



# CLINICAL AUDIT TOOL

**Recipe Name:** Identify patients with Allergy or Smoking Status NOT recorded

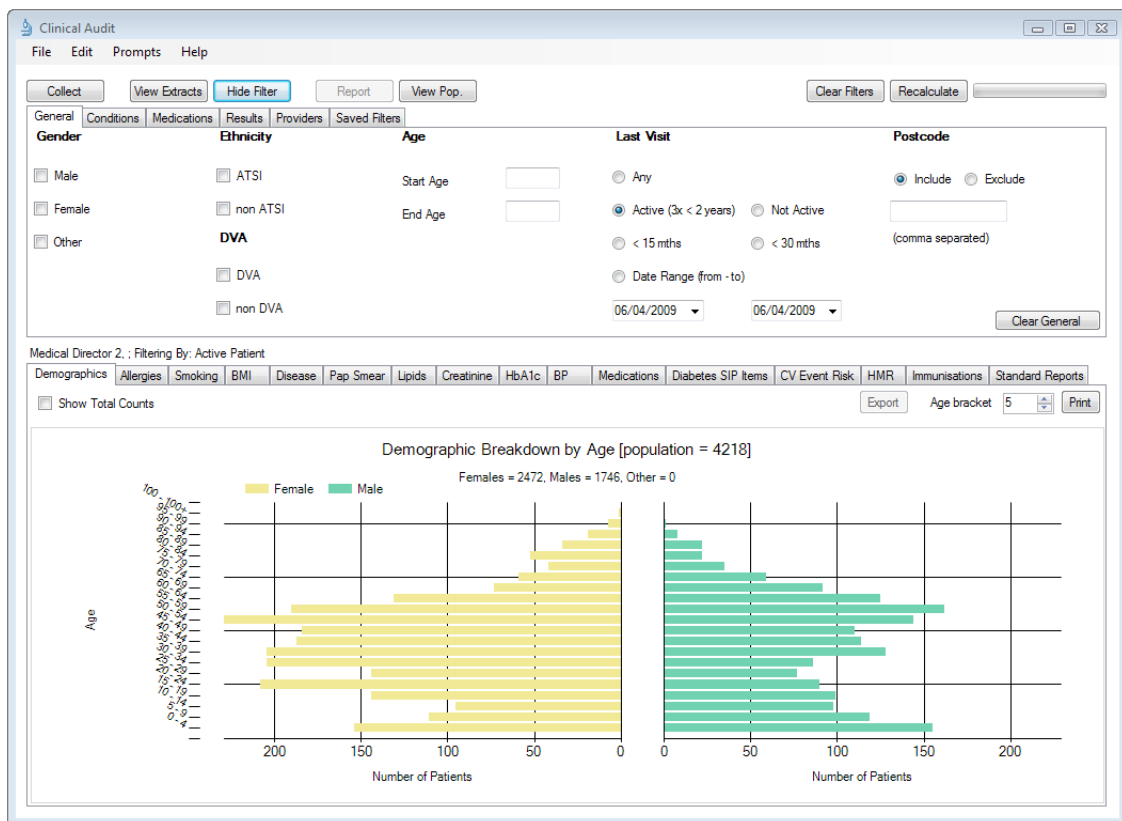
**Rationale:** Recording of allergy and smoking status is a quality initiative in general practice and there are practice accreditation measures around these.

**Target:**  $\geq 90\%$  active population with allergy and smoking status recorded\*

- CAT Starting Point:**
1. AT Open
  2. Population Extract Loaded and Extract Pane "Hidden"
  3. **OPTIONAL ONLY\***: Filter Pane Open and, under the General Tab, "Active Patients (3x < 2 years)" selected

*\*The decision to select either "Active" or "All" patients is left to the practice to make*

