### MEDICINEINSIGHT PRACTICE REPORTS

Guide for accessing Practice Reports and Patient Lists

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Independent, not-for-profit and evidence based, NPS MedicineWise enables better decisions about medicines and medical tests. NPS MedicineWise receives funding from 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



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Note: No patient clinical data is displayed in this guide

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# INTRODUCTION

NPS MedicineWise has implemented a secure cloud-based Microsoft product called Power BI to generate and display MedicineInsight Practice Reports and Patient Lists. This on-demand reporting technology provides a standard platform, that we hope will offer further reporting and data visualisation offerings for participating practices in the future.

#### Purpose

This guide covers how to access, generate, export, save and print MedicineInsight Practice Reports and Patient Lists using the MedicineInsight Practice Reports Power BI platform.



# HOW TO ACCESS MEDICINEINSIGHT PRACTICE REPORTS

The MedicineInsight Practice Reports platform is accessed via a web browser window.

- 1. Log into your device using your normal account
- 2. Open MedicineInsight Practice Reports by clicking this link
- 3. The MedicineInsight Practice Reports home page should display

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	«				★ 0
MedicineInsight Praction Reports	ce	PPS     Learning & CPD     About us     Home COVID-19     Health professionals     Consumers     Publications     Programs     Resources     Partn	Contact us Log In er with us Search	Register	^
Heart Failure		Home   MedicineInsight practice reports		A A	
NPS Web Publication		MedicineInsight practice reports			
Heart Failure Report					
Heart Failure List 1 Heart Failure List 2		Welcome to the new era of MedicineInsight Practice Reports	PAGE SECTIONS		
Heart Failure List 3		Congratulations! you can now access Medicinelinsight monthly reports using Microsoft PowerBI. You will find it simple to navigate and easy to run the report you need. Take a look at the How To Guide in	Welcome to the ne MedicineInsight Pr Reports Resources	w era of actice	
Dementia Asthma		the Resources section. To get started, simply :	What's new Need help?		
Opioids		Choose your topic     Choose your Report or List	Subscrib NPS Med	e to licineWise	
Anxiety		3. Select the 'Organisation' and the 'Analysis Date'	603		
Low Back Pain		4. Press the 'View Report' button			
		To print or save your Report, select 'Export' as 'PDF'     To print or save your Report, select 'Export' as 'Common Separated Values'			
		to save your cist, select export as comma separated Values			
← Go back		Resources			

- If the home page does not display, you will be prompted to enter your account details (email address and password)
- ▷ If you are unsure what your account details are, contact MedicineInsight (details page 13)

Tip: save this page into your browser bookmarks so you can easily access it on subsequent visits.

# **HOW TO RUN REPORTS**

Once you have opened the MedicineInsight Practice Reports platform in the web browser window you will see a list of report topics in the left-hand menu.

1. Select the **Report Topic** of interest from the left-hand menu. The most recent topic offered by NPS MedicineWise will be at the top.



2. Under the topic, select the **Practice Report** or the **Patient List** of interest. It may take several seconds to load.

Note. There may be multiple lists. Each list contains a deidentified list of patients that meet the criteria relevant to the topic and list cohort. These lists are specific to each practice and can ONLY be reidentified in the originating practice (refer page 8).

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Reports					
Heart Failure					
NPS Web Publication					
Heart Failure Report					
Heart Failure List 1					
Heart Failure List 2					
Heart Failure List 3					

3. Select your Practice name from the Organisation dropdown list

Note. You will only see your specific Practice/s

File 🗸 Vi	iew	✓ Export ✓ 🚳		0 🕨 👂 🍸 Par	ameters	
Organisatio	on	Required	•	Analysis Date	Required	•
		Alpha Medical Prac Beta A Medical Cen Beta B Medical Cen Charlie Family Prac Delta X Medical Ce Delta Y Medical Ce Delta Y Medical Ce Delta Z Family Clin Echo Community Pri Echo Family Practice Firefly Medical Cen	tice tre tre tice ntre ntre sctice e tre	· -		

Tip: To find the Practice quicker enter some of the practice's name and predictive text will filter the available records, then scroll and select the correct Practice

4. Select the Report Month from the **Analysis Date** dropdown list. Only the latest 3 months that the Practice has data available for are listed. The most recent date will be at the top of the list.

Note. If the most recent date displayed is more than 3 months old, please contact the MedicineInsight team to identify or resolve any potential data extraction issue

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Organisation Alpha Medical Practice 🔻	Analysis Date	Required	•	View repo	ort
	1	-Jun-2021 -May-2021 -Apr-2021			

5. Press the yellow View Report button. It will take less than a minute to load.

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Organisation	Alpha Medical Practice 🔹	Analysis Date	1-Jun-2021 🔹	View report

