

# MEDICINEINSIGHT PRACTICE REPORTS

## Guide for accessing Practice Reports and Patient Lists

July 2021 | v1.0

---

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](mailto:info@nps.org.au)  
[www.nps.org.au](http://www.nps.org.au)



©2021 NPS MedicineWise

©2021 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 [info@nps.org.au](mailto:info@nps.org.au).

## Suggested citation

NPS MedicineWise MedicineInsight Practice Reports - Training Guide 2021

## Acknowledgments

NPS MedicineWise wishes to thank and acknowledge Shepparton Medical Centre for being a MedicineInsight Champion and for allowing NPS MedicineWise to use their Practice during the process of producing this guide.

Note: No patient clinical data is displayed in this guide

# Contents

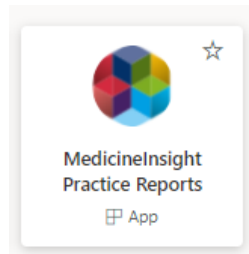
Introduction .....	4
Purpose .....	4
How to Access MedicineInsight Practice Reports .....	4
How to Run Reports .....	5
How to Export and Save.....	7
For Practice Reports .....	7
For Patient Lists .....	8
How to Print .....	10
How to Display Reports by Page .....	11
How to Manage your Files.....	12
Cleaning out the Downloads folder .....	12
FAQs.....	12
What if I get a 'session expired' pop-up? .....	12
What if the screen freezes? .....	12
What if the navigation menu disappears or the page doesn't look normal? .....	13
How can other practice staff access the MedicineInsight Practice Reports platform? .....	13
Support .....	13

# 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

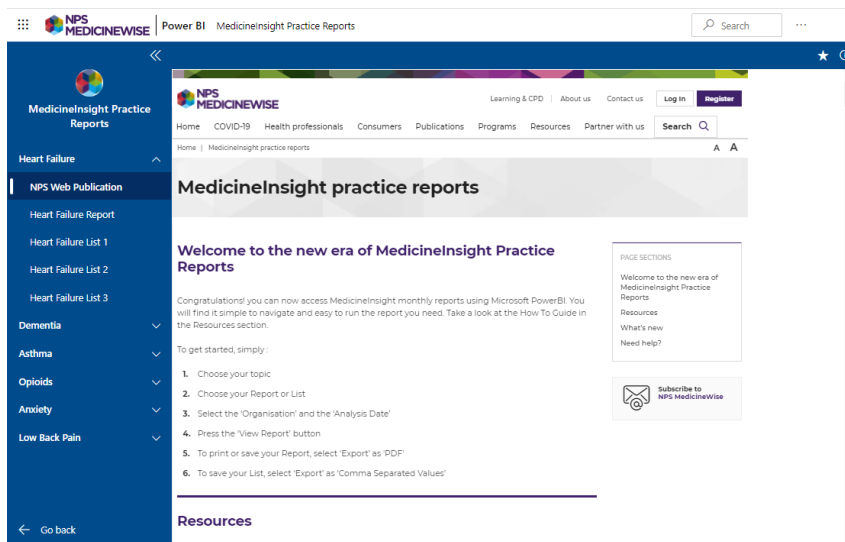
This guide covers how to access, generate, export, save and print MedicineInsight Practice Reports and Patient Lists using the MedicineInsight Practice Reports Power BI platform.



# 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



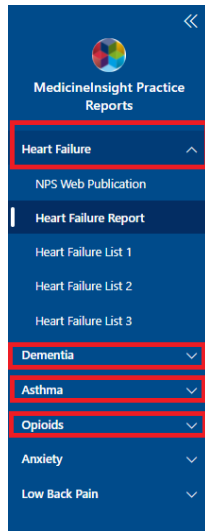
- ▶ If the home page does not display, you will be prompted to enter your account details (email address and password)
- ▶ If you are unsure what your account details are, contact MedicineInsight (details page 13)

