

Primary Care Reporting Portal

My Practice Data Report User Guide

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December 2025

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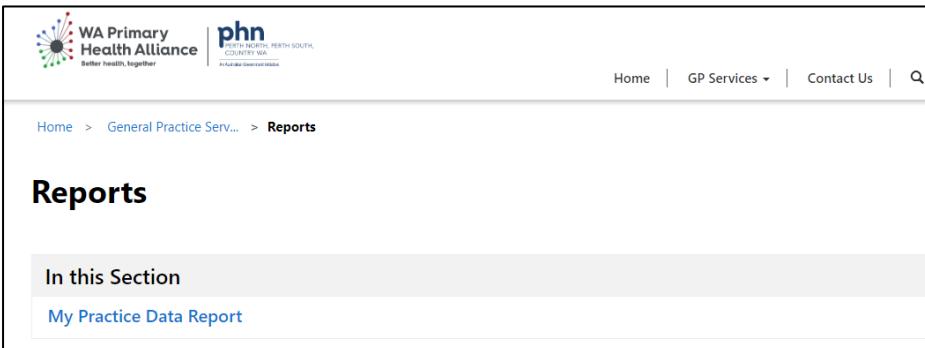
Introduction

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**'.



The screenshot shows the WA Primary Health Alliance website with the following navigation bar:

- WA Primary Health Alliance
- phn PERTH NORTH, PERTH SOUTH, COUNTRY WA An Australian Government Initiative
- Home
- GP Services
- Contact Us
- Search icon

The page title is "Reports". The breadcrumb navigation shows: Home > General Practice Serv... > Reports.

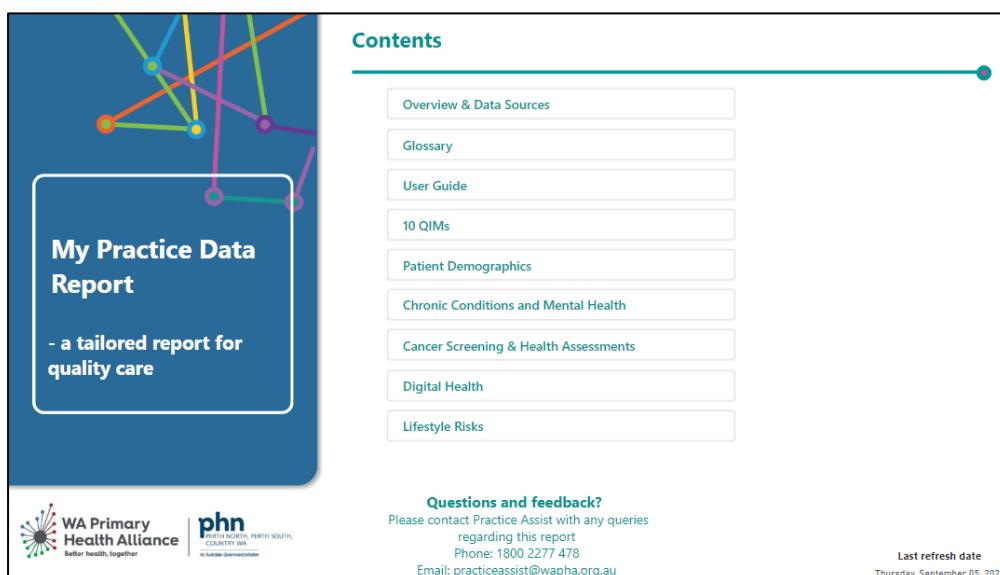
The "In this Section" sidebar contains a link to "My Practice Data Report".

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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.

