Untick Always add to past history
- 4. Untick Always Save as Reason for Visit

Clinical Management	: Utilities View Setup Help	
🦉 🚱 M	🗟 🗋 📰 👗 🔬 🖢 🥔 🕼 👘	
🤾 User preference	es	
	User name: Mr. IT Technician	Clone
V		
	Today's notes font: Arial	• 10 •
General	Usual visit type:	•
	Default temperature site:	•
	Initial focus in Observations window: Pulse	C Sitting BP
Letters	Allow blank notes	Show 'Non visits' in Past Visit list
-	Prompt if no notes recorded	 Display Outstanding requests in patient record
4 39 2 3	Enforce entry of Reason for Visit when closing patient record	
Prescribing	Prompt for Reason for Visit when closing patient record	Load PMH favourites on opening New PMH window
	Don't start timer on opening record.	Expand Current Rx and PMH in tree view
	Don't record visit length.	Separate PMH into Active and Inactive in tree view
Clinical	Reason for visit at top of notes	Expand Inactive PMH in tree view
1	Use SOAP headings for History and Examination	Open the PMH window with the cursor in the date field
	Load SOAP headings on opening notes	
Pathology		
	Send reminder for influenza vaccination	
	Diagnosis window:	Procedure window:
Imaging	Always 'Add to Past history'	Always 'Add to Past history'
	Always 'Save as Reason for Visit'	Always 'Save as Reason for Visit'
	Reason for Visit window:	Past History window:
1	Always 'Add to Past history'	Always 'Save as Reason for Visit'
		Save Save & Close Close



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