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.

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Stock code (if required)

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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

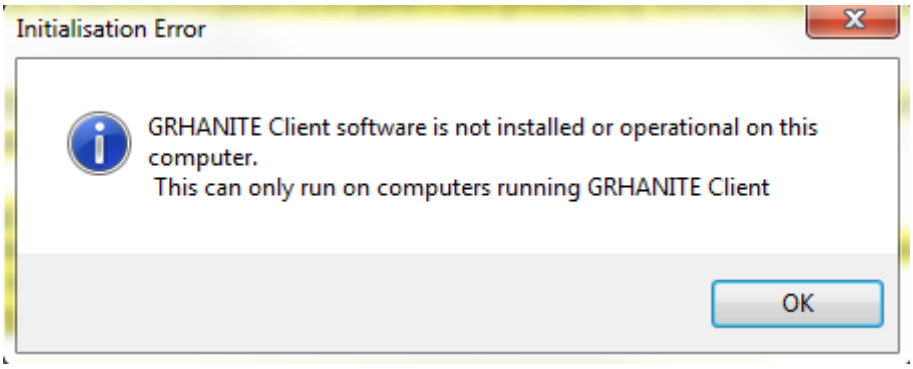
RE-IDENTIFICATION OF PATIENT LISTS

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 http://www.grhanite.com/downloads/GRHANITE_Reidentification.exe
    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.

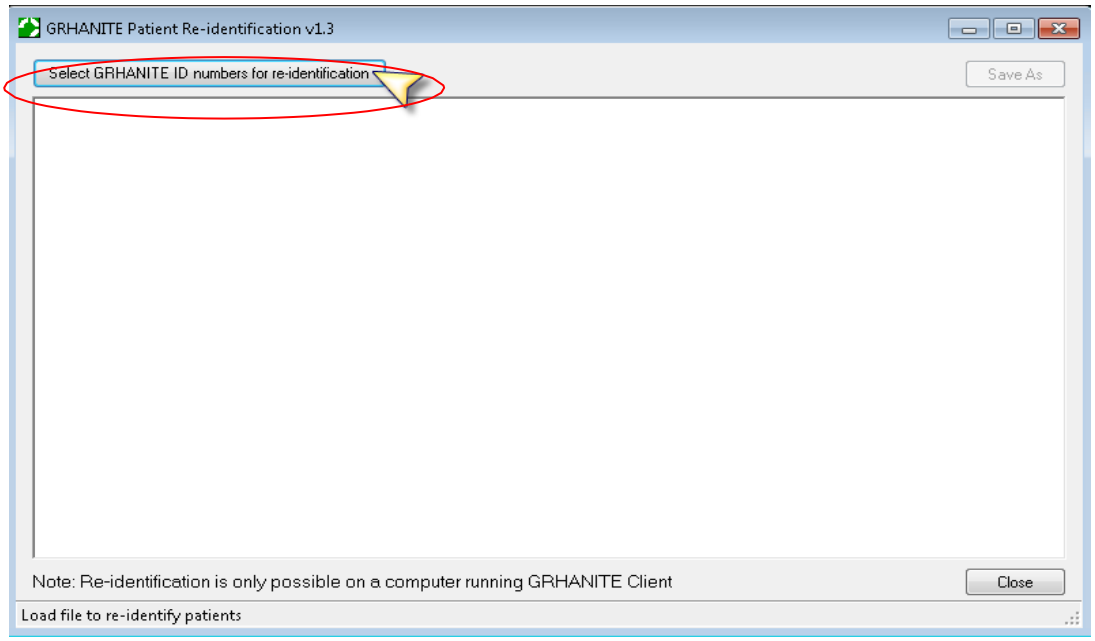
- Please note: You **must** install the re-identification tool on the same computer the GRHANITE data collection tool is installed on. The following error will appear if you open the tool on a computer where the GRHANITE data collection tool is not installed:



