phn
NORTHERN QUEENSLAND
An Australian Government Initiative

How to guide

Data cleansing using Best Practice Software

Acknowledgement

Northern Queensland Primary Health Network would like to thank Wentworth Healthcare Limited provider of the Nepean Blue Mountains PHN for the use of their resource How to Guide: Data Cleansing Using Best Practice Software as the basis for this resource.

NQPHN acknowledges the Aboriginal and Torres Strait Islander peoples as Australia's First Nation Peoples and the Traditional Custodians of this land. We respect their continued connection to land and sea, country, kin, and community. We also pay our respect to their Elders past, present, and emerging as the custodians of knowledge and lore.

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How to inactivate patients

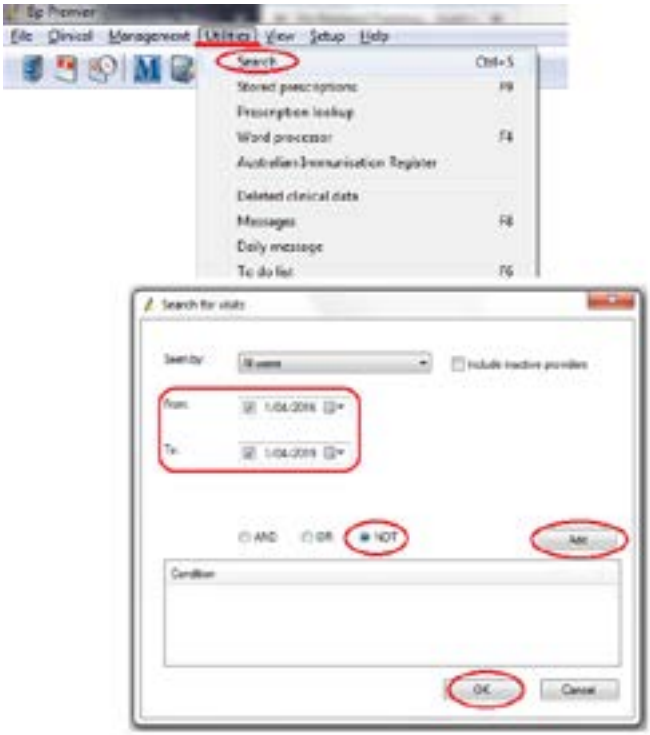
Inactivate patients with bulk Inactivation

The following steps demonstrate how to Inactive patients with bulk Inactivation.

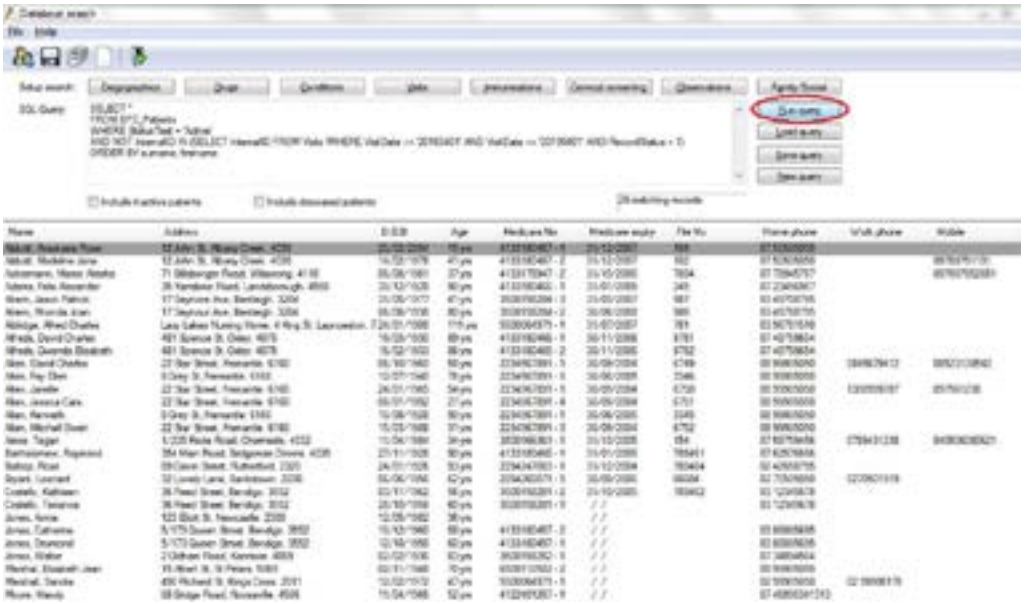
a. Run Best Practice Clinical and ensure no patients files open

