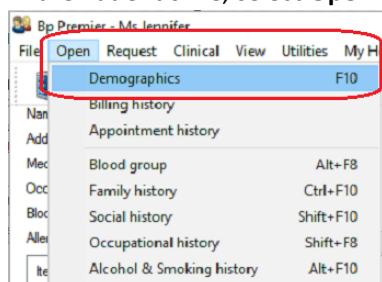


# Best Practice – Data Cleansing

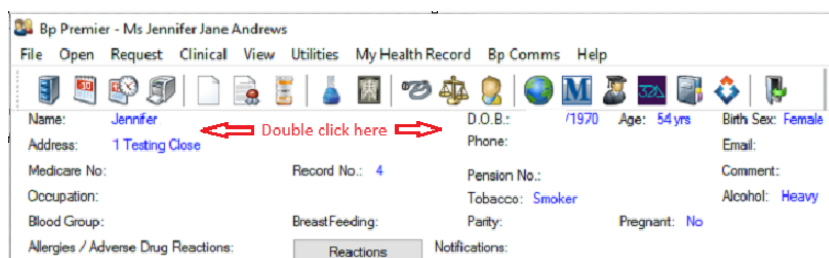
## Ethnicity, Indigenous status recording

To record ethnicity/country of origin and Indigenous status:

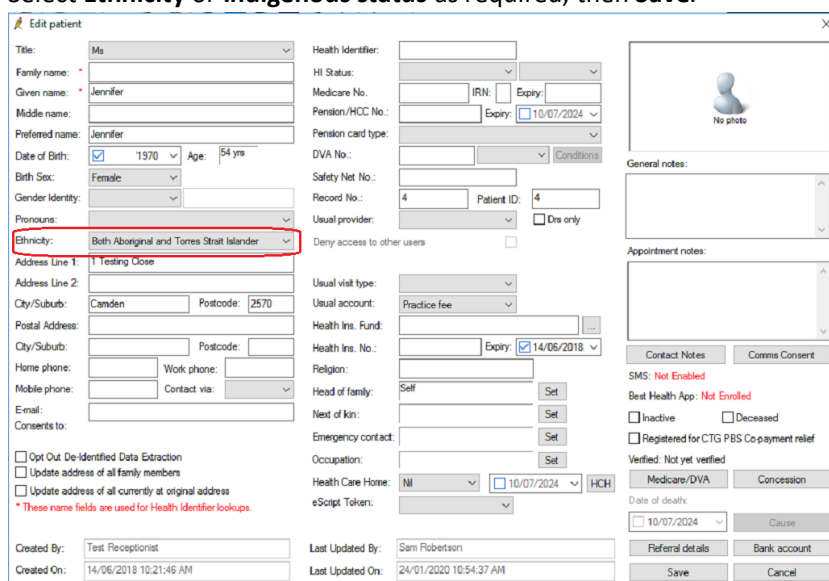
1. In the Patient's file, select **Open** then **Demographics**.



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**.

