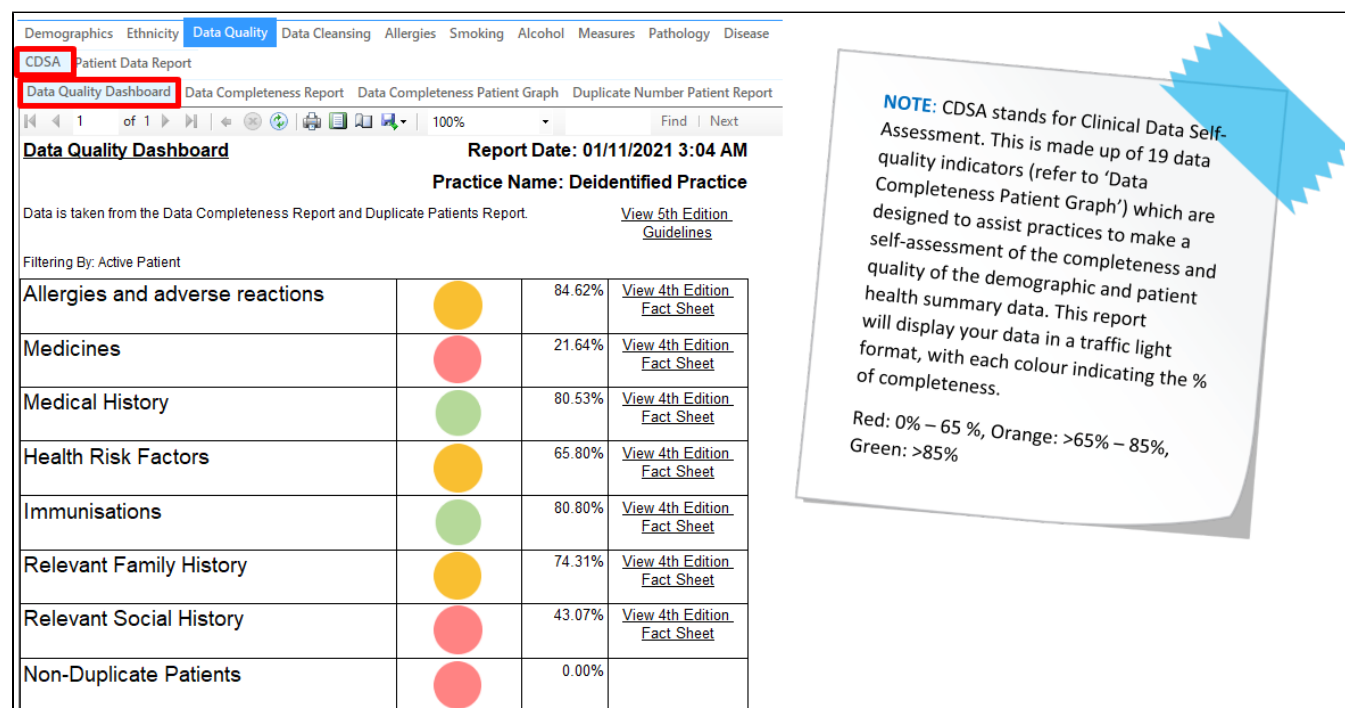


# Accreditation Preparation

## Data Quality Dashboard

This Report will display your practice's current data quality in comparison to the RACGP standard.

1. Click on the '**Clear Filters**' button from the menu bar before starting a new search
2. From the filters panel select '**Active Patients**' (refer to Producing a report of Active Patient section for instructions)
3. Click on the '**Recalculate**' button from the menu bar
4. In the Report section of the screen select the '**Data Quality**' tab
5. Select the '**CDSA**' and '**Data Quality Dashboard**' sub tabs to display your report



## No Gender Listed

1. Click on the '**Clear Filters**' button from the menu bar before starting a new search
2. From the filters panel under the '**General**' tab select '**Other**' (This is located under the gender column) and '**Active Patients**' (refer to Producing a report of Active Patient section for instructions)
3. Click on the '**Recalculate**' button from the menu bar
4. Click on the 'View population' button in the menu bar to view the results

