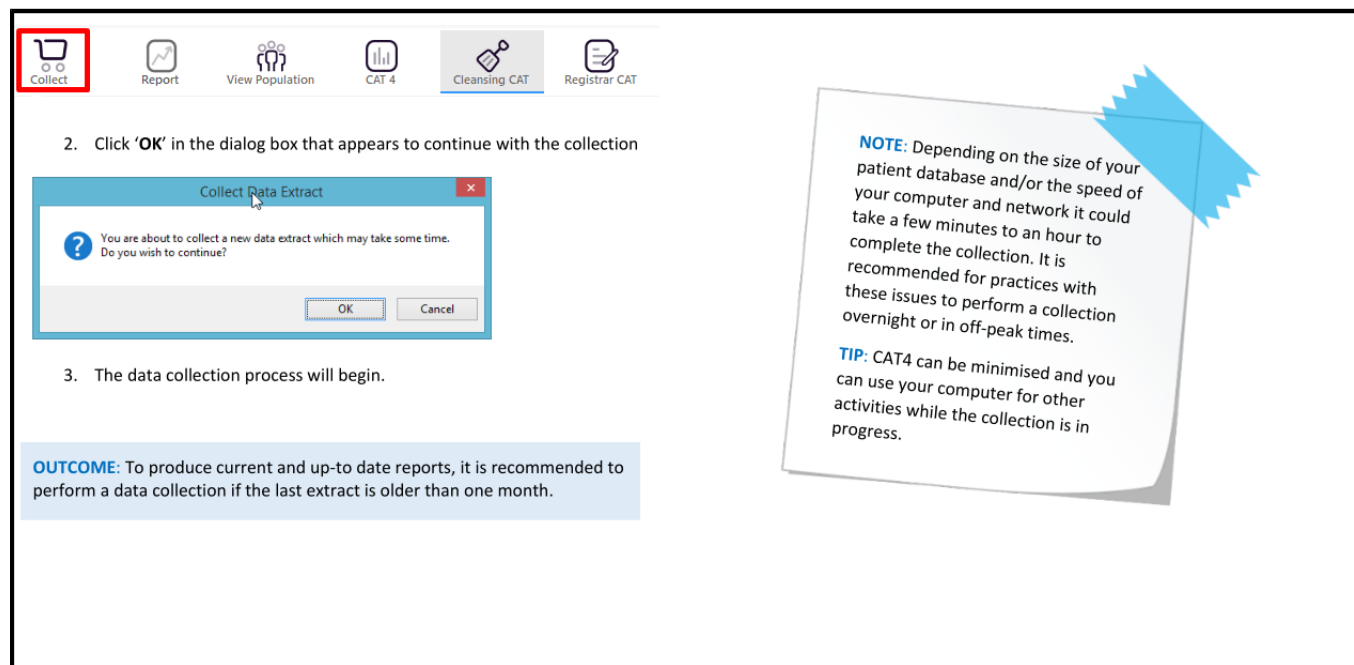


# Getting Started

## Collecting a Data Extract

Data collection via the 'Collect' button in CAT4, is available for Medical Director, Best Practice, Zedmed and Communicare.

1. To start a new collection click on the '**Collect**' button from the menu bar



2. Click '**OK**' in the dialog box that appears to continue with the collection

3. The data collection process will begin.

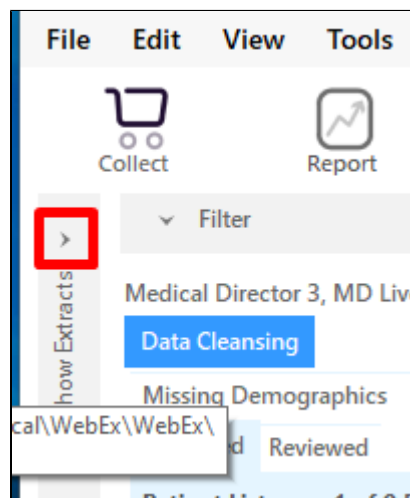
**OUTCOME:** To produce current and up-to date reports, it is recommended to perform a data collection if the last extract is older than one month.

**NOTE:** Depending on the size of your patient database and/or the speed of your computer and network it could take a few minutes to an hour to complete the collection. It is recommended for practices with these issues to perform a collection overnight or in off-peak times.

**TIP:** CAT4 can be minimised and you can use your computer for other activities while the collection is in progress.

## Opening a Data Extract

- To select a data extract, click on the '**Show Extracts**' option on the top left of your screen.



- Select the required extract from the list on the left side.

**TIP:** The newest extract will appear at the top of the list. De-identified extracts are hidden by default, but if you want to see them you can toggle the 'Hide Deidentified Extracts' option on top of the extract list.

