MEDICINEINSIGHT PATIENT LISTS GUIDE

July 2016

Independent, not-for-profit and evidence based, NPS MedicineWise enables better decisions about medicines and medical tests. We are funded by the Australian Government Department of Health.

Level 7/418A Elizabeth St Surry Hills NSW 2010 PO box 1147 Strawberry Hills NSW 2012 P. 02 8217 8700 F. 02 9211 7578 info@nps.org.au www.nps.org.au



©2015 National Prescribing Service Limited trading as NPS MedicineWise ABN 61 082 034 393 ©2015 National Prescribing Service Limited trading as NPS MedicineWise

This work is copyright. You may download, display print and reproduce this work in unaltered form (only retaining this notice) for non-commercial use either personally or within your organisation. Apart from any such use or otherwise as permitted under the Copyright Act 1968, all rights are reserved.

This work may contain other works (subworks) reproduced with permission from third party copyright owners. Please ensure that you have permission from the copyright owner or pursuant to the Copyright Act before using such subworks.

Queries concerning reproduction and rights should be sent to medicineinsight@nps.org.au.

MEDICINEINSIGHT PATIENT LISTS

Patient lists accompany all MedicineInsight practice reports. Patient lists contain relevant information about patients including a unique anonymised ID number which will allow re-identification. Patient lists will need to be re-identified at the practice.

The purpose of each list is to assist practices to follow up individual patients should they chose to review them based on results within practice reports and actions from the practice meeting. (e.g. review patients where best practice guidelines may not be implemented).

This guide will assist NPS Clinical Services Specialists (CSS) and practice staff to re-identify patient lists at the practice.

Please contact MedcineInsight if you have any issues. Contact details are:

- medicineinsight@nps.org.au
- ▶ 1300 721 726

RE-IDENTIFICATION OF PATIENT LISTS

The instructions below will assist you to re-identify patient lists

Step 1 - Installation of the GRHANITE re-identification tool

- ▷ Log on to the computer where the GRHANITE data collection tool is installed
- ▷ Install the re-identification tool by:
 - Clicking on the weblink <u>http://www.grhanite.com/downloads/GRHANITE_Reidentification.exe</u> OR
 - NPS CSS will install on computer using USB (copy the file from USB onto the desktop)
- ▷ When prompted to 'run' or 'save' the file, select 'save' and save the file to the desktop
- ▷ The re-identification tool icon will appear like the picture below.



Please note: You **must** install the re-identification tool on the same computer the GRHANITE data collection tool is installed on. The following error will appear if you open the tool on a computer where the GRHANITE data collection tool is not installed:

Initialisatio	n Error
0	GRHANITE Client software is not installed or operational on this computer. This can only run on computers running GRHANITE Client
	ОК

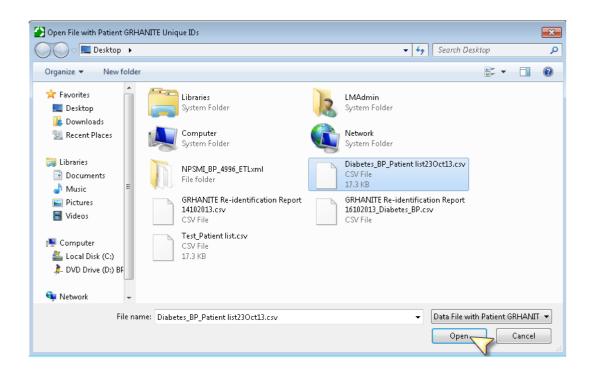
- Installation of the re-identification tool only needs to occur once unless:
 - the re-identification tool is removed from the desktop
 - the software is updated in the future
 - the GRHANITE data collection tool is moved to another computer

Step 2 - Re-identification of patient lists

- ▷ Patient lists provided by NPS MedicineWise are in CSV format.
- Save the patient lists (provided by CSS) to the desktop on the computer where the re-identification tool is installed. Note: this step is optional. You may wish to skip to the next step and open the patient list file from a USB or email attachment.
- ▷ Open the re-identification tool. See screen shot below:

GRHANITE Patient Re-identification v1.3	- • •
Select GRHANITE ID numbers for re-identification	Save As
Note: Re-identification is only possible on a computer running GRHANITE Client Load file to re-identify patients	Close .
Load the to residentially patients	.::

- Click on button titled 'Select GRHANITE ID numbers for re-identification' circled above in red
- In the next window select a patient list file from the desktop (or USB or email) by double clicking. See screen shot below:



