

## Best Practice – Patient Demographics

### Demographic Details

Best Practice Software provides very comprehensive demographic information recording. The demographic details for each patient can be accessed within the patient file, by selecting **Edit Demographics** from the menu bar or alternatively double clicking on the demographic details on screen in the patients record.

Name	Age	Address	D.O.B.	Record No.
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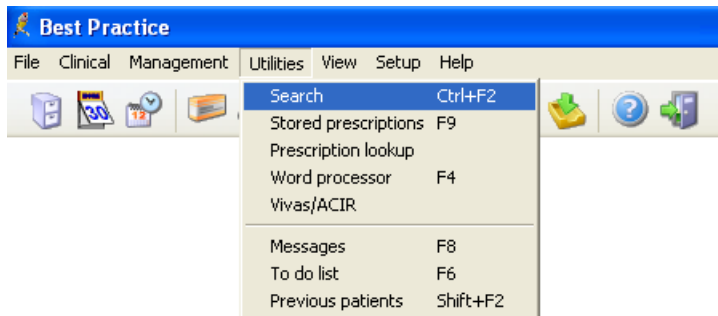
#### Buttons

- **Open** - Opens the selected patients clinical record containing all the clinical information for the patient.
- **View details** - Opens the *Edit Patient* window containing all the demographic information on the patient.
- **Add new** - Opens the *New Patient* window to allow the entry of new patient demographic information.
- **Add to family** - Opens then *New Patient* window allowing entry of a new patient pre-populated with the existing family information.
- **Cancel** - Closes the 'Open Patient' window.

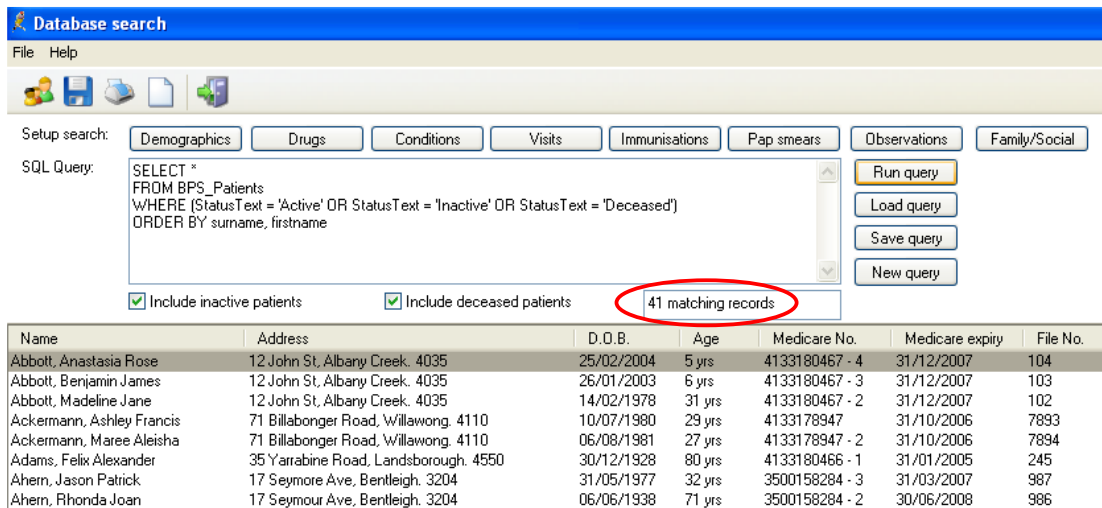
# Best Practice – Patient Demographics

## To get total number of patients

Select **Utilities, Search**



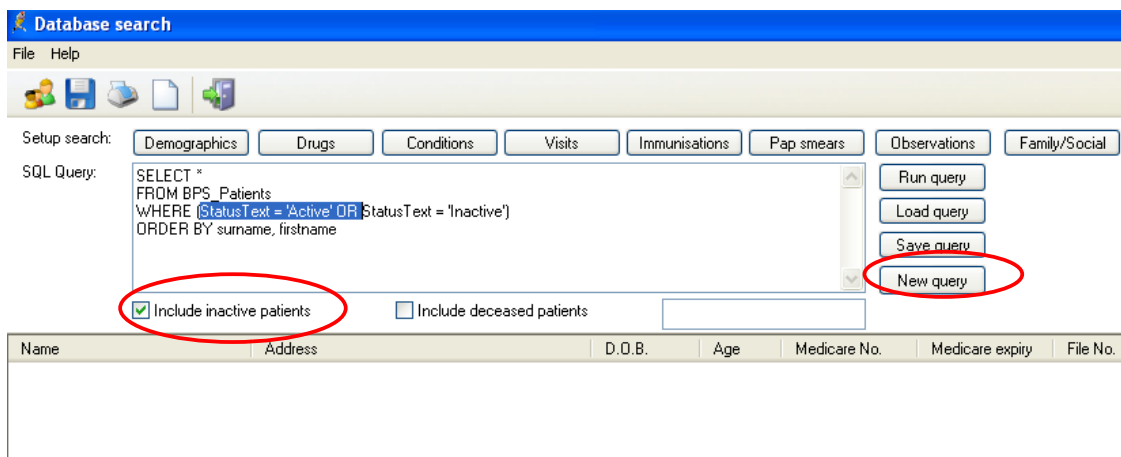
Select **Include Inactive Patients** and **Include Deceased Patients** and **Run Query**.



