Installation	
Pre-requisites	• Refer to the Pre-installation checklist: 512MB RAM; Latest Windows updates; Microsoft .NET Framework 2.0 • Divisions to set up the user account licence for logging in
Installation	• Simply click the link you are given and follow the prompts • Divisions need to check if the user has terminal services, citrix or a proxy server – if yes, refer to the User Manual
Preferences	
Clinical/Billing System	• Use the 'Edit > Preferences' option to select your clinical system from the drop-down list • Click the tab for that clinical system and enter further values • MD users with Pracsoft3 can configure billing software
Data Folder	• Decide where to store your data snapshots If there are a few clinicians in the practice that are using CAT then choose a network drive that is accessible to all. • Use the 'Edit > Preferences' option to set the 'Data Folder Location' for each user. **Note: More than 1 user can work with the same snapshot at the same time.**
Data Collection	
Collect Button	• Active patient data is collected – patients that are deceased or inactive are NOT collected • Saves 'snap-shot' data to 2 xml files in your preferred data folder • The practice should note how long it takes to run a collect. Practices with large data bases may prefer to run the collect overnight.
View/Hide Extracts Button	• Toggle button to display/hide the extracts panel • Click on an extract to load it

Data Filtering	
Show/Hide Filter Button	• Toggle button to display/hide the filter panel
Demographics	• Gender, Ethnicity, DVA, Age (Yrs/Mths), Last Visit, Activity, Postcode
Conditions	• Diabetes, Respiratory, Cardiovascular, Mental Health, Bone Disease, Renal, Other - Hyperlipidaemia • Pregnancy, Drug Abuse
Medications - Heart	• ACE and/or A2 Blocker, Anticoagulants (Aspirin, Warfarin, Clopidogrel), Beta Blockers, Calcium Antagonists, Diuretics, Lipid Modifying (Statins, Other)
Medications - Other	• Antidiabetics (Hyperglycaemics, Metformin), Mental Health (Antipsychotics), Corticosteroids, Pain Relief (NSAIDs), Respiratory (Asthma – inhaled, COPD)
Results	• View results/measurements within a selected period. Note: Results/measurements outside the selected period will be treated as ‘Not Recorded’
Providers	View patients for • Practice = All providers ticked • One or more providers • No provider Note providers with no patients attached are hidden by default. Un-tick check box to display all practice providers.
Recalculate Button	**ALWAYS REMEMBER to click the Recalculate button after you have changed the filter**

Graphs and Reports	
Pie Charts	• Allergies, Smoking, Measures (Waist, BP), Pap Smear, Pathology (Lipids, eGFR, MALB, HbA1c, FBG), HMR, Immunisations • 45-49 Check (for MD/Pracsoft3 only)
Bar Charts	• Demographics, Measures (BMI), Disease, Medications, Diabetes SIP, CV Event Risk • MBS Items (for MD/Pracsoft3 only)
Diabetes SIP	• A breakdown of the Diabetes care items where a SIP payment can be claimed for a completed cycle of care • You must filter on Condition Diabetes = Yes to see only Diabetes patients • Diabetes SIP Worksheet is available from 'Items Completed Per Patient'
Standard Reports	• APCC - Report of the APCC monthly measures required for 1) CHD, Diabetes and COPD patient registers 2) Prevention measures 3) Manually entered measures • NPI - Reports for the National Performance Indicators • Data Summary Report – A snap-shot of GP Data Quality • Versions of this report are also available for Pap Smear and Mental Health • QAIHC - Queensland Aboriginal and Islander Health Council Indicators
Cross Tabulation	• Find patients who appear on more than one graph to identify target population risk groups. • Select multiple graph segments, Click the 'Report' button

Re-identifying Patients	
View Population Button	• This button is found in the top panel of the Clinical Audit user interface • Click this button to get a list of all patients that match your filtering criteria
Export Button	• This button is found on each graph in Clinical Audit • Highlight segments(s) of the graph and click this button to get a list of all patients that make up that segment • The column at the far right of the patient list gives you the patient's value for that graph eg. BMI, Smoking status
Re-identified List	• The patient list generated using the 'View Pop.' or 'Export' buttons can be saved to Excel or PDF format • Saving to Excel allows you to sort the list as you choose. [Note: Make sure you delete the header and footer rows before trying to sort.]
Saved Filters (Filter Tab)	
Creating a filter	• Choose filter options you frequently use • Click 'Save New Filter' and fill in a name that describes your filter
Loading existing filters	• Click the name of the filter to load • Click the 'Recalculate' button
Sharing filters	• Filter files are stored in your Preferences 'Saved Filters Directory'. They can be emailed to other users who can save them in their preferences folder and then access them from the Saved Filters tab.

Improving Data Quality	
No Age / Gender	• Age: Filter on No Age ticked, Recalculate, Click the 'View Pop.' button • Gender: Filter on Gender = Other, Recalculate, Click the 'View Pop.' button
No Allergy / Smoking Status	• View the Allergy/Smoking Graph and Export pie segment with status = "Nothing Recorded"
Incorrect Diabetes Coding	• Filter on Type I = Yes AND Type II = Yes, Click the 'View Pop.' Button, These patients incorrectly have both diagnoses recorded • Filter on Undefined = Yes AND Type I = No AND Type II = No, Click the 'View Pop.' Button, These patients do not have a primary diagnosis recorded
Missing Coded Condition	• Use the Condition = NO filter with the medications filter to find patients where coded conditions may be missing ie. the use of some medications will indicate a patient condition should exist