▷ The following information will appear in the re-identification tool window:

GRHANITE Patient Re-identification Report				In Property lies in the local division of the local division of the local division of the local division of the
GRHANITE Patient ID	puter ID Surname	Forename	Initial.	Oldname
7	Bruce	Andrew	A	
6 /	Patient	Patient6	P	
1/	Boyle	Douglas	D	
3	Smith	Allan	A	
B	Bloggs	Allan	A	
۲ m	N			F.
lote: Re-identification is only possible on a com	puter running GRHANITE Clie	ent		Close

- Save the re-identified list to the desktop or wherever will be most useful for the practice (e.g. share drive if it will be used by multiple users) by clicking the 'Save As' circled in red in the screen shot above. You may wish to rename the file.
- ▷ Repeat steps above to identify each patient list individually.
- > You may save the files as a CSV file or an XLXS file. Both will open in Microsoft Excel.

Please contact MedicineInsight if you do not have Microsoft Excel installed at your practice.

Note: the computer ID (in blue circle) above and in the re-identified spreadsheet is the number assigned by the clinical desktop system to each patient in system. This is NOT the same as the unique identifier given to patients by MedicineInsight. This number also appears in the saved file when the list is opened using Microsoft Excel. We recommend practice staff use the patient name/phone number to search for patients in your clinical desktop system as the Computer ID number is hidden in some systems.

Step 3 - Opening re-identified patient list

▷ When you open the re-identified patient list you will see the following:

						Gi	RHANITE Re-	-identification Rep	ort 24102013_dia	betes_BP.csv - N	ficrosoft Excel				- Ο Σ
		Insert Pa	ge Layout 🛛 Fo	ormulas	Data	Review	View	Add-Ins JMP	,						0 - 🕫
Pas	te Copy	t Painter	* 10 Z <u>U</u> * []] * Font	<u>⇒</u> - <u>A</u>		= = :		Wrap Text Merge & Center ۲ آیا	General \$ - % ,	+.0 .00 Con	ditional Format Cell natting * as Table * Styles *	Insert Delet	e Format	• rm ·	Sort & Find & Filter * Select *
1.1		· · · · · · ·	的思想深刻		n =										-
	K30	+ (9	fx	281 Z * **											
	A	В	C	D	F	F	G	н	1	1	К	1	M	N	0
0		a Computer ID	Surname	Forename	Initial	Oldname	-		HomePhone	Mobile	Address	Postcode	MedicarelD	VeteransID	Project
1			7 Bruce		G		Indetermin		03 9999 0000		122 World St Mt Everest	3333			NPSMI ETL BP
T		51	3 Patient	Patient6	P		Male	1/01/1963	03 9999 0001	0444 444 444	123 World St Mt Everest	1235			NPSMI ETL BF
		11-	4 Boyle	Douglas	Р		Male	1/01/1978	03 9999 0002		124 World St Mt Everest	2439			NPSMI ETL BP
T		55	7 Smith	Allan	A		Female	1/01/1967	03 9999 0003		125 World St Mt Everest	5007			NPSMI ETL BP
		11	5 Bloggs	Allan	Z		Male	1/01/1980	03 9999 0004		126 World St Mt Everest	6000			NPSMI_ETL_BF
		34	5 Addison	Alan	A		Male	1/01/1965	03 9999 0005	0444 444 445	127 World St Mt Everest	5005			NPSMI_ETL_BF
		781	Addison	Elizabeth	A		Male	1/01/1949	03 9999 0006		128 World St Mt Everest	5009			NPSMI_ETL_BF
		671	6 Barrett	Ellen	A		Male	1/01/1968	03 9999 0007		129 World St Mt Everest	5008			NPSMI_ETL_BF
С		55	2 Bloxam	Rebecca	A		Female	1/01/1962	03 9999 0008		130 World St Mt Everest	5002			NPSMI_ETL_BP
L			1 Entwistle	Ann	A		Male	1/01/1961	03 9999 0009	0444 444 447	131 World St Mt Everest	5001			NPSMI_ETL_BF
2		012) Chamberlain		A		Male	1/01/1970	03 9999 0010		132 World St Mt Everest	5010			NPSMI_ETL_BF
3			6 Breton	Louis	A		Female	1/01/1936	03 9999 0011		133 World St Mt Everest	5006		4567	NPSMI_ETL_BF
4			3 Brown	Ann	A		Indetermin	1/01/1963	03 9999 0012		134 World St Mt Everest	5003			NPSMI_ETL_BF
5		678-	t Caffin	Hannah	A		Indetermin	1/01/1964	03 9999 0013		135 World St Mt Everest	5004			NPSMI_ETL_BF

Note: the first 14 columns contain identifying information for patients. You could consider deleting or hiding any columns that you do not think are useful.

