

## 1. Cleaning Critical Data in Practix

### 1.2 Purpose

This document is designed to provide a basic course in data cleaning for Practix.

This course focuses on medications, conditions and allergies.

### 1.2 Assumptions

It is assumed the user has a basic understanding of a windows based computer and Practix.

### 1.3 References

Practix “Help” menu. Available from within Practix at any time by accessing the Help Menu located on the top tool bar. Once in the Help Menu, click on Contents.

### 1.4 Expected Outcomes

After completing this short course you will be able to:

- Add or alter the patient’s allergies
- Remove any non-current medication from the medication list
- Mark any condition as inactive if it is no longer current.

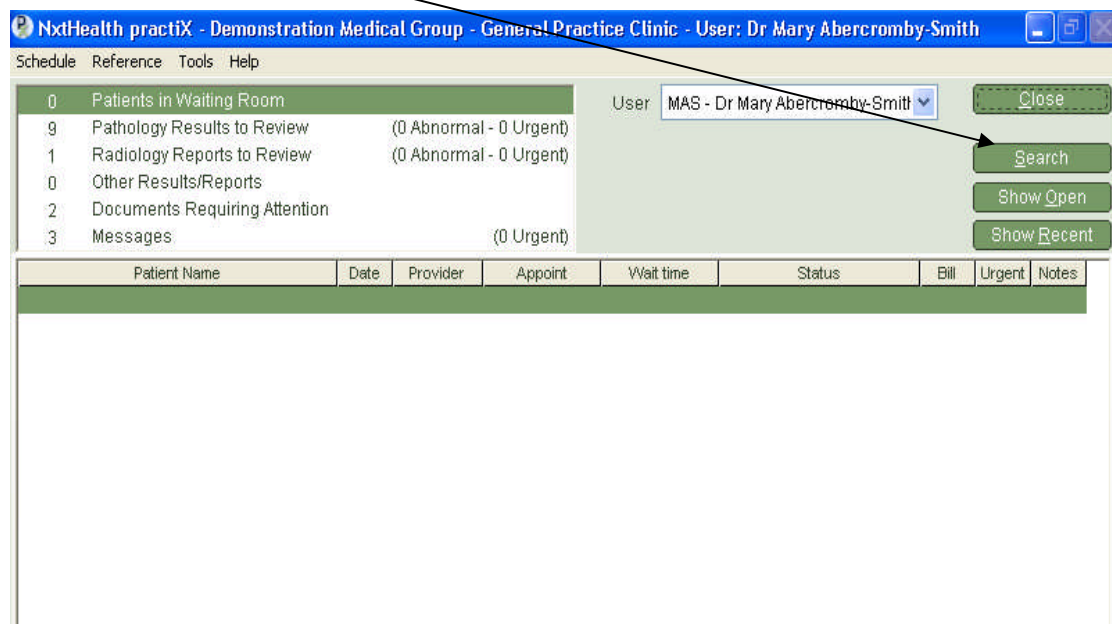
### 1.5 Quick Skills Check (Training Needs Analysis)

Required Skill	Applicable Section
Add to or alter the patient’s allergies	2. Updating Allergies
Remove any non-current medication from the medications list	3. Current Medications
Mark any condition as inactive if it is no longer current	4. Current Conditions

