

Setting the Ground Rules in Your Practice for Ensuring Clean Data

As a practice team define what an inactive patient is for your Practice. Decide on the process for cleaning your database and document this process. Communicate these ground rules to the practice team. Decide who will be responsible for cleaning and maintaining the database as well as when this data cleaning and maintenance will be done. Resources are available on the SEA-GP website: [http://www.seagp.org.au/page/Bayside Resource Directory/Database Health Check/](http://www.seagp.org.au/page/Bayside_Resource_Directory/Database_Health_Check/)