The columns to the right of the first 14 provide the information of interest to assist you to prioritise patients for review. See below for screen shot example of the Diabetes Blood Pressure patient list:

						GRHANITE Re-id	lentification Repo	ort 24102013_diabetes_BP.c	sv - Microsoft Excel		
C		nsert Page Layou	ut Formulas	Data	Revie	w View /	Add-Ins JMP				
Pa	as cut	Calibri B I U	• 11 • A		• = =		'rap Text erge & Center ▼	General • \$ • % • • • • • • • • • • • • • • • • •	Conditional Format Formatting * as Table *		Format ▼ Clear ▼
	 Cipboard *) * (* * 22 1) 		99 ()» 🗈 21 🕫		:	Angrimerit	~	Number ···	Styles) Cens	
_	Z20	- (• J									
	Р	Q	R	S	Т	U	V	W	X	Y	Z
1	last_visit_date	bp_last_3months	bp_datetime	sbp	dbp	no_bp_agents	drug1	drug2	drug3	drug4	provider_name
2	24-Sep-13	Yes	1-Jul-13	136	88	1	Telmisartan				Dr Smith
3	27-Aug-13	No	1-Mar-13	135	70	0					Dr Campbell
4	14-Dec-11	No	2-Dec-11	115	80	0					Dr Jones
5	5-Jul-13	Yes	2-Jul-13	132	80	1	Irbesartan				Dr Casey
6	9-May-13	No	2-May-13	130	80	0					Dr Kildaire
7	20-Sep-13	Yes	2-Sep-13	121	61	0					Dr Smith
8	2-Sep-13	Yes	2-Sep-13	148	84	3	Losartan	Hydrochlorothiazide	Enalapril		Dr Campbell
9	2-Sep-13	Yes	2-Sep-13	140	95	1	Enalapril				Dr Jones
10	2-Sep-13	Yes	2-Sep-13	119	69	1	Lisinopril				Dr Casey
11	2-Sep-13	Yes	2-Sep-13	138	68	2	Telmisartan	Hydrochlorothiazide			Dr Kildaire
12	26-Sep-13	Yes	2-Sep-13	100	70	1	Candesartan				Dr Smith
13	17-Sep-13	No	3-Apr-13	126	84		Perindopril				Dr Campbell
14	3-Sep-13	Yes	3-Sep-13	138	88	2	Irbesartan	Amlodipine			Dr Jones
15	27-Sep-13	Yes	3-Sep-13	123	83	3	Perindopril	Candesartan	Hydrochlorothiazide		Dr Casey
16	26-Sep-13	Yes	3-Sep-13	145	80	4	Moxonidine	Valsartan	Amlodipine	Hydrochlorothiazide	Dr Kildaire
17	26-Sep-13	Yes	3-Sep-13	146	82	1	Ramipril				Dr Smith

- You can 'freeze' the patient name column to ensure you can always see patient name information when reviewing other columns. See tips on how to use Microsoft Excel at the back of this document.
- You can use Microsoft Excel functionality to freeze 'sort' or 'filter' the lists depending on what you would like to review. See tips on how to use Microsoft Excel at the back of this document.
- Patients are assigned to a GP if they have visited that GP at least 2 out of 3 of the last three visits. Otherwise they are assigned to the GP seen at the last visit. NPS MedicineWise appreciates this may not be entirely accurate, hence practice staff can work together to allocate patients appropriately.
- ▷ Lists can be printed for distribution amongst practice staff.

If you are unfamiliar with using Microsoft Excel, please contact your NPS MedicineWise Clinical Services Specialist to assist you

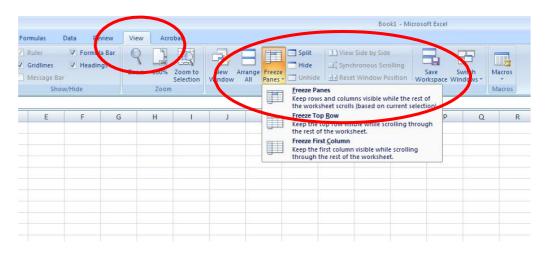
TIPS WHEN USING MICROSOFT EXCEL

A variety of functions can be used to prioritise patients for review.

