



## 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

Buttons: 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

Buttons: Add, Modify, Delete

Send as: Mail merge

Check 'Mark as sent' box as default

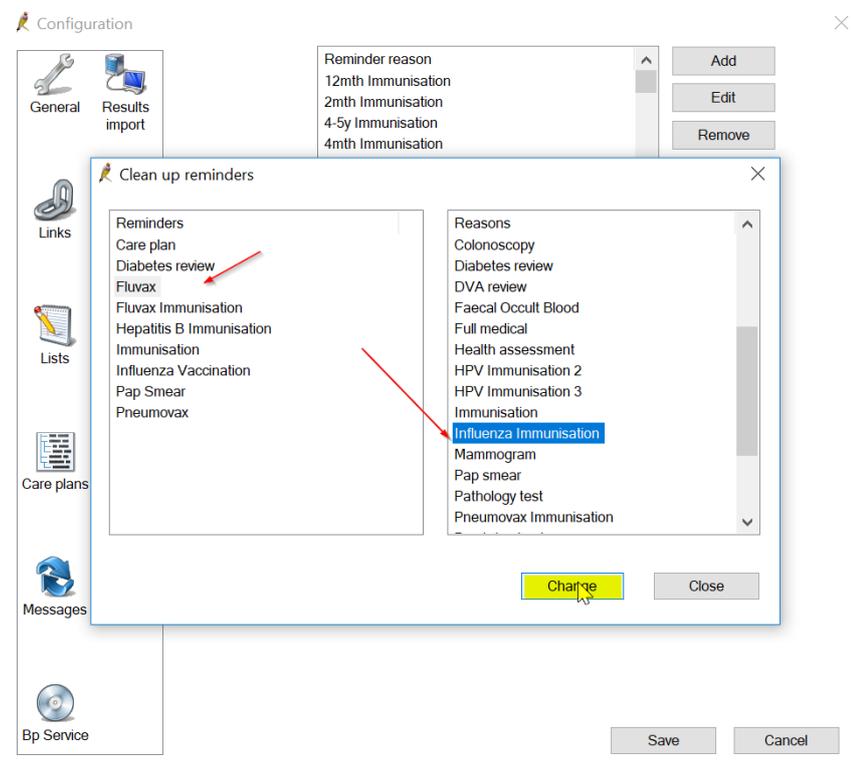
Default reminder list interval: 1 week

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.



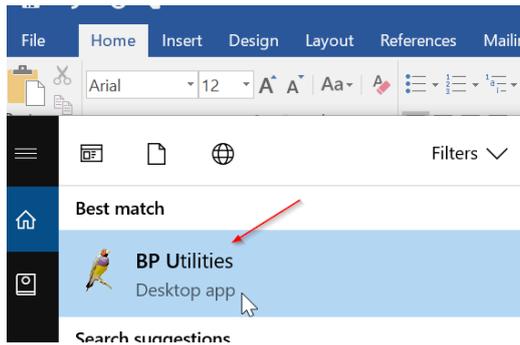
3. Before you start the clean-up process, it is good practice to ensure that the **Reasons** list contains only Reminder reasons that you feel are relevant for your clinic's use. Edit and remove unwanted reasons from the **Configuration > Lists** screen.
4. To merge document categories, select the items 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.

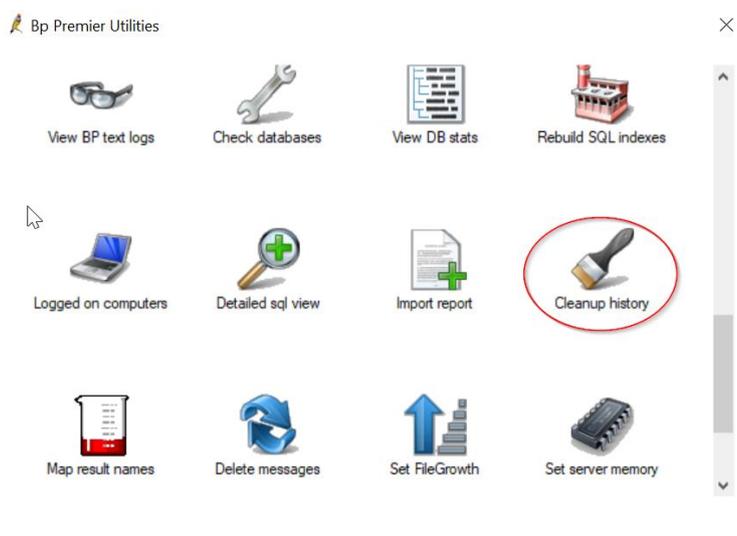
Past history, clean-up is not accessed through the BP Premier main screen, but through the BP Premier Utilities functions. Users will need the **Past History** user permission set to 'Add/Edit/Delete' to use this clean-up function.

