

Best Practice Data Collection by Location

Best Practice provides the ability to create multiple locations for practices who operate across more than one site. CAT4 can extract patient data by location using the locations functionality in BP.

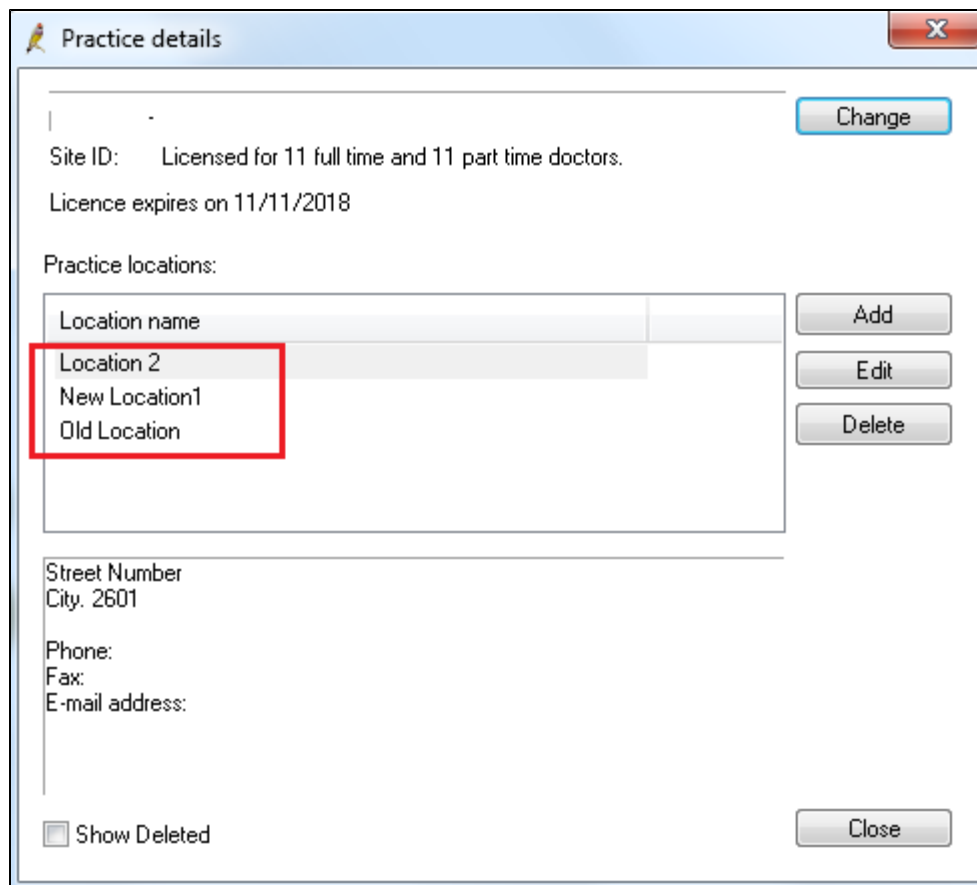
NOTE: The ability to extract by using a prefix to the patient record is still available. Full details on how to use the prefix can be found here: [CAT4 Best Practice Collection by Record Prefix](#).

Using a patient record prefix involves editing every patient record, which is time consuming and prohibitive to set up, hence the location method described here is easier to set-up and use.

To set up your locations please follow the Best Practice user guide.

You can also watch our video explaining how to set up the data collection here: [BP Multi Location Data Collection CAT4](#)

Once your multiple locations are set up, it should look similar to this in your practice details screen:



The screenshot shows a 'Practice details' window with a blue title bar and a red close button. The window contains the following elements:

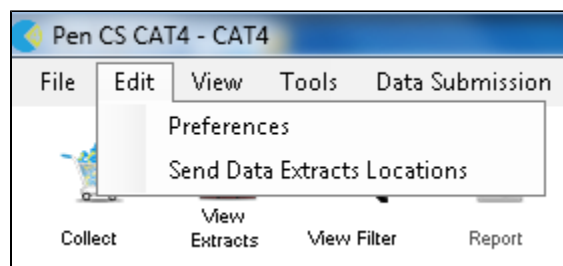
- A 'Change' button in the top right corner.
- Text: 'Site ID: Licensed for 11 full time and 11 part time doctors.'
- Text: 'Licence expires on 11/11/2018'
- Section: 'Practice locations:'
- A table with the following rows:

Location name
Location 2
New Location1
Old Location

The 'Location 2' row is highlighted with a red rectangular box.
- Buttons: 'Add', 'Edit', and 'Delete' are positioned to the right of the table.
- Text fields: 'Street Number', 'City. 2601', 'Phone:', 'Fax:', and 'E-mail address:'.
- A checkbox labeled 'Show Deleted' at the bottom left.
- A 'Close' button at the bottom right.

In the example above three locations have been set up.

In CAT4 you will need to configure the Best Practice preferences. Click on Edit/Preference:



and then on the Best Practice tab:

Clinical Audit Preferences

practiX Zedmed Mediflex Medilink The Practice Scheduler Data Submission Topbar

Clinical Audit **Best Practice** Communicare Ferret Genie GPComplete Medical Director 3 Medinet MedTech32 MMEX

Database Configuration: Live Data

Database Server (optional override):

Billing Software: Pracsoft 3

Pracsoft Note: If you are using Best Practice and Pracsoft, please check the Medical Director 3 tab to ensure the 'Database Configuration' Setting is correct.

Mediflex/Medilink/The Practice Note: If you are using Best Practice and Mediflex, Medilink or The Practice, please check the relevant tab to ensure the 'Application Directory' Setting is correct.

Password:

Test Browser Password

Password Note: In Best Practice you will need to allow database access. Go to Setup > Configuration > Database. You can either 1) tick ALL the External data access checkboxes, or 2) set up the BP Database Browser password. If you set up the Browser password you must enter it above. NOTE Samples Data requires the Browser password.

Extract Archived and Deceased Patients: No

Practice Location List (comma separated, enter ALL for a single extract, IND for an extract per practice location): ALL,IND