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

# HOW TO RUN REPORTS

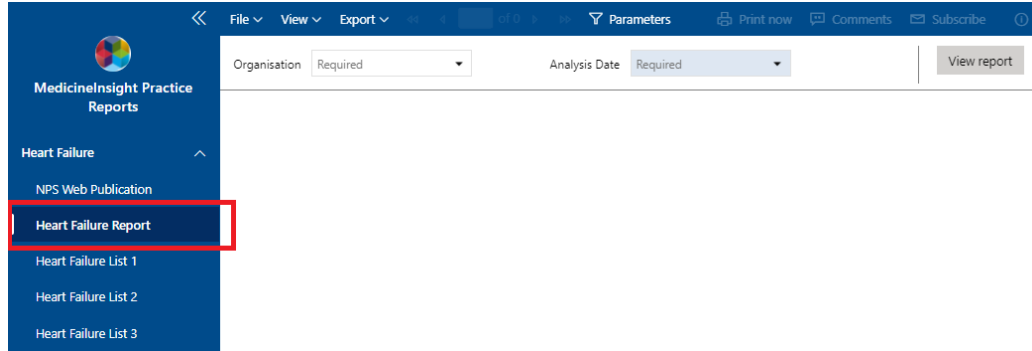
Once you have opened the MedicineInsight Practice Reports platform in the web browser window you will see a list of report topics in the left-hand menu.

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.



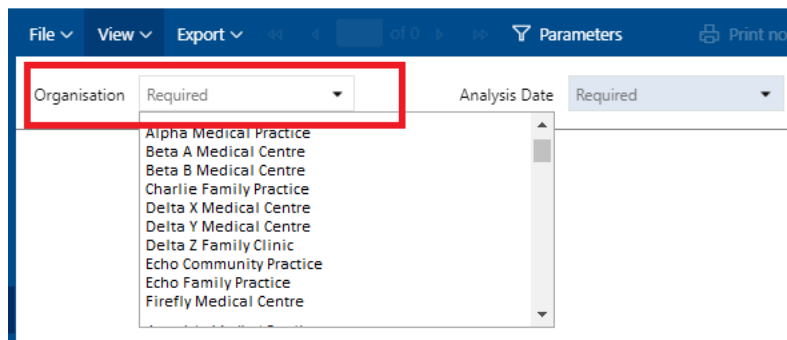
2. Under the topic, select the **Practice Report** or the **Patient List** of interest. **It may take several seconds to load.**

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).



3. Select your Practice name from the **Organisation** dropdown list

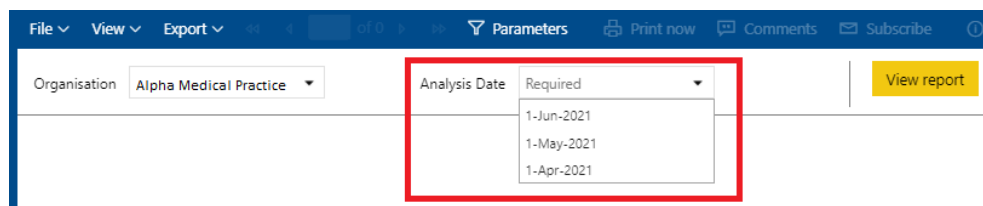
Note. You will only see your specific Practice/s



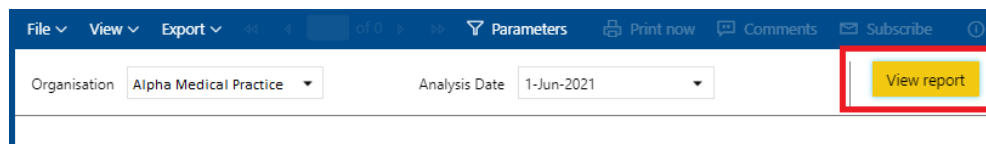
Tip: To find the Practice quicker enter some of the practice's name and predictive text will filter the available records, then scroll and select the correct Practice

