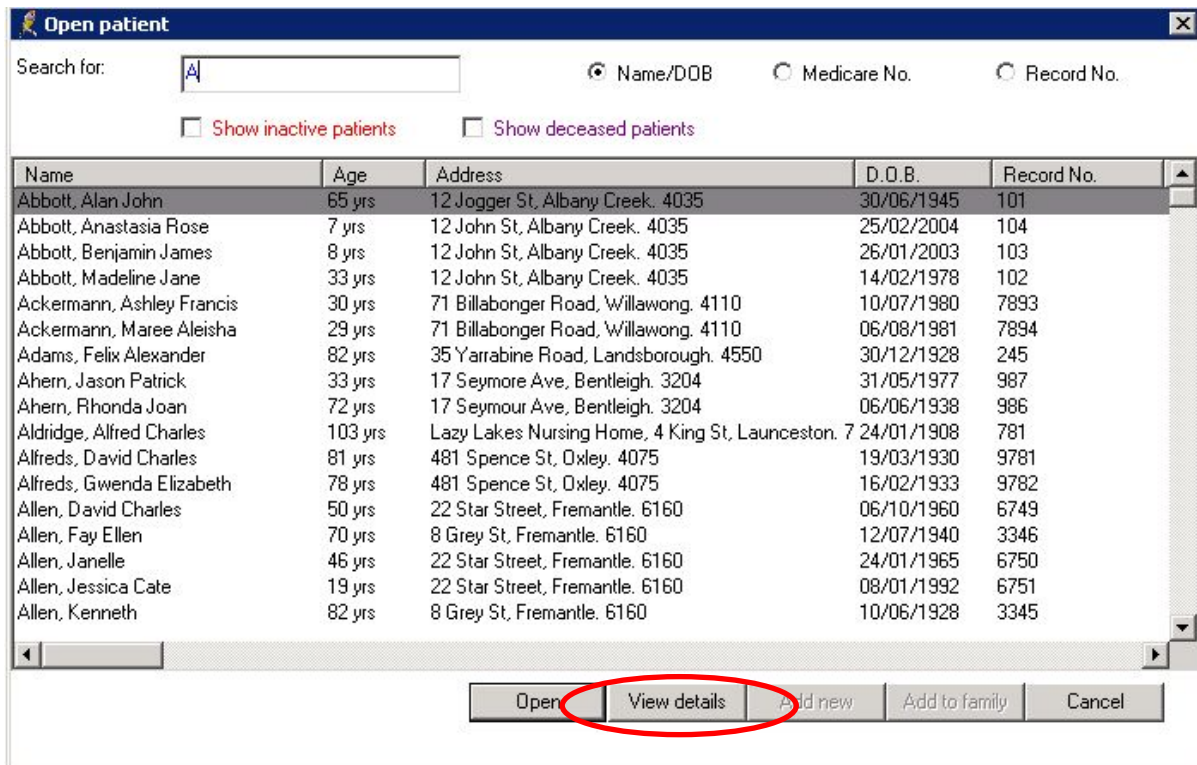


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1. To edit eligible patient details for CTG:
 - a. From the “Open patient” dialogue box highlight the eligible patient and click on **View details**



Search for: Name/DOB Medicare No. Record No.

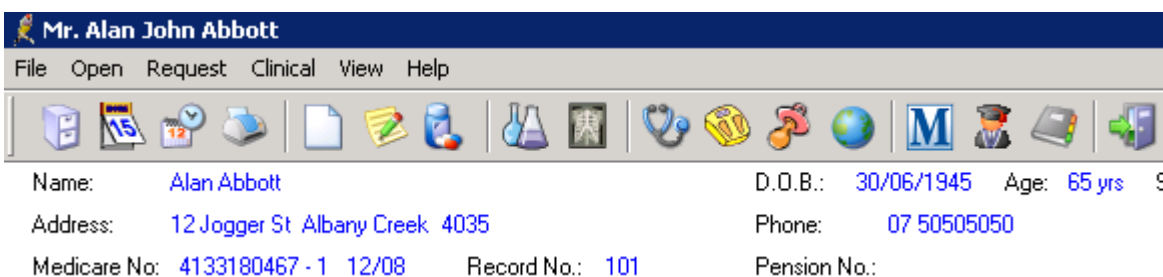
Show inactive patients Show deceased patients

