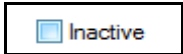




## Data Cleaning in Best Practice

### Cleaning your Database

Searching a large database can slow down the system – choose a quiet time to run large database searches.

Ensure that Best Practice is not running anywhere on the network and backup your current data before running this utility

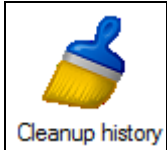
<b>Archiving inactive patients</b>	<p>Main Screen → Utilities → Search → Visits</p> <p>Select doctor/s → tick the <b>From</b> box and select interval e.g. 3 years ago → click <b>Not</b> (<i>do not tick the TO box</i>)</p> <p>Click <b>Add</b> → The condition should read “And not seen since DD/MM/YYYY → <b>Ok</b> → Click on <b>Run Query</b></p> <p>The search will provide all the patients who have not visited over the time period you have chosen → Click on File → Mark as Inactive</p> <p>A confirmation box will appear → Click Yes to mark all the patients in the list as inactive.</p> <p>Patients will not disappear from the screen but will be archived (i.e. if you performed the search again they would not be there)</p> <p>Don't worry - patients marked as inactive <b>can always be reactivated</b></p> <p><b>Note:</b> depending on your configuration, you may need to archive in your front desk software as well (eg Pracsoft, e-claims etc)</p>	
<b>Reactivating patients</b> 	<p>Main Screen → F2 → click “Show Inactive Patients” on the menu bar → type the name of the inactive patient → right click → view details <b>or</b> double click patient to open (patient will be in <b>pink</b>) → F10 (or Open → Demographics) → untick inactive tick box → Save</p> <p>If patients call/attends the practice and they do not appear to be on the database, ask them if they have attended before. If they say yes, tick “Include Inactive Patients”</p>	
<b>Deleting patients</b>	<p>Main Screen → View → Patients → type patient name → right lick → delete or click delete button in bottom right corner of the screen</p>	
<b>Restoring deleted patients</b>	<p> BP Utilities → Deleted Patients icon → choose a patient from the list → click recover button</p>	
<b>Marking patients as deceased</b>	<p>Main screen → F2 → type patients name → right click on patient → view details → Tick deceased box, add date and cause</p>	
<b>Reviving deceased patients in BP Utilities</b>	<p>Main Screen → F2 → click “Show Deceased Patients” on the menu bar → type the name of deceased → right click → view details <b>or</b> double click patient to open (patient will be <b>greyed out</b>) → F10 (or Open → Demographics) → untick deceased tick box → Save</p>	

## Correcting Uncoded Text

**Coded:** Picked from a drop down list

**Uncoded:** free text - will not be found when performing any of the conventional searches.

### Coding Diagnosis



BP Utilities → Clean up History Icon

The left column will show uncoded past history terms

Highlight an uncoded item on the left (e.g. diab2) → type the correct code on the right (e.g. diabetes Type 2). When the word appears, highlight it and click replace.

This will overwrite the uncoded diagnosis with a coded diagnosis so that the patient will appear on the diabetes register (for this example)

### Searching for Patients with Uncoded Diagnoses

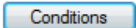
Main Screen → Utilities → Search → click



→ Choose drug class → Alimentary Tract and Metabolism → Drugs used in diabetes

→ Click Add → condition box should read AND ATC Code = A10 → click OK

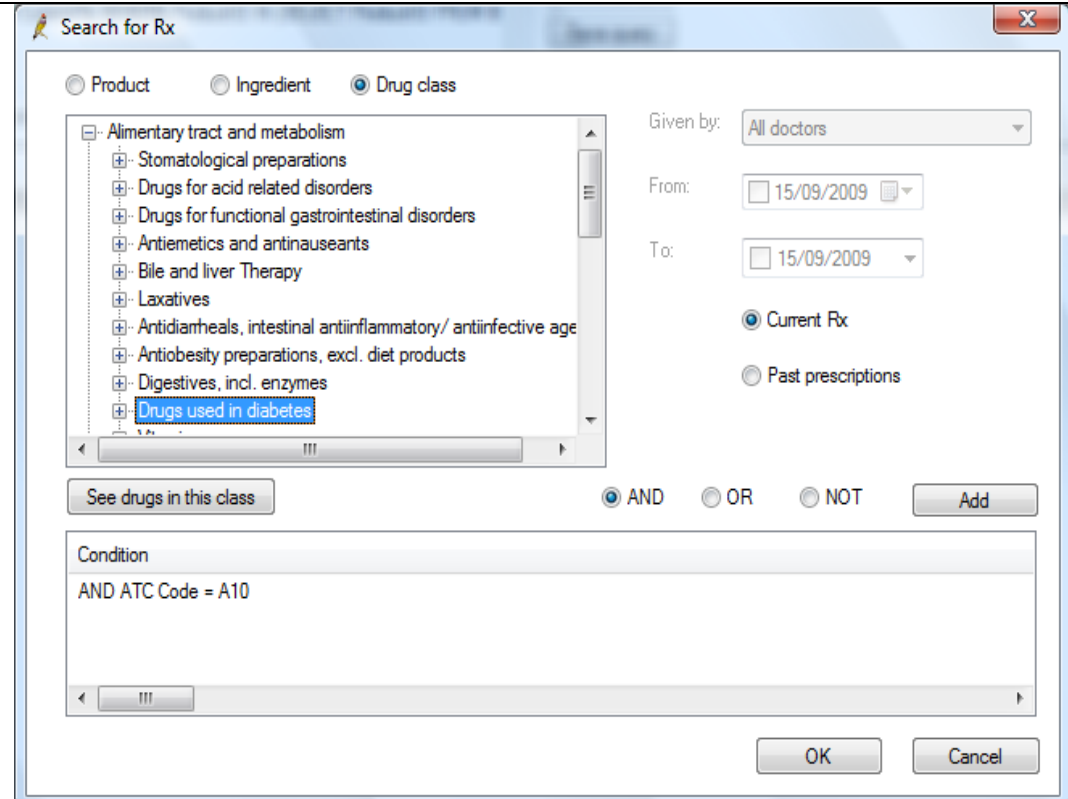
NOW...