b. Go to Utilities > Search > Visits

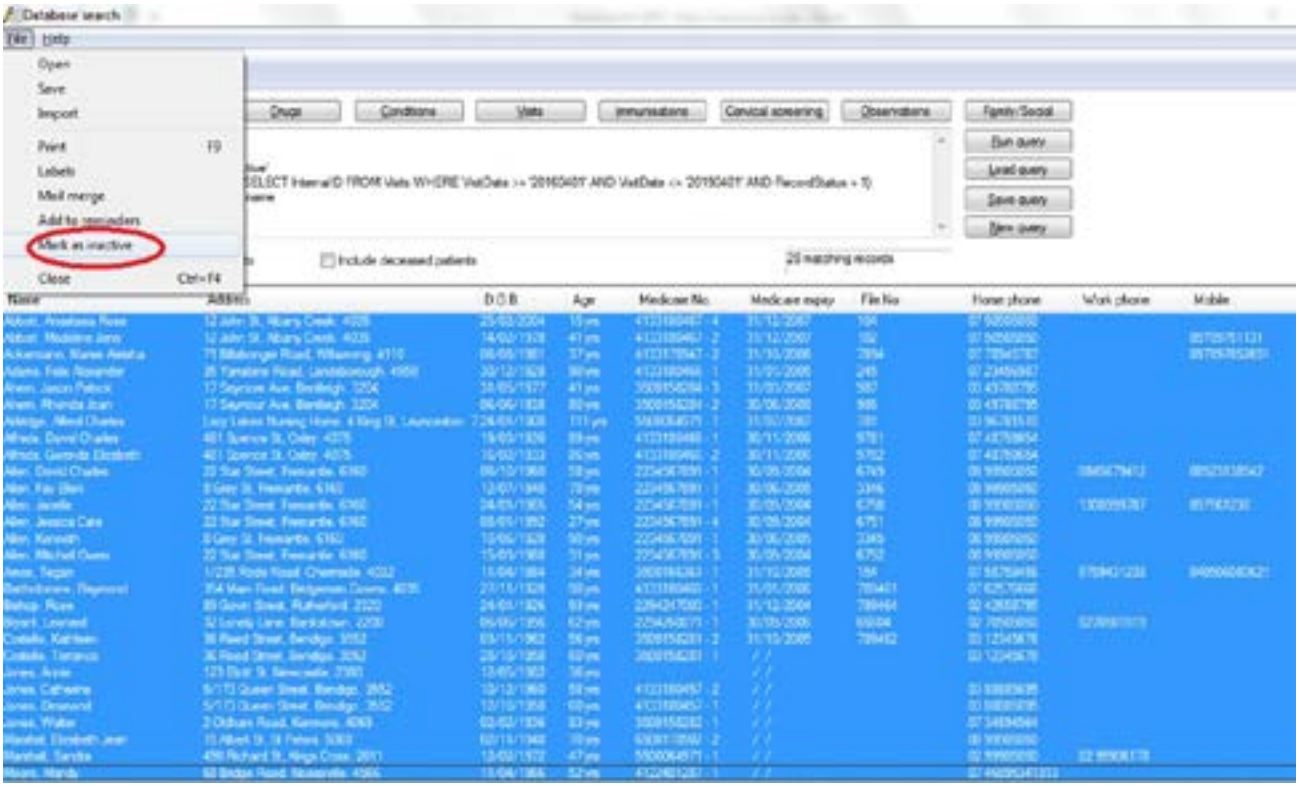
c. Seen by (All users) > select dates from & to and tick “NOT” > Click Add > Ok



