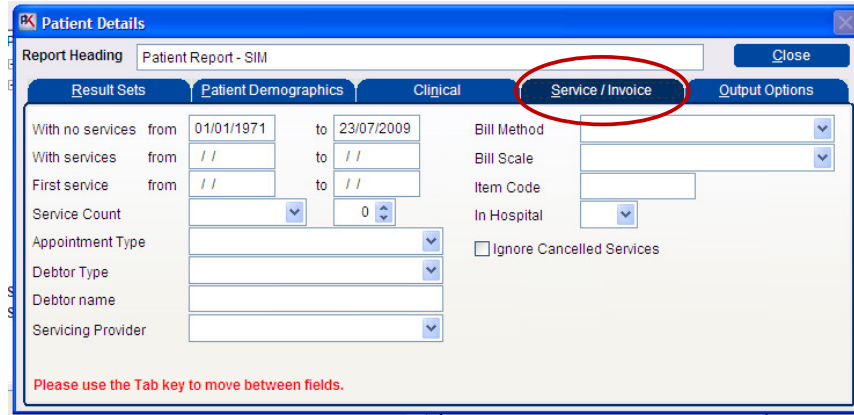


Practix – Records with No Clinical Data

1. If you are wishing to find all patients that have no consultation notes, and perhaps make them inactive, you can do this in the *Service/Invoice* tab. All you need to do is put a date range like from the 01/01/1970 to the current date, and it will find all patients that have never had a consultation.

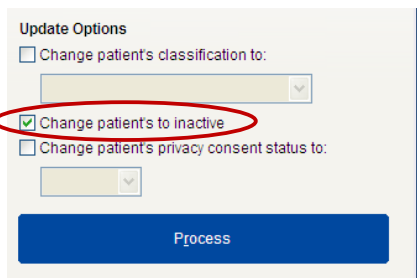


The screenshot shows the 'Patient Details' window with the 'Service / Invoice' tab selected. The 'Report Heading' is 'Patient Report - SIM'. The 'Service / Invoice' tab contains several filters and options:

- With no services from: 01/01/1971 to: 23/07/2009
- With services from: // to: //
- First service from: // to: //
- Service Count: 0
- Appointment Type: (dropdown)
- Debtor Type: (dropdown)
- Debtor name: (text field)
- Servicing Provider: (dropdown)
- Bill Method: (dropdown)
- Bill Scale: (dropdown)
- Item Code: (text field)
- In Hospital: (dropdown)
- Ignore Cancelled Services

A red circle highlights the 'Service / Invoice' tab. A red text prompt at the bottom reads: 'Please use the Tab key to move between fields.'

Just remember to tick the *Change Patients to Inactive* box in the *Output Options* tab.



The 'Update Options' dialog box contains the following options:

- Change patient's classification to: (dropdown)
- Change patient's to inactive
- Change patient's privacy consent status to: (dropdown)

A red circle highlights the 'Change patient's to inactive' checkbox. A 'Process' button is located at the bottom.

It is recommended that you tick the Patient List output option so you have a list of all patients that were made inactive, just in case.

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

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