

Building Digital Health

TOPBAR GUIDE

CAT Plus Software Suite – Topbar



For more information or support please contact the Digital Health team at Brisbane South PHN

1300 467 265

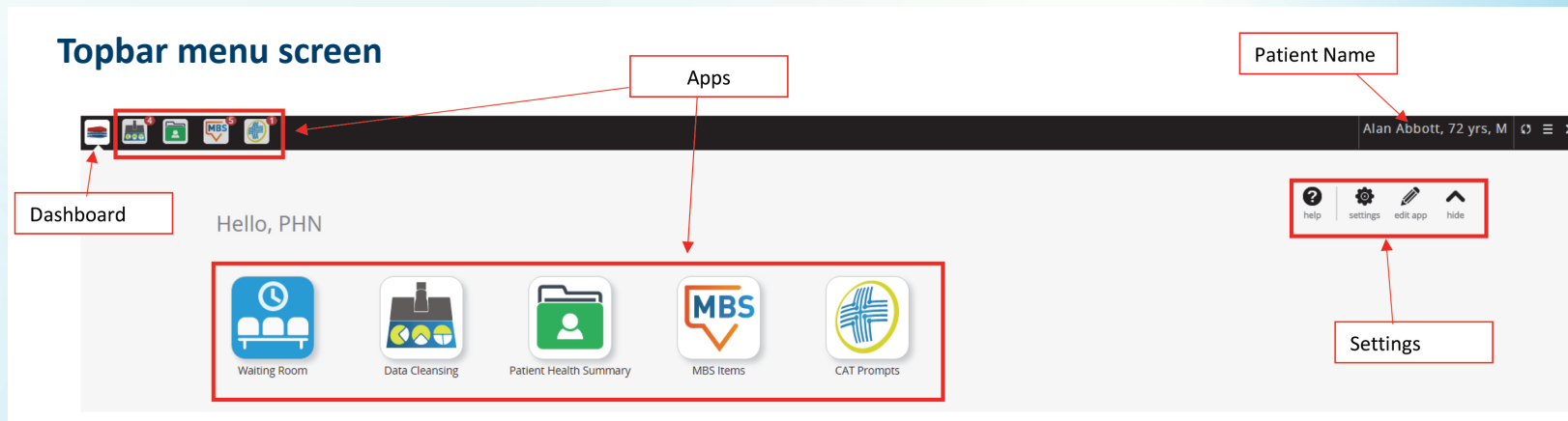
e: ehealth@bsphn.org.au w: bsphn.org.au

phn
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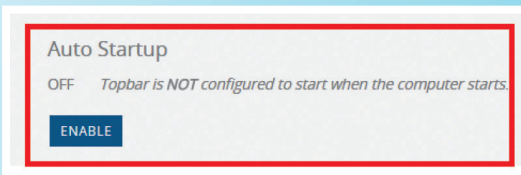
 **PenCS**

Opening and logging on to Topbar

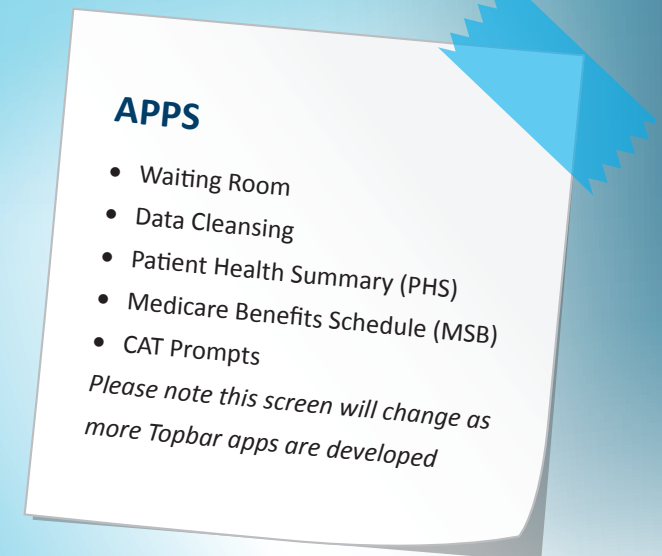
You can tick the **Log me in with Clinical/Billing System** box to automatically log on Topbar when you open your clinical or billing system



- You can choose to start-up Topbar automatically when you log onto your computer
- (Click on the **Dashboard** icon, choose the **Settings** menu, click on **Enable** button under the **Auto Startup** menu)



User permissions can be set and changed at <http://topbar.pencs.com.au>



Waiting Room App

- The Waiting Room app will display all patients who are currently in the waiting room or at billing (status 'arrived' or 'at billing')
- This will display patients with missing or incomplete demographic and clinical items. For non-clinicians only demographic information is available

Waiting Room

DEMOGRAPHIC CLINICAL FILTERS

Action Required [hide](#)

