

## Best Practice Data Cleaning (Steps taken from BP knowledge base)

### Cleaning up un-coded and free text data

BP Premier offers a range of clean-up utilities that can merge:

- obsolete contact categories
- document categories
- reminders
- un-coded past history items.

### CLEANING UP REMINDERS

1. From the main Best Practice screen, select **Setup > Configuration > Reminders**.

Configuration

General Results import

Links Database

Lists Remind...

Care plans E-mail

Messages Messag...

Select Reminders then Clean Up.

Reminder reason

- 12mth Immunisation
- 2mth Immunisation
- 4-5y Immunisation
- 4mth Immunisation
- 6mth Immunisation
- Asthma review
- BP Check

Add Edit Remove Clean up

☒ Allow free text reminders.

Fields to be printed on Reminder list:

Name	Size (mm)
Name	50
Reason	40
Date Due	20
Doctor	45
Phone	25
Mobile	25

Add Modify Delete

Send as: Mail merge

☒ Check 'Mark as sent' box as default

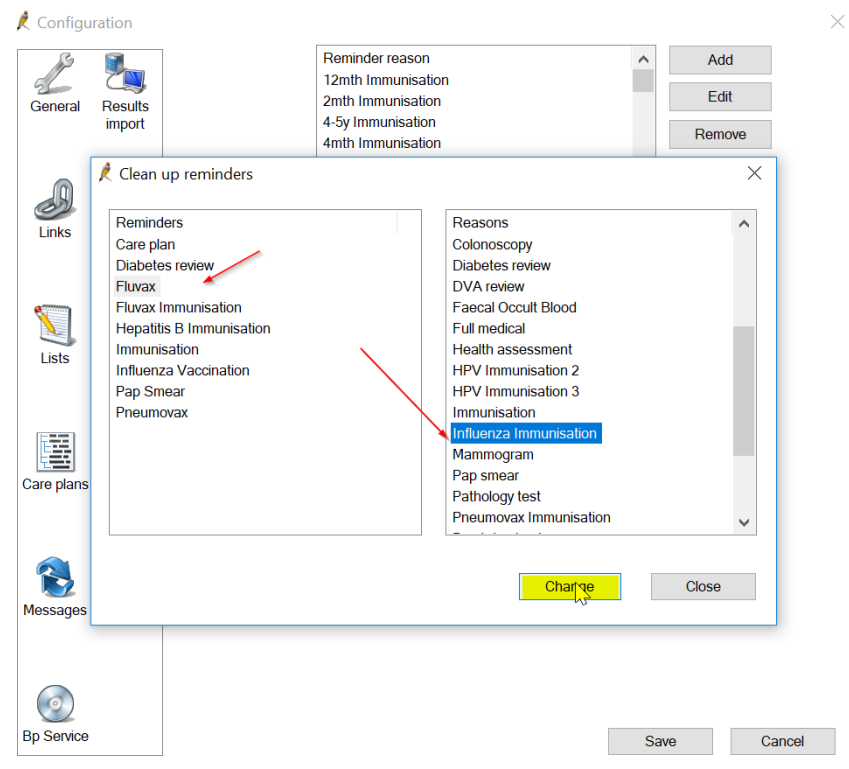
Default reminder list interval: 1 week

Display Actions/Reminders less than 99 months old

2. In the **Reminder Reason** section, click **Clean Up**. The **Clean up reminders** screen will appear.

The left hand side shows all the Reminder reasons associated with reminders in the database: both entered as free text and from the

coded **Reminder reason** drop-down. The right hand side shows all the reminder reasons that have been actually added into the **reminder reason** table on the previous screen.