Name	Age	Address	D.O.B.	Record No.
Abbott, Alan John	65 yrs	12 Jogger St, Albany Creek, 4035	30/06/1945	101
Abbott, Anastasia Rose	7 yrs	12 John St, Albany Creek, 4035	25/02/2004	104
Abbott, Benjamin James	8 yrs	12 John St, Albany Creek, 4035	26/01/2003	103
Abbott, Madeline Jane	33 yrs	12 John St, Albany Creek, 4035	14/02/1978	102
Ackermann, Ashley Francis	30 yrs	71 Billabonger Road, Willawong, 4110	10/07/1980	7893
Ackermann, Maree Aleisha	29 yrs	71 Billabonger Road, Willawong, 4110	06/08/1981	7894
Adams, Felix Alexander	82 yrs	35 Yarrabine Road, Landsborough, 4550	30/12/1928	245
Ahern, Jason Patrick	33 yrs	17 Seymore Ave, Benteleigh, 3204	31/05/1977	987
Ahern, Rhonda Joan	72 yrs	17 Seymour Ave, Benteleigh, 3204	06/06/1938	986
Aldridge, Alfred Charles	103 yrs	Lazy Lakes Nursing Home, 4 King St, Launceston, 7	24/01/1908	781
Alfreds, David Charles	81 yrs	481 Spence St, Oxley, 4075	19/03/1930	9781
Alfreds, Gwenda Elizabeth	78 yrs	481 Spence St, Oxley, 4075	16/02/1933	9782
Allen, David Charles	50 yrs	22 Star Street, Fremantle, 6160	06/10/1960	6749
Allen, Fay Ellen	70 yrs	8 Grey St, Fremantle, 6160	12/07/1940	3346
Allen, Janelle	46 yrs	22 Star Street, Fremantle, 6160	24/01/1965	6750
Allen, Jessica Cate	19 yrs	22 Star Street, Fremantle, 6160	08/01/1992	6751
Allen, Kenneth	82 yrs	8 Grey St, Fremantle, 6160	10/06/1928	3345

Buttons: Open, **View details**, Add new, Add to family, Cancel

OR

- b. In the patient screen double click on any of the demographic details (in blue) to open the “Edit patient” dialogue box



Mr. Alan John Abbott

File Open Request Clinical View Help

Name: **Alan Abbott** D.O.B.: **30/06/1945** Age: **65 yrs**

Address: **12 Jogger St Albany Creek 4035** Phone: **07 50505050**

Medicare No: **4133180467 - 1 12/08** Record No.: **101** Pension No.:

- In the “Edit patient” dialogue box each there is a tick box for “Registered for CTG PBS Co-payment relief”

The screenshot shows the 'Edit patient' dialog box with the following fields and values:

- Title: Mr.
- Surname: Abbott
- First name: Alan
- Middle name: John
- Preferred name: Alan
- Date of Birth: 30/06/1945 (Age: 65 yrs)
- Sex: Male
- Ethnicity: Aboriginal/Torres Strait Islander
- Address Line 1: 12 Jogger St
- City/Suburb: Albany Creek, Postcode: 4035
- Home phone: 07 50505050, Work phone: 07 50509999
- Mobile phone: 0427556232
- E-mail: alan.abbott@bpsoftware.com.au
- Medicare No.: 4133180467, Line No.: 1
- Medicare expiry: 12/08
- Pension/HCC No.: [Empty], Expiry: 15/04/2011
- Pension card type: [Empty]
- DVA No.: [Empty]
- Safety Net No.: [Empty]
- Record No.: 101, Patient ID: 2
- Usual doctor: Dr. Frederick Findacure
- Deny access to other users:
- Usual account: Schedule fee
- Health Ins. Fund: Medihealthy
- Health Ins. No.: 123123123, Expiry: 15/04/2011
- Religion: Baptist
- Head of family: Self (Set)
- Next of kin: Madeline Abbott (Set)
- Emergency contact: [Empty] (Set)
- Occupation: [Empty] (Set)
- Registered for CTG PBS Co-payment relief (circled in red)
- Inactive, Deceased
- Date of death: 15/04/2011 (Cause)

Buttons at the bottom: Referral details, Bank account, Save, Cancel.

Developed October 2011

This document has been created by Greater Metro South Brisbane Medicare Local using screen shots and content from Best Practice.

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