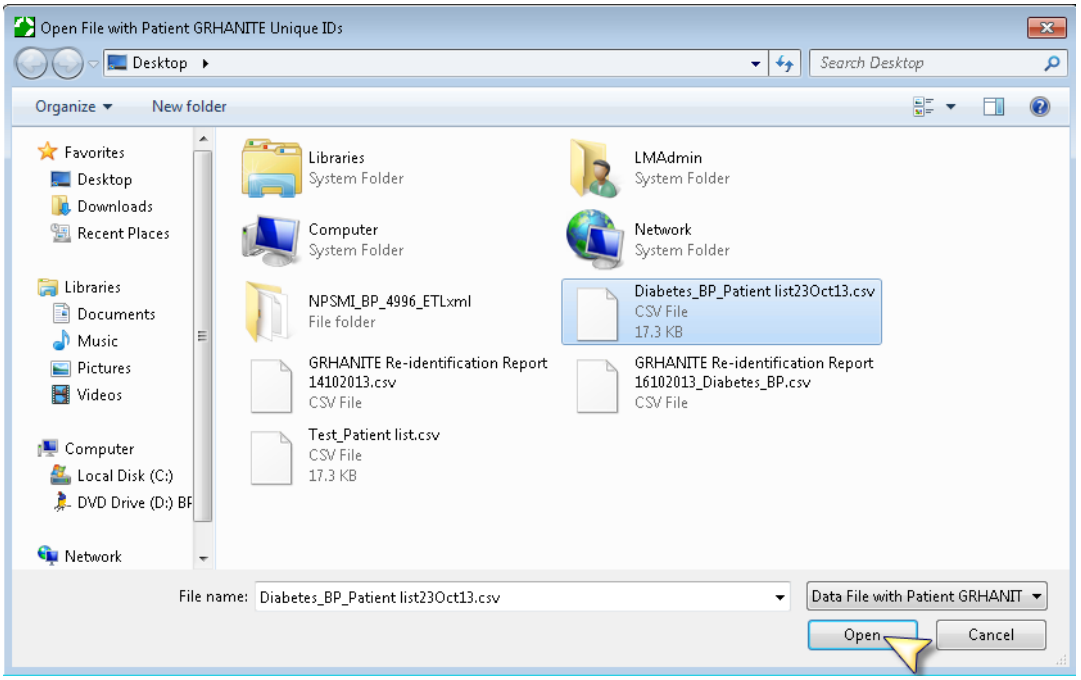
- Installation of the re-identification tool only needs to occur once unless:
  - the re-identification tool is removed from the desktop
  - the software is updated in the future
  - the GRHANITE data collection tool is moved to another computer

Step 2 - Re-identification of patient lists

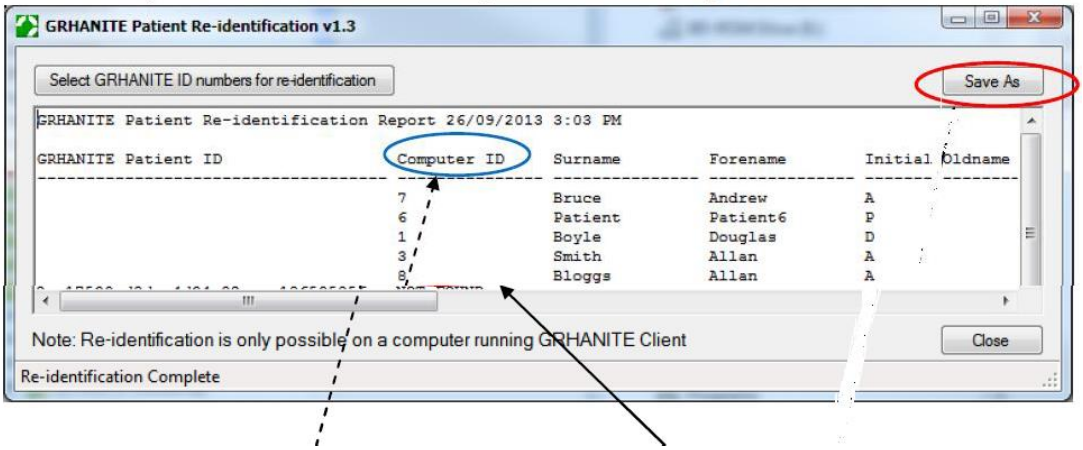
- Patient lists provided by NPS MedicineWise are in CSV format.
- Save the patient lists (provided by CSS) to the desktop on the computer where the re-identification tool is installed. *Note: this step is optional. You may wish to skip to the next step and open the patient list file from a USB or email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



- 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:



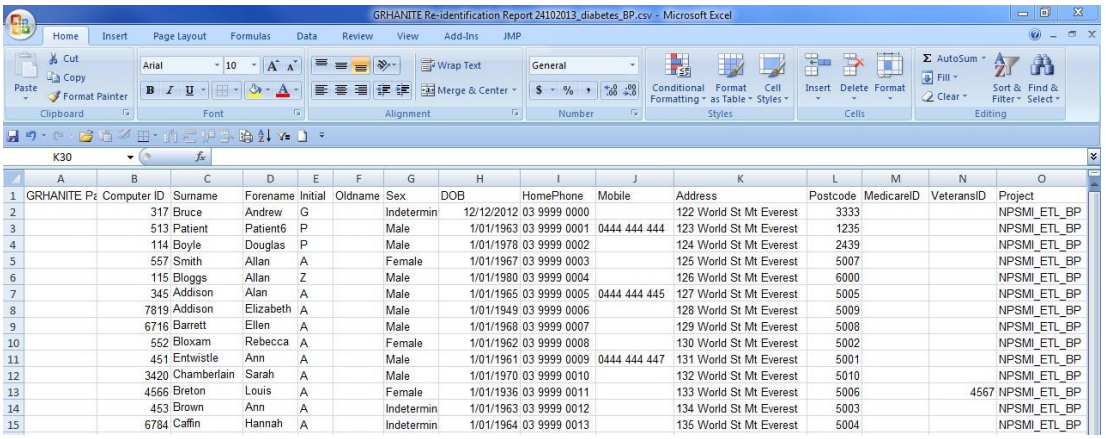
- Save the re-identified list to the desktop or wherever will be most useful for the practice (e.g. share drive if it will be used by multiple users) by clicking the 'Save As' circled in red in the screen shot above. You may wish to rename the file.
- Repeat steps above to identify each patient list 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

