Baseline Data Collection
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.

Practice:	
Completed by:	
Date:	

Data Collection Pull data from your software and record result in this table.		
	Information/Request	**Result**
01	Number of patients currently in the practice software.	
02	Number of patients that are active.	
03	Number of duplicates that can be identified in the practice software.	
04	Number of patients that are missing their full name.	
05	Number of patients that are missing their Date of Birth (DOB).	
06	Number of patients that are missing their Gender status.	
07	Number of patients that are missing their Ethnicity status.	
08	Number of patients that are recorded as having Aboriginal and/or Torres Strait Islander status.	
09	Number of patients that are missing their complete current address.	
10	Number of patients that are missing their phone contact details.	
11	Number of patients that are missing an emergency contact.	
12	Number of patients that are missing their Next of Kin (NOK) information.	
13	Number of patients that are missing their Medicare Number.	

Baseline Data Collection
Trending Data

Query #					
01					
02					
03					
04					
05					
06					
07					
08					
09					
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11					
12					
13					

Trending Data Collection
Enter the result against the month you have completed for to see trending data over a period of time.

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**.