**Filter**

**General** Ethnicity Conditions Medications Date Range (Results) Date Range (Visits) Patient Name Patient Status Providers Risk Factors MBS Attendance Saved Filters

**Gender**

☐ Male

☐ Female

☐ Other

☒ Not Stated

**DVA**

☐ DVA **< Any Color >**

☐ non DVA

**Health Cover**

☐ Medicare No. ☐ No

**Age**

Start Age

End Age

☒ Yrs ☐ Mths

☐ No Age

**Patient Status**

☐ Last Visit ☐ First Visit

☒ Any ☐ None

☐ < 6 mths ☐ < 15 mths

☐ < 24 mths ☐ < 30 mths

☐ Date Range

01/ 11/ 2021  to  01/ 11/ 2021

**Activity**

☐ Any

☒ Active (3x in 2 yrs)

☐ Not Active

Visits in last 6 mths  ≥  0

Has Not Visited in last  0 mths

**NOTE:** Practices using Medical Director, Best Practice or Zedmed can use Cleansing CAT to update the patient's details. Click on the 'Cleansing CAT' button from the menu bar and follow the same filter options in steps 1 to 3. Refer to the 'Getting Started' section for more details on 'Cleaning CAT'

**OUTCOME:** This report can be used to identify and correct patient's records with no gender recorded. You could also run this report for **all** patients (unselecting Active).

## Meet 90% of Allergies Recorded

1. Click on the '**Clear Filters**' button from the menu bar before starting a new search
2. From the filters panel under the '**General**' tab select '**Active Patients**' (refer to Producing a report of Active Patient section for instructions) 3. Click on the '**Recalculate**' button from the menu bar

**Filter**

**General** Ethnicity Conditions Medications Date Range (Results) Date Range (Visits) Patient Name Patient Status Providers Risk Factors MBS Attendance Saved Filters

