

Medical Director – Coding a Chronic Condition/Diagnosis

1. In **Past History** select **+** to provide a new diagnosis and fill in:
 - a) Date of diagnosis
 - b) Search for the diagnosis and select a coded diagnosis from the drop-down menu
 - c) Select **Active** or **Inactive**
 - d) Other details can be completed if known

The screenshot shows the 'Past History' tab in the software. A 'New History Item' dialog box is open, allowing for the entry of a new diagnosis. The 'Year' is set to 2025 and the 'Date' is 10/07/2025. The 'Condition' dropdown menu is open, showing 'Asthma' selected. The 'Active problem' checkbox is checked. The 'OK' button is highlighted.

2. The known diagnosis will be shown in **Past History** with **Active** or **Inactive** status

Year	Date	Condition	Side	Status	Summary	Confidential	Coded
2019	25/02/2019	Hypertension		Active	No	No	Yes
2025	10/07/2025	Asthma		Active	Yes	No	Yes

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