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



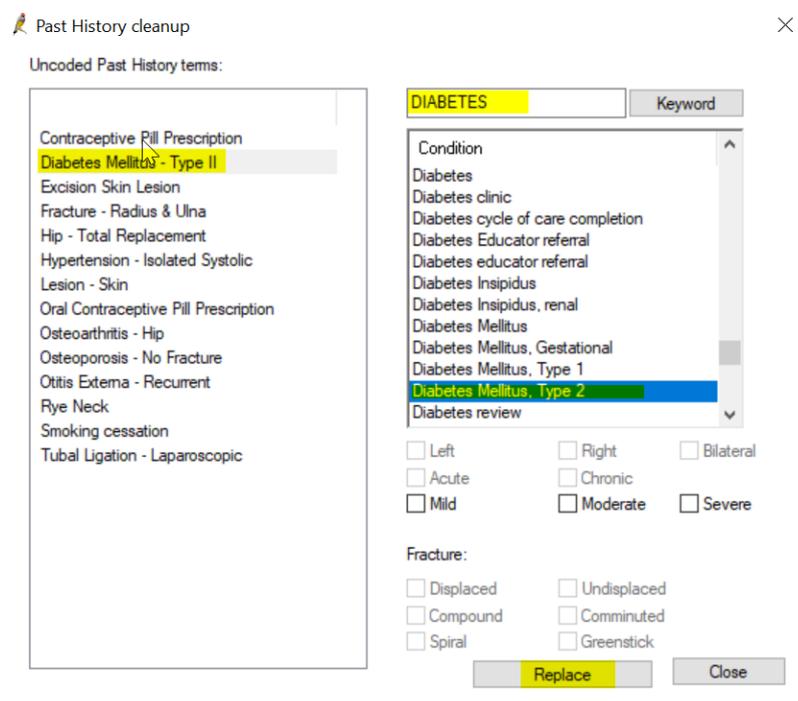
On Windows 7 or earlier, select **Start > Programs > Best Practice Software > Best Practice > BP Utilities**.

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.



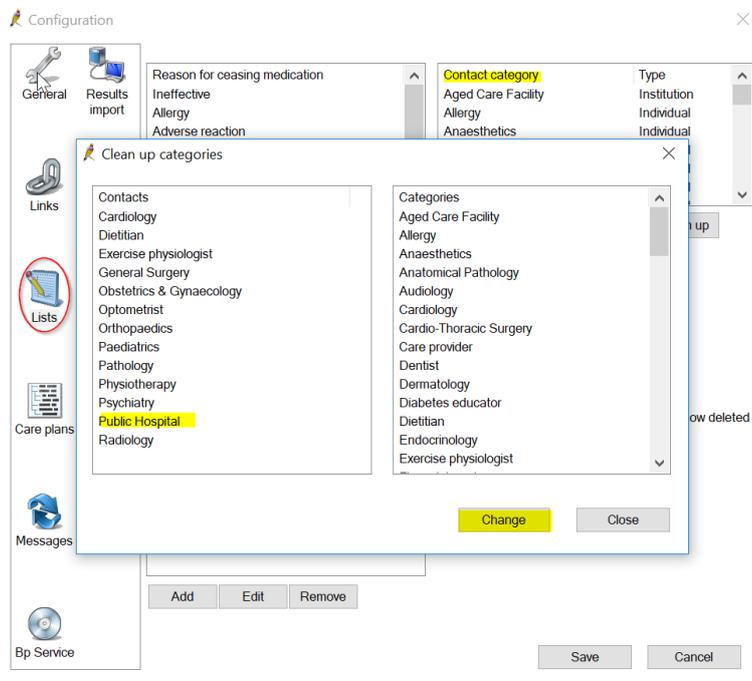
The **Un-coded Past History Items** list shows all past history entries entered into the database, from a conversion or free text. The **Conditions** list is the list of coded conditions entered into Best Practice.