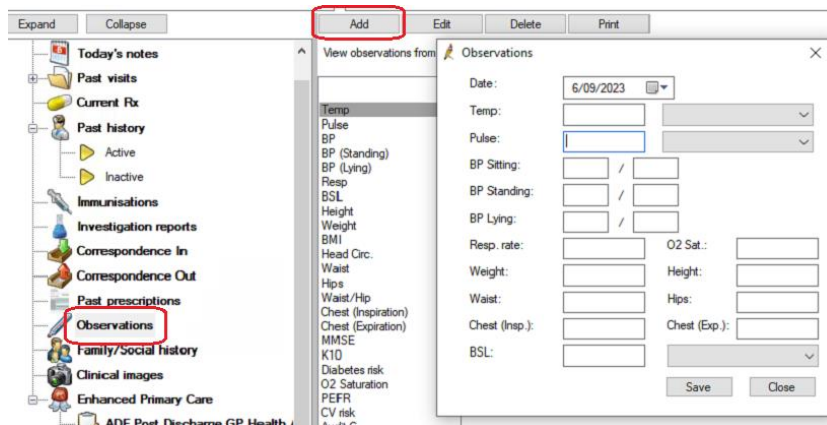


## Height, Weight, Waist, Blood Pressure

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

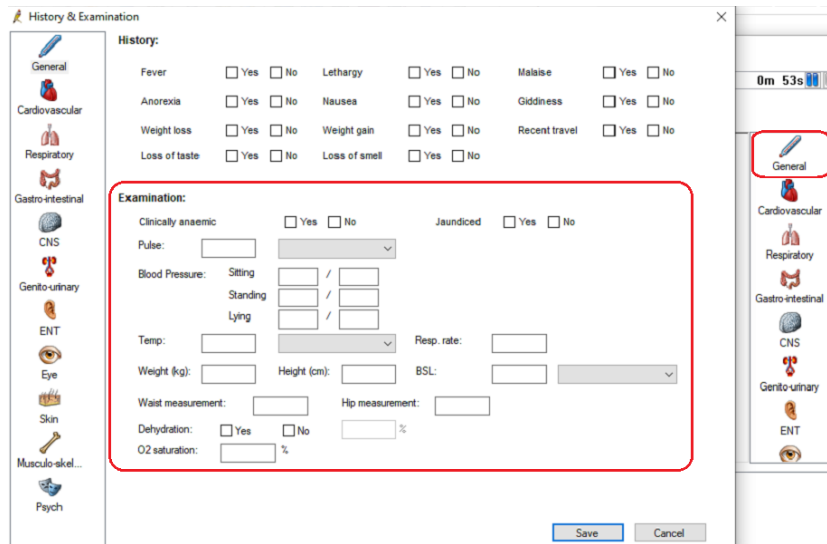
### Option 1.

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



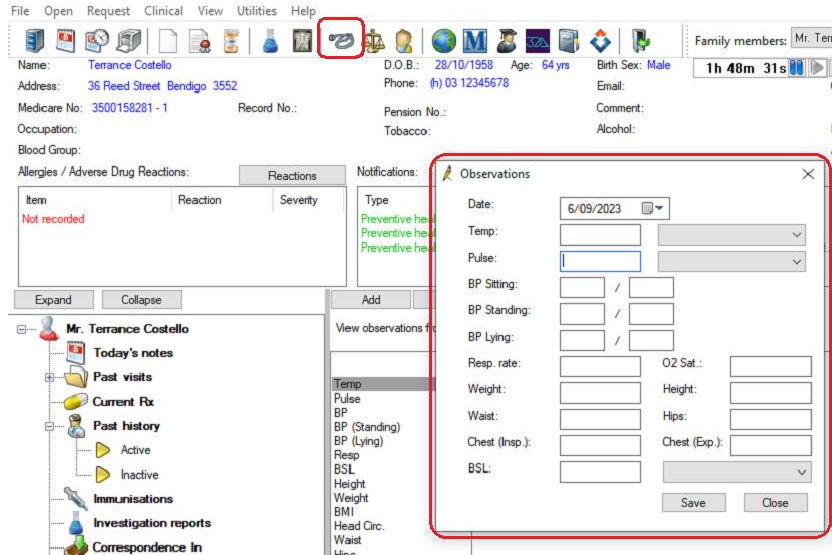
### Option 2.

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



### Option 3.

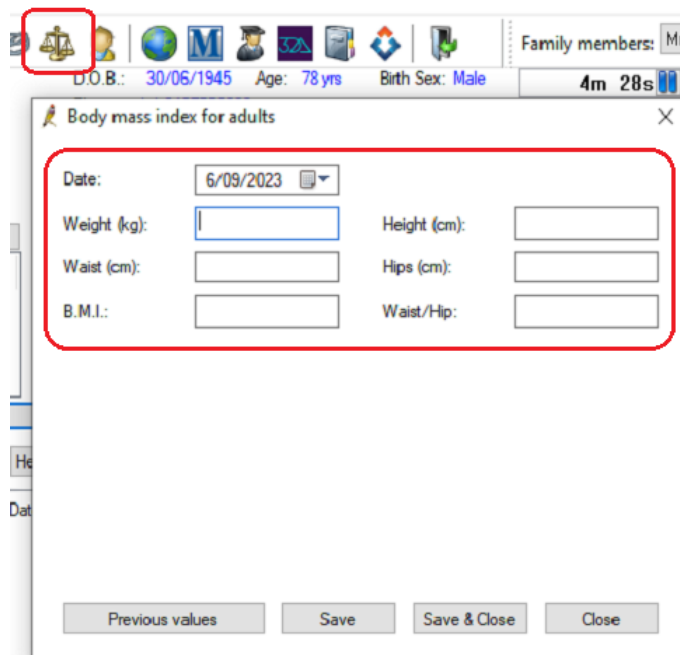
1. Open **Stethoscope** Icon, fill out patient measurements and **Save**.