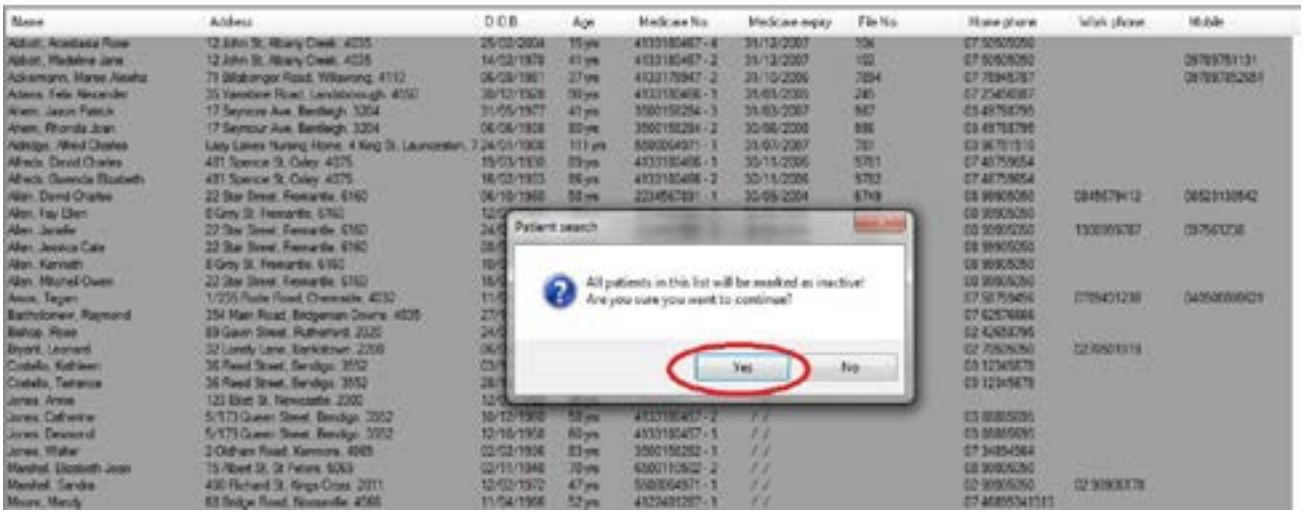
d. Run query



e. Select all matching records, see below:

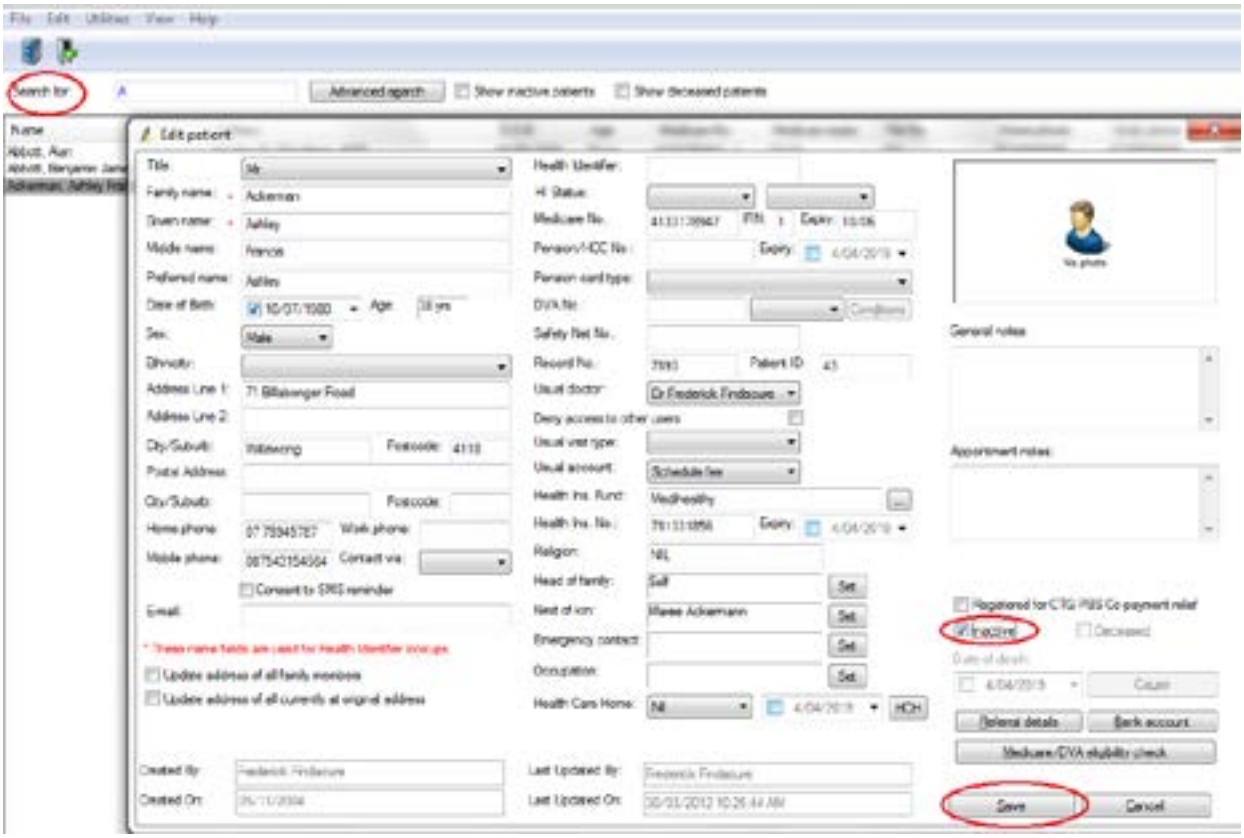


f. Click “Yes” to confirm all patients in the list will be inactive



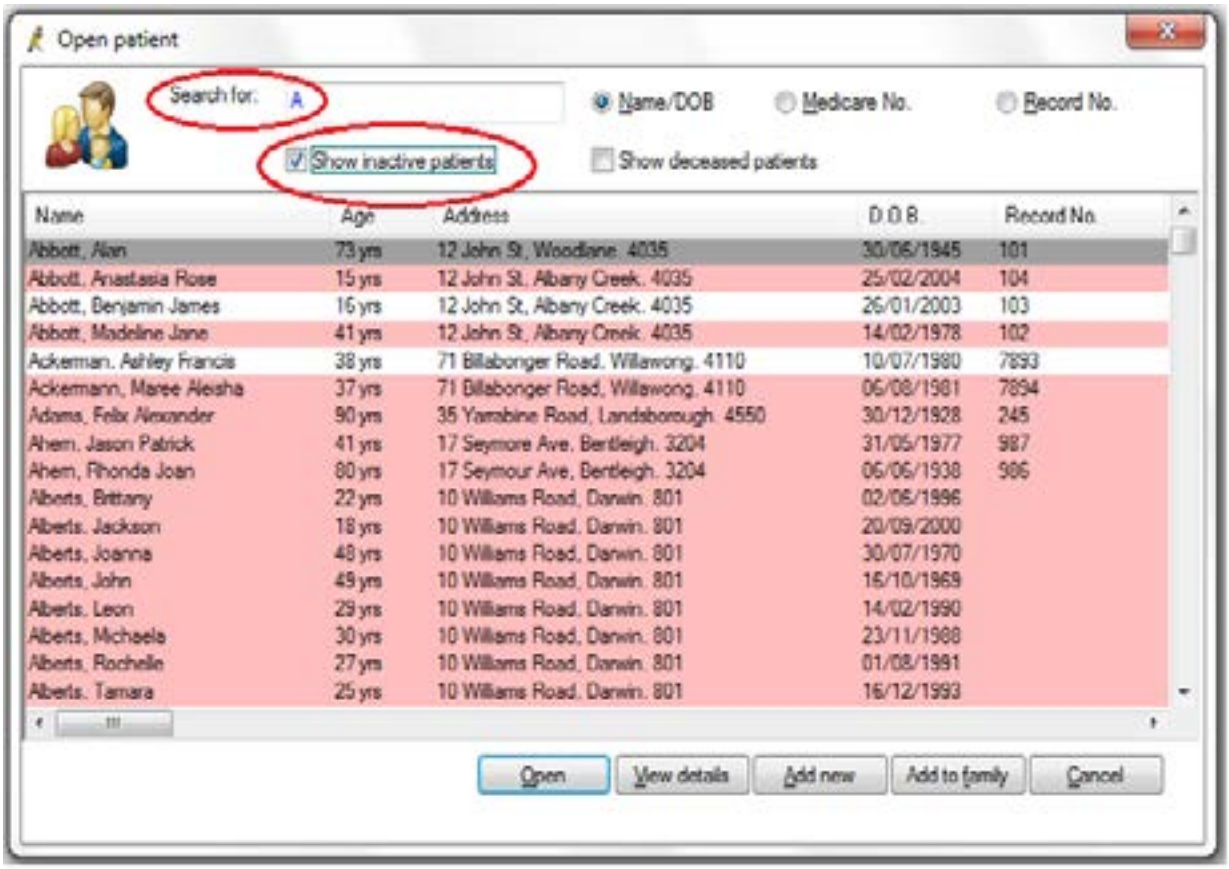
How to inactivate patients individually

From the main Screen > F10 > Search patient > Mark as Inactive > Save



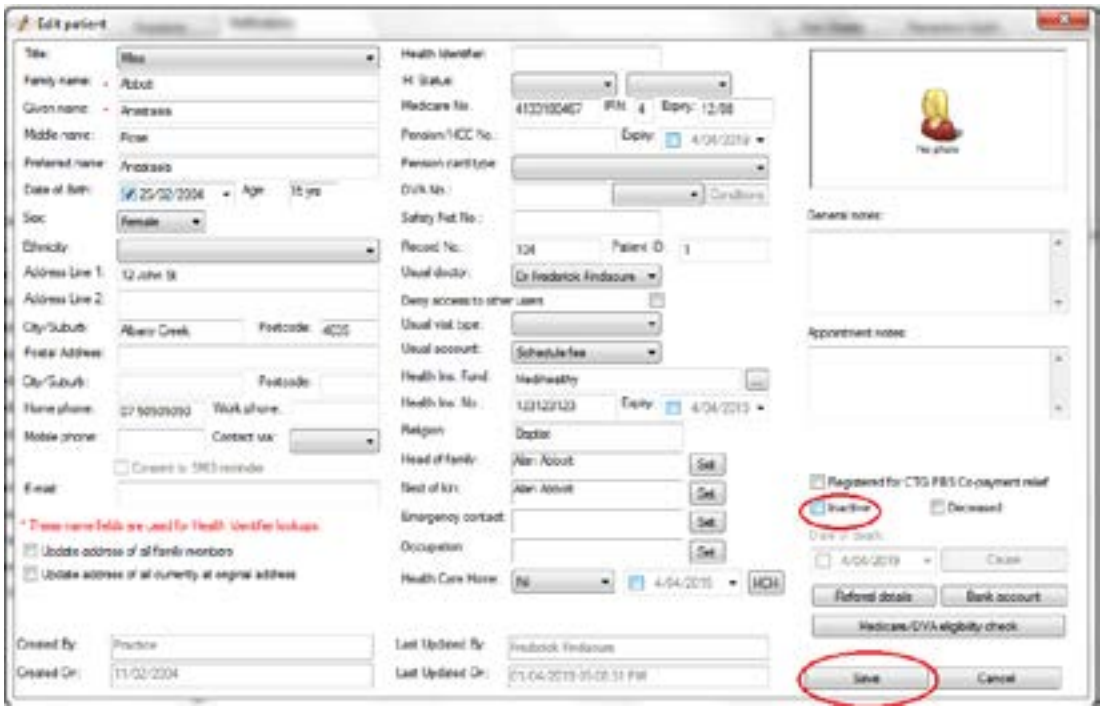
How to view inactive patients

From the main screen > File > Select “Open patient” > in Search, enter the patient name > tick “Show inactive patients”