- 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

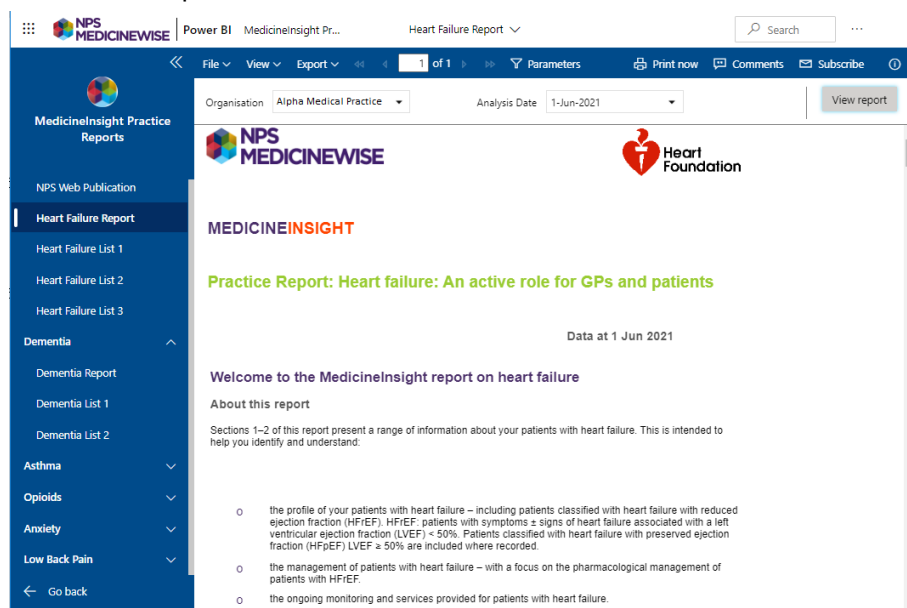


- Press the yellow **View Report** button. It will take less than a minute to load.



- The selected Practice Report / Patient List is generated and displayed

#### ▶ Practice Report:



#### ▶ Patient List:

Patient uid	Usual GP	Date_of_last_encounter	Age	ACEI_ARB_ARNI	Heart_failure_beta_blocker
Patient	Other Doctors	01/06/2021	76		
Patient	Other Doctors	01/06/2021	70		
Patient	Other Doctors	31/05/2021	85		
Patient	Other Doctors	31/05/2021	89		
Patient	Other Doctors	28/05/2021	79		
Patient	Other Doctors	25/05/2021	78		
Patient	Other Doctors	21/05/2021	74		
Patient	Other Doctors	17/05/2021	39		
Patient	Other Doctors	12/05/2021	64		
Patient	Other Doctors	06/05/2021	75		
Patient	Other Doctors	27/04/2021	75		
Patient	Other Doctors	31/05/2021	83		