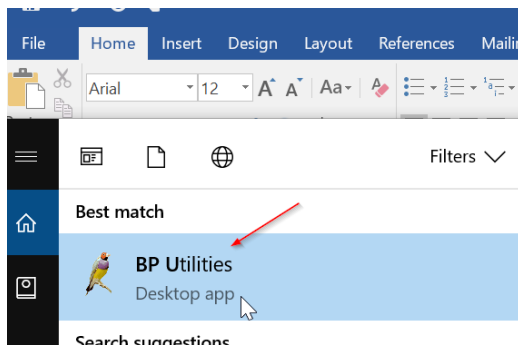
3. Before you start the clean-up process, it is good practice to ensure that the **Reasons** list contains only Reminder reasons that you feel are relevant for your clinic's use. Edit and remove unwanted reasons from the **Configuration > Lists** screen.
4. To merge document categories, select the items on the left hand side that you want to merge into a category on the right hand side. Select multiple items by using Ctrl+Click.
5. Once the items are selected on the left hand side, select the item on the right you wish to merge them to.
6. Click **Change**. A prompt will display to ensure you wish to change the selected reasons to a category.
7. Make sure that you have the correct items selected and click **Yes** to merge.
8. Repeat steps 4–7 for any other reminders you want to clean up. Click **Close** to return to the **Configuration** screen.

## **CLEANING UP UNCODED PAST HISTORY ITEMS**

You can clean up un-coded conditions that have been recorded in the **Past History** section of Best Practice. Cleaning up un-coded items makes it easier to perform database searches and manage third-party clinical audit tools.

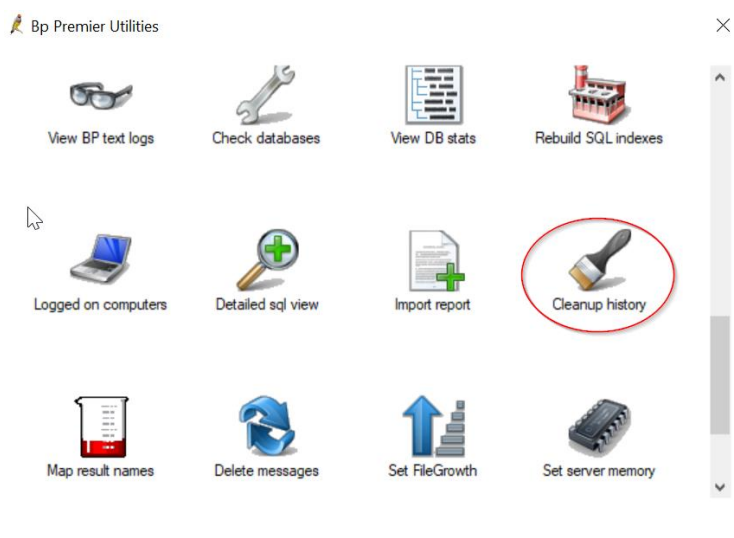
Past history, clean-up is not accessed through the BP Premier main screen, but through the BP Premier Utilities functions. Users will need the **Past History** user permission set to 'Add/Edit/Delete' to use this clean-up function.

1. On Windows 8 or later, select the Windows logo in the bottom left > **Apps > BP Utilities**.




On Windows 7 or earlier, select **Start > Programs > Best Practice Software > Best Practice > 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.

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.

 Past History cleanup ×

Uncoded Past History terms:

Contraceptive Pill Prescription

**Diabetes Mellitus - Type II**

Excision Skin Lesion

Fracture - Radius & Ulna

Hip - Total Replacement

Hypertension - Isolated Systolic

Lesion - Skin

Oral Contraceptive Pill Prescription

Osteoarthritis - Hip

Osteoporosis - No Fracture

Otitis Externa - Recurrent

Rye Neck

Smoking cessation

Tubal Ligation - Laparoscopic

Condition

Diabetes

Diabetes clinic

Diabetes cycle of care completion

Diabetes Educator referral

Diabetes educator referral

Diabetes Insipidus

Diabetes Insipidus, renal

Diabetes Mellitus

Diabetes Mellitus, Gestational

Diabetes Mellitus, Type 1

**Diabetes Mellitus, Type 2**

Diabetes review

☐ Left

☐ Right

☐ Bilateral

☐ Acute

☐ Chronic

☐ Mild

☐ Moderate

☐ Severe

Fracture:

☐ Displaced

☐ Undisplaced

☐ Compound

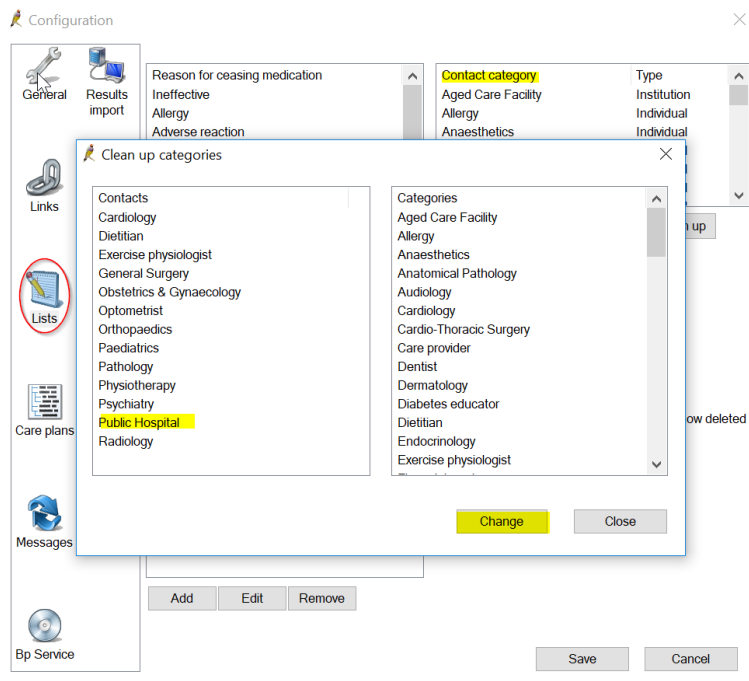
☐ Comminuted

☐ Spiral

☐ Greenstick

## **CLEANING UP CONTACT CATEGORIES**

1. From the main Best Practice screen, select **Setup > Configuration > Lists**.
2. In the **Contact category** section, click **Clean Up**. The **Clean up categories** screen will appear.



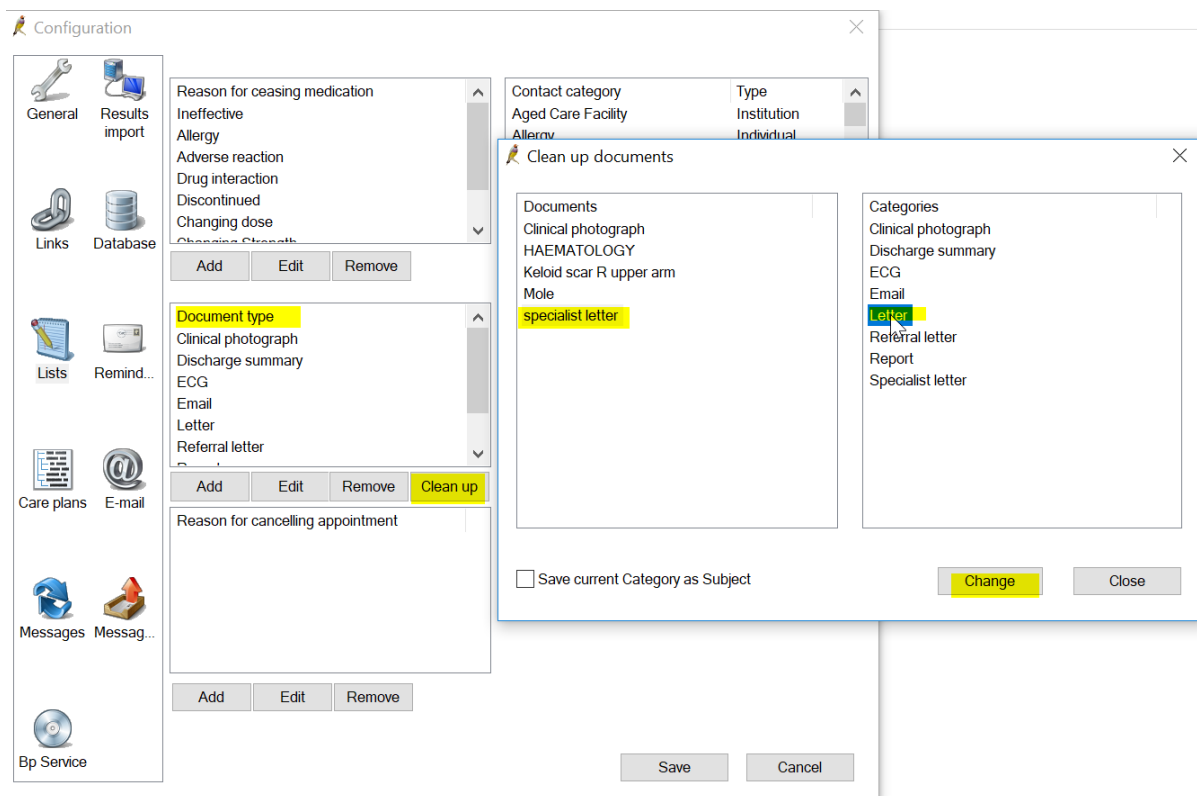
The left hand side shows all the contact categories that are used in **Contact** records: both entered as free text and from the coded **Category** drop-down.

