



My Practice Data Report User Guide
December 2025

Primary Care Reporting Portal

My Practice Data Report User Guide

My Practice Data Report User Guide

December 2025

Contents

| | |
|--|----|
| Introduction | 2 |
| Primary Care Reporting Portal Reports Landing Page | 2 |
| Overview & Data Sources | 3 |
| Glossary | 4 |
| User Guide | 4 |
| Data Report functions | 5 |
| Data Reports | 6 |
| 10 QIMs | 6 |
| Patient Demographics | 7 |
| Chronic Conditions & Mental Health | 8 |
| Cancer Screening & Health Assessments | 9 |
| Digital Health | 9 |
| Lifestyle Risks | 10 |
| Support | 10 |

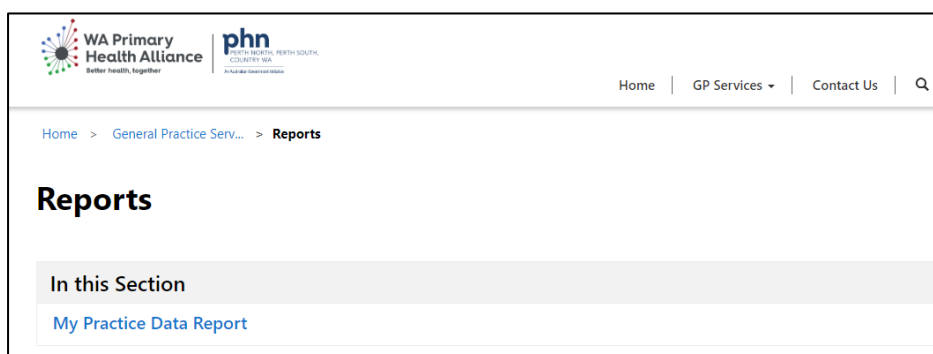
Introduction

The practice reports prepared by WA Primary Health Alliance (WAPHA) are now available via our **Primary Care Reporting Portal (PCRP)**.

Primary Care Reporting Portal Reports Landing Page

To access reports, you can select the short cut button from General Practice Services landing page, or alternatively access by clicking the arrow next to **'GP Services'** on the navigation bar and selecting **'Reports'**.

The page will load and display a list of the reports available to you. Select **'My Practice Data Report'**.

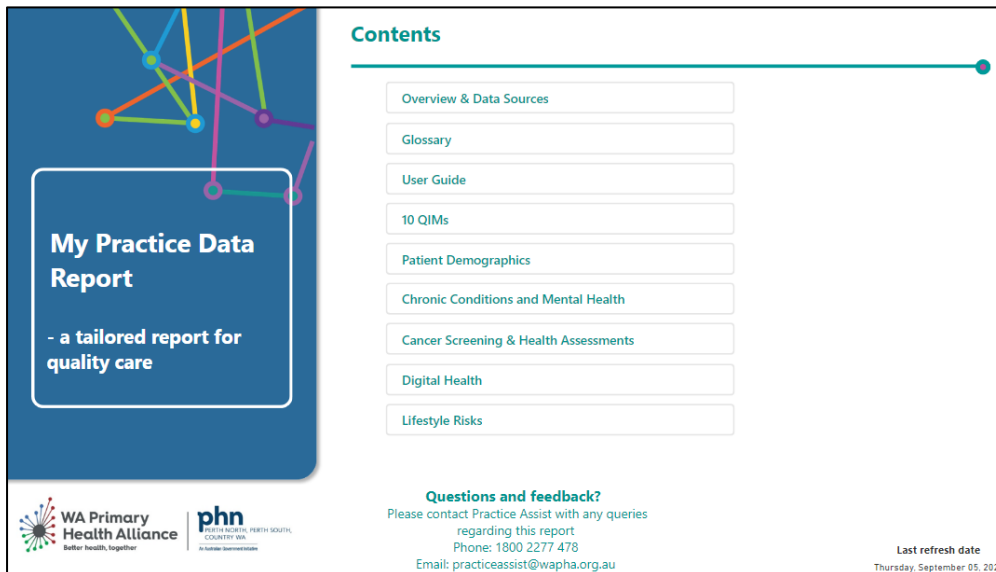


My Practice Data Report User Guide

December 2025

To access the reports, you will need to Authenticate with **Power BI** which is the Microsoft tool WAPHA uses to create and share the reports. Click **Sign In** when prompted and select the email account for the practice.