Go to Health Records



To search for patient – click on search



**To search for a patient:**

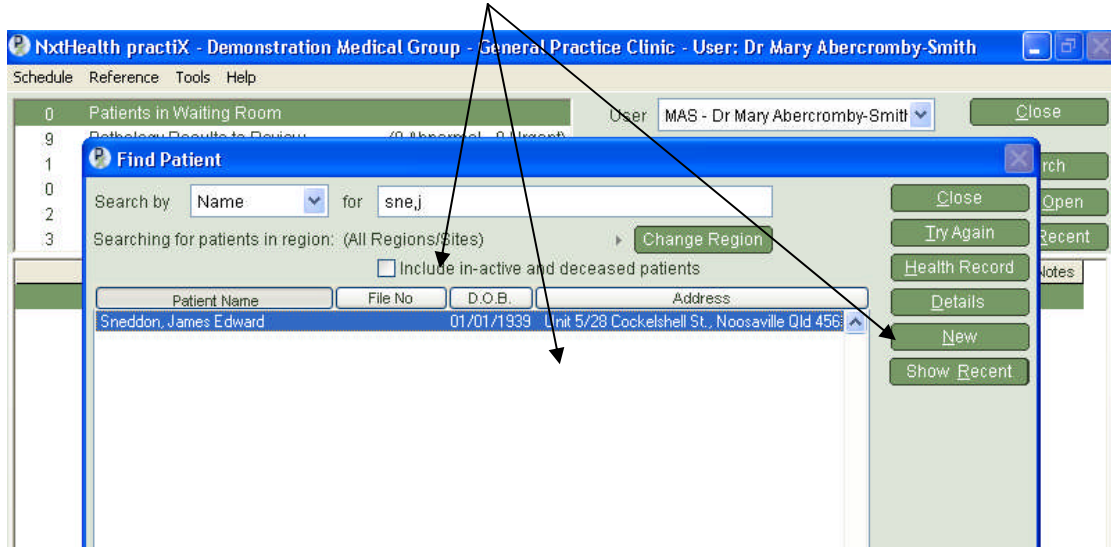
Type in the first 3 letters of a patient's surname, followed by a comma and the initial of the Christian name.

In this case we will use sne,j

Press Enter

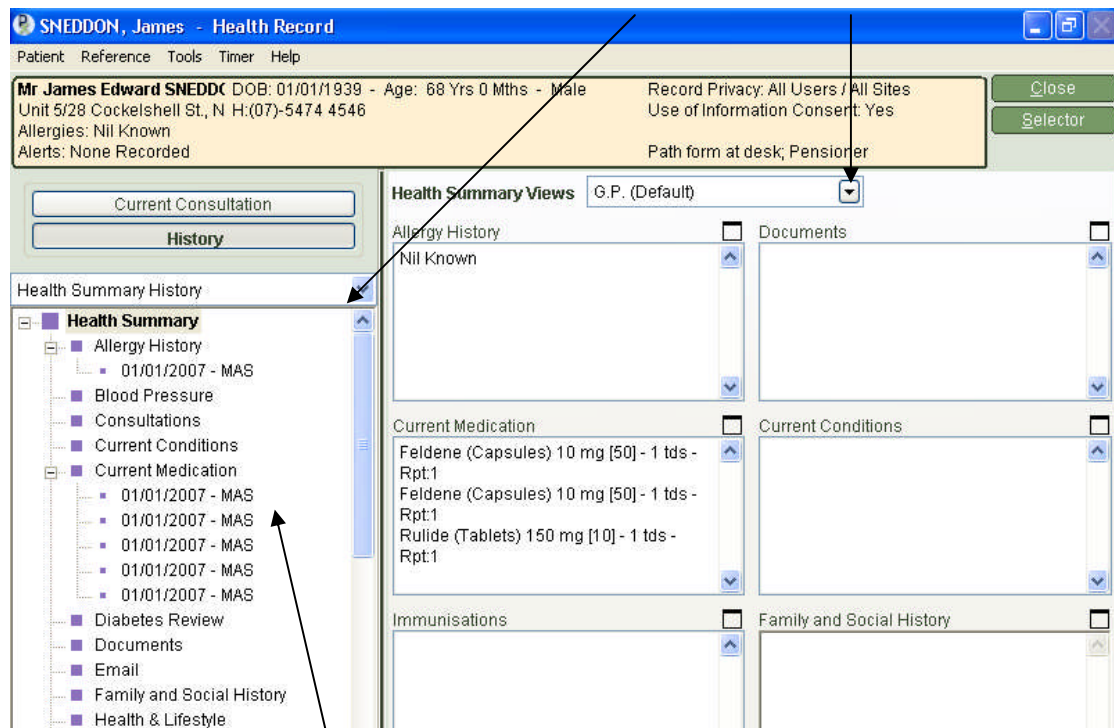
Sneddon, James Edward will be highlighted

Press Enter or click on Health Record



Here's an example of how the screen may be viewed. Note this is the GP Default view.

