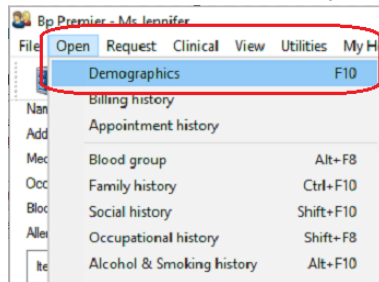


Best Practice – Data Cleansing

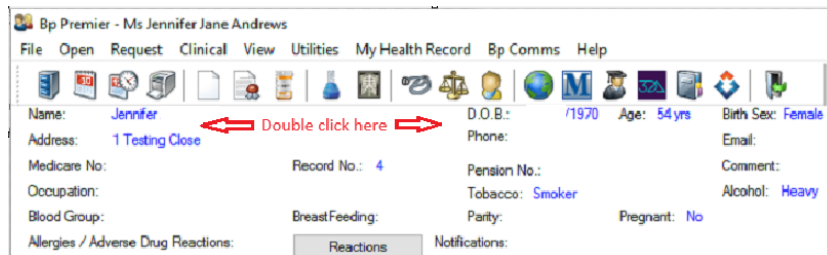
Ethnicity, Indigenous status recording

To record ethnicity/country of origin and Indigenous status:

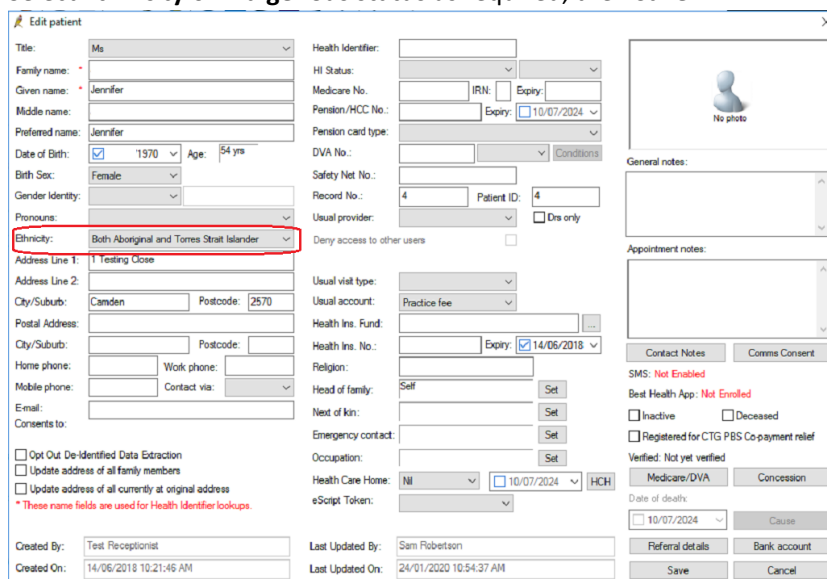
1. In the Patient's file, select **Open** then **Demographics**.



You can also double-click on the patient's name/address panel to edit patient details.



2. Select **Ethnicity** or **Indigenous status** as required, then **Save**.

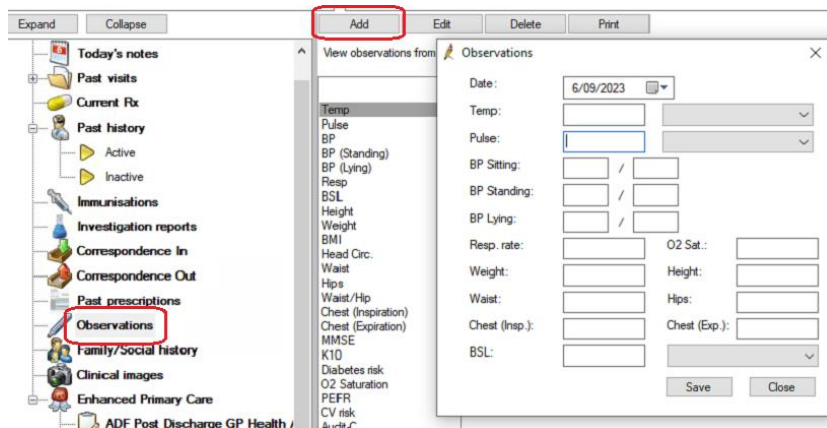


Height, Weight, Waist, Blood Pressure

There are three (3) options for documenting Height, Weight, Waist, and Blood Pressure:

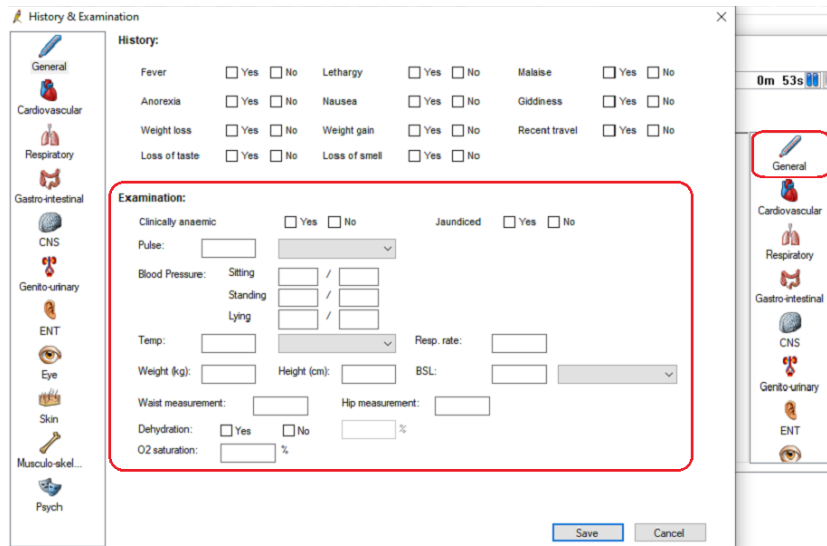
Option 1.