A contents page of the **My Practice Data Report** will be displayed.

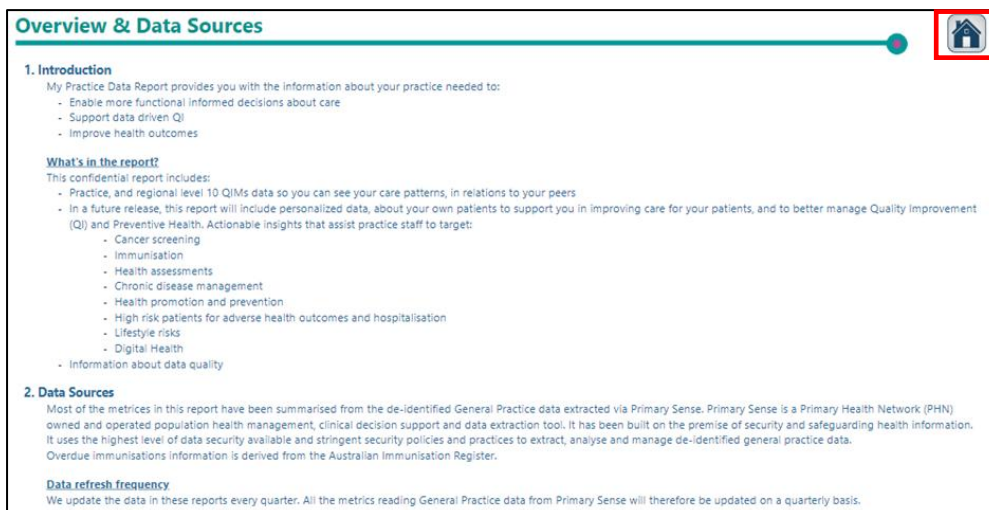


The screenshot shows the 'Contents' page of the 'My Practice Data Report'. On the left, there is a blue sidebar with the report title and a description: 'a tailored report for quality care'. The main area lists various report sections as clickable buttons: Overview & Data Sources, Glossary, User Guide, 10 QIMs, Patient Demographics, Chronic Conditions and Mental Health, Cancer Screening & Health Assessments, Digital Health, and Lifestyle Risks. At the bottom, there is a 'Questions and feedback?' section with contact information for Practice Assist, including a phone number and email address. A 'Last refresh date' is also noted as Thursday, September 05, 2024.

Hint: To zoom in or out within Power BI, hold 'Ctrl' and either scroll up or down with your mouse or use the + or - on your keyboard.

Overview & Data Sources

This section gives an overview of the report and explains the data sources as well as the frequency of refreshes. From the Contents of the report, click on **Overview and Data Sources** to access.



The screenshot shows the 'Overview & Data Sources' page. It features a 'Home' icon in the top right corner. The page is divided into sections: '1. Introduction' which explains the purpose of the report, 'What's in the report?' which lists the data included (practice, regional, and 10 QIMs data), and '2. Data Sources' which details the data extraction process from Primary Sense and the Australian Immunisation Register. A 'Data refresh frequency' section at the bottom states that data is updated every quarter.

The **Home** icon takes you back to the contents page for **My Practice Data Report**.

My Practice Data Report User Guide December 2025

Glossary

The **Glossary** provides definitions of terms and measures used which can be sorted by the **Field**. From the Contents page, click on **Glossary** to access.

You can select a **field** or **search** in this section. Hover on the top bar of the function for a **clear selection option**.

The **Home** icon takes you back to the contents page for **My Practice Data Report**.

User Guide

The **User Guide** provides information on how to navigate the report and FAQs on using Power BI. From the Contents page, click on **User Guide** to access.

The **Home** icon takes you back to the contents page for **My Practice Data Report**.

My Practice Data Report User Guide

December 2025

Data Report functions



Show practice slicer

If you have access to **multiple practices** within the PCRP, you click the **show practice slicer** button to view the list of practices and then select the specific practice by clicking the box on the right-hand side.

Note: Prior to selecting a practice, you will be shown a percentage which will be an average of all the practices you have access to in the PCRP.

Patient Status (Active or Inactive)

Use the 'Patient Status' slicer to switch between **RACGP active and inactive patients** or to view all patients. When there is no selection, you are viewing information about all patients active in your clinical information system. RACGP active patients are patients who have visited your practice at least 3 times in the past 2 years.