The screenshot shows the CAT 4 interface. On the left, there is a list of extracts with columns for date, time, patient count, and extract name. The top extract is highlighted in blue. A red box highlights the list of extracts. On the right, there is a demographic breakdown chart titled 'Demographic Breakdown by Age [Population]'. The chart shows age groups and their corresponding patient counts. A note states: 'NOTE: Loading times may vary depending on the speed of your computer and the number of patients in your database.'

Age Group	Count
100+	1
95 - 99	1
90 - 94	1
85 - 89	1
80 - 84	1
75 - 79	1
70 - 74	1
65 - 69	1

## Using a filter

- To view the filters, click on the 'Filter' option on the top of your screen. This will open the filter panel.

The screenshot shows the CAT 4 interface with the Filter panel open. The Filter panel is located on the right side of the screen and contains various options for filtering data. The Filter panel is highlighted with a red box.

This will open a whole range of options for you to use, to filter your data for specific topics and requirements.

The screenshot shows the Filter panel with various filtering options. The Filter panel is highlighted with a red box.

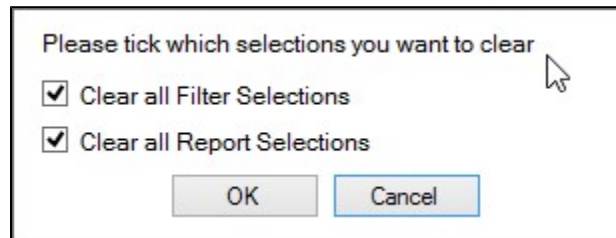
General	Ethnicity	Conditions	Medications	Date Range (Results)	Date Range (Visits)	Patient Name	Patient Status	Providers	Risk Factors	MBS Attendance	Saved Filters
<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Not Stated		<b>DVA</b> <input type="checkbox"/> DVA <span>&lt; Any Color &gt;</span> <input type="checkbox"/> non DVA	<b>Health Cover</b> <input type="checkbox"/> Medicare No. <input type="checkbox"/> No	<b>Age</b> Start Age <input type="text"/> End Age <input type="text"/> <input checked="" type="radio"/> Yrs <input type="radio"/> Mths <input type="checkbox"/> No Age	<input type="radio"/> Last Visit <input checked="" type="radio"/> Any <input type="radio"/> < 6 mths <input type="radio"/> < 24 mths <input type="radio"/> Date Range 27/01/2022 to 27/01/2022	<input type="radio"/> First Visit <input type="radio"/> None <input type="radio"/> < 15 mths <input type="radio"/> < 30 mths	<input checked="" type="radio"/> Any <input type="radio"/> Active (3x in 2 yrs) <input type="radio"/> Not Active	Visits in last 6 mths ≥ <input type="text"/> mths	Has Not Visited in last <input type="text"/> mths		

## Starting a new search

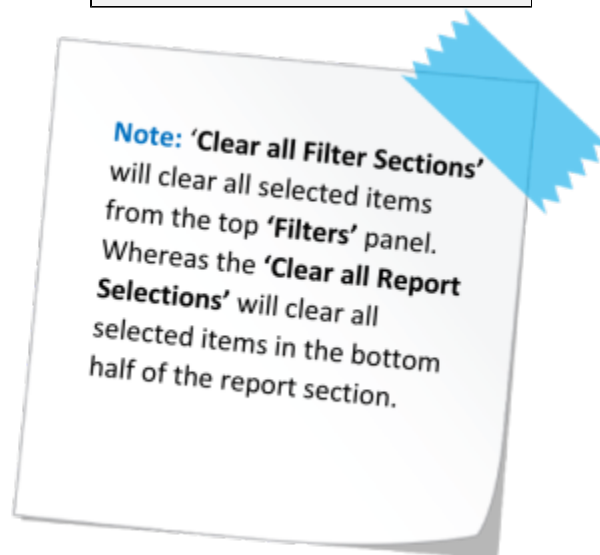
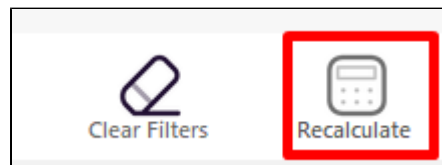
- Click on the '**Clear Filters**' button from the right hand side of the menu bar.