The right hand side shows all the contact categories that have been added into the **Configuration > Lists** categories table.

3. Before you start the cleanup process, it is good practice to ensure that the **Categories** list contains only those categories that you feel are relevant for your clinic's use. Edit and remove unwanted categories from the **Configuration > Lists** screen.
4. To merge contacts, select the items on the left hand side that you want to merge into a category on the right hand side. Select multiple items by using Ctrl+Click.
5. Once the items are selected on the left hand side, select the item on the right you wish to merge them to.
6. Click **Change**. A prompt will display to ensure you wish to change the highlighted contact types to a category.
7. Make sure that you have the correct items selected and click **Yes** to merge.
8. Repeat steps 4–7 for any other contact categories you want to clean up. Click **Close** to return to the **Configuration** screen.

## CLEANING UP DOCUMENT TYPES

1. From the main Best Practice screen, select **Setup > Configuration > Lists**.
2. In the **Document type** section, click **Clean Up**. The **Clean up documents** screen will appear.



The left hand side shows all the document types that are associated with documents within the database: both entered as free text and from the coded **document types** drop-down.

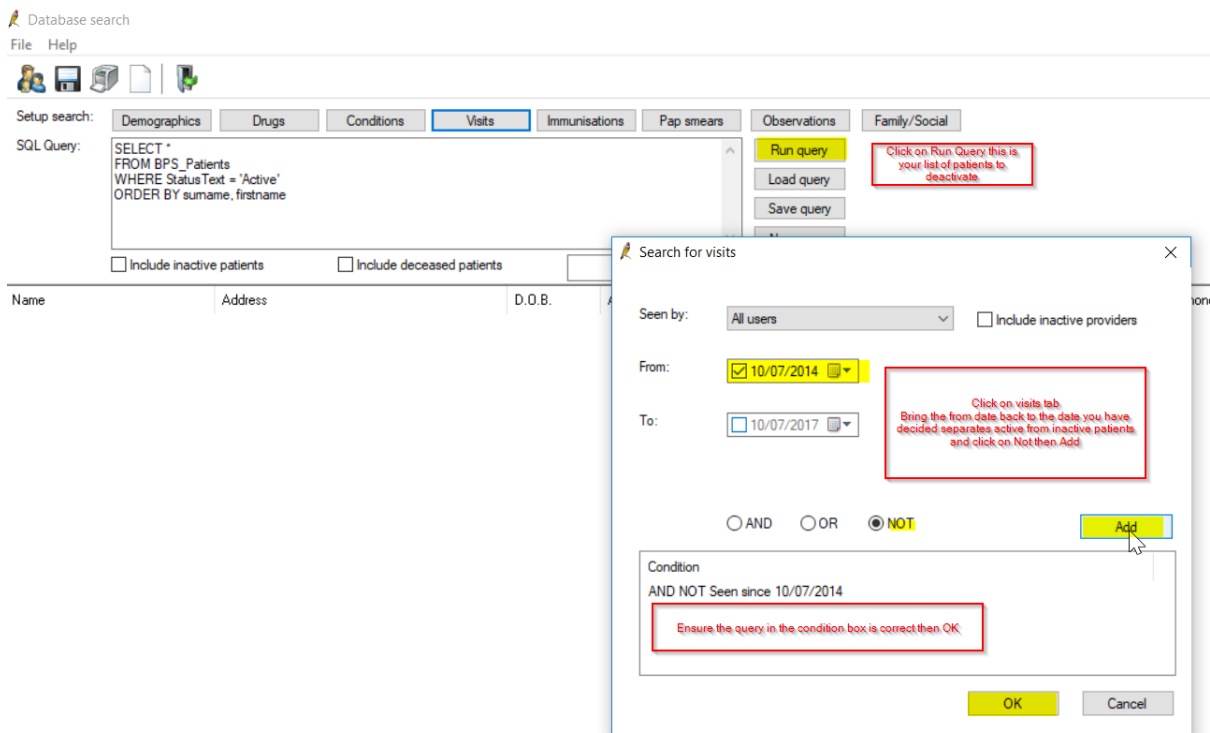
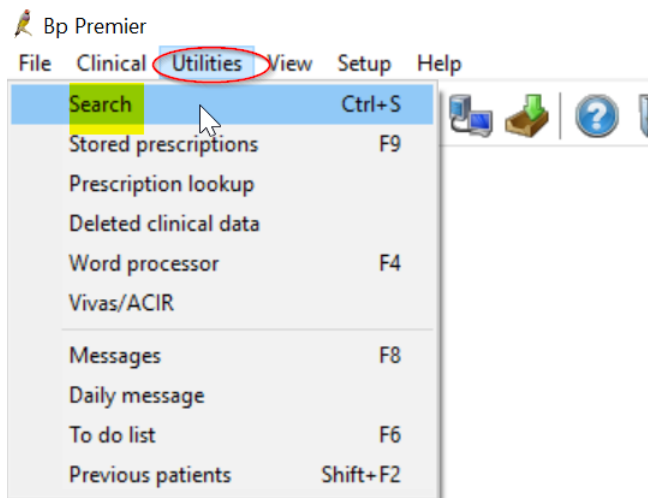
The right hand side shows all the Document Types that have been actually added into the **Configuration> Document types** table.

3. Before you start the cleanup process, it is good practice to ensure that the **Categories** contains only document types that you feel are relevant for your clinic's use. Edit and remove unwanted document categories from the **Configuration> Lists** screen.
4. To merge document categories, select the items on the left hand side that you want to merge into a category on the right hand side. Select multiple items by using Ctrl+Click.