Focus mode and Copy as image

You can hover your mouse over heading bars or tables and click to access some tools, including 'Copy as image with caption' and 'Focus mode'. Copy as image will allow you to copy and paste in another document, such as Microsoft word. Focus mode will open the specific table of information that you have selected.

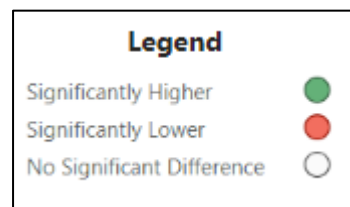


Home

The **Home** icon takes you back to the contents page for **My Practice Data Report**.

Legend

The **Legend** explains the differences in data.



Glossary

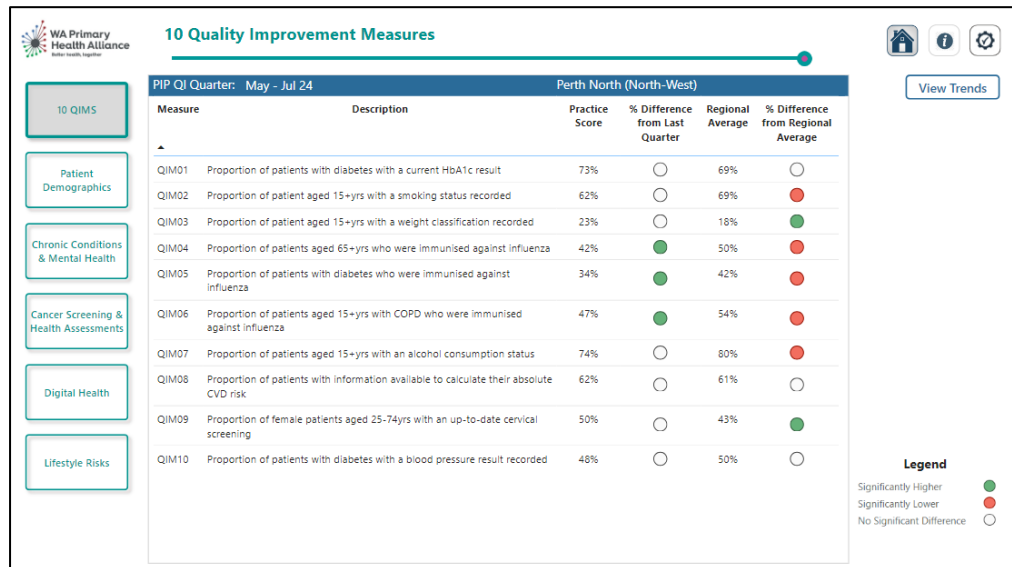
The **Glossary** provides definitions of terms and measures used which can be sorted by the **Field**.

My Practice Data Report User Guide December 2025

Data Reports

10 QIMs

The **10 QIMs** provides a 10 Quality Improvement Measures report based on your practice data. The PIP QI quarter is displayed at the top of the report to indicate the timeframe for the data. From the Contents page, click on **10 QIMs** to access.



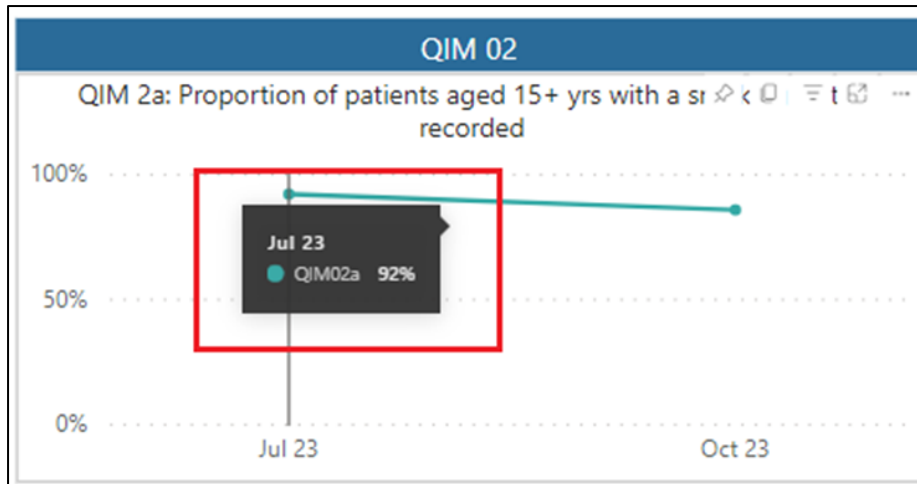
The 10 QIMs report highlights the individual practice score against each Quality Improvement Measure (QIM) and the percentage difference from the last PIP QI quarter, as well as the regional average and percentage difference. The region the practice is in will be displayed on the blue bar of the report on the right-hand side.