Patients in waiting area with missing demographic data:

NAME	NOTIFICATIONS	STATUS	PROVIDER	TIME
Costello, Terrance	4	✗	Dr Ivor Cure	10:30 AM
Ackermann, Maree	3	✗	Dr Frederick Findacure	11:30 AM
Bryant, Leonard	4	✗	Dr Frederick Findacure	12:30 PM

Completed [hide](#)

There are no patients in the waiting area with complete demographic data

Demographic

- Demographic data includes:
- Last Name
- First Name
- Date of birth
- Gender
- Address
- Suburb
- Postcode
- Contact
- Medical Number
- Next of Kin

Mr. Terrance Costello

Action Required [hide](#)

Patient demographic data status is shown as follows:

ITEM	STATUS	ACTION
Next of Kin	✗ Missing	ADD IN CLINICAL SYSTEM DEFER
Emergency Contact	✗ Missing	ADD IN CLINICAL SYSTEM DEFER
Ethnicity	✗ Missing	ADD IN CLINICAL SYSTEM DEFER
Private Health	✗ Missing	ADD IN CLINICAL SYSTEM DEFER

Completed [hide](#)

Following patient demographic data is completed:

ITEM	VALUE	STATUS
Last Name	Costello	✓
First Name	Terrance	✓
Date of birth	28 Oct 1958	✓
Gender	Male	✓
Address	36 Reed Street	✓
Suburb	Bendigo	✓
Postcode	3552	✓
Contact	Home Phone: 03 12345678	✓
Medicare Number	3500158281	✓

- By clicking on the patient's name you will be able to display the information that is missing or incomplete
- If the missing or incomplete information is not currently available or relevant you can defer the notification by clicking on the 'Defer' button

Waiting Room DEMOGRAPHIC 3 CLINICAL 4 FILTERS

Action Required [hide](#)

Patients in waiting area with missing demographic data:

NAME	NOTIFICATIONS	STATUS	PROVIDER	TIME
Smith, Julia	5	✗	Dr A Practitioner	
DUCK, Donald	4	✗		
ANDREWS, Maureen	2	✗	Dr A Practitioner	1:42 PM

MS Julia Smith

Action Required [hide](#)

Patient demographic data status is shown as follows:

ITEM	STATUS	ACTION
Date of birth	✗ Missing	ADD IN CLINICAL SYSTEM DEFER
Next of Kin	✗ Missing	ADD IN CLINICAL SYSTEM DEFER
Medicare Number	✗ Missing	ADD IN CLINICAL SYSTEM DEFER
Emergency Contact	✗ Missing	ADD IN CLINICAL SYSTEM DEFER
Ethnicity	✗ Missing	ADD IN CLINICAL SYSTEM DEFER

Note

This will only defer the prompt for the current logged in user
All other Topbar users will still have this notification

- This screen will appear if you click on the 'Defer' button

ITEM	STATUS	ACTION
Date of birth	✗ Missing	ADD IN CLINICAL SYSTEM
Defer until:	29/02/2016	CONFIRM CANCEL
Optional Reason:		

- Click on the 'Undefer' button for this notification to be available again
- Click on the 'Add in Clinical System' button to open the patient's demographic tab or patient record depending on your permissions within your clinical software

Edit Patient Details

Title: | First name: Donald | Surname: DUCK | Known as: Donald | Date of birth: 20/12/2011 | Sex: Male

Status: Active | Medicare No: 3500 26512 1 | Expiry date: 1

Regular practitioner: | If the patient's name is different on the Medicare Card

Alias Surname: | Alias First Name: |

ATSI: | Chart type: Permanent | IHI No: |

Ethnicity: Caucasian | Chart No: | IHI Record Status: |

[Allocate Chart No](#) | IHI No Status: |

Payment Details | [Address/Phone](#) | [Personal Details](#) | [Notes](#)

Payer details: Payer: Self (selected) | Other: |

Other payment information: Concessions: None | DVA file No: | Entitlement No: | HCC expiry date: | Insurance: None

Auto capitalise | [Waiting Room](#) | [Save](#) | [Print](#) | [Cancel](#)

Clinical Tab

- This will display patients who are currently in the waiting room with missing or completed items related to their clinical records
- Clicking on the patient's name will display the information that is missing or incomplete
- Click on the 'Add in Clinical System' button to open the patient's record to the relevant screen or 'Defer' if you do not wish to be notified about a specific item at that time

Waiting Room DEMOGRAPHIC ³ CLINICAL ³ FILTERS

Action Required [hide](#)

Patients in waiting area with missing clinical data:

NAME	NOTIFICATIONS	STATUS	PROVIDER	TIME
Abbott, Benjamin	5	✗	Dr Frederick Findacure	9:00 AM
Costello, Terrance	6	✗	Dr Frederick Findacure	10:00 AM
Bishop, Rose	8	✗	Dr Frederick Findacure	10:30 AM