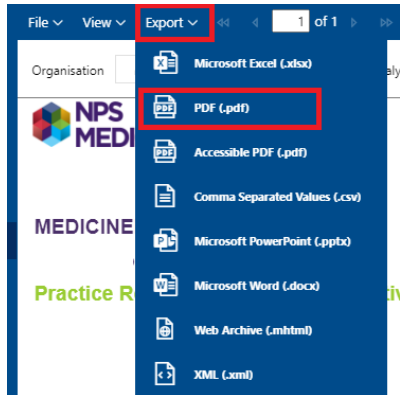
# HOW TO EXPORT AND SAVE

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

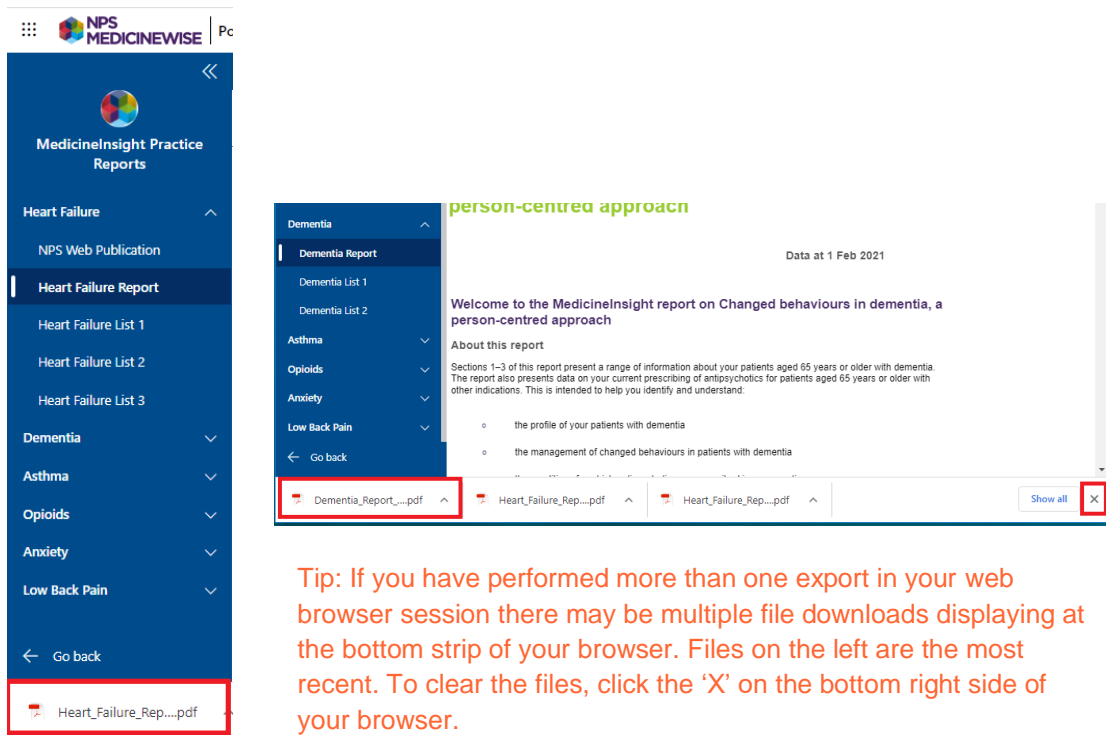
Practice Reports must be exported to **PDF file format**, so they display as presented on the screen.

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.

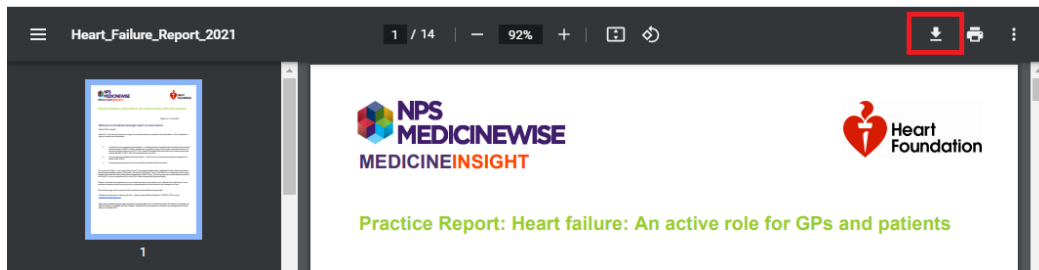


Tip: If you have performed more than one export in your web browser session there may be multiple file downloads displaying at the bottom strip of your browser. Files on the left are the most recent. To clear the files, click the 'X' on the bottom right side of your browser.