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.



## **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.



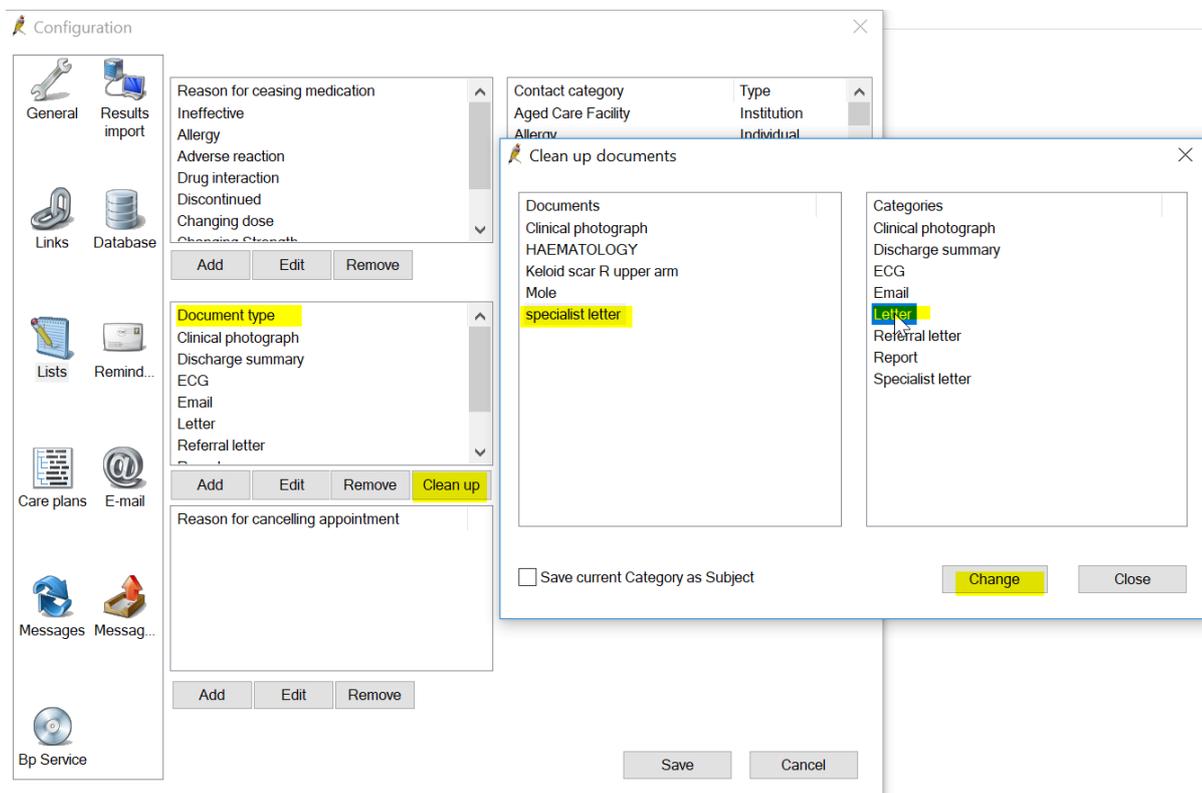
The left hand side shows all the contact categories that are used in **Contact** records: both entered as free text and from the coded **Category** drop-down.

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.

