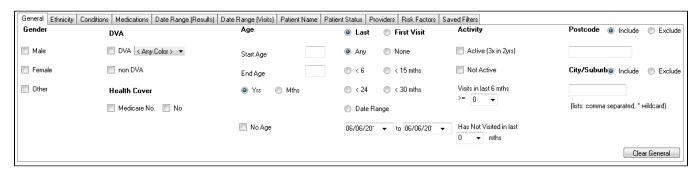# General tab - Demographics

Patient data can be filtered as follows:

Gender	Male Female Other No selection = All **Note**: Ticking multiple boxes will create an OR criteria (i.e. Male OR Female).
DVA	DVA (Department Veteran Affairs) non DVA No selection = All **Note**: Ticking multiple boxes will create an OR criteria (i.e. DVA OR non DVA). DVA Card color can be selected from the drop down selection list
Age	1. Enter a numeric start age or end age to limit your selection Choose Years (default) or Months as your search filter for start/end age. [Note: choosing Months will display the Demographics graph in months.] 2. 'No Age' ticked will search for patients with a missing date of birth
Health Cover	Medicare No. Recorded Medicare No. Not Recorded No selection = All

Last /First Visit	⚠ CAT4 counts any entry in the patient progress notes that is not clearly marked as being non clinical as a visit. To check the details please refer to our mapping guides for your clinical system: General Data Category Mappings BP General Data Category Mappings MD3 *Note that in some clinical systems it is not possible to distinguish a clinical contact from other notes made in the patient record. This will affect the quality* *of the data reported as non clinical entries in the patient record will be counted as visits.* Adding/reviewing pathology results is not counted as a visit! The last visit date is the most recent date a patient contact has been recorded. The first visit date is the first time a patient has visited the practice. Note that in some clinical systems it is not possible to distinguish a clinical contact from other notes made in the patient record. This will affect the quality of the data reported. Check the 'General Data Mappings' Appendices for your clinical system. Values for selection are: Any = the last/first visit was at any time (all patients will be selected) None = no last/first visit is recorded <6 mths = has visited in the last 6 months <15 mths = has visited in the last 15 months <24 mths = has visited in the last 24 months <30 mths = has visited in the last 30 months Date Range with from/to date selection = only patients whose most recent visit occurred within a period of time. Patients with a visit after the 'to date' will be excluded. The 'Date Range' filter – to note: The 'Date Range' filter cannot be used to retrospectively look at the data in a 'snapshot'. The 'snapshot' is only valid for the point in time at which it was taken. For example: If you filter on last visit between 1 and 2 years ago you will be excluding patients you have had a visit more recently. These patients may or may not have had a visit in the period of time you are selecting. You will not be selecting all patients who visited within that period. *You will not be selecting all patients who visited within that period.*
First Visit	This filter can be used to find patients who had their **first** visit in the selected time period. The same pre-configured time periods as for the 'Last Visit' filter are available. This can be used to find new patients.
Activity	Activity is how many patient visits (or contacts) have been recorded with the practice. Values for selection are: Active = has had 3 visits in the last 2 years (RACGP definition) Not Active = a patient not meeting the RACGP definition of active And/Or (Number of) Visits in the last 6 mths Has not visited in the last *X* mths; where *X* can be selected via the drop down. Activity is measured by changes to the patient's progress notes. Any clinical entry (see the general mapping details for your clinical system: Data Mapping) in the progress notes will count as a visit. Administrative entries will not be counted.
Post code	Enter a 4 digit postcode (you can use * as a wildcard) or Multiple postcodes can be entered separated by a comma This filter allows you to select whether the list of postcodes is for Include in the filter Patients matching a postcode in the list will be selected Exclude from the filter Patients matching a postcode will not be selected The Exclude option allows practices to find patients that do not reside in their local area and may be transient.
Suburb	Enter a suburb The same options as for postcode apply to suburb.

By adding more filter criteria the filter will become more restrictive - any additional criteria is added to the first one, also known as an AND filter.

For details on where the data in this filter is located/entered in your clinical system please check our mapping guide for your clinical system here: Data Mapping