→ click  → begin typing Diabetes and highlight it when it appears → **click NOT** → click Add → click OK

→ click 

This will give you a list of patients on medications used for diabetes who ARENT diabetic.


Cross check this list – you may be able to identify some patients who don't have a code for their diabetes



## Entering Diagnoses

Best Practice has a drop down list of diagnosis to choose from - choose from this list as much as possible.

This is important when using the Pen tool, Canning tool, undertaking pharmaceutical research, clinical audits, diabetes clinics, database searches and much more!

<b>Entering diagnoses via "Today's Notes"</b>	Patient Screen → Today's notes : <b>Reason for Visit OR Diagnosis</b> → choose a diagnosis from the drop down list → consider whether PMH should be ticked or not! → save
<b>Entering diagnoses via Past History</b>	Patient Screen → Past History → Add → if commonly used, consider whether you want to <i>save this condition in favorites list</i>
<b>Adding Care Plans and Health Assessments as PMH</b>	Add GPMP's, TCA's, Health assessments in Past History to record dates of items claimed to know when a review or new plan is due and to perform searches such as <i>all patients with &lt;insert chronic disease / age bracket&gt; <u>not having</u> a &lt;GPMP / Health Assessment&gt;</i> <b>Ensure that "Include in Summaries" is not ticked so that the items will not be included in referral letters etc.</b>
<b>Entering diagnoses via reason for prescription</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;">  Patient Screen → Current Rx → add  <b>Enabling "Reason for Prescription" pop up</b> Main Screen → Set up → Preferences → Prescribing → Reason For Prescriptions → tick / untick as appropriate         </div> <div style="width: 15%; border: 1px solid black; padding: 5px;"> <b>Reason for prescription:</b>  <input checked="" type="checkbox"/> Always 'Add to PMH'  <input checked="" type="checkbox"/> Always 'Save as Reason for Visit'  <input checked="" type="checkbox"/> Always 'Save as Diagnosis'         </div> </div>

- Ensure diagnoses have a **complete date** e.g dd/mm/yyyy so that they can be searched; show up in extraction tools etc. Use 01/01 if you are unsure of the day or month but know the year
- Select the **Add to PMH (Past Medical History)** tick box the FIRST TIME a condition is added to send it to the Past History Tab. Ensure it is NOT ticked when using this condition as Reason for Visit or Reason for Prescription to prevent duplicate diagnoses cluttering up the file.
- Ticking **Confidential** means only the GP who entered the diagnosis will be able to see it.
- When **Summary** is ticked, the diagnoses will appear in patient summaries. Double click a diagnosis to untick Summary (e.g. you may record GPMP and TCA as reason for visit but do not want it to appear in summary letters to specialists)

## Diabetes Record and Register

Ask your pathology company to send results in **HL7 LOINC** format which will drop Lipids and Hba1c into the Diabetes record when actioned.

<b>Ongoing diabetic care</b>	Patient Screen → Enhanced Primary Care → Diabetes cycle of care → Current → add values → save
<b>Final Annual Cycle of Care consultation</b>	Patient Screen → Enhanced Primary Care → Diabetes Cycle of Care → Current → select “Complete this Cycle of Care” → Save. <b>You will not be able to add values to the assessment once this is ticked.</b>
<b>Print Assessment</b>	Patient Screen → Enhanced Primary Care → Diabetes cycle of care → highlight or open assessment → print
<b>View Diabetes Register</b>	Main screen → Clinical → Diabetes Register
<b>Open Patient</b>	Main screen → Clinical → Diabetes Register → highlight patient → Double click