View Trends will display the trending data for each of the 10QIMs.



My Practice Data Report User Guide December 2025

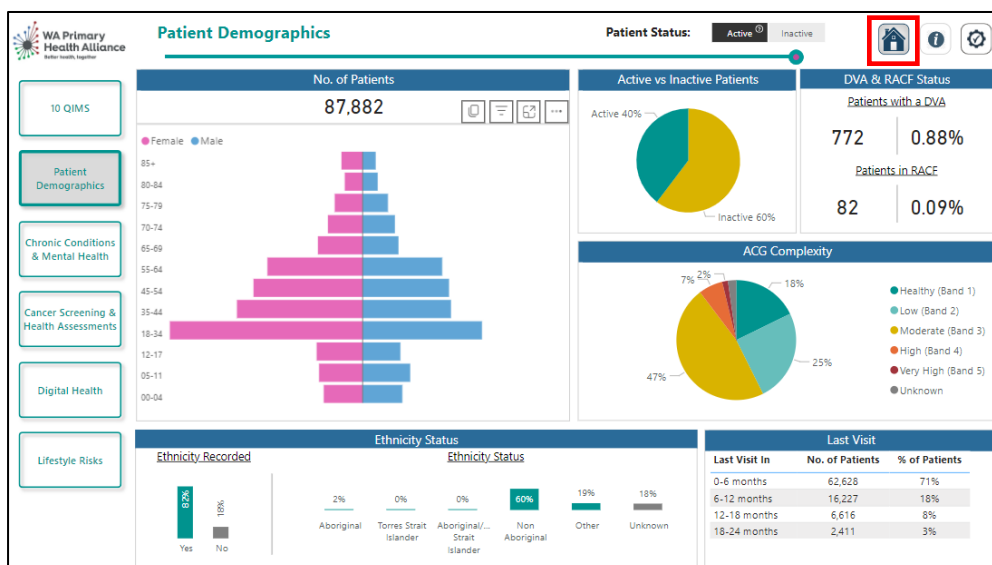
Hover over any of the trending lines to view the specific QIM percentage for a quarter. This will highlight the percentage recorded at that point in time.



Use the buttons on the left-hand side to navigate to different reports. The **Home** icon takes you back to the contents page for **My Practice Data Report**.

Patient Demographics

The **Patient Demographics** provides a patient demographics report based on your practice data, including active and inactive patient, ethnicity status, ACG complexity and more. From the Contents page, click on **Patient Demographics** to access.