4. Recalculate
5. Hide Filter



THE ROYAL AUSTRALIAN  
COLLEGE OF  
GENERAL PRACTITIONERS

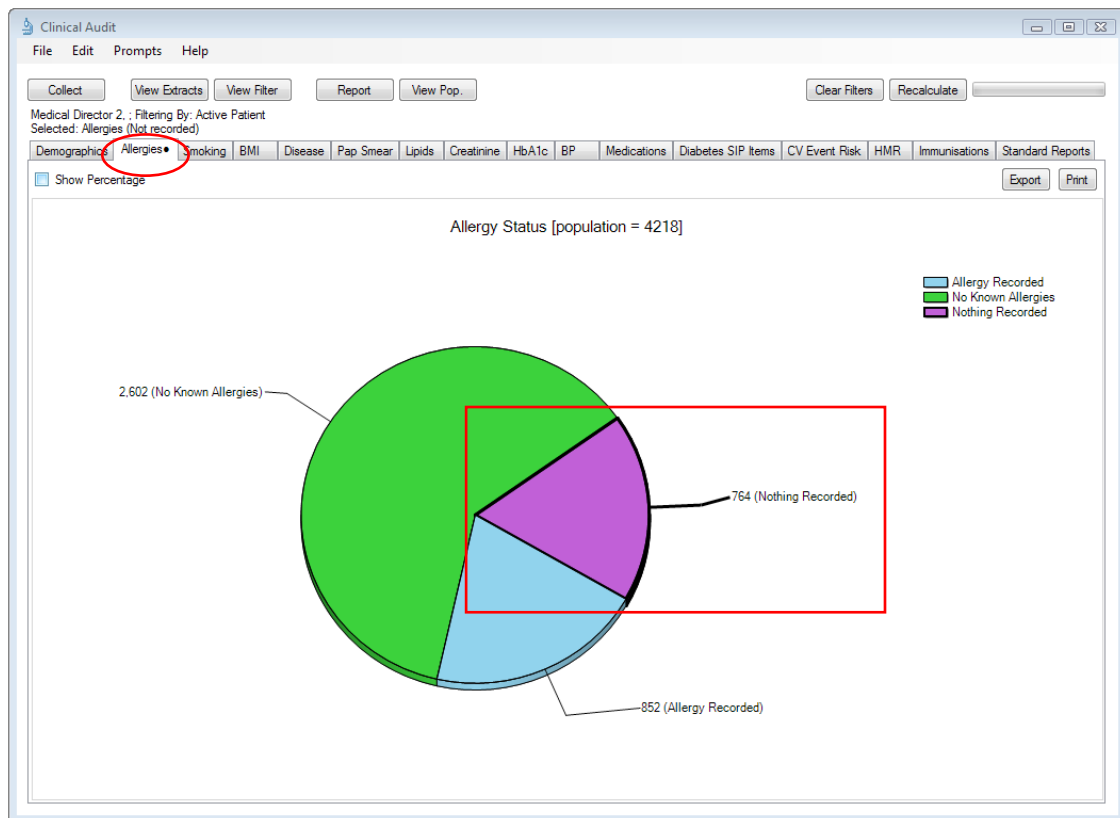


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## RECIPE

### Identify Patients:

1. Select "Allergies" Tab ("Smoking" Tab)
2. Click on "Nothing Recorded" slice of the Pie Graph





# CLINICAL AUDIT TOOL

3. Click "Export"

Surname	First Name	Known As	Sex	D.O.B	Address	City	Postcode	Phone (H)
Surname	Firstname	Known As	F	01/01/1960	1 Address St	Sydney	2754	5555 1234
Surname	Firstname		F	01/01/1960	1 Address St	Sydney	2099	5555 1234
Surname	Firstname		F	01/01/1960	1 Address St	Sydney	2099	5555 1234
Surname	Firstname	Known As	F	01/01/1960	1 Address St	Sydney	2099	5555 1234
Surname	Firstname		F	01/01/1960	1 Address St	Sydney	2079	
Surname	Firstname		F	01/01/1960	1 Address St	Sydney	2099	5555 1234
Surname	Firstname	Known As	F	01/01/1960	1 Address St	Sydney	2759	5555 1234
Surname	Firstname		M	01/01/1960	1 Address St	Sydney	2099	5555 1234
Surname	Firstname		M	01/01/1960	1 Address St	Sydney	2099	5555 1234
Surname	Firstname	Known As	F	01/01/1960	1 Address St	Sydney	2761	5555 1234

The list of patients "Nothing Recorded" under Allergies (Smoking) and their contact details is now produced.

