

# Primary Sense Project – Data Cleansing instructions

**Data cleansing** is an important process to support a better experience for general practices with Primary Sense and MyMedicare. To meet the data cleansing requirements of *RACGP and MyMedicare eligibility*, **Patients who have not had a visit within the previous 24 months can be archived.**

## Best Practice Steps

### Bulk inactivation steps

#### Step 1

- Go to the Search Visits
- Add date range

#### Step 2

- Run query
- Highlight matching records
- Mark as inactive
- Confirm inactivation

Refer to the following slides for step by step and screen shots.

## Medical Director Steps

### Bulk inactivation steps

#### Step 1

- Go to the Main menu and select search patients
- Tick the “not seen” button
- Enter date for last seen (24months ago) and select the “search”

#### Step 2

- Highlight matching records
- Mark as inactive

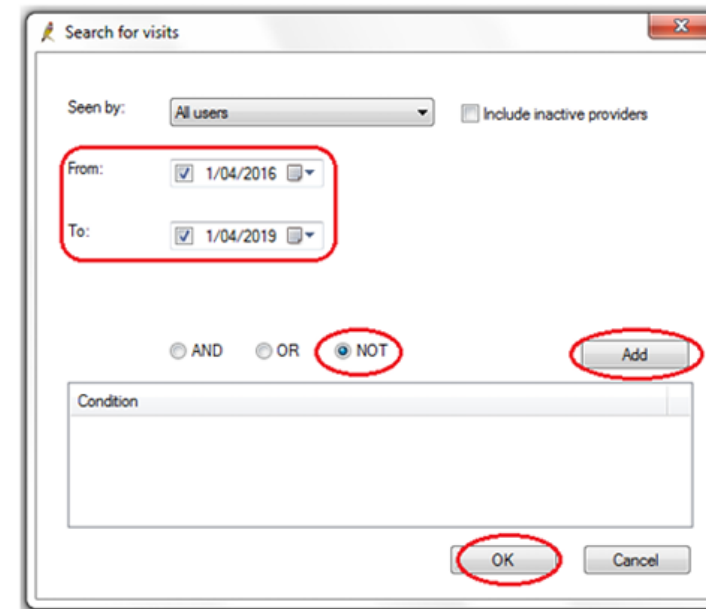
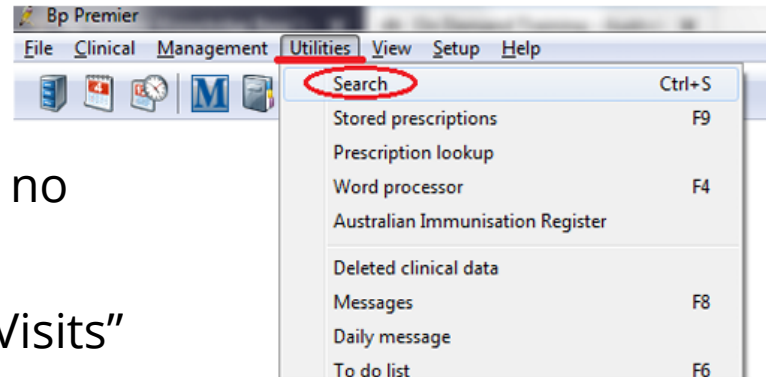
Refer to the following slides for step by step and screen shots.

Best Practice Steps

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

### Step 1

- Run Best Practice Clinical and ensure no patients files are open.
- Go to "Utilities", then "Search", then "Visits"
- Select "All users" for the Seen by field
- Select the "dates" from & to (previous 24 months)
- Select "NOT", "Add", and "OK"



Best Practice Steps

## Step 2

- Select "Run Query"
- Highlight all matching records and select "Mark as inactive"
- Select Yes for all selected patients to be inactivated.

Database search window showing the 'Run query' button highlighted in a red circle. The SQL query is: `SELECT * FROM BPS_Patients WHERE Status Text = 'Active' AND NOT InternalID IN (SELECT InternalID FROM Visits WHERE VisitDate >= '20160401' AND VisitDate <= '20190401' AND RecordStatus = 1) ORDER BY surname, firstname`. The window shows 28 matching records in a table with columns: Name, Address, D.O.B., Age, Medicare No., Medicare expiry, File No., Home phone, Work phone, Mobile.