**Gender**

☐ Male

☐ Female

☐ Other

☐ Not Stated

**DVA**

☐ DVA **< Any Color >**

☐ non DVA

**Health Cover**

☐ Medicare No. ☐ No

**Age**

Start Age

End Age

☒ Yrs ☐ Mths

☐ No Age

**Patient Status**

☐ Last Visit ☐ First Visit

☒ Any ☐ None

☐ < 6 mths ☐ < 15 mths

☐ < 24 mths ☐ < 30 mths

☐ Date Range

01/ 11/ 2021  to  01/ 11/ 2021

**Activity**

☐ Any

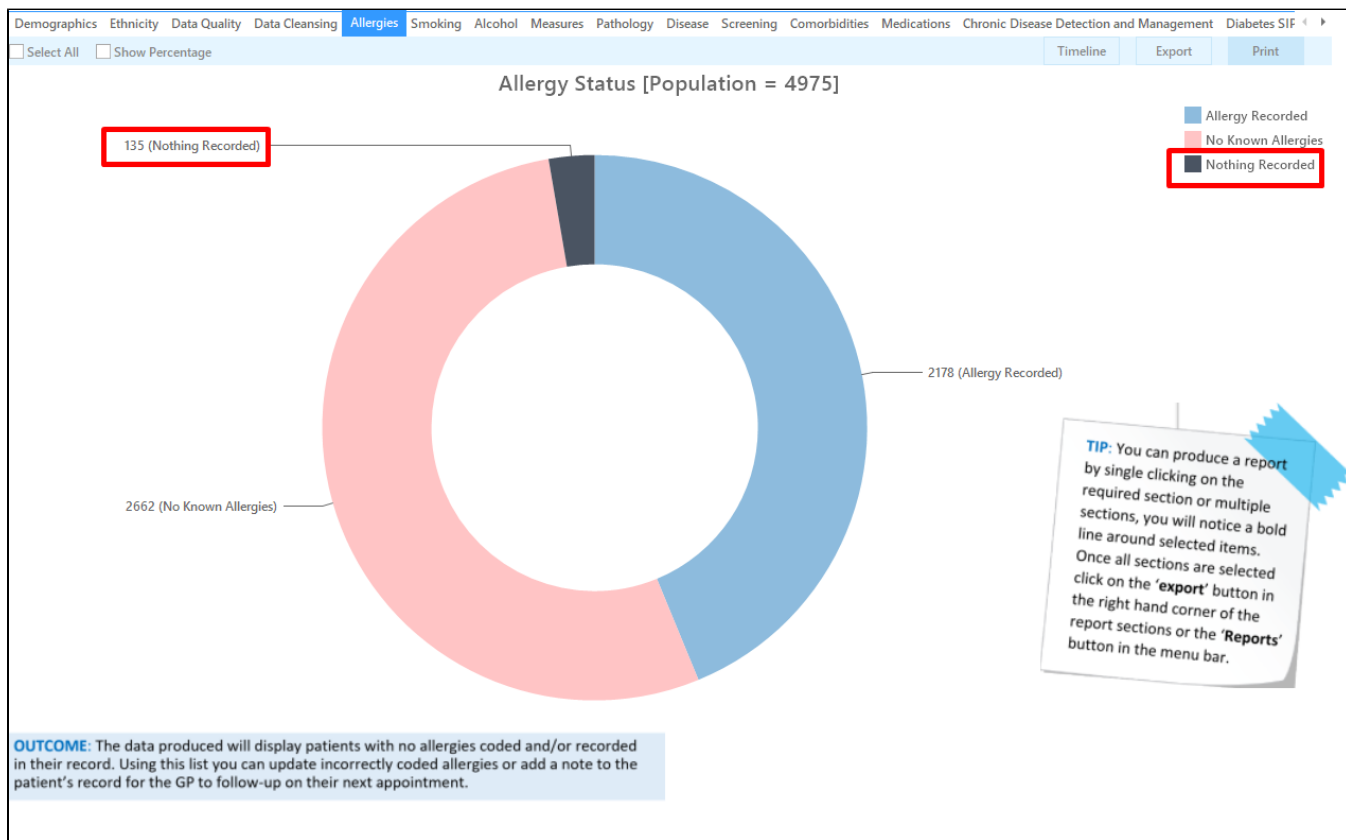
☒ Active (3x in 2 yrs)

☐ Not Active

Visits in last 6 mths  ≥  0

Has Not Visited in last  0 mths

1. In the Report section of the screen select the '**Allergies**' tab
2. Double click on the '**Nothing Recorded**' section of the pie graph to display a report of your patient details



## No Date of Birth Listed

1. Click on the **'Clear Filters'** button from the menu bar before starting a new search
2. From the filters panel under the **'General'** tab select the **'No Age'** box under the Age column and select **'Active Patients'**
3. Click on the **'Recalculate'** button from the menu bar
4. Click on the **'View Population'** button in the menu bar to view the results

Collect Report View Population **CAT 4** Cleansing CAT Registrar CAT Daily CAT Programs

**Clear Filters** **Recalculate**

Filter

**General** Ethnicity Conditions Medications Date Range (Results) Date Range (Visits) Patient Name Patient Status Providers Risk Factors MBS Attendance Saved Filter:

**Gender**

☐ Male ☐ Female ☐ Other ☐ Not Stated

**DVA**

☐ DVA ☐ non DVA

**Health Cover**

☐ Medicare No. ☐ No

**Age**

Start Age  End Age

☒ Yrs ☐ Mths

☒ No Age

**Patient Status**

☒ Last Visit ☐ First Visit

☐ < 6 mths ☐ < 15 mths

☐ < 24 mths ☐ < 30 mths

☐ Date Range

01/ 11/ 2021 to 01/ 11/ 2021

**Activity**

☐ Any ☒ Active (3x in 2 yrs) ☐ Not Active

Visits in last 6 mths  0

**NOTE:** Practices using Medical Director, Best Practice or Zedmed can use 'Cleansing CAT' to update the patient's details. Click on the 'Cleansing CAT' button from the menu bar and follow the same filter options in steps 1 to 3. Refer to the 'Getting Started' section for more details on 'Cleaning CAT'.

**OUTCOME:** This report would enable you to add a note into the patient's file as a prompt to update the missing information on their next appointment.