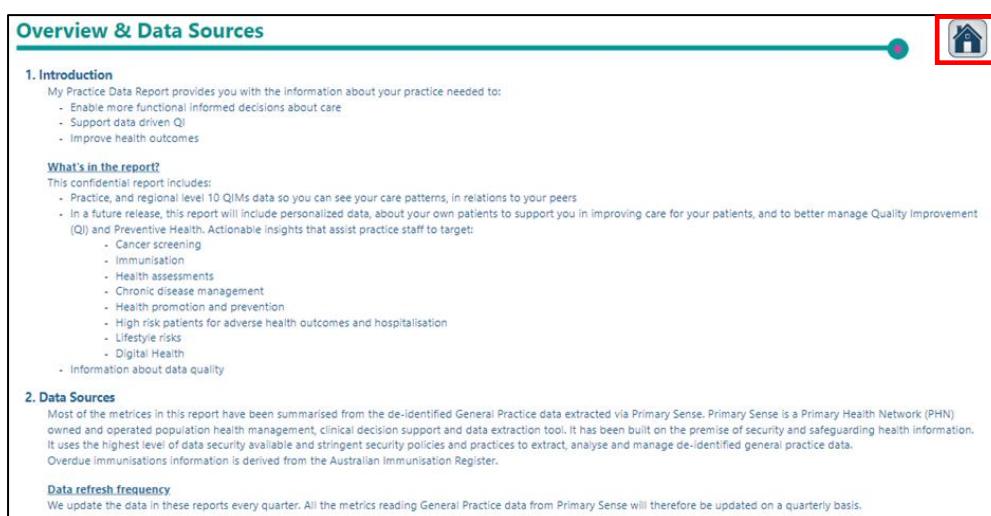
A contents page of the **My Practice Data Report** will be displayed.



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.



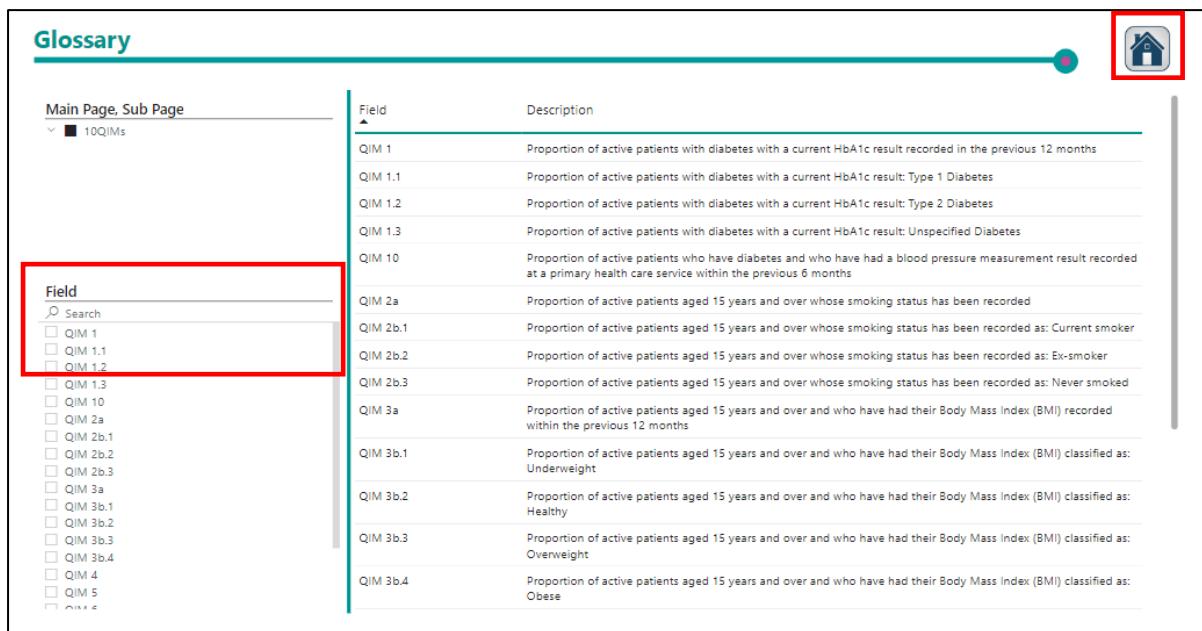
The **Home** icon takes you back to the contents page for **My Practice Data Report**.

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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.



