

Database Health Check Tally Sheet – Coding

This Tally Sheet is required byto be eligible for \$100 Gift Voucher

Practice Name:

Practice Contact:

	Baseline Data			
Disease Type	Number of Patients	% of total patients	Number of Codes	Comments
Diabetes				
CHD				

	Diagnosis Codes (After Completion of Step 4 as outlined on Page 4)		
	CHD	Diabetes	General Comments
Agreed Codes			
Date agreed on to commence consistent coding			

	6 Month Comparative Data			
Disease Type	Number of Patients	% of total patients	Number of Codes	Comments
Diabetes				
CHD				

Data Base Health Check Steps			
Step	Who responsible (initials)	Date completed	General Comments
Step 4 The How, Why and Who of Coding (ground rules, communication, decision making, practice team discussion)			
Step 5 General Data Cleaning			
5.1 Implement agreed coded diagnosis			
5.2 Clean up free text coding			This is an ongoing process
5.3 Search for and code un-coded patients			This is an ongoing process
5.4 Evaluate and maintain the coding process			
Step 6 Building Disease / Condition Specific Register			

Please note: For the purposes of this exercise, practices will undertake all steps however as many are ongoing, it is **not expected** that **5.2 & 5.3** will be completed in full. What is important is the **process**. It needs to be implemented and documented in the policy and procedure manual. If these steps are followed, practices will be well on their way for building accurate disease/condition specific registers.

Please briefly describe your processes for completing step 4

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NB: All fields above need to be completed to be eligible.

Return by fax to Amber Dobson or John Marchant on 3823 1408