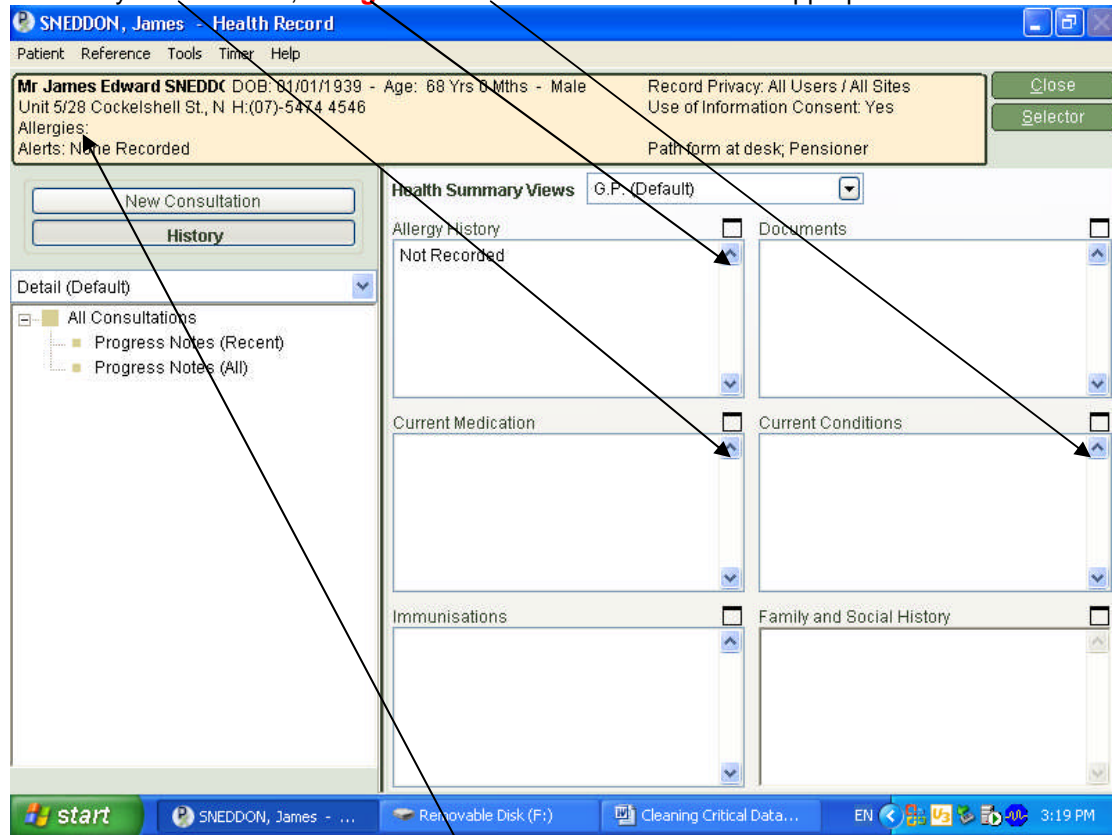
For Health Summary History click on the View Mode down arrow.



Note – expanded allergy and medication lists

There are several ways to view a Patient's clinical record.  
This is one!

To modify **medications**, **allergies** and **conditions** – click on the appropriate box.



Allergies can be recorded from within the Prescription Writing screen or from the Patient Demographic banner at the top of the screen.