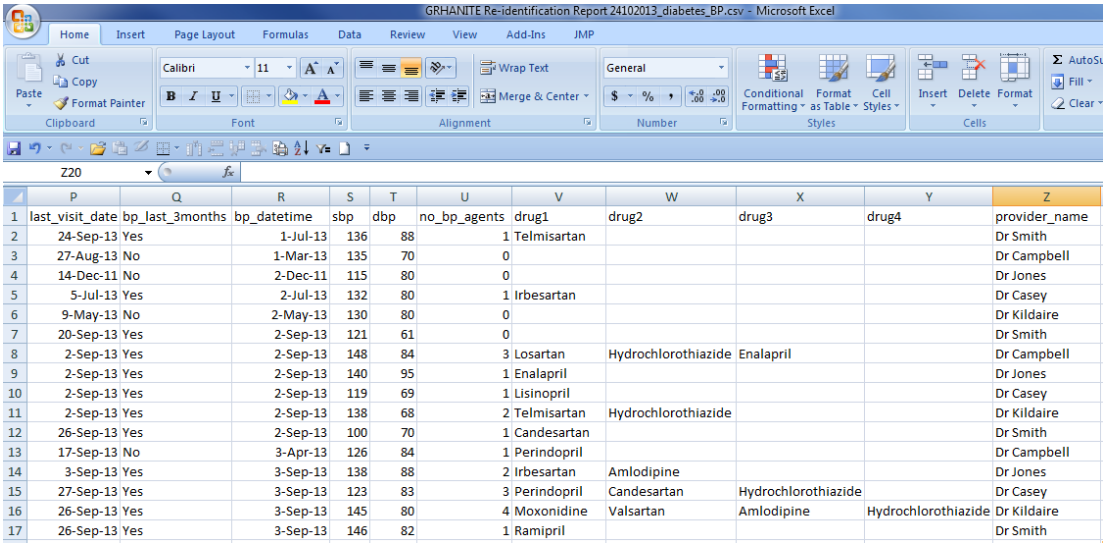
- When you open the re-identified patient list you will see the following:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	GRHANITE Pa	Computer ID	Surname	Forename	Initial	Oldname	Sex	DOB	HomePhone	Mobile	Address	Postcode	MedicareID	VeteransID	Project
2		317	Bruce	Andrew	G		Indetermin	12/12/2012	03 9999 0000		122 World St Mt Everest	3333			NPSMI_ETL_BP
3		513	Patient	Patient6	P		Male	1/01/1963	03 9999 0001	0444 444 444	123 World St Mt Everest	1235			NPSMI_ETL_BP
4		114	Boyle	Douglas	P		Male	1/01/1978	03 9999 0002		124 World St Mt Everest	2439			NPSMI_ETL_BP
5		557	Smith	Allan	A		Female	1/01/1967	03 9999 0003		125 World St Mt Everest	5007			NPSMI_ETL_BP
6		115	Bloggs	Allan	Z		Male	1/01/1980	03 9999 0004		126 World St Mt Everest	6000			NPSMI_ETL_BP
7		345	Addison	Alan	A		Male	1/01/1965	03 9999 0005	0444 444 445	127 World St Mt Everest	5005			NPSMI_ETL_BP
8		7819	Addison	Elizabeth	A		Male	1/01/1949	03 9999 0006		128 World St Mt Everest	5009			NPSMI_ETL_BP
9		6716	Barrett	Ellen	A		Male	1/01/1968	03 9999 0007		129 World St Mt Everest	5008			NPSMI_ETL_BP
10		552	Bloxam	Rebecca	A		Female	1/01/1962	03 9999 0008		130 World St Mt Everest	5002			NPSMI_ETL_BP
11		451	Entwistle	Ann	A		Male	1/01/1961	03 9999 0009	0444 444 447	131 World St Mt Everest	5001			NPSMI_ETL_BP
12		3420	Chamberlain	Sarah	A		Male	1/01/1970	03 9999 0010		132 World St Mt Everest	5010			NPSMI_ETL_BP
13		4566	Breton	Louis	A		Female	1/01/1936	03 9999 0011		133 World St Mt Everest	5006		4567	NPSMI_ETL_BP
14		453	Brown	Ann	A		Indetermin	1/01/1963	03 9999 0012		134 World St Mt Everest	5003			NPSMI_ETL_BP
15		6784	Caffin	Hannah	A		Indetermin	1/01/1964	03 9999 0013		135 World St Mt Everest	5004			NPSMI_ETL_BP

