Building Digital Health

TOP**BAR**
GUIDE

CAT Plus Software Suite – Topbar

For more information or support please contact the Digital Health team at Brisbane South PHN
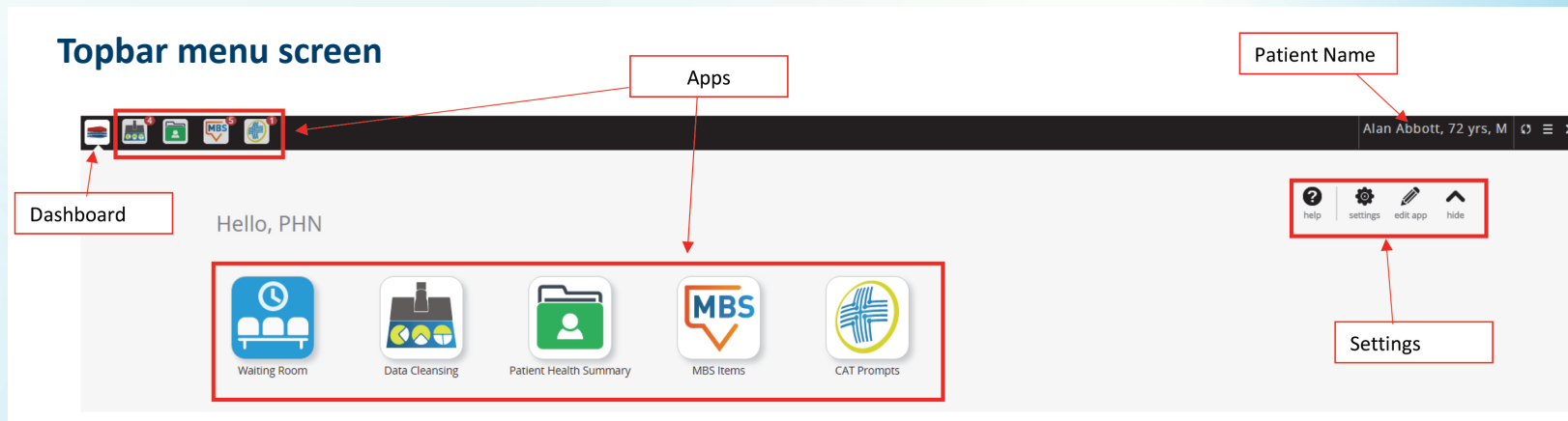
1300 467 265

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

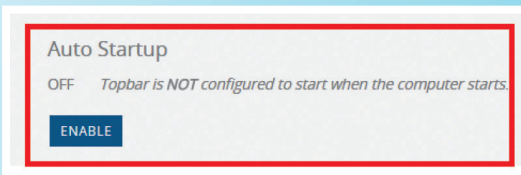**phn**
BRISBANE SOUTH
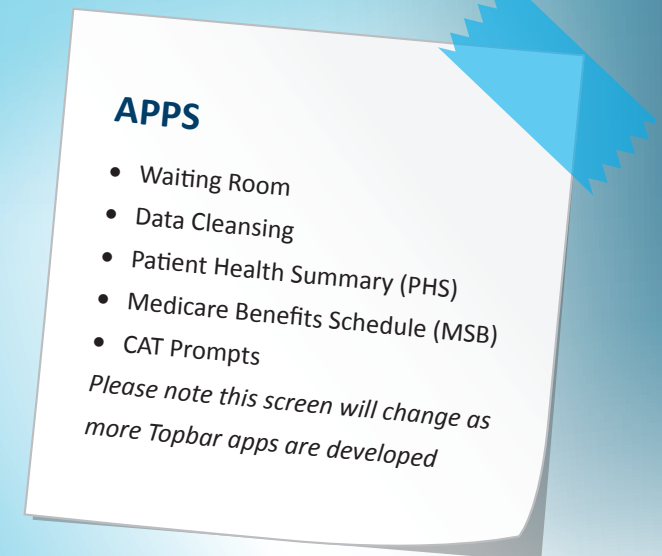An Australian Government Initiative

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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

Topbar menu screen

- 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)

Auto Startup

OFF   Topbar is NOT configured to start when the computer starts.

ENABLE

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

APPS

- Waiting Room
- Data Cleansing
- Patient Health Summary (PHS)
- Medicare Benefits Schedule (MSB)
- CAT Prompts

Please note this screen will change as more Topbar apps are developed

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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

Demographic

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

- 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

Note

This will only defer the prompt for the current logged in user

All other Topbar users will still have this notification

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

Completed hide
Patients in waiting area with complete demographic data:

NAME	NOTIFICATIONS	STATUS	PROVIDER	TIME
ANDERSON, David	0	✓	Dr A Practitioner	

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

- 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
Regular practitioner:

Medicare No: 3500 26512 1 1 Expiry date:
☐ If the patient's name is different on the Medicare Card
Alias Surname:
Alias First Name:

ATSI:

Ethnicity: Caucasian

Chart type: Permanent
Chart No:
Allocate Chart No

IHI No:
IHI Record Status:
IHI No Status:

Payment Details Address/Phone Personal Details Notes

Payer details
Payer:
⦿ Self
○ Other

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

☐ Auto capitalise   Waiting Room   Save   Print   Cancel

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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

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

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

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

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

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

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

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