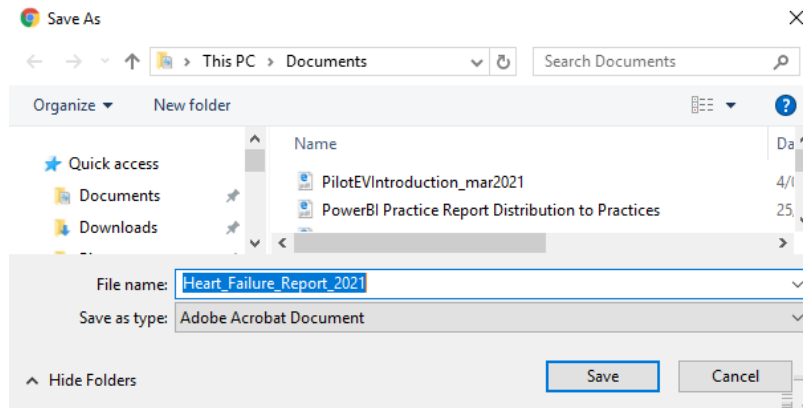
Note: Downloaded files remain in the Downloads folder until deleted or moved. Instructions for secure deletion are provided in section [Cleaning out the Downloads folder](#) on page 12.

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.

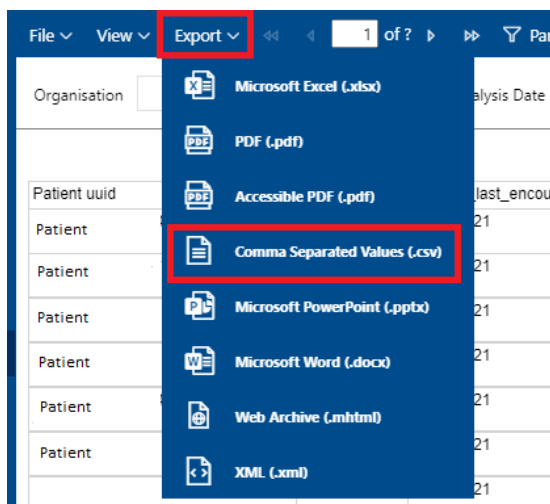


6. Press **Save** button
7. If you want to Print the report, refer to the Print section on page 10
8. Once finished with the PDF, close the PDF tab in your web browser to return to the home page

## 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.

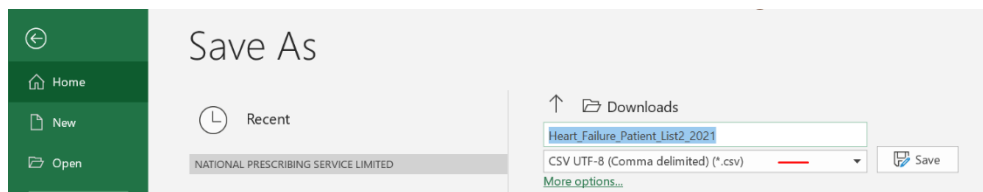
1. After the patient list is displayed on screen, select **Comma Separated Values (.csv)** from the **Export** top menu



2. 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.



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

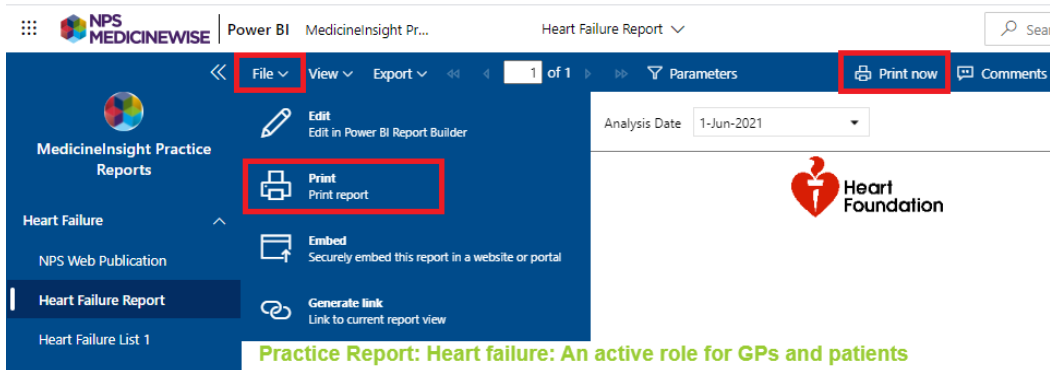
**Tip:** Instructions for Patient List reidentification are available separately on the home page. Our MedicineInsight team or your Educational Visitor can assist you with this.