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:



	P	Q	R	S	T	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	1	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

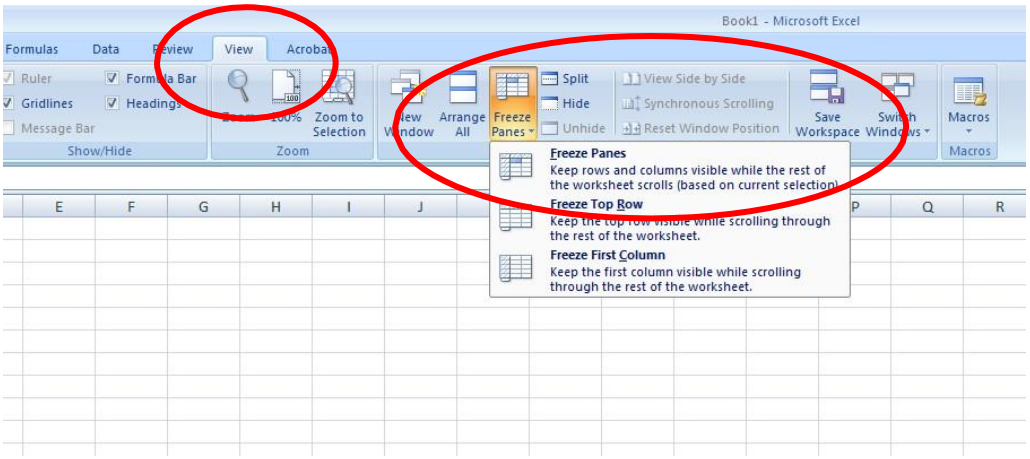
TIPS WHEN USING MICROSOFT EXCEL

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

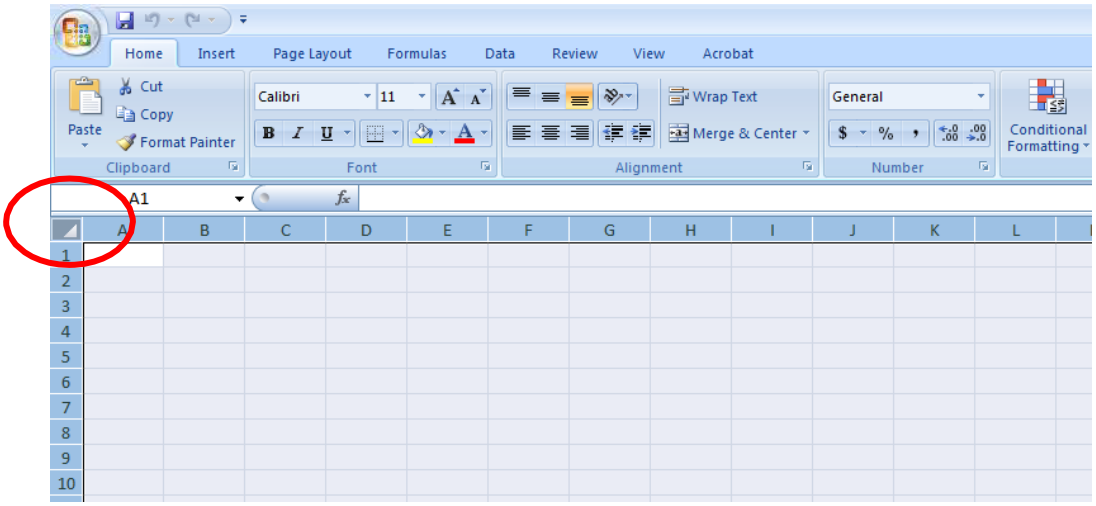
- You can freeze columns by highlighting the column (i.e. clicking on the letter at the top of the screen) and then clicking ‘Freeze panes’ within the View tab in the menu bar.



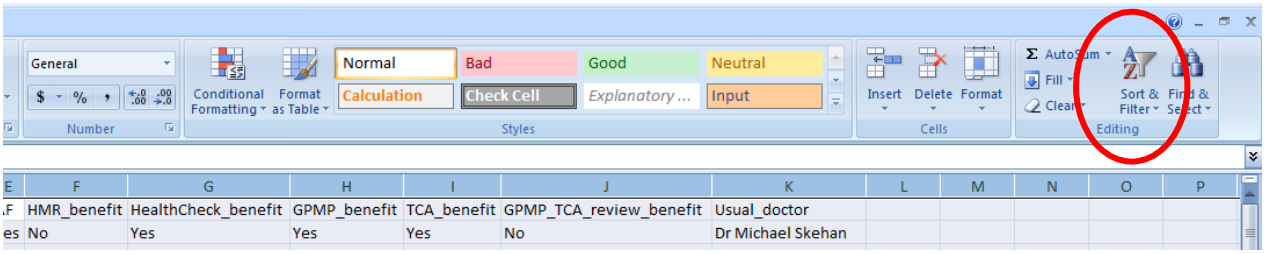
Filtering lists

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

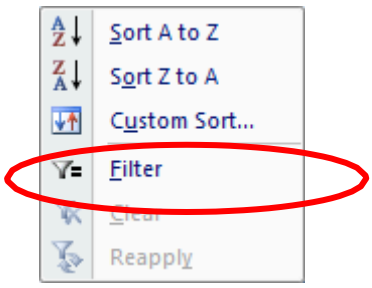
- Select all by either clicking the triangle at the left hand side of the screen above the numbers and to the left of the letters.