5. Select **Save current Category as Subject** to save the left hand side document category as the subject of the merged document. This will ensure that documents are still labeled correctly.

6. Once the items are selected on the left hand side, select the item on the right you wish to merge them to.
7. Click **Change**. A prompt will display to ensure you wish to change the selected document types to a category.
8. Make sure that you have the correct items selected and click **Yes** to merge.
9. Repeat steps 4–8 for any other document categories you want to clean up.  
Click **Close** to return to the **Configuration** screen.

## Inactivate Patients in Best Practice

Not in a patient, file open Utilities/Search



Database search

File Help

Setup search: Demographics Drugs Conditions **Visits** Immunisations Cervical screening Observations Family/Social

SQL Query: SELECT \* FROM BPS\_Patients WHERE StatusText = 'Active' AND NOT InternalID IN (SELECT InternalID FROM Visits WHERE VisitDate >= '20160401' AND VisitDate <= '20190401' AND RecordStatus = 1) ORDER BY surname, firstname

☐ Include inactive patients ☐ Include deceased patients

Run query Load query Save query New query

Name	Address	D.O.B.	Age	Medicare No.	Medicare expiry	File No.	Home phone	W
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Database search

**File** Help

Open

Save

Import

Print F9

Labels

Mail merge

Add to reminders

**Mark as inactive**

Close Ctrl+F4

Drugs

Active' SELECT InternalID FI name

ts ☐ Incl

Name	Address
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Edit patient

Title: Mast

Family name: Abbott

Given name: Benjamin

Middle name: James

Preferred name: Benjamin

Date of Birth: 26/01/2003 Age: 14 yrs

Sex: Male

Ethnicity:

Address Line 1: 12 John

Address Line 2:

City/Suburb: Albany Creek Postcode: 4035

Postal Address:

City/Suburb: Postcode:

Home phone: 07 50505050 Work phone:

Mobile phone: Contact via:

☐ Consent to SMS reminder

E-mail:

General notes:

Appointment notes:

☐ Update address of all family members

☐ Update address of all currently at original address

\* These name fields are used for Health Identifier lookups.

