MedicineInsight

PATIENT LISTS GUIDE
Inca

July 2021

NPS MEDICINEWISE

Introduction

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 in order to reflect upon their patient care and recall patients who may be undertreated, in need of review or potentially at risk based on the MedicineInsight reports.

This guide will assist NPS MedicineWise Educational Visitors and practice staff to re-identify patient lists at the practice.
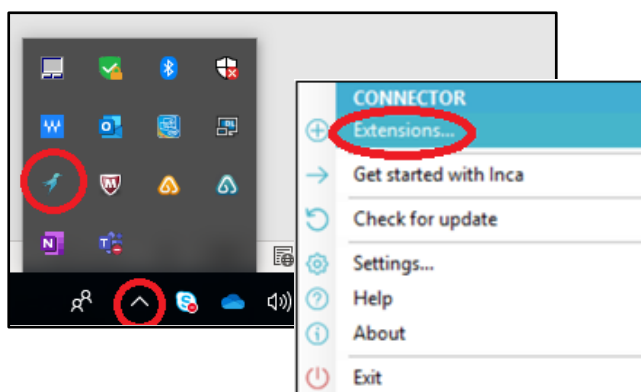
Contact Us

Please contact our MedicineInsight team at NPS MedicineWise if you need assistance at any point during your installation.

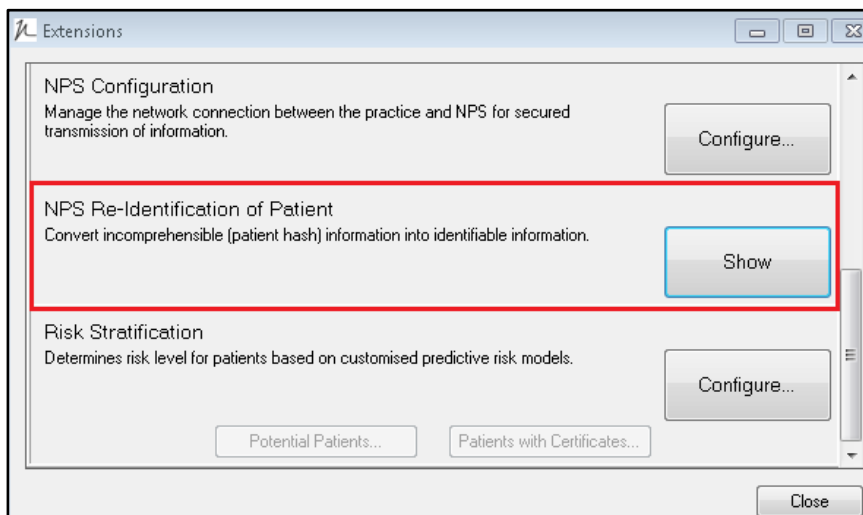Phone: **1300 721 726** between 9am and 5pm Monday to Friday
Email: medicineinsight@nps.org.au
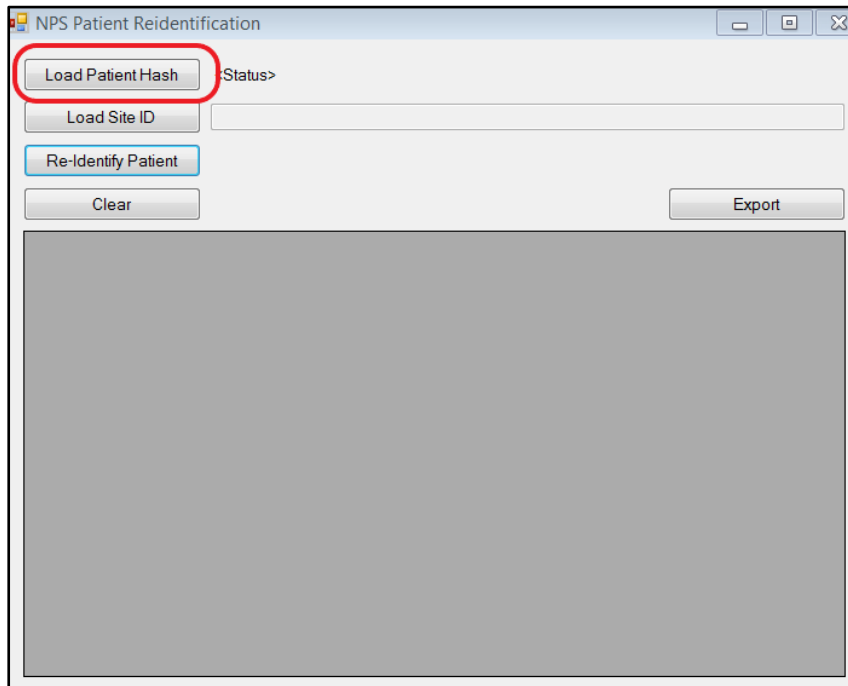
Re-identify a Patient List

1. Save the Patient list file in the format *CSV (comma delimited)* in an easily accessible place *(eg the PC's desktop)*.
   <u>Please note:</u> Microsoft Excel will show it as a "CSV UTF-8 (Comma delimited) (*.csv)" file.

2. Right-click on the Precedence Connector (blue bird icon from the system tray bottom of screen) and select 'Extensions'.

3. Select **NPS Re-identification of Patient.**

4. Select **Load Patient Hash** and attach the *patient list* file

5. Select **Re-identify Patient**.

   The re-identified patient list will appear in the window. Click on the "**Export**" button to export the identified patient list to excel and save file.