Mast. Benjamin James Abbott

Action Required [hide](#)

Patient clinical data status is shown as follows:

ITEM	STATUS	ACTION
Allergies	✗ Missing	ADD IN CLINICAL SYSTEM DEFER
Alcohol	✗ Missing	ADD IN CLINICAL SYSTEM DEFER
Smoking	✗ Missing	ADD IN CLINICAL SYSTEM DEFER
Family History	✗ Missing	ADD IN CLINICAL SYSTEM DEFER
Physical Activity	✗ Missing	ADD IN CLINICAL SYSTEM DEFER

Completed [hide](#)

There are no patients in the waiting area with complete clinical data

Completed [hide](#)

Following patient clinical data is completed:

ITEM	VALUE	STATUS
Height	67	✓
Weight	8	✓
Immunisations	11 Recorded	✓
Diagnosis Coded	2 coded diagnoses	✓

Filters Tab

- The filters are set per user log on
- They can be turned on and off as required and you will find this menu under all three tabs
- Click on the 'Item' button to turn on or off

Waiting Room DEMOGRAPHIC ³ CLINICAL ³ FILTERS

Cleansing & Waiting Room Filters [hide](#)

Modify the below filters to exclude items from the Cleansing and WaitingRoom apps

Providers

- Unassigned
- Dr Frederick Findacure
- Dr Ivor Cure
- Miss Jenny Reception
- Mr. IT Technician
- Mrs. Diabetes Educator
- Mrs. Psychology Specialist
- Ms. Nadine Nurse
- Ms. Susan Senior Reception

Demographic Items

- Date of birth
- Gender
- Address
- Suburb
- Postcode
- Contact
- First Name
- Last Name
- Ethnicity
- Next of Kin
- Medicare Number
- Emergency Contact
- Private Health

Clinical Items

- Allergies
- Allergy Reaction
- Height
- Weight
- Smoking
- Alcohol
- Family History
- Immunisations
- Physical Activity

Diagnosis Coded

Start Date All Time

Last 3 months Last 6 months

Last Year Last 2 years

8/06/2017

Fixed Date

Note
Green is on,
Grey is off

Data Cleansing App

- This will display the number of indicators of missing or incomplete information for a patient's record you currently have opened in your clinical software
- This will include [Demographic](#), [Clinical](#) and [Indications](#)
- The patients name will display on the right hand side of the menu, you can click on this to switch to their record within your clinical software

Indications Tab

- This tab will display indicated diseases with no diagnosis coded in the patients clinical record
- This is based on the clinical information in a patients record including test results, current prescriptions and other indicators
- Click on the [Indicated problem with no diagnosis](#) to display additional information including Reason and Action
- Click on the [Edit in Clinical System](#) or [Confirm Indication Condition Does Not Exist](#) button to action

This will appear in the [Reviewed](#) section of the screen, you can reinstate this condition at any time by clicking on the [Reinstate](#) button

Note:
By clicking on the [Indicated Condition Does Not Exist](#) button, it will removed the notification for this patient for all Topbar users.

Patient Health Summary (PHS) App

- This screen will display the currently opened patient's health summary information, there is no interaction with the data on this screen

Patient Health Summary [Close]

Demographics
 NAME: Mr. Alan Abbott
 D.O.B: 30 Jun 1945
 GENDER: Male
 MARITAL STATUS: Married
 ETHNICITY: ATSI
 MEDICARE: 4133180467
 ADDRESS: 12 John St, Woodlane 4035
 HOME PHONE: 07 50505050
 WORK PHONE: 07 50509999
 MOBILE: 0427556232
 EMAIL: alan.abbott@bpsoftware.com.au
 MRN: 101

Allergies
 Severity: Severe
 Reaction: Bee stings, Chest pain

Current Conditions
 Diagnosed: Throat pain (25 Mar 2011), Asthma (02 Mar 2004)

Past Conditions
 Diagnosed: Check up, asthma (13 Feb 2017), Abrasion (22 Sep 2011), URTI (09 Jun 2004), Arthroscopic Meniscectomy (1997)

Medications
 Start Date / Status: Insulin Aspart 100U/mL Injection (21 Aug 2017, Active), Amoxicillin 250mg Capsule (27 Jan 2012, Inactive), Ventolin CFC-Free 100mcg/dose Inhaler (05 Dec 2011, Active), Flixotide 250 CFC-Free 250mcg Inhaler (05 Dec 2011, Active), Losec 20mg Tablet (23 Feb 2006, Active)

Immunisations
 Last Done: Tetanus (22 Sep 2011), Avaxim (23 Feb 2006), Comvax (31 Dec 2004)