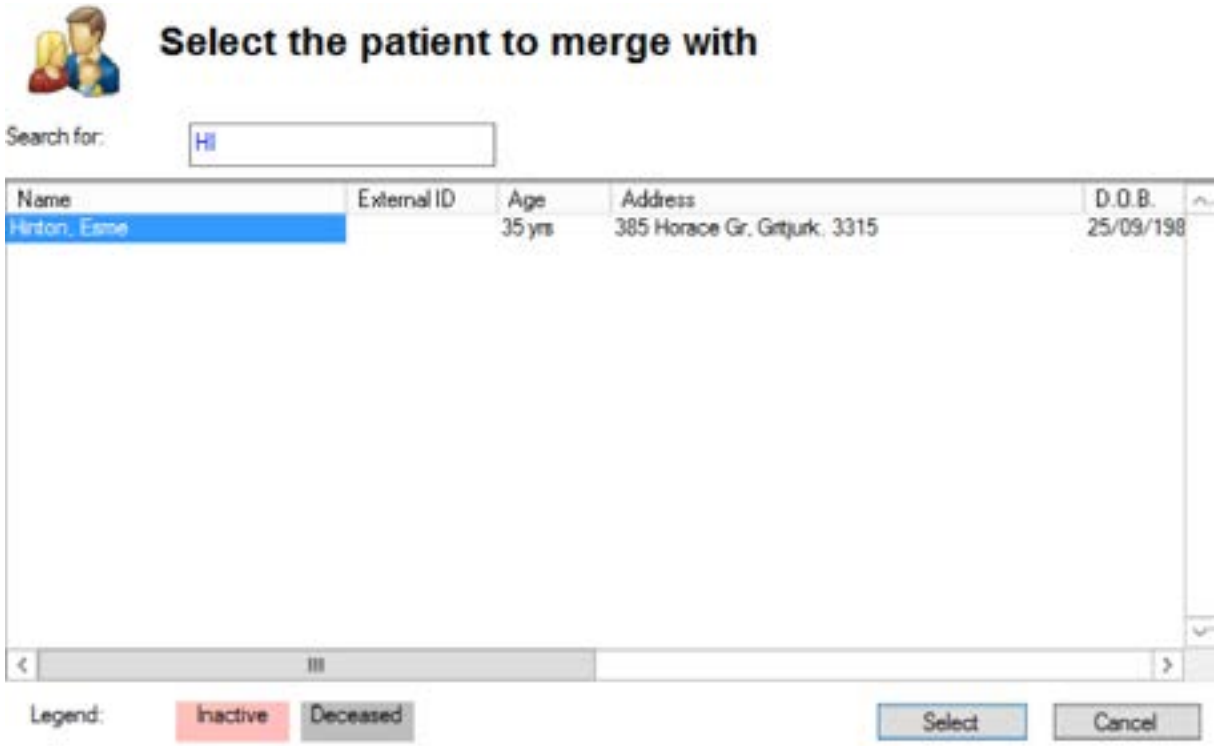
To activate inactive patients

From the main Screen > F10 > Search patient > Untick Inactive > Save



How to merge duplicate patient records[1]

Important: Merging patient records is permanent and cannot easily be reversed. Best Practice Software recommend that permission to merge patients should only be granted to administrator-level users.