Health Identifier:

HI Status:

Medicare No.: 4133180467 IRN: 3 Expiry: 12/08

Pension/HCC No.: Expiry: 10/07/2017

Pension card type:

DVA No.: Conditions

Safety Net No.:

Record No.: 103 Patient ID: 3

Usual doctor: Dr Frederick Findaure

Deny access to other users

Usual visit type:

Usual account: Schedule fee

Health Ins. Fund: Medisearch

Health Ins. No.: 123123123 Expiry: 10/07/2017

Religion: Baptist

Head of family: Alan Abbott Set

Next of kin: Alan Abbott Set

Emergency contact: Set

Occupation: Set

☐ Registered for CTG PBS Co-payment relief

☒ Inactive ☐ Deceased

Date of death: 10/07/2017 Cause

Referral details Bank account

Medicare/DVA eligibility check

Save Cancel

The patient can be made active again put a tick in the box when searching (inactive patients show in red) and can be made active again by changing the status to active.



**Open patient**

Search for:

☒ Name/DOB
 ☐ Medicare No.
 ☐ Record No.

☒ Show inactive patients
 ☐ Show deceased patients

Name	Age	Address	D.O.B.	Record No.	Medicare No.	Medicare expiry
Abbott, Alan	72 yrs	12 John St, Woodlane 4035	30/06/1945	101	4133180467 - 12/13	
Abbott, Anastasia Rose	13 yrs	12 John St, Albany Creek 4035	25/02/2004	104	4133180467 - 12/08	
Abbott, Benjamin James	14 yrs	12 John St, Albany Creek 4035	26/01/2003	103		
Abbott, Madeline Jane	39 yrs	12 John St, Albany Creek 4035	14/02/1978	102	4133180467 - 12/08	

## Correspondence In:

From Correspondence In add reminders, past history, add smear results and update medications

Tests Completed: INR  
 Tests Pending :  
 Sample Pending :

<b>This result is:</b>	<b>Action to be taken:</b>	<b>Store result in:</b>	<b>Store for location:</b> <input type="text" value="EMPHN"/>
<input type="radio"/> Normal <input type="radio"/> Abnormal <input type="radio"/> Stable <input type="radio"/> Acceptable <input type="radio"/> Unacceptable <input type="radio"/> Being treated	<input type="radio"/> No action <input type="radio"/> Reception to advise <input type="radio"/> Nurse to advise <input type="radio"/> Doctor to advise <input type="radio"/> Send routine reminder <input type="radio"/> Non-urgent appointment	<input checked="" type="radio"/> Investigations <input type="radio"/> Correspondence in <input type="radio"/> Clinical Images	<input checked="" type="checkbox"/> Include header <input type="button" value="Details"/>
		<input type="button" value="Add Reminder"/>	<input type="button" value="Add Past History"/>
		<input type="button" value="Add Action"/>	<input type="button" value="Add Smear"/> <input type="button" value="Add INR"/>

Go to Current Rx then add medications click on Mediation started by specialist or elsewhere

**New Rx - Naprosyn 250mg Tablet**

Quantity	Rep...	Restriction	BPP	TGP/SPC
100	3	PBS/RPBS RB	\$ 2.24	\$ 0.00
100	3	PBS/RPBS RB	\$ 2.24	\$ 0.00

Quantity: 
 Repeats: 
☐ Regulation 24

Prescribe as: ☒ PBS ☐ Private  
☒ Allow brand substitution

**PBS Listing:** PBS/RPBS Restricted benefit  
 Restrictions: Severe pain Clinical criteria: \* Patient must be receiving palliative care.

**Generate note:**

☐ Mark for printing
 ☐ Mark as printed

☐ Once only prescription
 ☐ Long term medication