6. The selected Practice Report / Patient List is generated and displayed



#### Patient List:

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٠	Organisation Alpha Medical Pra	ctice 👻	Analysis Date 1-Jun-202	1 .	•	View report
MedicineInsight Practice Reports						-
	Patient uuid	Usual GP	Date_of_last_encounter	Age	ACEI_ARB_ARNI	Heart_failure_beta_blocker
Heart Failure ^	Patient	Other Doctors	01/06/2021	76		
NPS Web Publication	Patient	Other Doctors	01/06/2021	70		
Heart Failure Report	Patient	Other Doctors	31/05/2021	85		
Heart Failure List 1	Patient	Other Doctors	31/05/2021	89		
Heart Failure List 2	Patient	Other Doctors	28/05/2021	79		
Heart Failure List 3	Patient	Other Doctors	25/05/2021	78		
Dementia ^	Patient	Other Doctors	21/05/2021	74		
Dementia Report	Patient	Other Doctors	17/05/2021	39		
Dementia List 1	Patient	Other Doctors	12/05/2021	64		
Dementia List 2	Patient	Other Doctors	06/05/2021	75		
Asthma 🗸 🗸	Patient	Other Doctors	27/04/2021	75		
Opioids ~	Patient	Other Doctors	31/05/2021	83		

▷ Practice Report:

# HOW TO EXPORT AND SAVE

Once the Practice Report or Patient List is displayed you can export it using the instructions that follow and save the file to your chosen location.

### For Practice Reports

Practice Reports must be exported to PDF file format, so they display as presented on the screen.

1. After the report is displayed on screen, select PDF (.pdf) from the Export top menu



Tip: There are two PDF options under the Export menu, we recommend selecting 'PDF' rather than the 'Accessible PDF' option

2. The PDF file is generated and downloaded to your device in your Downloads folder. It shows the file at the bottom left corner of your browser window, refer image below. Open the PDF file.

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Medicinelnsight Pract Reports	<pre></pre>		
Heart Failure	~	Dementia ^	person-centred approacn
NPS Web Publication		Dementia Report	Data at 1 Feb 2021
Heart Failure Report		Dementia List 1	
Hoart Eailura Lict 1		Dementia List 2	Welcome to the MedicineInsight report on Changed behaviours in dementia, a person-centred approach
Heart Failure List 1		Asthma 🗸 🗸	About this report
Heart Failure List 2		Opioids $\checkmark$	Sections 1–3 of this report present a range of information about your patients aged 65 years or older with dementia. The report also presents data on your current prescribing of antipsychotics for patients aged 65 years or older with
Heart Failure List 3		Anxiety 🗸	other indications. This is intended to help you identify and understand:
Dementia	$\sim$	Low Back Pain 🗸 🗸	<ul> <li>the profile of your patients with dementia</li> </ul>
Acthma		← Go back	<ul> <li>the management of changed behaviours in patients with dementia</li> </ul>
Astrima	~	Dementia_Reportpdf	Heart, Failure_Reppdf     Meart, Failure_Reppdf     Show all     X
Opioids	$\sim$		
Anxiety	$\sim$		
Low Back Pain	$\sim$	Tip: If you ha	ave performed more than one export in your web
		browser ses	sion there may be multiple file downloads displaying at
← Go back		the bottom s	strip of your browser. Files on the left are the most
		recent To c	lear the files, click the 'X' on the bottom right side of
🔁 Heart_Failure_Repp	df 🕠	your browse	F.

Note: Downloaded files remain in the Downloads folder until deleted or moved. Instructions for secure deletion are provided in section Cleaning out the Downloads folder on page 12.

3. The PDF will open in a new web browser tab where you can scroll through all the pages

4. To save the file, press the Download icon arrow at top right of screen



5. The Save As window will open. Select the location where you want to save the file.



- 6. Press Save button
- 7. If you want to Print the report, refer to the Print section on page 10
- 8. Once finished with the PDF, close the PDF tab in your web browser to return to the home page

#### For Patient Lists

Patient Lists must be exported to **Comma Separated Values (CSV) file format**, so they can be used by the Practice for import into the patient reidentification tool at the Practice.

1. After the patient list is displayed on screen, select **Comma Separated Values (.csv)** from the **Export** top menu



The CSV file is generated and downloaded to your device in your Downloads folder. Depending
on the settings on your device, the Patient List CSV file may open automatically in MS Excel or
it will show the file at the bottom left corner of your browser window.

- 3. Open the file in MS Excel. Contact MedicineInsight if you are having trouble opening the file
- 4. Save the file to your chosen location. MS Excel **Save As** will show it as a '**CSV UTF-8 (Comma delimited)** (\*.csv)' file and this is as expected.

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斺 Home		
Pt Now	(L) Recent	<ol> <li>☐ Downloads</li> </ol>
		Heart_Failure_Patient_List2_2021
🗁 Open	NATIONAL PRESCRIBING SERVICE LIMITED	CSV UTF-8 (Comma delimited) (*.csv) 🛛 🗸 🖓 Save
·		More options

#### 5. Press Save button

Tip: Do not choose any of the other Export options as they will not produce a usable file for the next step

6. The Patient List is then able to be used by the **Grhanite reidentification tool** or **Precedence Connector (Inca)** at the Practice to reidentify the patients

Tip: Instructions for Patient List reidentification are available separately on the home page. Our MedicineInsight team or your Educational Visitor can assist you with this.