Steps

a. Select “View” > Go to patients (or press F10)

b. Search for patient (by Surname, First name) > Select the patient record that you want to keep

c. From main menu Select “Edit” > Merge > Click yes (If you are sure you have the right patient to merge)

d. Select the patient to merge by Surname, and by doing this step, it will confirm the file is no longer appear in the database.

[1] http://kb.bpsoftware.net/au/bppremier/indigo/Content/KB_Home.htm

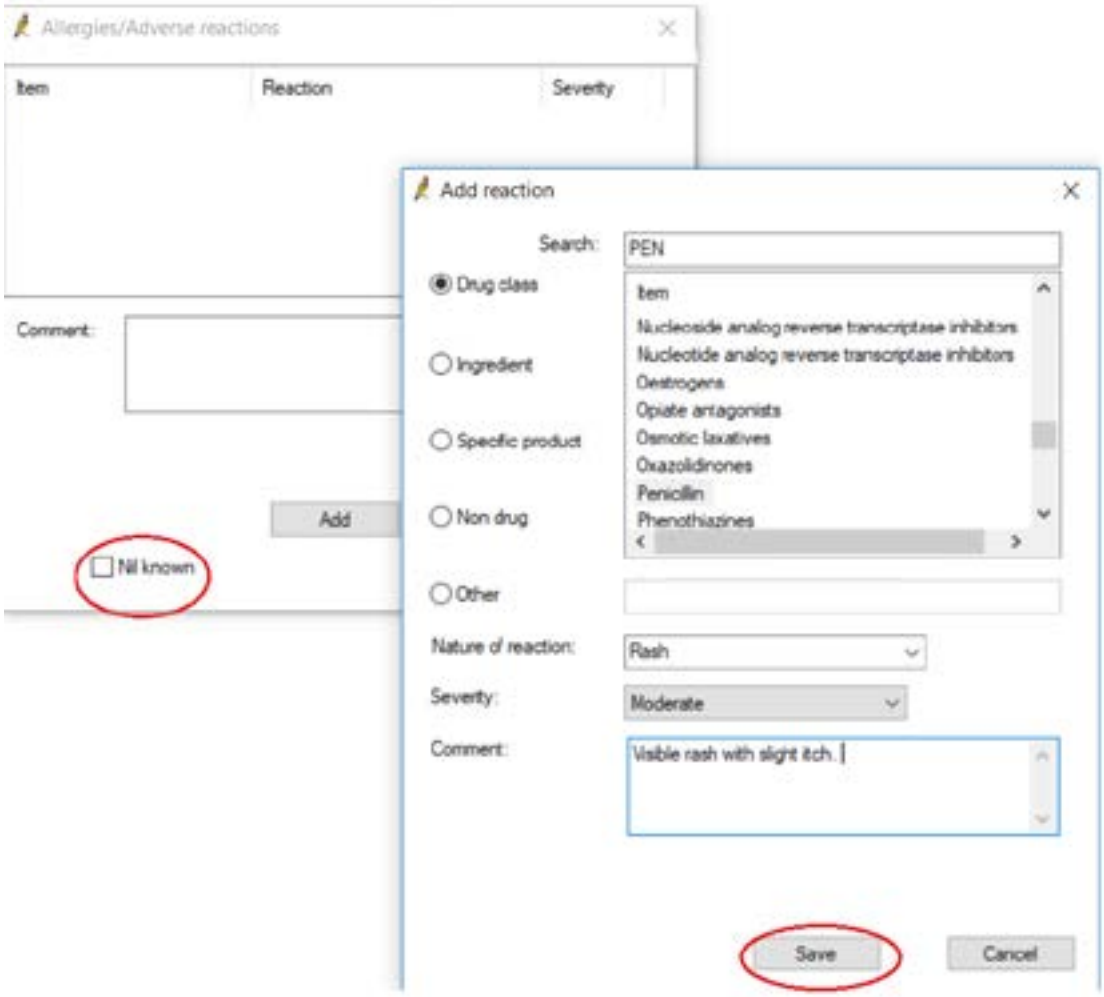
How to record allergies

Go to patient screen > Click the Reaction button. See below:

a. To indicate that the patient has no known allergies > tick Nil known > click Save.

b. Of the patient has an allergy > click Add > select “Allergy” > select “Nature of reaction” > select “Severity” > Save

Note: if patient has multiple allergies, repeat this step.