Name	Address	D.O.B.	Age	Medicare No.	Medicare expiry	File No.	Home phone	Work phone	Mobile
Abbott, Anastasia Rose	12 John St. Albany Creek, 4035	25/02/2004	15 yrs	4133180467 - 4	31/12/2007	104	07 50505050		
Abbott, Madeline Jane	12 John St. Albany Creek, 4035	14/02/1978	41 yrs	4133180467 - 2	31/12/2007	102	07 50505050		09789751131
Ackemann, Maree Aleisha	71 Billabong Road, Willawong, 4110	06/08/1981	37 yrs	4133178947 - 2	31/10/2006	7894	07 78945787		097897852651
Adams, Felix Alexander	35 Yarrabine Road, Landsborough, 4550	30/12/1928	90 yrs	4133180466 - 1	31/01/2005	245	07 23456987		
Ahem, Jason Patrick	17 Seymour Ave, Bentleigh, 3204	31/05/1977	41 yrs	3500158284 - 3	31/03/2007	987	03 49788795		
Ahem, Rhonda Joan	17 Seymour Ave, Bentleigh, 3204	06/06/1938	80 yrs	3500158284 - 2	30/06/2008	986	03 49788795		
Alfidge, Alfred Charles	Lazy Lakes Nursing Home, 4 King St, Launceston,	7/24/01/1908	111 yrs	5500064971 - 1	31/07/2007	781	03 96781510		
Alfreds, David Charles	481 Spence St, Oxley, 4075	19/03/1930	89 yrs	4133180466 - 1	30/11/2006	9781	07 48759654		
Alfreds, Gwendia Elizabeth	22 Star Street, Fremantle, 6160	16/02/1933	86 yrs	4133180466 - 2	30/11/2006	9782	07 48759654		
Allen, David Charles	22 Star Street, Fremantle, 6160	06/10/1960	58 yrs	2234567891 - 1	30/09/2004	6749	08 99905050	0845679412	08523138542
Allen, Fay Ellen	8 Grey St, Fremantle, 6160	12/07/1940	78 yrs	2234567891 - 1	30/06/2005	3346	08 99905050		
Allen, Janelle	22 Star Street, Fremantle, 6160	24/01/1965	54 yrs	2234567891 - 1	30/09/2004	6750	08 99905050	1300999787	097561238
Allen, Jessica Cate	22 Star Street, Fremantle, 6160	08/01/1992	27 yrs	2234567891 - 4	30/09/2004	6751	08 99905050		
Allen, Kenneth	8 Grey St, Fremantle, 6160	10/06/1928	90 yrs	2234567891 - 1	30/06/2005	3345	08 99905050		
Allen, Mitchell Owen	22 Star Street, Fremantle, 6160	15/03/1988	31 yrs	2234567891 - 3	30/09/2004	6752	08 99905050		
Amos, Tegan	1/235 Rode Road, Chemsado, 4032	11/04/1984	34 yrs	3500158281 - 1	31/10/2005	154	07 58759456		
Bartholomew, Raymond	354 Main Road, Biddeman Downs, 4035	27/11/1928	90 yrs	4133180466 - 1	31/01/2006	789461	07 62576666	0789431238	040506080621
Bishop, Rose	89 Gavins Street, Ruthersford, 2320	24/01/1926	93 yrs	2294247003 - 1	31/12/2004	789464	07 42658795		
Bryant, Leonard	32 Lonely Lane, Bankstown, 2200	06/06/1956	62 yrs	2294260071 - 1	30/09/2006	66604	02 70505050	0270501919	
Castello, Kathleen	36 Reed Street, Bendigo, 3552	03/11/1962	56 yrs	3500158281 - 2	31/10/2005	789462	03 12345678		
Castello, Terrance	36 Reed Street, Bendigo, 3552	28/10/1958	60 yrs	3500158281 - 1	///	///	03 12345678		
Jones, Annie	123 Elliott St, Newcastle, 2300	12/05/1982	36 yrs	///	///	///	///		
Jones, Catherine	5/173 Queen Street, Bendigo, 3552	10/12/1960	58 yrs	4133180457 - 2	///	///	03 88886695		
Jones, Desmond	5/173 Queen Street, Bendigo, 3552	12/10/1958	60 yrs	4133180457 - 1	///	///	03 88886695		
Jones, Walter	2 Oldham Road, Kenmore, 4069	02/02/1936	83 yrs	3500158282 - 1	///	///	07 34894564		
Marshall, Elizabeth Jean	15 Albert St, St Peters, 5069	02/11/1948	70 yrs	6500110502 - 2	///	///	08 99905050		
Marshall, Sandra	490 Richard St, Kings Cross, 2011	12/02/1972	47 yrs	5500064971 - 1	///	///	02 99905050	02 99906178	
Moore, Mandy	68 Bridge Road, Noosaville, 4566	11/04/1966	52 yrs	4122401287 - 1	///	///	07 46895341313		

Database search window with a context menu open over the table. The 'Mark as inactive' option is highlighted in a red circle. The menu also includes 'Open', 'Save', 'Import', 'Print', 'Labels', 'Mail merge', 'Add to reminders', and 'Close'. The table data is identical to the previous screenshot.