## 2. Updating Allergies

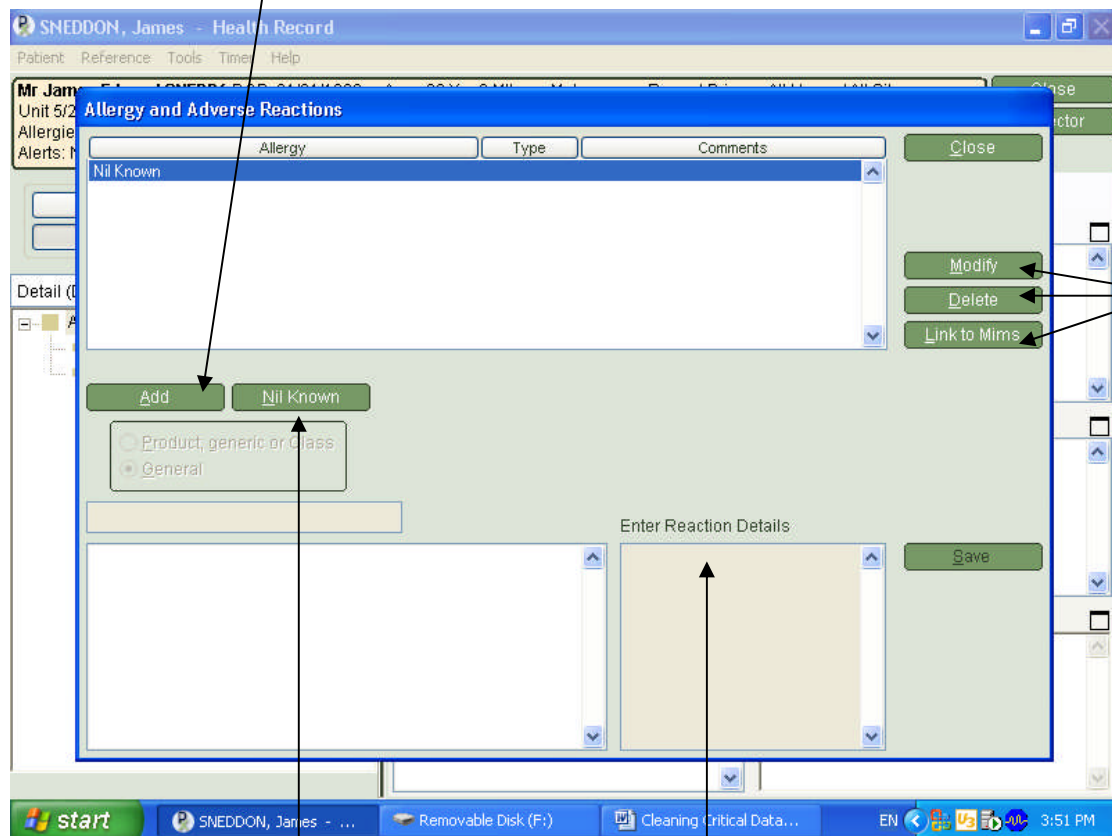
*SHORTCUT – You can update allergies from the current medications screen! Simply click on “Add” located underneath the Allergy box. Go direct to Page 5!*

*(Refer to Page 3 for Allergy History box and Current Medications boxes)*


From this screen you can:

- add an allergy and/or adverse reaction
- Modify/delete an allergy/adverse reaction
- Link to MIMS

 To add an allergy click on Add.



 Enter allergy reaction

 If patient has **no known allergies** click “Nil Known” box.  
If not sure note a reminder to check patient’s allergies next visit

### 3. Current Medications

Refer to Page 3

From this screen you can:

- Add medications to the current list
- Delete medications

To identify the current prescription start by reviewing prescriptions highlighted in red. These are overdue for a new script and may indicate the drug is no longer needed.

Allergy Short Cut!

Rx	C	Product Details	Auth.	Restr.	Last Rx
1		Feldene (Capsules) 10 mg [50] - 1 tds - Rpt:1		Y	
1		Rulide (Tablets) 150 mg [10] - 1 tds - Rpt:1			
1		Zolof (Tablets) 50 mg [30] - 1 nocte - Rpt:1		Y	

To modify, remove or save a medication indefinitely – highlight and right click

Rx	C	Product Details	Auth.	Restr.	Last Rx
1		Feldene (Capsules) 10 mg [50] - 1 tds - Rpt:1		Y	
1		Rulide (Tablets) 150 mg [10] - 1 tds - Rpt:1			
1		Zolof (Tablets) 50 mg [30] - 1 nocte - Rpt:1		Y	

**Note:** When a drug is deleted from the current medications it is moved to the “previous” tab. If there are scripts you have moved to this area and now wish to re-issue, simply right click on the script and click once on prescribe item.

### **Doctor Tip - Medications!**

This screen presents a list of all current medications that the patient is taking.

There are two ways to modify current medication. The first method is used if you wish to modify dosage or repeats details. Select the current button to display the current medications list, then Double-Click the medication that you wish to modify and save when complete. This screen presents a list of all current medications that the patient is taking.