Please note: these screen shots apply to Microsoft Excel 2007. The same functions exist for other versions of Excel however they may be located under different menus.

Freezing columns

You can freeze columns by highlighting the column (i.e. clicking on the letter at the top of the screen) and then clicking 'Freeze panes' within the View tab in the menu bar.



Filtering lists

Filtered data displays only the patients that meet criteria that you specify and hides rows that you do not want displayed.

Select all by either clicking the triangle at the left hand side of the screen above the numbers and to the left of the letters.

		■ ") = (
		Home	Insert	Page Lay	out Fo	rmulas	Data Re	view Vie	ew Acro	obat				
	1	6 Cut ≩ Copy		Calibri	- 11	· A A		=	📑 Wrap	Text	General		•	1
	Paste Very Format Painter			B I U - 🖸 - 🖄 - A -					📑 Merg	e & Center *	\$ - %	• • • • • • •	Condi Forma	itional tting r
		pboard	G.		Font	6	1	Align	ment	G.	Nu	mber	Gi Torma	ung ·
/		A1	•	()	f _x									
(В	С	D	E	F	G	Н	1	J	К	L	
\sim	1													
	2													
	3													
	4													
	5													
	6													
	7													
	8													
	9													
	10													

▷ Click on the button circled below to filter patient lists.

				·							Σ Autos		◎ - □	×
	General	· •		Normal	Bad		Good	Neutral		× 🛄	Fill -		ůů.	
-	\$ - % ,	€.0 .00 .00 ≫.0 Conditio	nal Format	Calculati	ion Cheo	k Cell	Explanatory	Input 👳	Insert Del	ete Format	Clear	Sort & Filter *	Find & Select ▼	
Fai	Number	G.	g as rabit			Styles			Ce	lls		Editing		
														≽
Е	F	G		Н	1		J	К	L	М	N	0	Р	
F	HMR_benefit	HealthCheck_be	nefit GPM	_benefit	TCA_benefit	GPMP_TCA	_review_benefit	Usual_doctor						
es	No	Yes	Yes		Yes	No		Dr Michael Skehan						

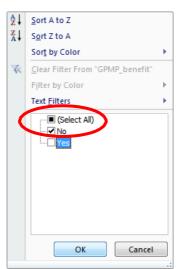
Click on filter



▷ A 'drop down' arrow will appear in the corner of the cell at the top of all columns.

											🕜 – t	⊂ x
ormat Table •	Normal Calculation	Bad Chec	k Cell	Good Explanatory	Neutral	← Insert	Delete	Format	Σ AutoSur ↓ Fill * ∠ Clear *	ZI Sort &	Find & Select *	
			Styles				Cells			Editing		
												*
	н	1		J	К		L	М	N	0	Р	
GPMP	_bene 🔽 TO	_bene🔽	GPMP_TC	A_review_benef	Usual_doctor	•						
Yes	y es		No		Dr Michael Skehan							=
Yes	Yes		No		Dr Peter Unger							
No	No		No		Dr Peter Linger							

Click on the arrow and select criteria you'd like to filter (e.g. Yes or No). Click OK. Now only patients who meet the criteria will now appear on the list. All other patients will be hidden.



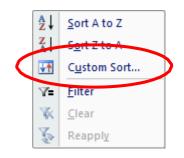
Sorting lists

You can sort data within a patient lists in ascending or descending order (e.g. BP from highest to lowest) by following the points below.

▷ Click on the button circled below to sort patient lists.

										0 - 🗖
neral	-			Normal	Bad	Good	Neutral		Σ AutoSym ▼ A Fill ▼	A -
- %	• • • • • • • • • • • • • • • • • • •	Conditional Formatting * a	Format is Table *	Calculation	Check Ce	II Explanatory	Input -	Insert Delete Format	Sort &	k Find k ▼ Selec ▼
Num	nber 🕞				Style	s		Cells	Editing	
	E			F		G	Н	I	l	
SBP	E _last_value_	_12_months_	DBP_	F last_value_	_12_months_	G Number_of_anti_hx_d		I 1_Anti_hx_drug_2_	J Anti_hx_drug_3	Anti_h
SBP	E _last_value_	_12_months_	DBP_	F last_value_	_12_months_	-		II	J Anti_hx_drug_3	Anti_h
SBP	E _last_value_	_12_months_ 14		F last_value_	_12_months_ 80	Number_of_anti_hx_d	rugs Anti_hx_drug_	I Anti_hx_drug_2_	J Anti_hx_drug_3	Anti_h
SBP	E _last_value_			F _last_value_		Number_of_anti_hx_d	rugs Anti_hx_drug_ 0	I1_ Anti_hx_drug_2_	Anti_hx_drug_3	_ Anti_h; Prazosi

▷ Click on Custom Sort..