## To get number of inactive patients

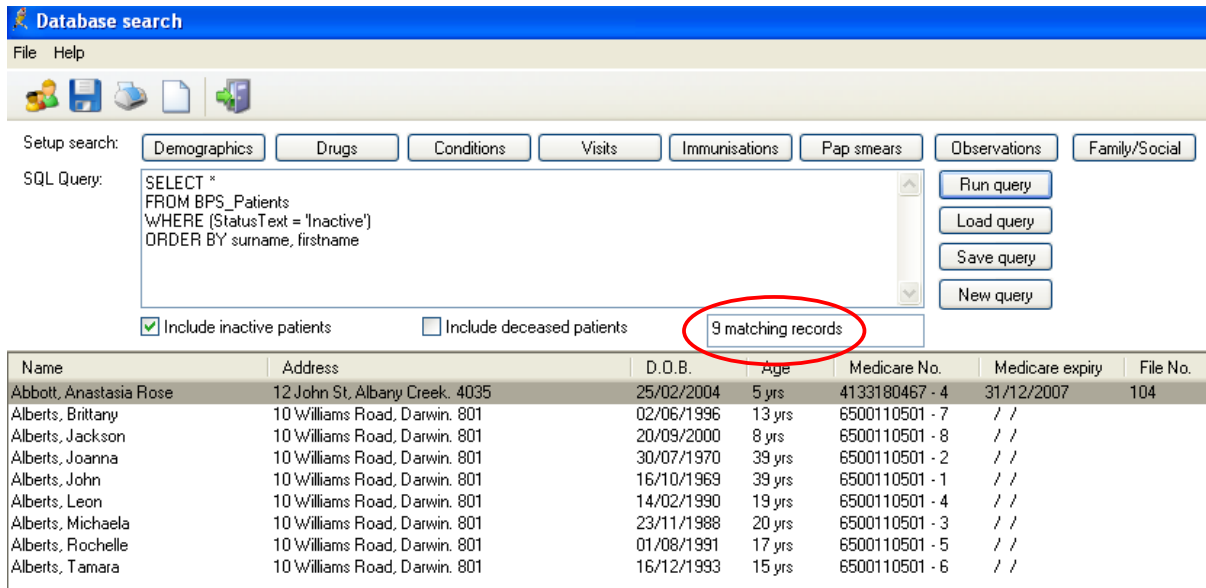
Select **New Query**

Select **Include Inactive Patients**, delete text highlighted in blue.



## Best Practice – Patient Demographics

and click **Run Query**



Database search

File Help

Setup search: Demographics Drugs Conditions Visits Immunisations Pap smears Observations Family/Social

SQL Query: 

```
SELECT *
FROM BPS_Patients
WHERE (StatusText = 'Inactive')
ORDER BY surname, firstname
```