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The second method is used if you need to change the name of the drug or add a new drug to the current medication list when you are not prescribing it. Select the MIMs button. Type in your search criteria (Prescribing from MIMs), select the required drug, enter in dosage information and save. The system knows that you are not prescribing the drug today because you have entered through the current medications maintenance area.

Note: The usual way that a drug is added to the current medication list is to add it when you are prescribing the drug.

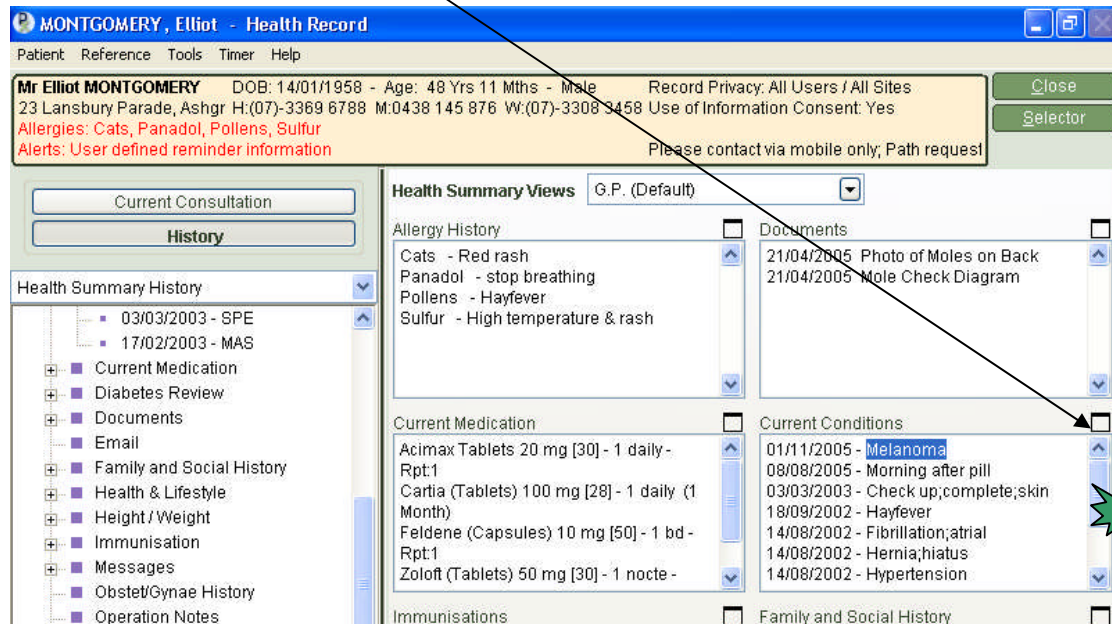
#### 4. Current Conditions

Using the patient Elliot Montgomery as an example:

Note this is a GP Default view

- Note the Health Summary History view on the left (not extended)