Complete drop down boxes in sort table. Choose the column to sort by, what to sort on and the order for which to conduct the search. Then click OK. For example you may choose to sort the table in order for patients with highest systolic blood pressure to appear first.

Sort						? 💌
⊉ _{≜l} <u>A</u> dd	Level X	Delete Level	Copy Level	Options]	☑ My data has <u>h</u> eaders
Column			Sort On		Order	
Sort by	SBPlast_	value_12 🗸	Values		Largest to	o Smallest 💌
						OK Cancel

▷ The list will now present data in the way you have sorted.

Hiding columns

Hiding columns can be useful if you do not want to delete columns from the list but don't want to see them.

▷ Highlight columns to be hidden (e.g. B, C and D)

Page Layout Formula	is Data Re	view View			
			p Text Ger ge & Center - \$	neral •	Conditional Formatting ▼ a
Font	<u>.</u>	Alignment	G	Number 🕞	
<i>f</i> ∗ Last_visit	_date				
	В	С	D	E	
	Last_visit_date	BP_last_6_months	BPlast_date	SBPlast_value_	_12_months_
CE-EC61E006D034	6-Feb-15	Yes	6-Feb-15		9
31-F77EEAAA2A90	16-Dec-14	Yes	16-Dec-14		9
34-951EADE11DDD	3-Feb-15	Yes	2-Feb-15		10
7B-7D79A2A35CBF	29-Dec-14	Yes	29-Sep-14		10
9E-6B7B372433DC	8-Dec-14	Yes	8-Dec-14		11
35-5479C5FDF07F	16-Dec-14	Yes	16-Dec-14		11
71-67E06E0E0C8C	30-Jan-15	Yes	30-Jan-15		11
'B-7A210DE0CAB2	5-Feb-15	Yes	21-Nov-14		11
82-205AFBB376BE	30-Dec-14	Yes	30-Dec-14		11

▷ Right click on mouse. Click on Hide.

	¥	Cu <u>t</u>	
	Đ	<u>С</u> ору	
	2	<u>P</u> aste	
		Paste <u>Special</u>	
		Insert	
		Delete	
		Clear Co <u>n</u> tents	
	P	<u>F</u> ormat Cells	
		<u>Column Width</u>	
<		Hide	D
		<u>U</u> nhide	

Columns will be hidden (see below - you will see that columns B, C and D no longer appear). You can make them appear again by highlighting the two columns either side (e.g. A and E), right click on mouse. Click on Unhide.

-	Home Insert	Page Layout Formu	las I	Data Revie	w View			
	Cut Copy Copy Softwart Painter	Calibri • 11 • B I U • 20	A A			Vrap Text Aerge & Center ~	General	Conditional Format Formatting - as Table
	Clipboard 😼	Font	5	È.	Alignment	Γa.	Number	R.
1	Α7	X ✓ fx 48FC48E	36-989B-	429E-8F35-54	479C5FDr07F			
		A		E			F	G
1	patient_uuid	A	SBP	E _last_value_	_12_months_	DBPlast_va	F lue12_months_	-
1		5002	SBP	E _last_value_	_12_months_ 90	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	F lue12_months_ 60	Number_of_anti_hx_dr

Expanding columns

Sometimes columns will need to be expanded in order to read data within them.

▷ Click on triangle at far left of screen to highlight all rows.