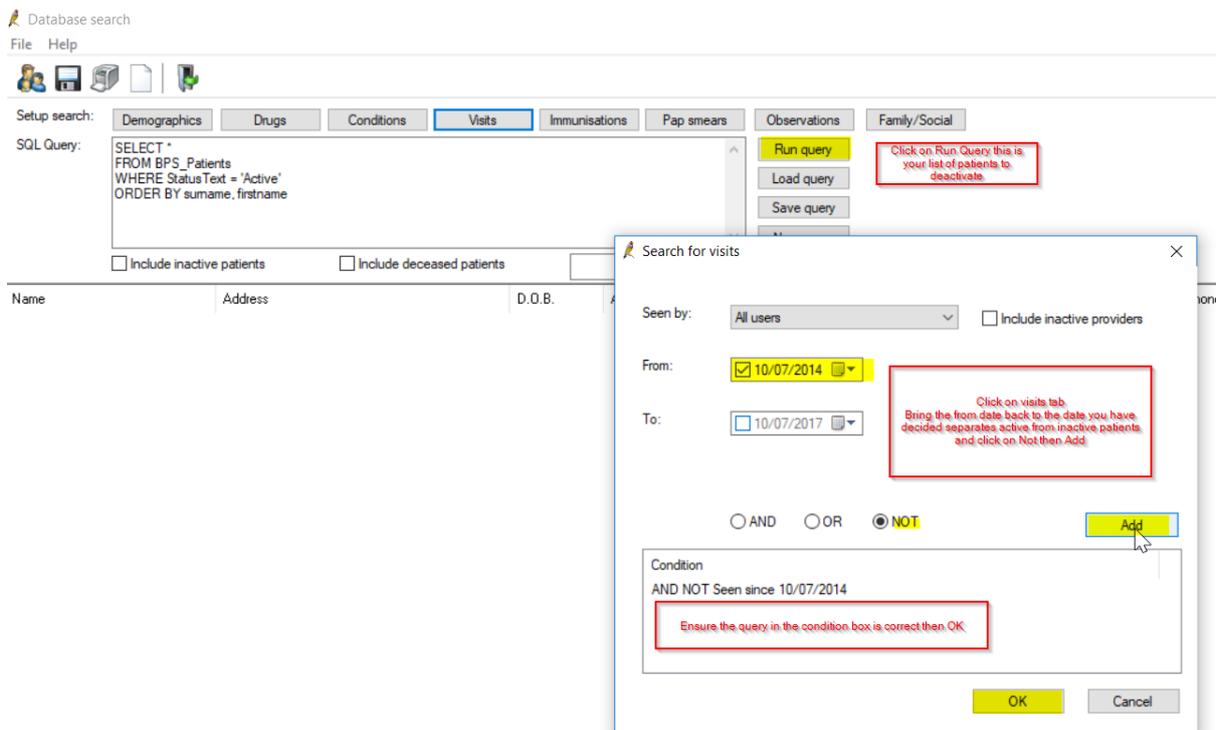
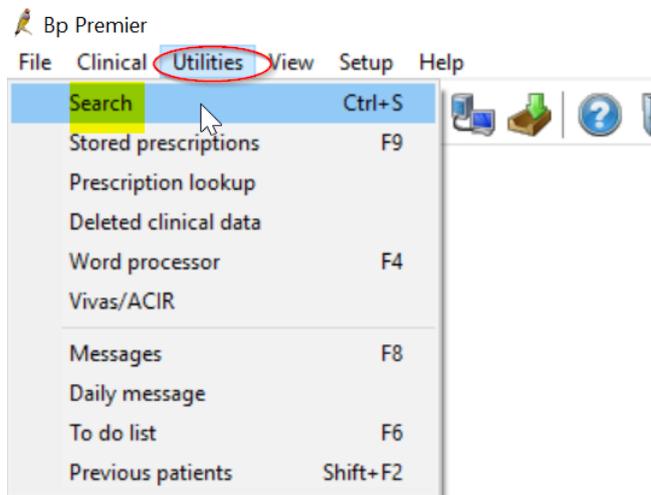
The right hand side shows all the Document Types that have been actually added into the **Configuration > Document types** table.

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:

E-mail:

General notes:

Appointment notes:

Update address of all family members  
 Update address of all currently at original address

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 Findscure

Deny access to other users

Usual visit type:

Usual account: Schedule fee

Health Ins. Fund: Medheathy

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

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

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 :

This result is:  Normal  Abnormal  Stable  Acceptable  Unacceptable  Being treated

Action to be taken:  No action  Reception to advise  Nurse to advise  Doctor to advise  Send routine reminder  Non-urgent appointment

Store result in:  Investigations  Correspondence in  Clinical Images

Store for location:   Include header

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

**New Rx - Naprosyn 250mg Tablet**

Availability:

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:   
 Restrictions: Severe pain Clinical criteria: \* Patient must be receiving palliative care.

Generate note:   
 Medication prescribed  
 Medication started in hospital  
 Medication started by specialist  
 Medication started elsewhere

Mark for printing  Mark as printed   
 Once only prescription  Long term medication