Click on current conditions 

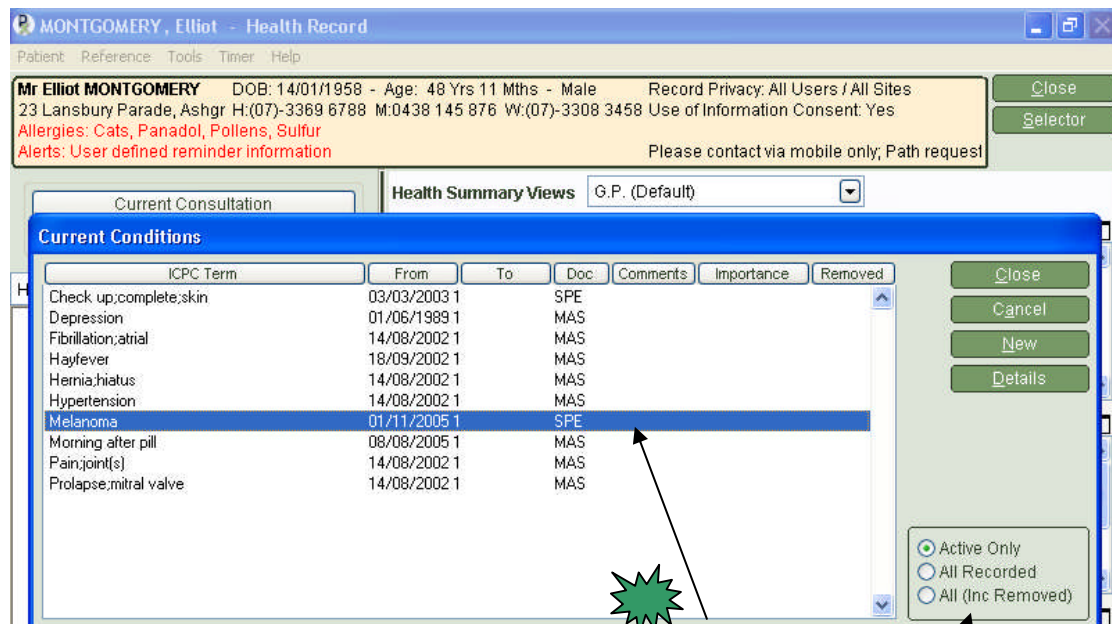


Mr Elliot MONTGOMERY DOB: 14/01/1958 - Age: 48 Yrs 11 Mths - Male Record Privacy: All Users / All Sites  
 23 Lansbury Parade, Ashgr H:(07)-3369 6788 M:0438 145 876 W:(07)-3308 3458 Use of Information Consent: Yes  
 Allergies: Cats, Panadol, Pollens, Sulfur  
 Alerts: User defined reminder information  
 Please contact via mobile only; Path request

Health Summary Views G.P. (Default)

Current Medication  
 Acimax Tablets 20 mg [30] - 1 daily - Rpt:1  
 Cartia (Tablets) 100 mg [28] - 1 daily (1 Month)  
 Feldene (Capsules) 10 mg [50] - 1 bd - Rpt:1  
 Zolof (Tablets) 50 mg [30] - 1 nocte -

Current Conditions  
 01/11/2005 - Melanoma  
 08/08/2005 - Morning after pill  
 03/03/2003 - Check up;complete;skin  
 18/09/2002 - Hayfever  
 14/08/2002 - Fibrillation;atrial  
 14/08/2002 - Hernia;hiatus  
 14/08/2002 - Hypertension



ICPC Term	From	To	Doc	Comments	Importance	Removed
Check up;complete;skin	03/03/2003	1	SPE			
Depression	01/06/1989	1	MAS			
Fibrillation;atrial	14/08/2002	1	MAS			
Hayfever	18/09/2002	1	MAS			
Hernia;hiatus	14/08/2002	1	MAS			
Hypertension	14/08/2002	1	MAS			
Melanoma	01/11/2005	1	SPE			
Morning after pill	08/08/2005	1	MAS			
Pain;joint[s]	14/08/2002	1	MAS			
Prolapse;mitral valve	14/08/2002	1	MAS			