Patient search dialog box with the message: "All patients in this list will be marked as inactive! Are you sure you want to continue?". The 'Yes' button is highlighted in a red circle.

# How to Inactivate Patients Inactivate patients with bulk Inactivation. The following steps demonstrate how to Inactive patients with bulk Inactivation

## Step 1

- Ensure no patient files open
- From main menu, click 'Search' > 'patients'
- Tick "Not seen since"
- Enter last seen date of 24months ago
- Click 'search' "

The screenshot shows the 'Patient Search' window with the following settings:

- Age: Age greater than or equal to: [ ] Age less than or equal to: [ ]
- Occupation: [ ]
- Gender:  All,  Not Stated,  Male,  Female,  Intersex/Other
- Transgender:  All,  Yes,  No
- Pregnant:  All,  Yes,  No
- ATSI:  Not stated/inadequately described,  Aboriginal,  Torres Strait Islander,  Aboriginal and Torres Strait Islander,  Neither Aboriginal nor Torres Strait Islander
- Smoker:  Smoker >= [ ] /day,  Never Smoked,  Ex-Smoker
- Drug/Condition:  Currently taking drug,  Currently taking drug from class,  Previous script for drug,  Condition,  Symptom,  Sign
- OR:  OR,  NOT
- Seen By: [ ]
- From: 8/04/2019 To: 8/04/2019
- Not seen since: 1/04/2019
- Custom Field 1: [ ]
- Custom Field 2: [ ]
- Custom Field 3: [ ]
- Search criteria: All patients who have not been seen since 1/04/2019
- Buttons: Search, Clear, Close

# How to Inactivate Patients Inactivate patients with bulk Inactivation. The following steps demonstrate how to Inactive patients with bulk Inactivation

## Step 2

- Select the highlight list and press Delete

## Step 3

- The **Delete Patient** window appears.
- Click "Mark as inactive". The patient record will be removed from the list.

Surname	First name	Address	Preferred Address	D.O.B.	Gender	Transgender	Phone	Bus. Phone	Mob. Phone	Medicare No.	Pension No.	Chart No.
Andrews	Heather	234 George Street, Bundaberg QLD 4...	Residential	12/05/1963	F	N				3500265121	4135-8999-J	
Andrews	Fred	3 Takalvan Street, Bundaberg QLD 4...	Residential	23/02/1923	M	N	0450501502			2294724171		
Duck	Donald	12 Disney Street, Disneyland	Residential	20/12/2011	M	N				3500265121		
Andrews	Julie	5 Jefferson St, Bundaberg QLD 4670	Residential	03/03/1936	F	N				6500225221	513-456-944A	
Anderson	Penny	61 Wallace Street, Bundaberg QLD 4...	Residential	04/07/1993	F	N				6288253443		
Andrews	Maureen	314 Hope Street, Bundaberg QLD 4670	Residential	23/06/1923	F	N				2294724171	561-388-922-HL	
Andrews	Jennifer	2 Kennedy Road, Bundaberg QLD 46...	Residential	20/04/1970	F	N				3500265121		
Andrews	Anna	2 Kennedy Road, Bundaberg QLD 46...	Residential	04/08/1998	F	N				3500265121		
Andrews	Graham	2 Kennedy Road, Bundaberg QLD 46...	Residential	14/03/2000	M	N				3500265121		
Andrews	Melissa	2 Kennedy Road, Bundaberg QLD 46...	Residential	04/11/2003	F	N				3500265121		
Andrews	Sasha	2 Kennedy Road, Bundaberg QLD 46...	Residential	12/07/2007	F	N				3500265121		
Andrews	John	2 Kennedy Road, Bundaberg QLD 46...	Residential	17/06/1968	M	N				3500265121		
Schein	Carolina	1 False Street, Bundaberg QLD 4670	Residential	29/02/1972	F	N				2415523356		
Watland	Henry	1 Long Terrace, Bundaberg QLD 4670	Residential	29/02/1972	M	N				3372248725		