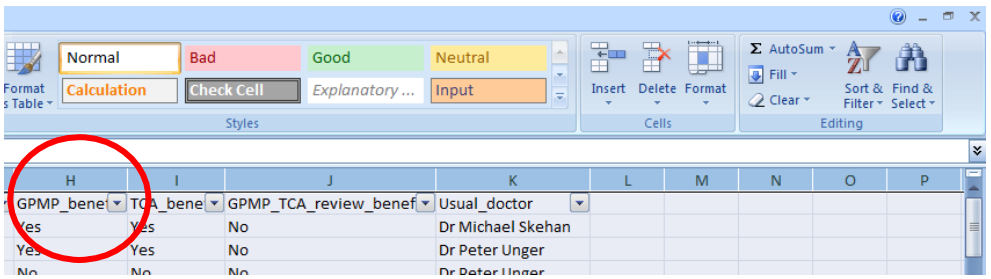
- Click on the button circled below to filter patient lists.



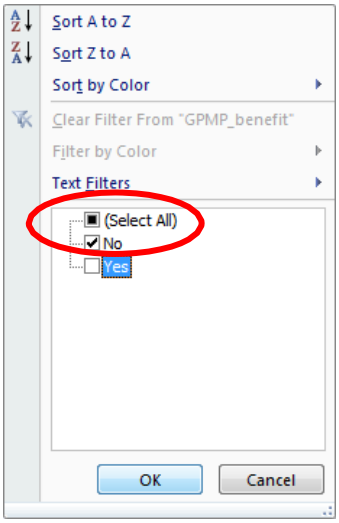
- Click on filter



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



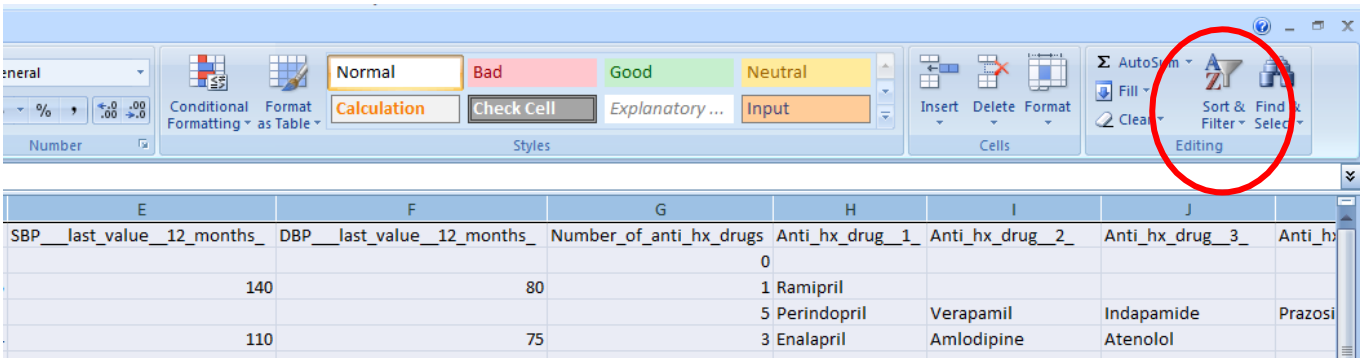
- Click on the arrow and select criteria you'd like to filter (e.g. Yes or No). Click OK. Now only patients who meet the criteria will now appear on the list. All other patients will be hidden.



Sorting lists

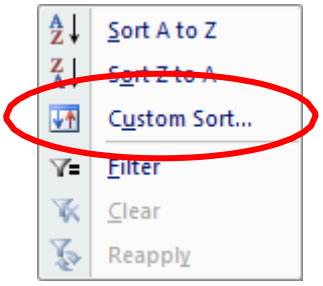
You can sort data within a patient lists in ascending or descending order (e.g. BP from highest to lowest) by following the points below.