Health Risks

Family History
 Conditions Cause of death: Brother (Cancer of the colon), Father (Ischaemic heart disease, Died age 63 of Myocardial infarction)

Encounters
 Reasons: 8 Sep 2017, 6 Sep 2017, 4 Sep 2017, 31 Aug 2017 (Skin check), 30 Aug 2017, 21 Aug 2017 (Diabetes T2), 1 Aug 2017, 26 Jul 2017, 26 Jul 2017, 25 Jul 2017, 19 Jul 2017, 5 Jul 2017

MBS App

- There are three sub tabs available under the 'MBS' tab

Open a patient's record within your clinical software to view:

- Guidelines
- Activities
- Claims

Guidelines Tab

- This tab will show relevant Medicare items for the open patient, based on their past history, age, gender, ethnicity and practice billing history

MBS [GUIDELINES] [ACTIVITIES] [CLAIMS]

Relevant [hide](#)

The following recommendations have been identified as relevant for this patient

	TITLE	UP TO DATE
723	TCA	✗ 0/1
721	GPMP	✗ 0/1
715	ATSI Health Assessment	✗ 0/1
2546, 2552, 2558	Asthma Cycle Of Care	✗ 2/5

Not relevant [show](#)

Note
 By default the non-relevant guidelines will be hidden

- Click on each line to display further details and a link to MBS Online
- By clicking on the [Add into Clinical System](#) button, your clinical software will open to the appropriate section to enter data

MBS **GUIDELINES**⁹ ACTIVITIES⁶ CLAIMS⁴

Relevant [hide](#)

The following recommendations have been identified as relevant for this patient.

TITLE	UP TO DATE
723 TCA	✗ 0/1
721 GPMP	✗ 0/1
715 ATSI Health Assessment	✗ 0/1
2546, 2552, 2558 Asthma Cycle Of Care	✗ 2/5

Not relevant [show](#)

TCA

RELEVANCE CRITERIA

Chronic condition (Asthma, Check up, asthma)

DETAILS

[Visit MBS Online for further information](#)

ACTION

ACTIVITY	FREQUENCY	MET	ACTION
TCA	every 12 months	✗	ADD IN CLINICAL SYSTEM

Activities Tab

- This tab will display Medicare recommended activities for the clinician to preform whilst seeing the patient
- Recommended activities can be expended display further information
- Click on the item under the Claim Eligibility or Recommended Activity men to be redirected to the Guidelines tabs for additional information and the MBS Online link
- By clicking on the Add into Clinical System button, your clinical software will open to the appropriate section to enter data

MBS GUIDELINES ACTIVITIES CLAIMS

Recommended [hide](#)

The following activities are recommended for this patient, based on the Medicare guidelines

ACTIVITY	RECOMMENDATION	CLAIM ELIGIBILITY
Asthma Action Plan	X	X
Asthma Action Plan Review	X	X
Asthma Consultations	X	X
ATSI Health Assessment	X	X
Blood Pressure	X	X
BMI	X	X
eGFR	X	X
Eye Examination	X	X
GPMP	X	X
HbA1c	X	X
HDL	X	X
Medication Review	X	X
Microalbuminuria	X	X
TCA	X	X
Total Cholesterol	X	X
Triglycerides	X	X
Asthma Medication Review	✓	✓
Foot Exam	✓	✓

Not required [show](#)

Eye Examination

RECORD OF COMPLETION

- Thursday 27 October, 2011

CLAIM ELIGIBILITY

REQUIREMENT	FOR GUIDELINE	MET
every 24 months	Diabetes CoC	X

RECOMMENDED ACTIVITY

FREQUENCY	FOR GUIDELINE	MET
every 30 months	Diabetes CoC	X

ACTION

[ADD IN CLINICAL SYSTEM](#)

Claims Tab

- This section will show you items that are 'Ready for claiming', 'Claimable if activities are completed', 'Up-to-date' and 'Not eligible for claiming'
- By clicking on each line you can see additional information and where applicable connect back to your clinical software to complete information
- The 'Not eligible for claiming' section will display items recorded in your clinical software but are non-relevant and un-claimable for your patient. This could be a good start to check if an item has been incorrectly coded

MBS GUIDELINES ACTIVITIES CLAIMS

Ready for claiming [hide](#)

The following MBS items are now ready for claiming. All minimum claiming eligibility criteria has been met, including related claims and time since last claimed.

TITLE
715 ATSI health assessment

Claimable if activities completed [hide](#)

The following MBS items will be ready for claiming if some activities are completed.

TITLE
721 GPMP
723 TCA
2517, 2521, 2525 Diabetes Cycle of Care
2546, 2552, 2558 Asthma Cycle of Care

Up-to-date [hide](#)

There are no MBS items that are up-to-date.

Not eligible for claiming [show](#)



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