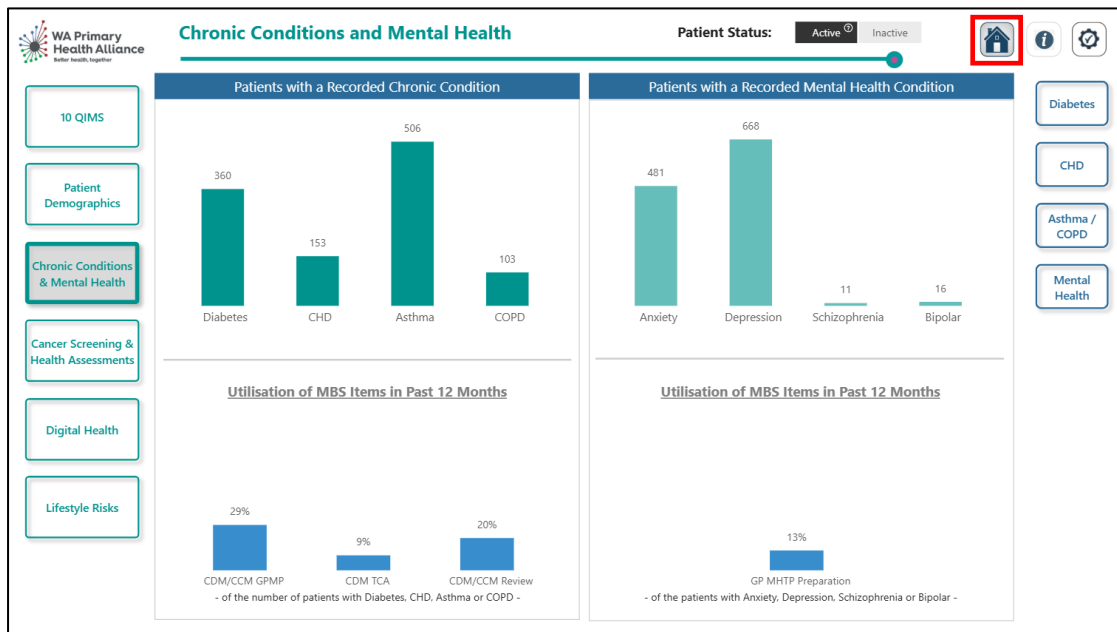


Use the buttons on the left-hand side to navigate to different reports. The **Home** icon takes you back to the contents page for **My Practice Data Report**.

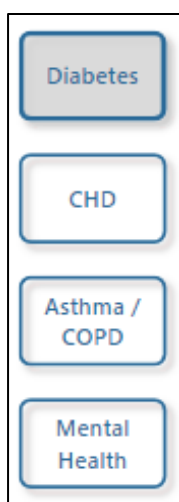
My Practice Data Report User Guide December 2025

Chronic Conditions & Mental Health

The **Chronic Conditions & Mental Health** provides a chronic conditions and mental health report based on your practice data. From the Contents page, click on **Chronic Conditions & Mental Health** to access.



To access the data report specific to the chronic conditions Diabetes, CHD, and Asthma/COPD as well as Mental Health, select the appropriate heading from the buttons on the right-hand side of the report.

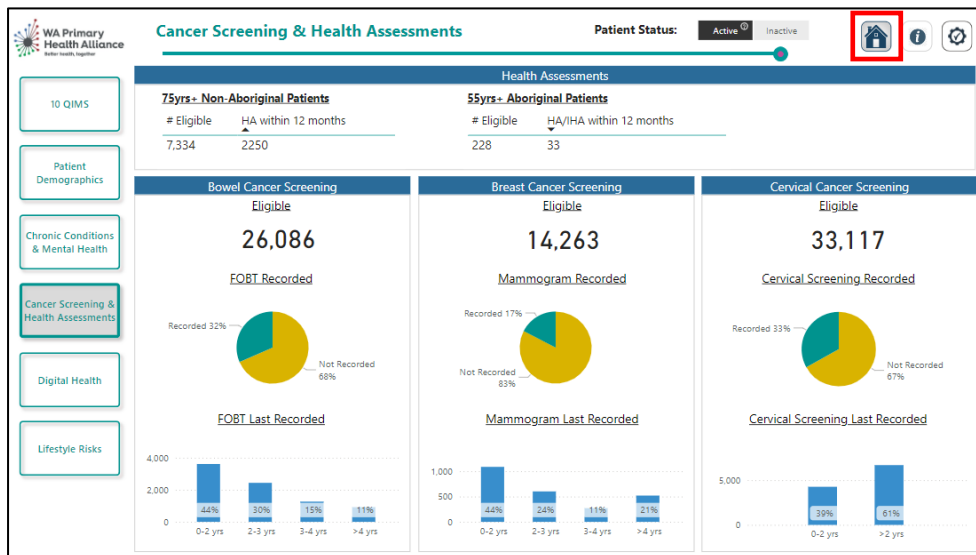


Use the buttons on the left-hand side to navigate to different reports. The **Home** icon takes you back to the contents page for **My Practice Data Report**.