	C	Home	Insert	Page Lay	yout Fo	rmulas E	Data Re	view Vie	ew				
	Pa	Cut	у	Calibri	• 11	· A A		<mark>=</mark> ≫- ∃ ≇ ≇	📑 Wrap	Text e & Center +	General	• • • • • • •	-
		Clipboar	mat Painter d 🛛 🕞	b 2 <u>(</u>	Font	<u>()</u> • <u>A</u> • G		Align		e oc Center •		° 00 ≯ mber	5
	AI 🗸			(•	f_{x} patient_uuid								
(А		С	D	E	F	G	Н	1.1	J	K	
	1	patient_u	Last visit	BP_last_6	BPlast	SBPlas	DBPlas	Number_o	Anti_hx_d	Anti_hx_d	Anti_hx_d	Anti_hx_d	Us
	2	44EA5624-	J-Jan-15	No				0					Dr
	3	FB23C6C1-	27-Jan-15	Yes	27-Jan-15	140	80	1	Ramipril				Dr
	4	FAC11CC9	*****	No				5	Perindopr	Verapami	Indapami	Prazosin	Dr
	5	F06AD933	8-Dec-14	Yes	8-Dec-14	110	75	3	Enalapril	Amlodipir	Atenolol		Dr
	6	F39ABA4A	3-Oct-14	Yes	*****	132	75	4	Fosinopril	Amlodipir	Atenolol	Hydrochlo	Dr
	7	F0BF65C1-	9-Jan-15	Yes	5-Jan-15	116	75	0					Dr

▷ Line mouse cursor up with line in between column A and column B.

	💽 🔄 🤊 🛪 🔍 🔻 BP_List-Altona_I											
U	Home	Insert	Page La	yout Fo	rmulas (Data Re	view Vie	ew				
Cut			Calibri	* 11	• A A	= =	= 🗞	🚽 Wrap	Text	General		•
Pa	iste .	mat Painter	BI	<u>u</u> •		≣≣		Merge	e & Center 🝷	\$ - %	• • • • • •	.00
	Clipboar	d 😡		Font	5	i l	Align	ment	G	Nui	mber	5
	AI	•		<i>f</i> _≭ patie	nt_uuid							
	А	в	С	D	E	F	G	Н	1	J	К	
1	patient_u	Last_visit_	BP_last_6	BPlast	SBPlas	DBPlas	Number_	Anti_hx_c	Anti_hx_d	Anti_hx_d	Anti_hx_c	JUs
2	44EA5624-	o-Jan-15	No				0					Dr
3	FB23C6C1-	27-Jan-15	Yes	27-Jan-15	140	80	1	Ramipril				Dr
4	FAC11CC9	*****	No				5	Perindopr	Verapami	Indapamio	Prazosin	Dr
5	F06AD933	8-Dec-14	Yes	8-Dec-14	110	75	3	Enalapril	Amlodipir	Atenolol		Dr
6	F39ABA4A	3-Oct-14	Yes	*****	132	75	4	Fosinopri	Amlodipir	Atenolol	Hydrochlo	Dr
7	F0BF65C1-	9-Jan-15	Yes	5-Jan-15	116	75	0					Dr
8	12688ECE-	15-Jan-15	Yes	8-Jan-15	136	70	2	Perindop	Hvdrochlo	orothiazide		Dr

Double click on line in between column A and column B. Columns will automatically expand so all data is visible.

C	Home Insert Page Layout Formulas Data Review View											
l	Cut Calibri v 11					Conditional F	ormat Calculation	Bad Check C				
	Clipboard Font		Alignment	5	\$ • % • • • • • • • • • • • • • • • • •	Formatting * as	Table *	Sty				
	A1 🗸 🕤 🖅 patie	nt_uuid										
	А	В	С	D	E		F					
1	patient_uuid	Last_visit_date	BP_last_6_months	BPlast_date	SBPlast_value_	_12_months_	DBPlast_value_	_12_months_				
2	44EA5624-FD8E-4C83-8902-24A5248BCA19	6-Jan-15	i No									
3	FB23C6C1-B191-48F1-B8CE-6B98D418F60E	27-Jan-15	i Yes	27-Jan-1	5	140		8				
4	FAC11CC9-96D2-4F51-BBD1-5F5684DF4DD	15-Sep-14	l No									
5	F06AD933-B934-4E32-8A9E-6B7B372433D0	8-Dec-14	Yes	8-Dec-1	4	110		7				
6	F39ABA4A-597C-45DE-9076-FAE7399098D	3-Oct-14	Yes	22-Aug-1-	4	132		7				
7	F0BF65C1-CCF8-48AE-9923-18F0DEB11040	9-Jan-15	i Yes	5-Jan-1	5	116		7				
8	12688ECE-C982-47EA-BB2F-F97BDB3303D/	15-Jan-15	i Yes	8-Jan-1	5	136		7				