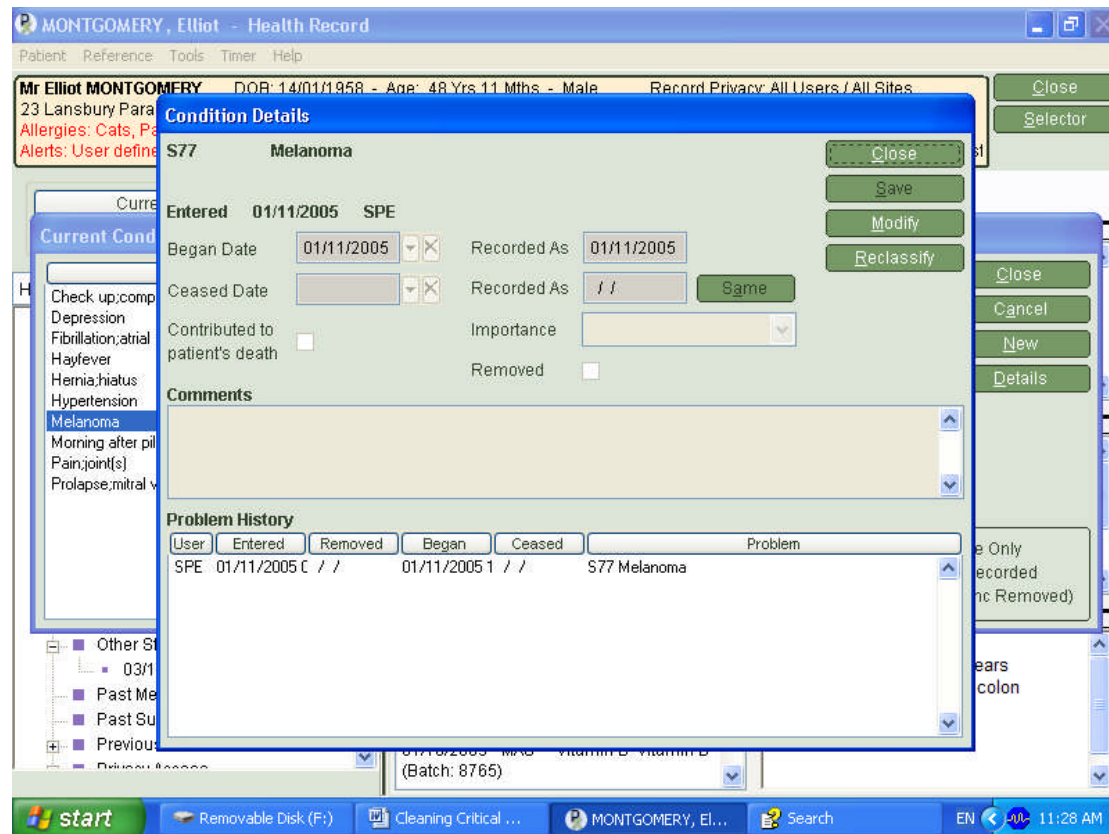
Active Only  
 All Recorded  
 All (Inc Removed)

Highlight the condition you wish to modify or remove and “double click”.

You may view *Active Only*; *All Recorded* and *All (Including Removed)* 

From the screen “Condition Details” you can modify or re-classify the condition.

Repeat the process for each condition adding Ceased Date if relevant.



### Modify Existing Condition

1. Click on **D**etails
2. Click on **M**odify
3. Modify the Condition Details
4. Click on **S**ave

### To Reclassify a Current Condition

1. Click on **D**etails
2. Click on **R**eclassify
3. Modify the Condition Details
4. Click on **S**ave

### To Remove a Current Condition Entry

1. Click on **D**etails
2. Click on **M**odify Click 'Remove'
3. Click on **S**ave



### Doctor's Tip – Consultation Coding using ICPC!

The current conditions screen displays a list of current recorded problems for this patient using the ICPC 2+ problem management coding system. ICPC 2+ is an extension of the International Classification of Primary Care (ICPC), produced by the Classification Committee of the World Organisation of National College and Associations of General Practice (WONCA) in 1987. Using PractiX software, ICPC 2+ allows practitioners to easily enter and classify clinical information in computerised medical terms.

ICPC 2+ gives you the ability through future upgrades of PractiX to do specific problem based reporting. It will allow you to analyse your data at ICPC rubric level (e.g. all patients with diabetes mellitus). In future you will also have the ability to analyse and identify broader medical information such as details of all patients treated for an injury over the past year, or all male patients managed for a particular problem. This will give valuable information for surveys and studies of your patients. It will give you the ability to target certain groups of patient for mail outs of medical information, or specific health care issues.

### Adding a Current Condition to the patients Health Summary

1. Click on **New**
2. Search for the code you require
3. Double click on the code you want
4. Fill in the began and ceased dates – clicking on 'Same' will enter the start date in the cease date field
5. Optionally select an 'Importance' category for this Current Condition – the 'Importance' code selected controls the order that the 'Current' Conditions' are displayed
6. Click **Save**
7. To attach this code to today's consultation, double click on it in the 'Current Condition' list

*When entering a start and cease date for conditions in ICPC the user is able to enter approximate dates e.g. Tues will be recorded as last Tuesday's date, Jan will be recorded as January this year, 85 will be reported as 1/1/85 and Jan 85 will be recorded as 1/1/85 etc. Please note that PractiX will record the approximate date entered, however an exact date will also be recorded for reporting purposes.*

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