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

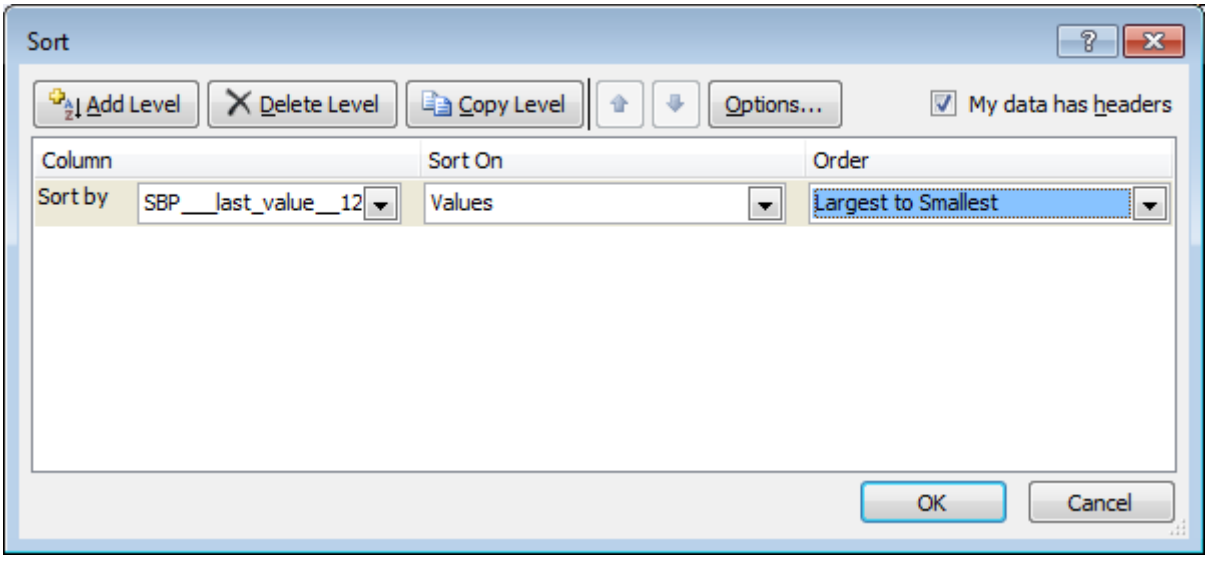


E	F	G	H	I	J
SBP___last_value__12_months_	DBP___last_value__12_months_	Number_of_anti_hx_drugs	Anti_hx_drug__1_	Anti_hx_drug__2_	Anti_hx_drug__3_
		0			
140	80	1	Ramipril		
		5	Perindopril	Verapamil	Indapamide
110	75	3	Enalapril	Amlodipine	Atenolol

- 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.

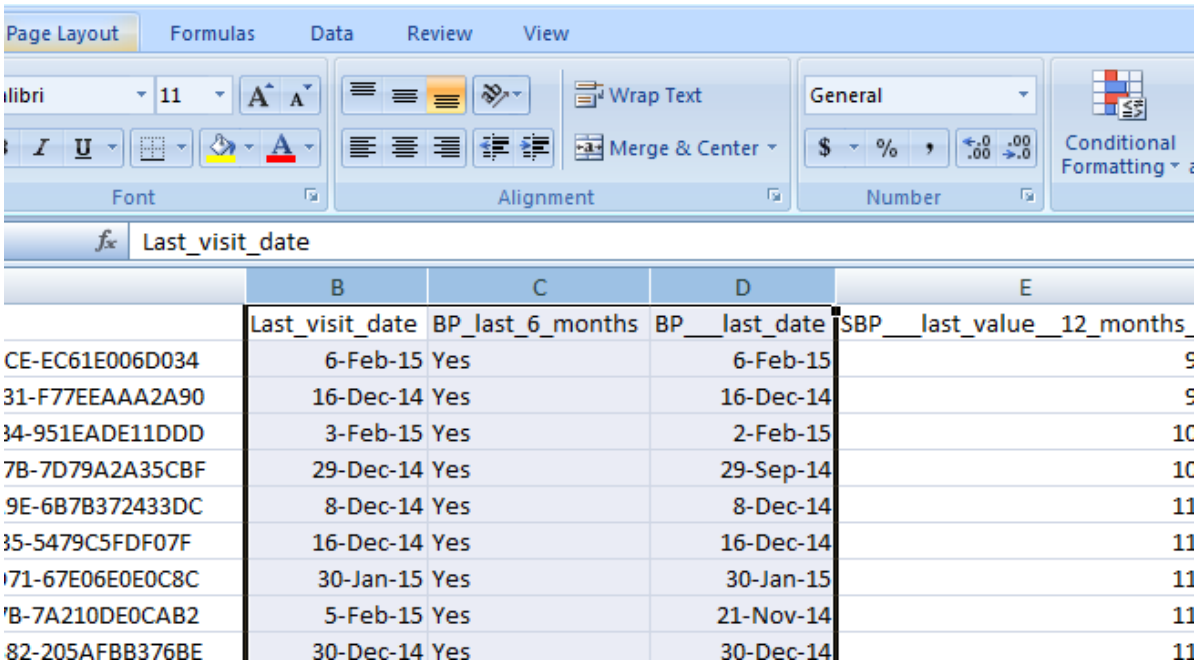


- The list will now present data in the way you have sorted.