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

# HOW TO PRINT

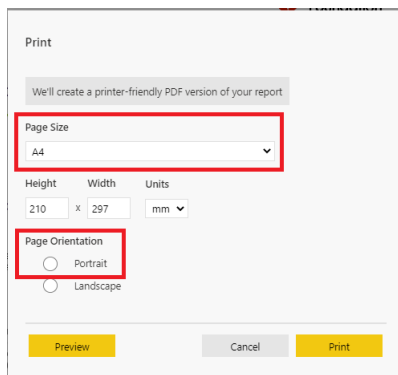
Reports can be printed directly from MedicineInsight Practice Reports or from the PDF file you have saved. The following steps explain how to print directly from MedicineInsight Practice Reports.

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

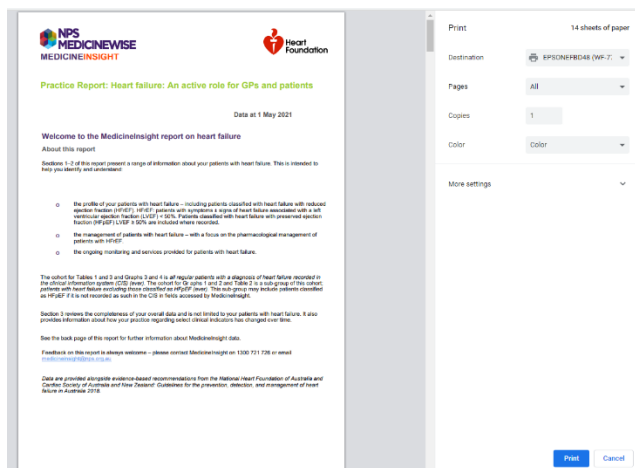


The standard Print window or Print preview window will open. **It may take a minute to open.**

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



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 to 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

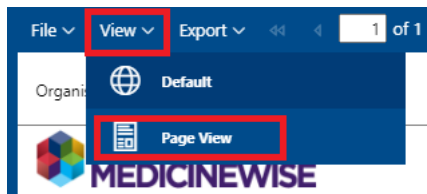
---

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

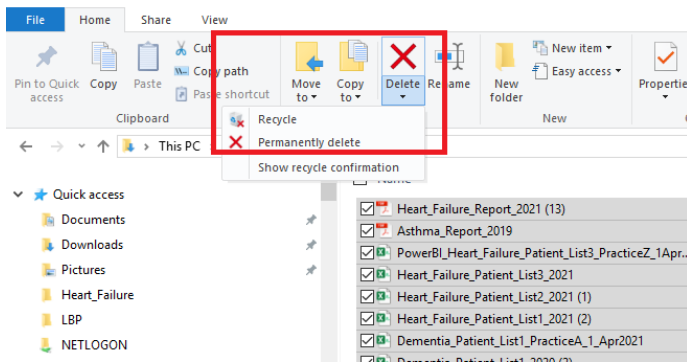
# HOW TO MANAGE YOUR FILES

---

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.

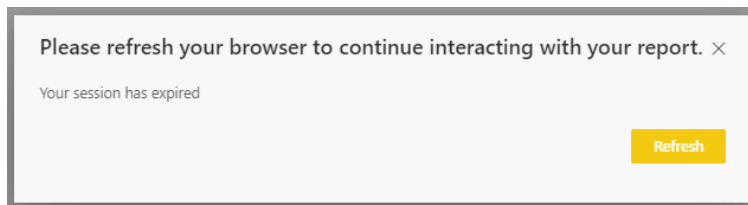
## FAQS

---

### 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.



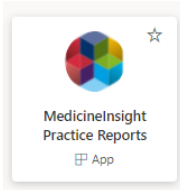
### What if the screen freezes?

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](mailto:medicineinsight@nps.org.au)

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

MedicineInsight program resources are also available on the home page of [MedicineInsight Practice Reports](#)