Note: Patient Lists are specific to each practice and can ONLY be reidentified in the originating practice

# **HOW TO PRINT**

Reports can be printed directly from MedicineInsight Practice Reports <u>or</u> from the PDF file you have saved. The following steps explain how to print directly from MedicineInsight Practice Reports.

1. After the Practice Report is displayed on screen, select **Print** from the **File** top menu, or the **Print now** button on top menu to the right of screen

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<b>*</b>	File 🗸	View∨ Export∨ ≪ ∢ 1	of1 →	▷	🖶 Print now	💬 Comments
Medicinelnsight Practice	Ø	Edit Edit in Power BI Report Builder		Analysis Date 1-Jun-2021	•	
Reports	凸	<b>Print</b> Print report			Heart	
Heart Failure		Embed				
NPS Web Publication	Lŕ	Securely embed this report in a website or p	ortal			
Heart Failure Report	ବ	Generate link				
Heart Failure List 1	Pra	Practice Report: Heart failure: An active role for GPs and patient			d patients	

The standard Print window or Print preview window will open. It may take a minute to open.

2. Select the appropriate **Page Size** = A4 and **Page Orientation** = Portrait, then press **Print** button

Print		
We'll create a printer-friendly PDF vers	sion of your report	
Page Size A4	~	
Height     Width     Units       210     X     297     mm ✓		
Page Orientation Portrait Landscape		
Preview	Cancel	Print

#### The Print preview window opens



- 3. Select the **Destination** printer
  - Enter the number of **copies** you need.
  - Select Color: Colour or Black and White printing
  - Check the Paper Size (A4) under the More Settings item.

#### 4. Press Print button

Tip: Although it is possible print to PDF via this Print window (by selecting the Destination printer as 'Save as PDF'), we recommend you use the Export function to output your PDF and CSV files, refer page 7.

Note: Depending on the settings in your browser window the Report may initially default to size **A4** or **Letter**. This determines the number of pages the report will print/display over. The Report has been designed as A4 so select **A4** where possible.

### HOW TO DISPLAY REPORTS BY PAGE

The default view of Power BI shows the Report as one long continuous page that you scroll down.

NPS MedicineWise recommends that to view the Practice Report as separate pages open the saved PDF file of the report in Adobe Acrobat Reader. This provides a quicker smoother user experience than the 'Page View' function offered in Power BI.

If you need to view the Report page by page in the Power BI platform, you can select 'Page View'. Follow these steps.

1. After the report is displayed on screen, select **Page View** from the **View** top menu. This may take a minute to load.



The Practice Report will reload displaying content spanning over several pages

2. To see the next page, press the **Next** page button from the top menu. Each page will take several seconds to load. If you want to jump to a certain page number enter it in the white box and press enter.



3. To revert to the original long continuous scrolling page, select **Default View** from the top **View** menu

# **HOW TO MANAGE YOUR FILES**

The MedicineInsight Practice Reports and Patient Lists you have downloaded are, by default, stored in the Downloads folder on your device. Once you have saved them to your chosen location, we recommend you securely delete the Practice Reports and Patient Lists from your Downloads folder using the following instructions.

### Cleaning out the Downloads folder

- 1. Open File Explorer
- 2. Go to your **Downloads** folder
- 3. Select all the Practice Report PDF and Patient Lists CSV files then **permanently delete** them by pressing the down arrow on the **Delete** button to select the 'Permanently delete' option. This means they are now removed and not in the recycle bin.



Tip: If you click 'Delete' instead of 'Permanently Delete', the files will remain in your Recycle Bin. You will then need to open the Recycle Bin and permanently delete the files from there.

## FAQS

### What if I get a 'session expired' pop-up?

If you leave MedicineInsight Practice Reports inactive for some time (30 minutes) you may see a session expired message when you next try and click on a menu item.

To resolve this, just press the Refresh button or refresh your browser window.



#### What if the screen freezes?

If none of the functions or menu options work, close your browser tab/window and reopen a new one by clicking on the MedicineInsight Practice Reports link again or selecting your saved bookmark.

Our MedicineInsight team can assist with troubleshooting if this does not resolve the issue.

# What if the navigation menu disappears or the page doesn't look normal?

On occasion you may press a Microsoft Power BI standard function or area of the screen that takes you to the standard Microsoft Power BI window rather than the expected **MedicineInsight Practice Reports** window. If this happens find for the NPS MedicineWise logo 'MedicineInsight Practice Reports' tile (see below) and click on it to return to the **MedicineInsight Practice Reports** home page.



# How can other practice staff access the MedicineInsight Practice Reports platform?

If additional staff in your practice wish to access their MedicineInsight Practice Reports and Patient Lists, please contact MedicineInsight (contact details below).

## SUPPORT

For further support please contact MedicineInsight

Phone: 1300 721 726

Email: medicineinsight@nps.org.au

Visit: https://www.nps.org.au/medicine-insight

MedicineInsight program resources are also available on the home page of <u>MedicineInsight Practice</u> <u>Reports</u>