Database Health Check

Step 1 – The How, Why and Who of Data Cleaning

- Setting the ground rules:
  - ⇨ 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 (for example at a team meeting)
- Decide:
  - ⇨ who will be responsible for cleaning and maintaining the database
  - ⇨ when this data cleaning and maintenance will be done

Step 2 – General Data Cleaning

2.1 Inactivate patients who have not attended the Practice for the stipulated period of time as agreed by the Practice (e.g. not seen for 3 years).

2.2 Set patient records with no clinical data to inactive

2.3 Remove sample patient records (if appropriate)

2.4 Minimise the number of test patient records

2.5 Assign gender to all patient records

2.6 Mark patient records as deceased

Document process for inclusion in Policies and Procedures Manual

Step 3 – Receive Pathology Results in HL7 Format

- Contact Pathology Provider(s) to get results in HL7 format

Step 4 - Consistent Coding

Decide as a practice on:

⇨ Consistent clinical terms (codes) to be used for specific diseases. Choose from ***problem/diagnosis*** list in your Clinical Software and **avoid using free text**.

⇨ An implementation date for using these codes.

Document process for inclusion in Policies and Procedures Manual