Hiding columns

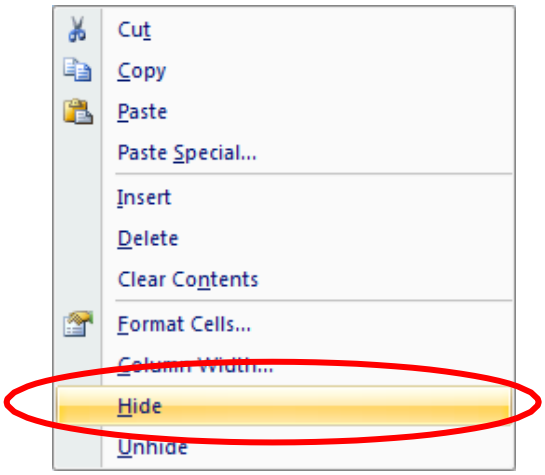
Hiding columns can be useful if you do not want to delete columns from the list but don't want to see them.

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

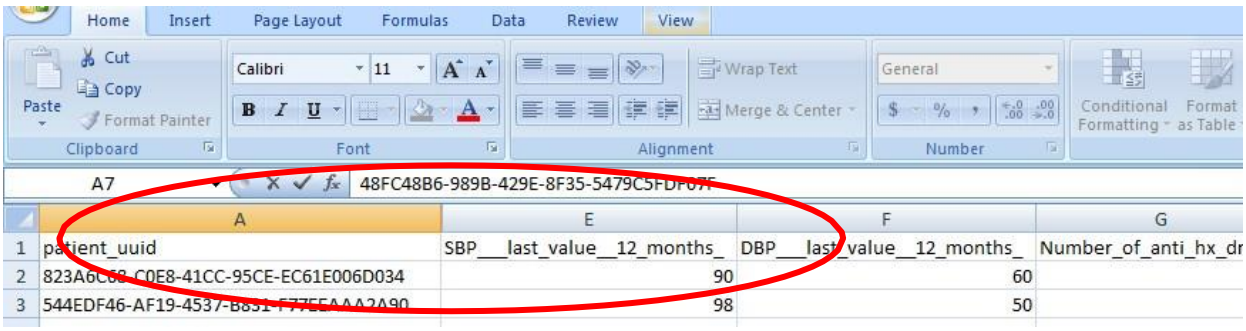


	B	C	D	E
	Last_visit_date	BP_last_6_months	BP___last_date	SBP___last_value__12_months_
CE-EC61E006D034	6-Feb-15	Yes	6-Feb-15	9
31-F77EEAAA2A90	16-Dec-14	Yes	16-Dec-14	9
34-951EADE11DDD	3-Feb-15	Yes	2-Feb-15	10
7B-7D79A2A35CBF	29-Dec-14	Yes	29-Sep-14	10
9E-6B7B372433DC	8-Dec-14	Yes	8-Dec-14	11
35-5479C5FDF07F	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.



- 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.

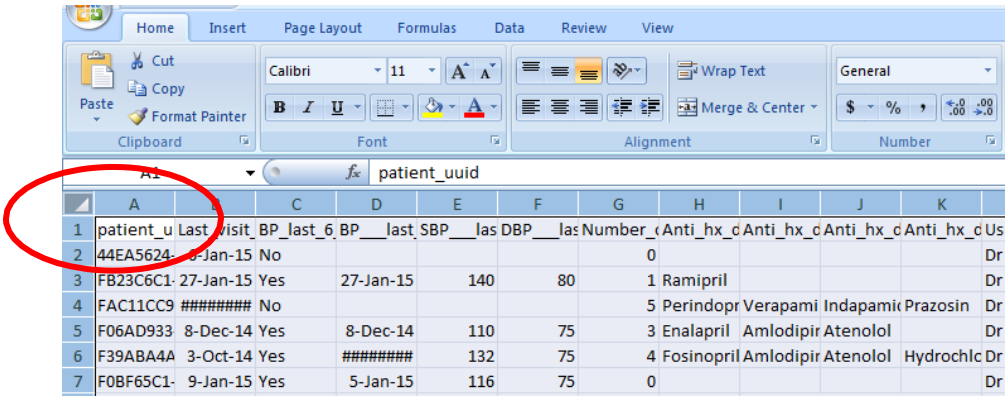


	A	E	F	G
1	patient_uuid	SBP___last_value__12_months_	DBP___last_value__12_months_	Number_of_anti_hx_dr
2	823A6C68-C0E8-41CC-95CE-EC61E006D034	90	60	
3	544EDF46-AF19-4537-B831-F77EEAAA2A90	98	50	

