

# Baseline Data Collection - Best Practice software Data Cleansing activity

Baseline data collection is a quality improvement activity to identify data cleansing opportunities within your practice. It is encouraged that practice complete this activity on a regular basis to maintain accurate and current data.

Please contact Practice Assist for access to the Best Practice queries.

Practice:	
Completed by:	
Date:	

Data Collection		
Run each query in your Best Practice software and record result in this table.		
Query	Information/Request	Result
BP-Q4	Number of patients currently in the practice software.	
BP-Q5	Number of patients that are active.	
BP-Q6	Number of duplicates that can be identified in the practice software.	
BP-Q7	Number of patients that are missing their full name.	
BP-Q8	Number of patients that are missing their Date of Birth (DOB).	
BP-Q9	Number of patients that are missing their Gender status.	
BP-Q10	Number of patients that are missing their Ethnicity status.	
BP-Q11	Number of patients that are recorded as having Aboriginal and/or Torres Strait Islander status.	
BP-Q12	Number of patients that are missing their complete current address.	
BP-Q13	Number of patients that are missing their phone contact details.	
BP-Q14	Number of patients that are missing an emergency contact.	
BP-Q15	Number of patients that are missing their Next of Kin (NOK) information.	
BP-Q16	Number of patients that are missing their Medicare Card Number.	

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# Baseline Data Collection

## Trending Data

Trending Data Collection					
Enter the result against the month you have completed for to see trending data over a period of time.					
Query #					
BP-Q4					
BP-Q5					
BP-Q6					
BP-Q7					
BP-Q8					
BP-Q9					
BP-Q10					
BP-Q11					
BP-Q12					
BP-Q13					
BP-Q14					
BP-Q15					
BP-Q16					

### Further information

If you would like further support with this important data-driven quality improvement (QI) activity, including utilising excel to visualise through graphs, contact [Practice Assist](#).

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.