1. Open **Observations** tab and click **ADD**, then fill out the fields with Patient Measurements and Blood Pressure.



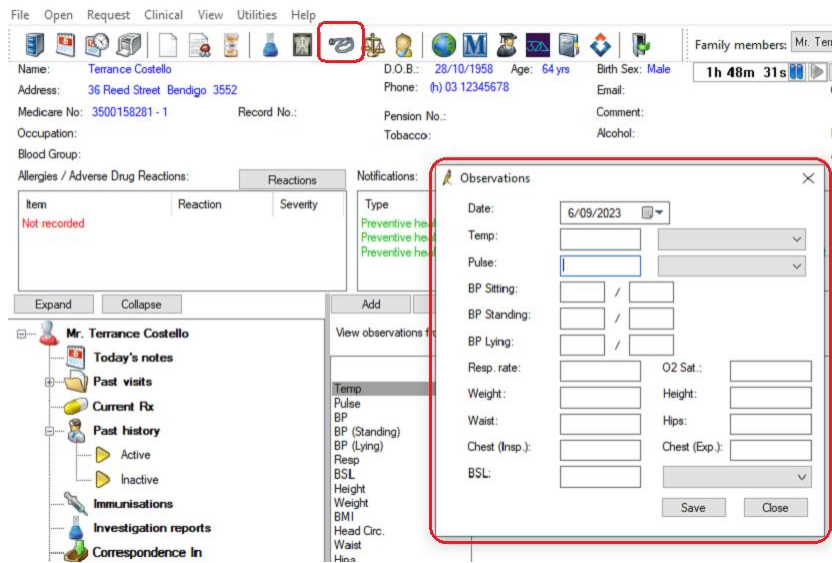
Option 2.

1. Open the **General** tab on RHS of screen, fill out patient measurements and **Save**.



Option 3.

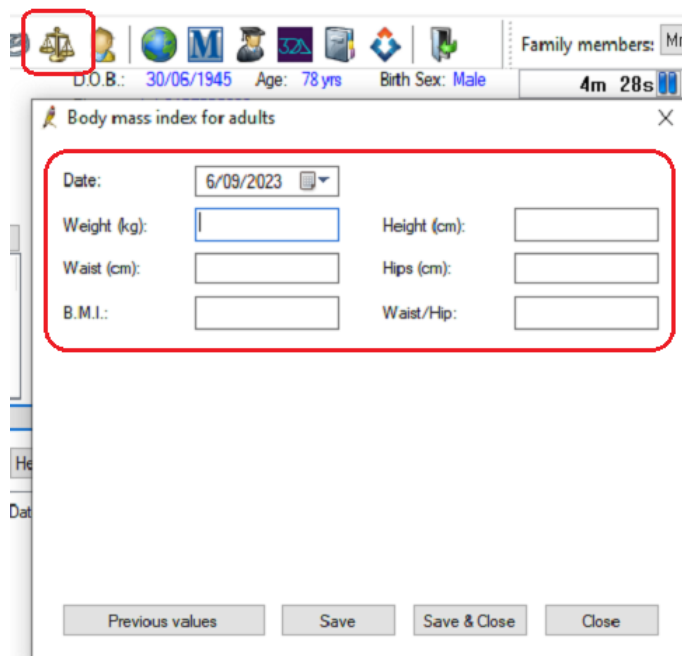
1. Open **Stethoscope** Icon, fill out patient measurements and **Save**.



Body Mass Index (BMI)

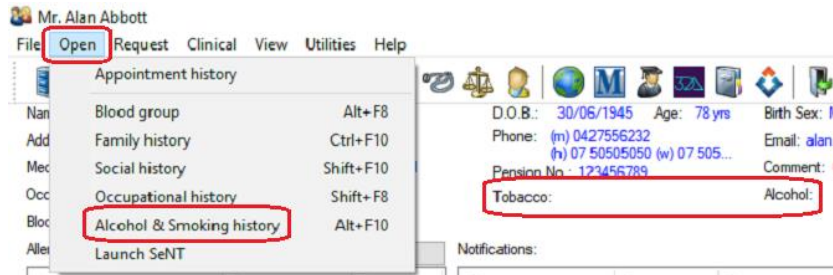
BMI will automatically be calculated when you document Height and Weight on the same visit and appear in the Observations table.

You can also add/calculate BMI by clicking on the **Scales** icon. Enter measurements in the **Body mass index for adults** box.



Alcohol and Smoking

1. From the patient file select **Open** and click **Alcohol & Smoking history**
OR
Double-click on either the **Tobacco** or **Alcohol** section on the patient demographics panel



2. Select **Alcohol** and/or **Tobacco** and fill out relevant details and click **Save**

Family & Social History
Family
Social
Occupation
Alcohol
Tobacco
Current Alcohol Intake Non drinker
Days per week: Standard drinks per day:
Description:
Past Alcohol Intake
 Nil Occasional Moderate Heavy
Year started: Year stopped:
Comment:
CAGE Questions Standard Drinks Audit-C
Save Cancel

For any further assistance, please contact your CQI officer or email cqisupport@swsphn.com.au