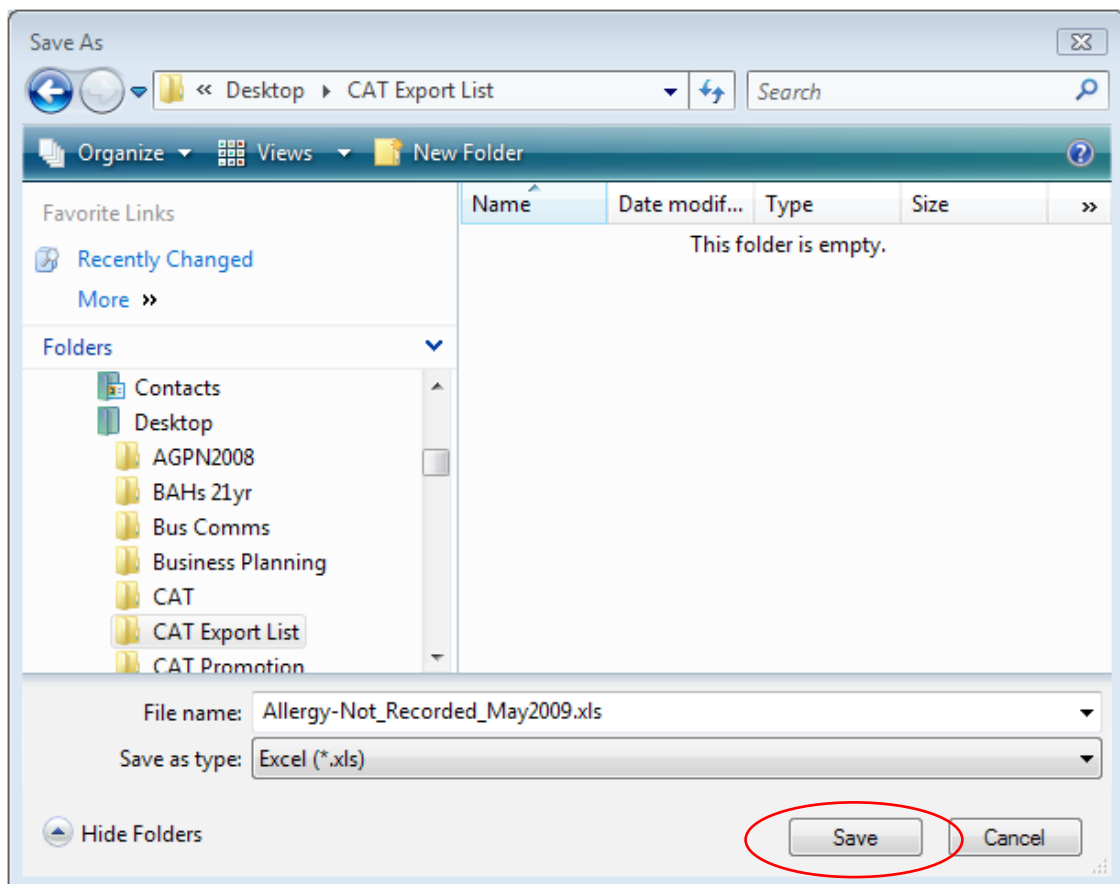




## CLINICAL AUDIT TOOL

### To Export Patient List to Microsoft Excel:

1. Click on the "Export Icon" at the top of the Patient Reidentification window.
2. Click on "Excel"
3. Choose a file name (eg. Allergy\_Not\_Recorded\_Date.xls) and a location to save to (eg. Create a folder C:/ClinicalAudit/CAT Patient FollowUp)
4. Click "Save"



### The practice now has a list of patients with contact details in MS Excel which can then be used to:

1. Go back through the individual patient records in the GP Clinical Desktop System (CDS) and update known records
2. Phone patients to update their record
3. Produce a mail merge to recall patients for follow up