Expanding columns

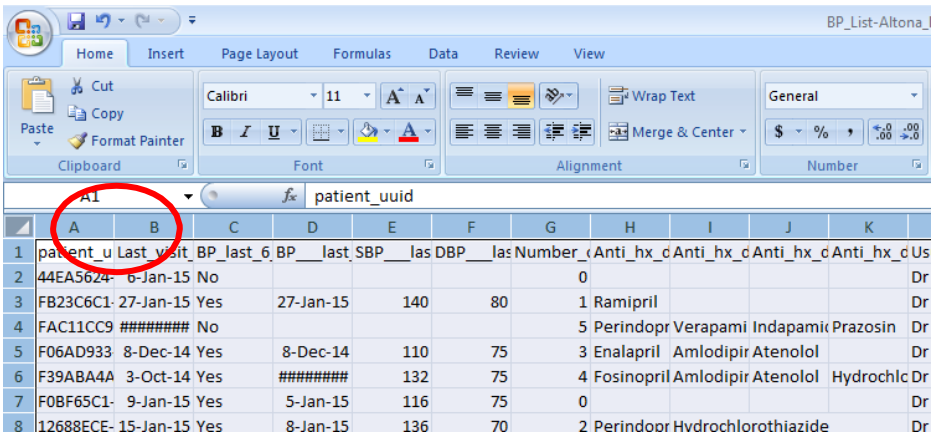
Sometimes columns will need to be expanded in order to read data within them.

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



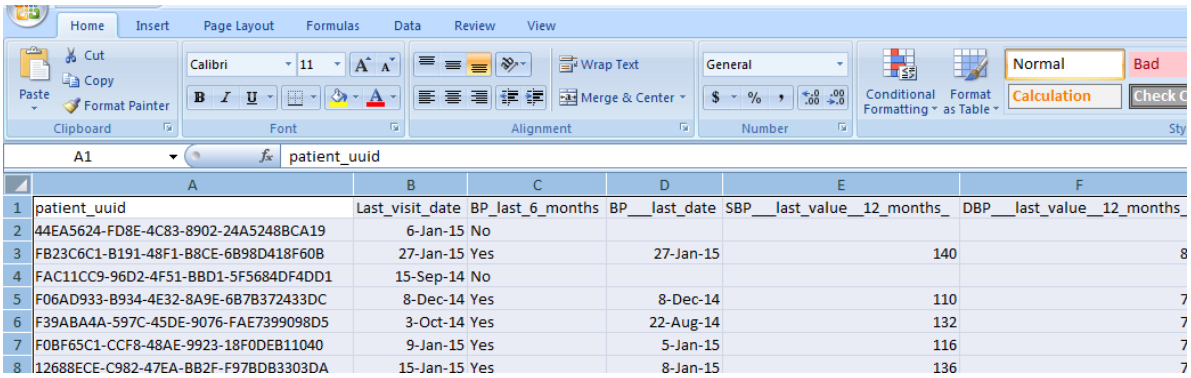
	A	B	C	D	E	F	G	H	I	J	K	
1	patient_u	Last_visit_	BP_last_6_	BP___last_	SBP___las	DBP___las	Number_(	Anti_hx_d	Anti_hx_d	Anti_hx_d	Anti_hx_d	Us
2	44EA5624-	6-Jan-15	No				0					Dr
3	FB23C6C1-	27-Jan-15	Yes	27-Jan-15	140	80	1	Ramipril				Dr
4	FAC11CC9	########	No				5	Perindopr	Verapami	Indapamid	Prazosin	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	Hydrochlc	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.



	A	B	C	D	E	F	G	H	I	J	K	
1	patient_u	Last_visit_	BP_last_6_	BP___last_	SBP___las	DBP___las	Number_(	Anti_hx_d	Anti_hx_d	Anti_hx_d	Anti_hx_d	Us
2	44EA5624-	6-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	Indapamid	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	Hydrochlc	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	Perindopr	Hydrochlorothiazide			Dr

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



	A	B	C	D	E	F
1	patient_uuid	Last_visit_date	BP_last_6_months	BP___last_date	SBP___last_value__12_months_	DBP___last_value__12_months_
2	44EA5624-FD8E-4C83-8902-24A5248BCA19	6-Jan-15	No			
3	FB23C6C1-B191-48F1-B8CE-6B98D418F60B	27-Jan-15	Yes	27-Jan-15	140	8
4	FAC11CC9-96D2-4F51-BBD1-5F5684DF4DD1	15-Sep-14	No			
5	F06AD933-B934-4E32-8A9E-6B7B372433DC	8-Dec-14	Yes	8-Dec-14	110	7
6	F39ABA4A-597C-45DE-9076-FAE7399098D5	3-Oct-14	Yes	22-Aug-14	132	7
7	F0BF65C1-CCF8-48AE-9923-18F0DEB11040	9-Jan-15	Yes	5-Jan-15	116	7
8	12688ECE-C982-47EA-BB2F-F97BDB3303DA	15-Jan-15	Yes	8-Jan-15	136	7