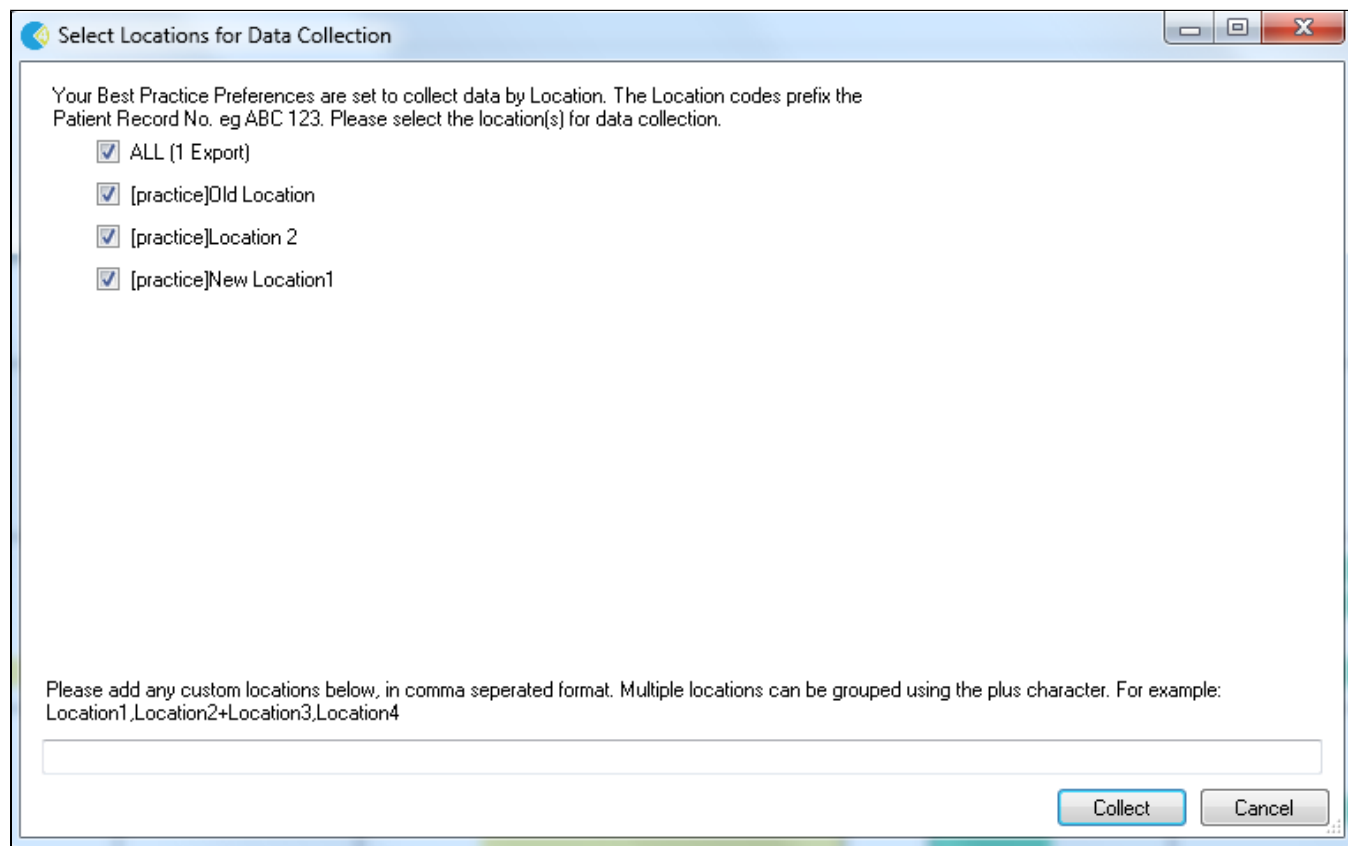
Program Location List (comma separated) (Prefix entered in Patient Record No Enter ALL for a single group extract):

OK Cancel

There are a number of options on how to extract by location - using ALL will create one extract for all locations, using IND will create one extract for each location in your system and using the exact name of the location (case sensitive) will create an extract for that one location only. Multiple entries in this field need to be comma separate and no space between entries.

Once you have added the multiple locations, click OK to save.

After setting up multiple locations for BP CAT4 will display an additional dialogue depending on the entries in your location list. For the ALL,IND combination it will look like this:



The screenshot shows a Windows-style dialog box titled "Select Locations for Data Collection". The dialog has a blue header bar with a yellow icon on the left and standard window controls (minimize, maximize, close) on the right. The main content area has a light blue background. It contains the following text: "Your Best Practice Preferences are set to collect data by Location. The Location codes prefix the Patient Record No. eg ABC 123. Please select the location(s) for data collection." Below this text is a list of four items, each with a checked checkbox: "ALL (1 Export)", "[practice]Old Location", "[practice]Location 2", and "[practice]New Location1". At the bottom of the dialog, there is a text input field with the placeholder text: "Please add any custom locations below, in comma seperated format. Multiple locations can be grouped using the plus character. For example: Location1,Location2+Location3,Location4". To the right of the input field are two buttons: "Collect" (highlighted with a blue border) and "Cancel".

Setting up for Scheduled Collections

If you are using scheduled collects we recommend to set up scheduler for your locations, for full details please see here: [Using Scheduler for Multiple Locations on one Server](#)

This will enable you to create, de-identify and upload individual extracts to PAT CAT at a set time/day of the month.

You will need to make sure each location required for monthly submission is listed in the Best Practice preferences tab in the Practice Location List, and configured on the scheduler tab.

Note: To discover your list of Best Practice locations enter IND and OK, then click Collect to see the dialogue box above, then Cancel. Return to the preferences screen to amend your location list as required.