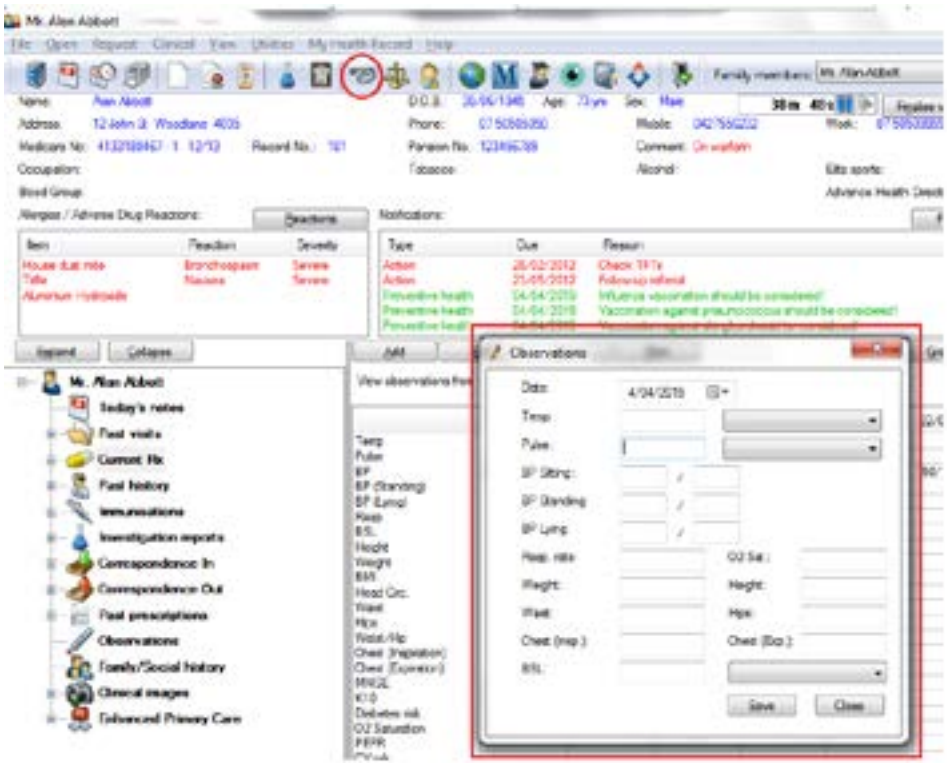


How to record height, weight, waist, and blood pressure

There are different ways to record height, weight, waist and blood pressure (BP) as follows.

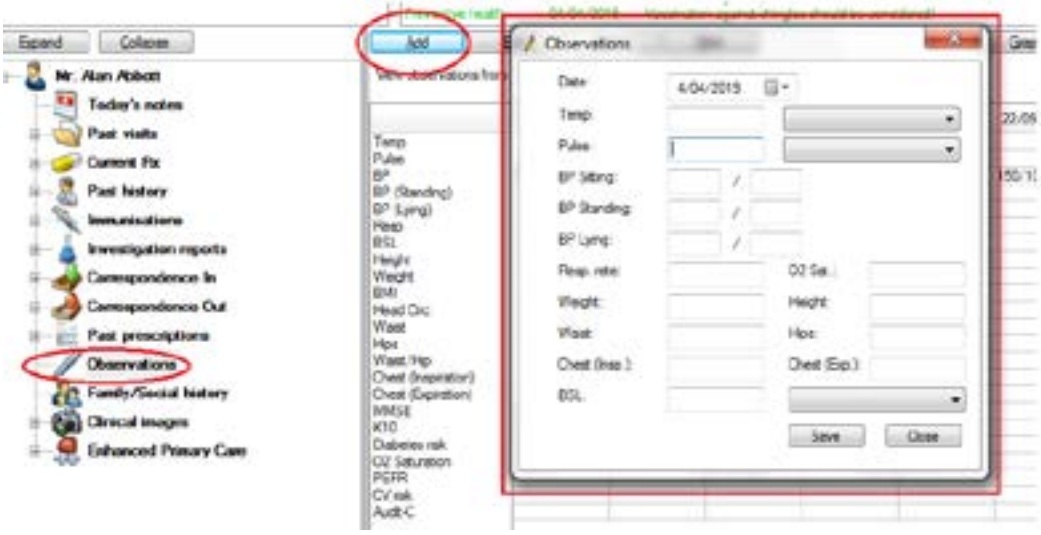
Option 1:

From patient screen > click on record observation icon > record the relevant observations.



Option 2:

On the left hand side of the patient screen, click Observations > Click Add > Fill relevant information > click Save.



