

Archiving patients

Best Practice software

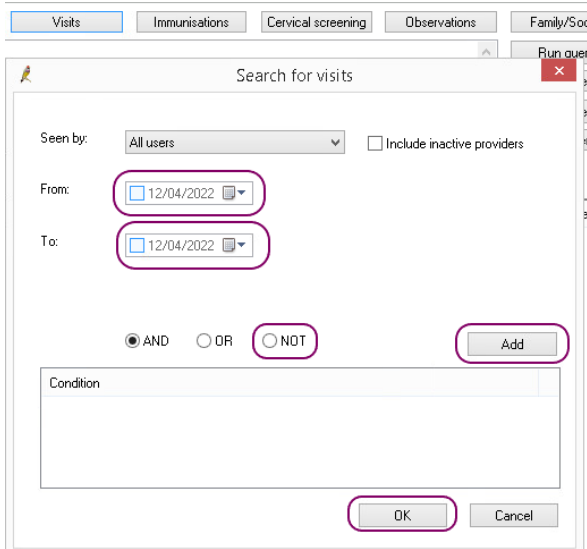
To ensure high quality data, it is essential to maintain your patient database with archiving practices designed to keep health records accurate and current.

Please note: This fact sheet is current within the software as of April 2022.

How to Inactivate Patients

How to Inactivate Patients – bulk inactivation

1. From the main screen, ensure no patient files are open, click **Utilities** and select **Search**
2. Select **Visits**
3. Select dates from & to, and tick **NOT** (meaning not seen during that period)
4. Click **Add** and then **OK**



Search for visits

Seen by: All users Include inactive providers

From: 12/04/2022

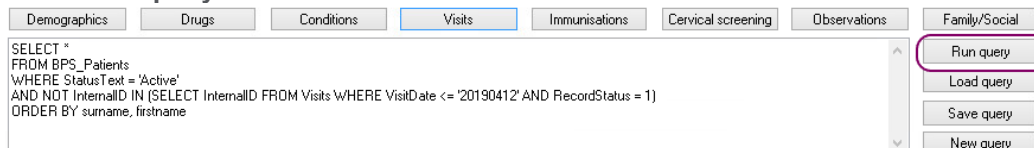
To: 12/04/2022

AND OR NOT **Add**

Condition

OK **Cancel**

5. Select **Run query**

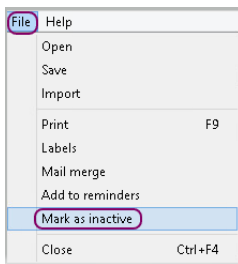


Demographics Drugs Conditions **Visits** Immunisations Cervical screening Observations Family/Social

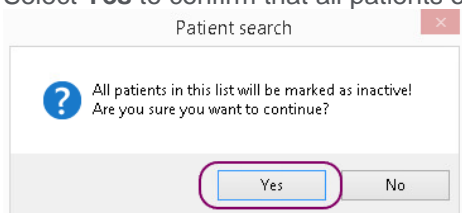
```
SELECT *
FROM BPS_Patients
WHERE StatusText = 'Active'
AND NOT InternalID IN (SELECT InternalID FROM Visits WHERE VisitDate <= '20190412' AND RecordStatus = 1)
ORDER BY surname, firstname
```

Run query
Load query
Save query
New query

6. Review result and action as appropriate. You can remove patients individually from the list so that they are not marked as inactive.
7. From **File**, select from the menu **Mark as inactive**

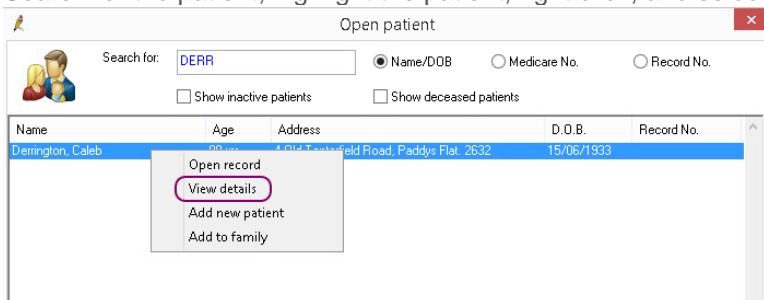


8. Select **Yes** to confirm that all patients on this list will all be inactive



How to inactivate patients individually

1. Select **File**, then **Open patient**
2. Search for the patient, highlight the patient, right click, and select **View details**



3. Mark as Inactive and save

Health Ins. No.: [] Expiry: 14/04/2022 [v] Contact Notes Comms Consent
 Religion: [] SMS: Not Enabled
 Head of family: Self [Set] Best Health App: Not Enrolled
 Next of kin: [] [Set] Inactive Deceased
 Emergency contact: [] [Set] Registered for CTG PBS Co-payment relief
 Occupation: [] [Set] Verified: Not yet verified
 Health Care Home: Nil [v] 14/04/2022 [v] HCH Medicare/DVA Concession
 eScript Token: [v] Date of death:
 [] 14/04/2022 [v] [Cause] []
 Last Updated By: Terrace Walker Referral details Bank account
 Last Updated On: 25/05/2020 10:22:35 AM Save Cancel

Further information

There are many ways of identifying patients to archive. Please visit the BP Knowledge Base, accessed via the help menu in your software for details on stored SQL searches and creating searches bespoke to your practice needs.

If you would like further support with this important data-driven quality improvement (QI) activity, contact **Practice Assist**.

WWW.PRACTICEASSIST.COM.AU

WA Primary Health Alliance is supported by funding from the Australian Government under the PHN Program.
 Rural Health West is funded by the Australian Government and WA Country Health Service.

*Whilst all care has been taken in preparing this document, this information is a guide only and subject to change without notice.
 Disclaimer: While the Australian Government has contributed funding support for this resource the information contained within it does not necessarily represent the views or policies of the Australian Government and has not been endorsed by the Australian Government.*