- Click on the '**OK**' button to continue

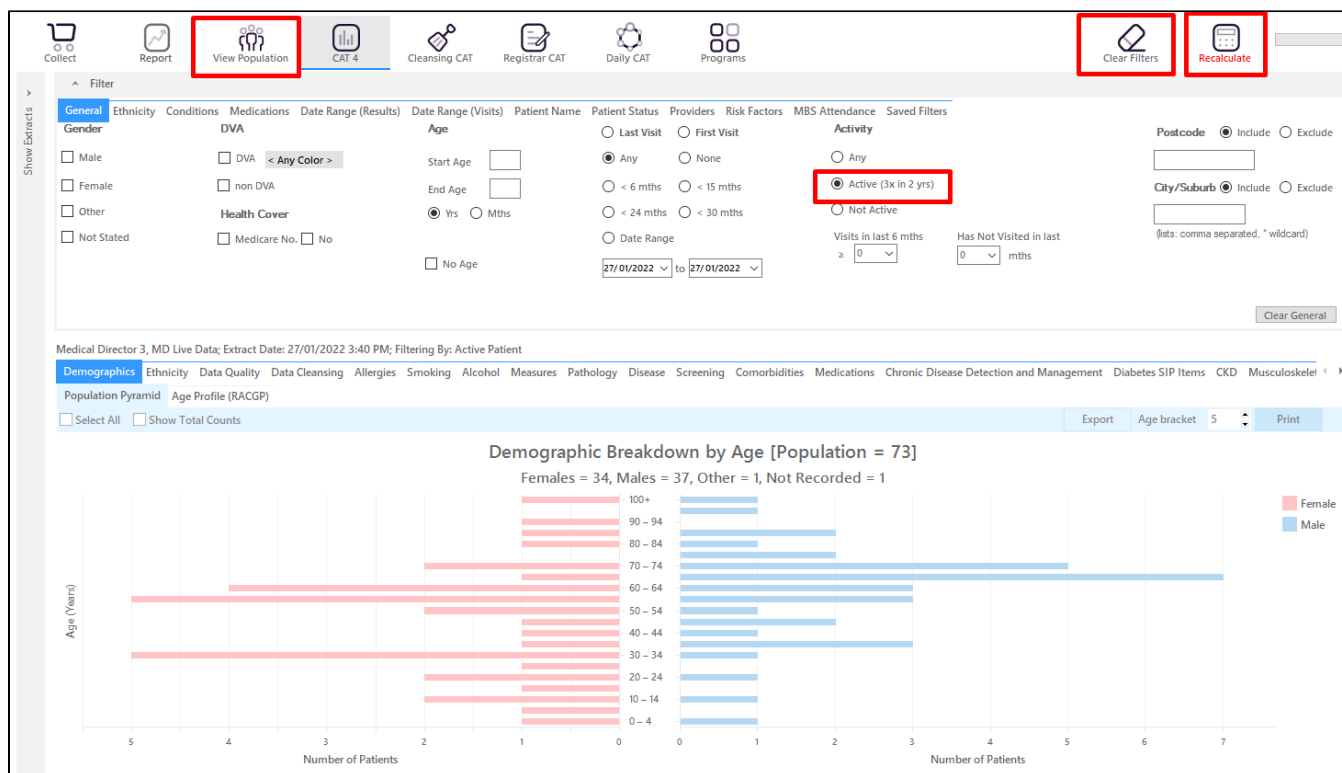


- Select your new filter options and click on the '**Recalculate**' button from the right hand side of the menu bar.



## Producing a Report of Active Patients – Option One

- Click on the '**Clear Filters**' button from the menu bar before starting a new search
- Under the '**General**' tab in the filters panel select the option '**Active (3x in 2yrs)**'
- Click on the '**Recalculate**' button from the menu bar
- Click on the '**View Population**' button from the menu bar to view the results



## Producing a report of Active Patients – Option Two

You can specify your own date range to categorise if a patient is active. This will produce a report of patients who have visited your practice at least once within the date range selected.

1. Click on the 'Clear Filters' button from the menu bar before starting a new search
2. Under the 'Date Range (Visits)' tab in the filter panel, select the required date range. This can be via the predetermined time frames or by selecting a range from the 'from and to' option.
3. Click on the 'Recalculate' button from the menu bar

The screenshot shows the 'Date Range (Visits)' filter panel. The 'Date Range for Visit' section is active, showing the date range selected as '01/07/2021' to '27/01/2022'. A calendar for July 2021 is displayed, with the date '1' highlighted. The 'Recalculate' button is highlighted in red. A note is displayed on the right side of the panel, stating: 'NOTE: Using the 'Active Patient' filter option is important when generating reports on the current status of your practice. Unless this option is selected, all patients marked as active in your clinical software will be used to produce your reports. Patients who are still marked as 'Active' in your clinical software but have not visited your practice in some time, may not have up-to-date information in their patient record.'