Include inactive patients  Include deceased patients 9 matching records

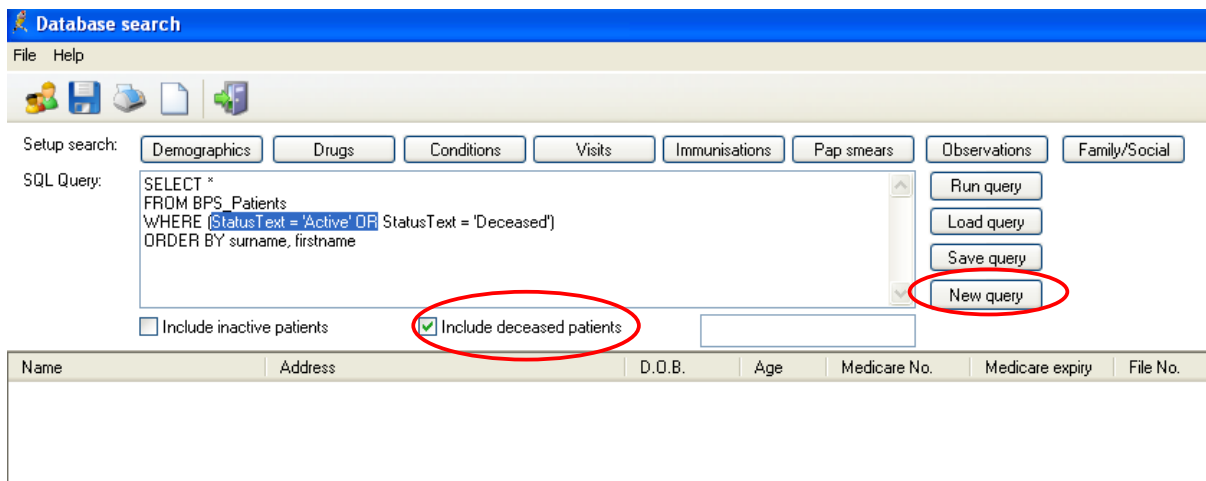
Name	Address	D.O.B.	Age	Medicare No.	Medicare expiry	File No.
Abbott, Anastasia Rose	12 John St, Albany Creek, 4035	25/02/2004	5 yrs	4133180467 - 4	31/12/2007	104
Alberts, Brittany	10 Williams Road, Darwin, 801	02/06/1996	13 yrs	6500110501 - 7	//	
Alberts, Jackson	10 Williams Road, Darwin, 801	20/09/2000	8 yrs	6500110501 - 8	//	
Alberts, Joanna	10 Williams Road, Darwin, 801	30/07/1970	39 yrs	6500110501 - 2	//	
Alberts, John	10 Williams Road, Darwin, 801	16/10/1969	39 yrs	6500110501 - 1	//	
Alberts, Leon	10 Williams Road, Darwin, 801	14/02/1990	19 yrs	6500110501 - 4	//	
Alberts, Michaela	10 Williams Road, Darwin, 801	23/11/1988	20 yrs	6500110501 - 3	//	
Alberts, Rochelle	10 Williams Road, Darwin, 801	01/08/1991	17 yrs	6500110501 - 5	//	
Alberts, Tamara	10 Williams Road, Darwin, 801	16/12/1993	15 yrs	6500110501 - 6	//	

Calculate number of matching records as a percentage of total number of patients  
e.g. 9 divided by 41 multiply by 100

### To get number of Deceased Patients

Select **New Query**

Select **Include Deceased Patients**, delete text highlighted in blue.



Database search

File Help

Setup search: Demographics Drugs Conditions Visits Immunisations Pap smears Observations Family/Social

SQL Query: 

```
SELECT *
FROM BPS_Patients
WHERE (StatusText = 'Active' OR StatusText = 'Deceased')
ORDER BY surname, firstname
```

Include inactive patients  Include deceased patients

New query

Name	Address	D.O.B.	Age	Medicare No.	Medicare expiry	File No.
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and click **Run Query**

## Best Practice – Patient Demographics

Database search

File Help

Setup search: Demographics Drugs Conditions Visits Immunisations Pap smears Observations Family/Social

SQL Query: SELECT \* FROM BPS\_Patients WHERE (StatusText = 'Deceased') ORDER BY surname, firstname

Include inactive patients  Include deceased patients 2 matching records

Name	Address	D.O.B.	Age	Medicare No.	Medicare expiry	File No.
Hobbin, Harold	32 Johnathon St, Maroochydore. 4558	20/03/1922	87 yrs	4133180467	/ /	
Jones, Gracie	2 Oldham Road, Kenmore. 4069	01/01/1903	106 yrs		/ /	

Calculate number of matching records as a percentage of total number of patients  
e.g. 2 divided by 41 multiply by 100

### How to update Sex

Run **New Query**

Edit the SQL Query box and replace the text with the following

```
SELECT *
FROM BPS_Patients
WHERE StatusText = 'Active'
AND (Sex = " OR Sex = 'UNKNOWN')
ORDER BY surname, firstname
```

Database search

File Help

Setup search: Demographics Drugs Conditions Visits Immunisations Pap smears Observations Family/Social

SQL Query: SELECT \* FROM BPS\_Patients WHERE StatusText = 'Active' AND (Sex = " OR Sex = 'UNKNOWN') ORDER BY surname, firstname

Include inactive patients  Include deceased patients

New query

Name	Address	D.O.B.	Age	Medicare No.	Medicare expiry	File No.
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**NOTE:** Sex = " where " means two single quotes and not a double quote

Use the resulting list to edit any patient records with correct sex details.

This document has been created by SEA-GP (Brisbane) using screen shots and content from Best Practice Program.

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