### Body Mass Index (BMI)

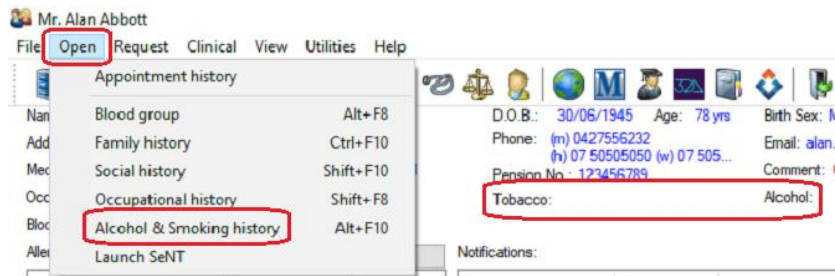
BMI will automatically be calculated when you document Height and Weight on the same visit and appear in the Observations table.

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

- 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



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

Family & Social History

**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:

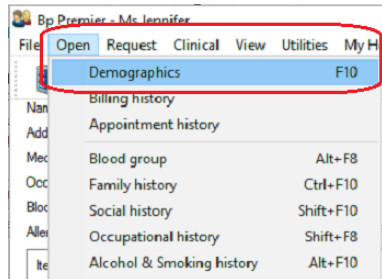
CAGE Questions Standard Drinks Audit-C

**Save** Cancel

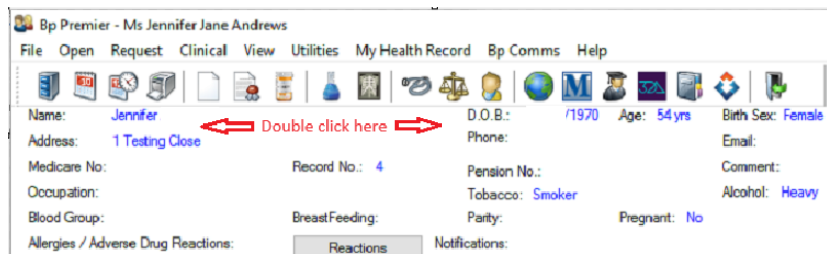
## MyMedicare Registration

Update the medical file when a patient has completed registration for MyMedicare at your practice.

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. In the Patient demographics box, tick the check box and enter the date, then **Save**:

A screenshot of the 'Edit patient' form. The 'Registered for MyMedicare' checkbox is checked and highlighted with a red box. The date '2/04/2025' is entered in the adjacent field. Other fields include Title, Family name, Given name, Middle name, Preferred name, Date of Birth, Birth Sex, Gender Identity, Pronouns, Ethnicity, Country of Birth, Pref. Language, Address Line 1, Address Line 2, City/Suburb, Postcode, Home phone, Work phone, Mobile phone, E-mail, Health Identifier, Medicare No., HI Status, Medicare No., Pension/HCC No., Pension card type, DVA No., Safety Net No., Record No., Patient ID, Usual provider, Usual visit type, Usual account, Health Ins. Fund, Health Ins. No., Religion, Head of family, Next of kin, Emergency contact, Occupation, Health Care Home, eScript Token, and various consent checkboxes.

For any further assistance, please contact your CQI officer  
or email [cqisupport@swsphn.com.au](mailto:cqisupport@swsphn.com.au)