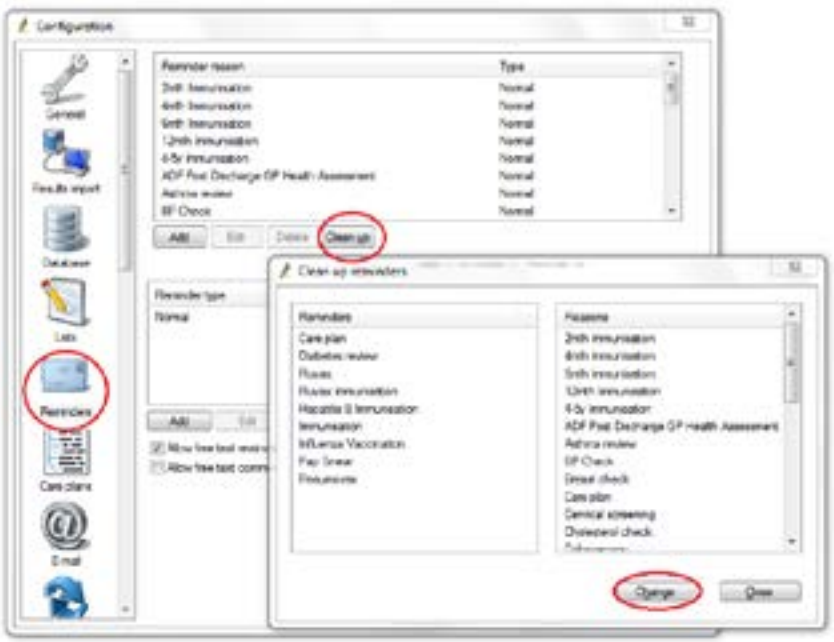
How to clean up un-coded and free text data[2]

Bp Premier's clean-up functions map free text items to a coded item that your practice uses as a standard.

Clean up reminder reasons

The following steps demonstrate how to Inactive patients with bulk Inactivation.

1. From the main Best Practice screen, select Setup > Configuration > Reminders
2. In the Reminder Reason section, click "Clean Up". The Clean-up reminders screen will appear. Best Practice Clinical and ensure no patients files open to Utilities > Search > Visits



Clean up un-coded Past History items

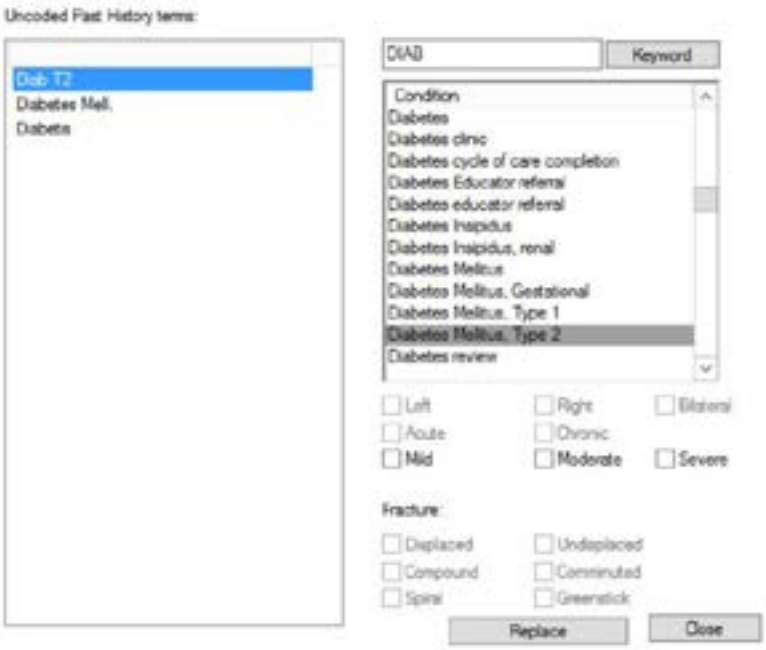
Note: Past history clean-up is not accessed through the Bp Premier main screen, but through the Bp Premier Utilities functions.

Past History user permission set to 'Add/Edit/Delete' to use this clean-up function.

Steps:

1. Windows 7: Start > Programs > Best Practice Software > Best Practice > BP Utilities Windows 8 or later: Windows Logo > Apps > BP Utilities
2. Select your user name from the drop down list and enter your password
3. Double-click on the Clean-up history icon. The Past History Clean-up screen will appear.
   The Un-coded Past History Items list shows all past history entries entered into the database, from a conversion or free text. The Conditions list is the list of coded conditions entered into Best Practice.

[2] http://kb.bpsoftware.net/au/bppremier/indigo/Content/KB_Home.htm



4. On the left hand side, select the items that will be merged to a coded condition (Use “Ctrl + click” to select multiple items)
5. To filter the coded Condition list, enter the coded condition you want to map to into the keyword search field and click Keyword
6. Select the condition to merge to and click “Replace”. In the example above, several free text abbreviations for diabetes are being remapped to the coded condition
‘Diabetes Mellitus - Type 2’
7. A prompt will display to ensure you wish to merge the selected items to a category. Make sure that you have the correct items selected and click “Yes”
8. Repeat steps 4 - 7 for any other un-coded items you want to clean up. Click Close to close the Past History clean-up screen.

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e: support@nqphn.com.au
w: nqphn.com.au

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