My Practice Data Report User Guide December 2025

Cancer Screening & Health Assessments

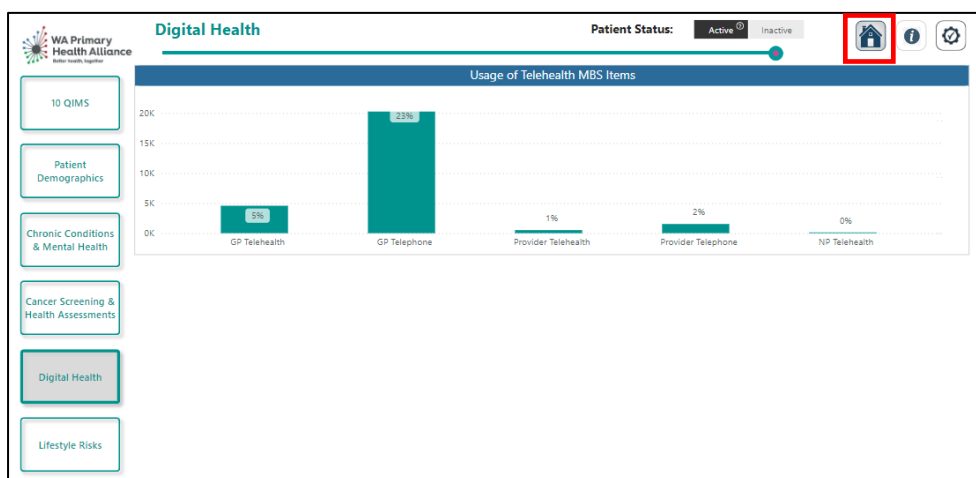
The **Cancer Screening & Health Assessments** provides a cancer screening and health assessments report based on your practice data. From the Contents page, click on **Cancer Screening & Health Assessments** to access.



Use the buttons on the left-hand side to navigate to different reports. The **Home** icon takes you back to the contents page for **My Practice Data Report**.

Digital Health

The **Digital Health** provides a digital health report based on your practice data. From the Contents page, click on **Digital Health** to access.



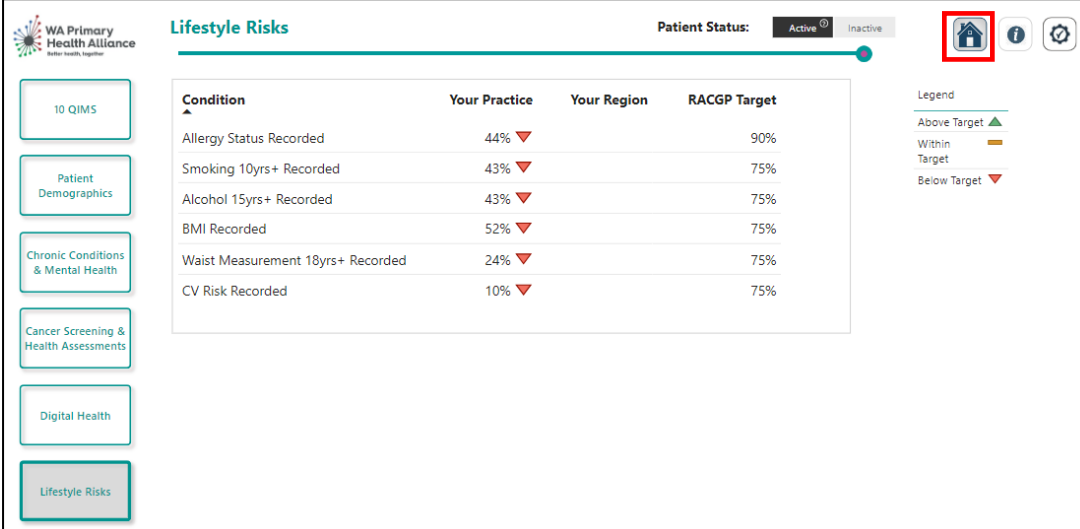
Use the buttons on the left-hand side to navigate to different reports. The Home icon takes you back to the contents page for My Practice Data Report.

My Practice Data Report User Guide

December 2025

Lifestyle Risks

The **Lifestyle Risks** provides a lifestyle risks report based on your practice data. From the Contents page, click on **Lifestyle Risks** to access.



WA Primary Health Alliance
Better health, together

Lifestyle Risks

Patient Status: Active ☒ Inactive ☐

| Condition | Your Practice | Your Region | RACGP Target |
|-----------------------------------|---------------|-------------|--------------|
| Allergy Status Recorded | 44% ▼ | | 90% |
| Smoking 10yrs+ Recorded | 43% ▼ | | 75% |
| Alcohol 15yrs+ Recorded | 43% ▼ | | 75% |
| BMI Recorded | 52% ▼ | | 75% |
| Waist Measurement 18yrs+ Recorded | 24% ▼ | | 75% |
| CV Risk Recorded | 10% ▼ | | 75% |

Legend
Above Target ▲
Within Target —
Below Target ▼

Use the buttons on the left-hand side to navigate to different reports. The Home icon takes you back to the contents page for My Practice Data Report.

Support

For further support with the Primary Care Reporting Portal please contact **Practice Assist** via (08) 6278 7900 or practiceassist@wapha.org.au.