Glossary

Main Page, Sub Page

Field

Search

QIM 1

QIM 1.1

QIM 1.2

QIM 1.3

QIM 10

QIM 2a

QIM 2b.1

QIM 2b.2

QIM 2b.3

QIM 3a

QIM 3b.1

QIM 3b.2

QIM 3b.3

QIM 3b.4

QIM 4

QIM 5

QIM 6

Field

QIM 1

QIM 1.1

QIM 1.2

QIM 1.3

QIM 10

QIM 2a

QIM 2b.1

QIM 2b.2

QIM 2b.3

QIM 3a

QIM 3b.1

QIM 3b.2

QIM 3b.3

QIM 3b.4

QIM 4

QIM 5

QIM 6

Description

Proportion of active patients with diabetes with a current HbA1c result recorded in the previous 12 months

Proportion of active patients with diabetes with a current HbA1c result: Type 1 Diabetes

Proportion of active patients with diabetes with a current HbA1c result: Type 2 Diabetes

Proportion of active patients with diabetes with a current HbA1c result: Unspecified Diabetes

Proportion of active patients who have diabetes and who have had a blood pressure measurement result recorded at a primary health care service within the previous 6 months

Proportion of active patients aged 15 years and over whose smoking status has been recorded

Proportion of active patients aged 15 years and over whose smoking status has been recorded as: Current smoker

Proportion of active patients aged 15 years and over whose smoking status has been recorded as: Ex-smoker

Proportion of active patients aged 15 years and over whose smoking status has been recorded as: Never smoked

Proportion of active patients aged 15 years and over and who have had their Body Mass Index (BMI) recorded within the previous 12 months

Proportion of active patients aged 15 years and over and who have had their Body Mass Index (BMI) classified as: Underweight

Proportion of active patients aged 15 years and over and who have had their Body Mass Index (BMI) classified as: Healthy

Proportion of active patients aged 15 years and over and who have had their Body Mass Index (BMI) classified as: Overweight

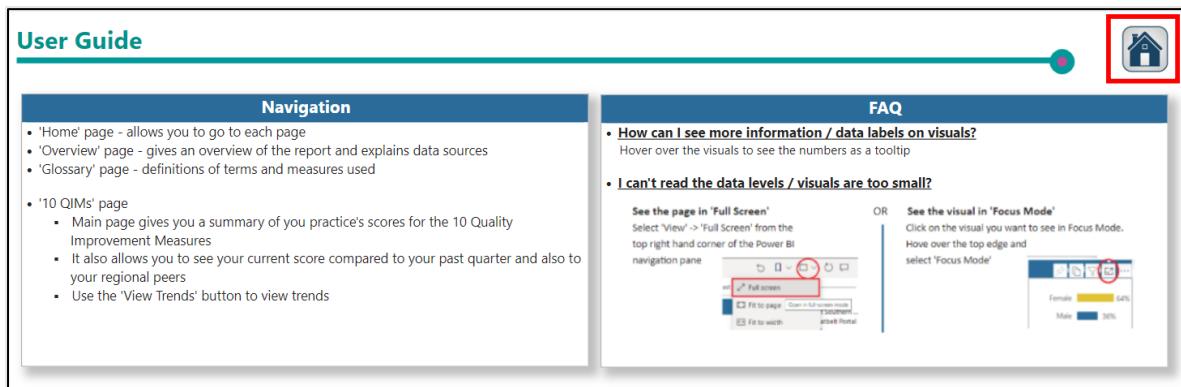
Proportion of active patients aged 15 years and over and who have had their Body Mass Index (BMI) classified as: Obese

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.



User Guide

Navigation

- 'Home' page - allows you to go to each page
- 'Overview' page - gives an overview of the report and explains data sources
- 'Glossary' page - definitions of terms and measures used
- '10 QIMs' page
 - Main page gives you a summary of your practice's scores for the 10 Quality Improvement Measures
 - It also allows you to see your current score compared to your past quarter and also to your regional peers
 - Use the 'View Trends' button to view trends

FAQ

- **How can I see more information / data labels on visuals?**
Hover over the visuals to see the numbers as a tooltip
- **I can't read the data levels / visuals are too small?**

See the page in 'Full Screen'
Select 'View' -> 'Full Screen' from the top right hand corner of the Power BI navigation pane

OR

See the visual in 'Focus Mode'
Click on the visual you want to see in Focus Mode. Hover over the top edge and select 'Focus Mode'

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

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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.

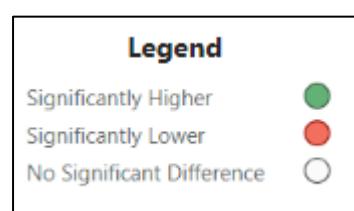


Home

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**.

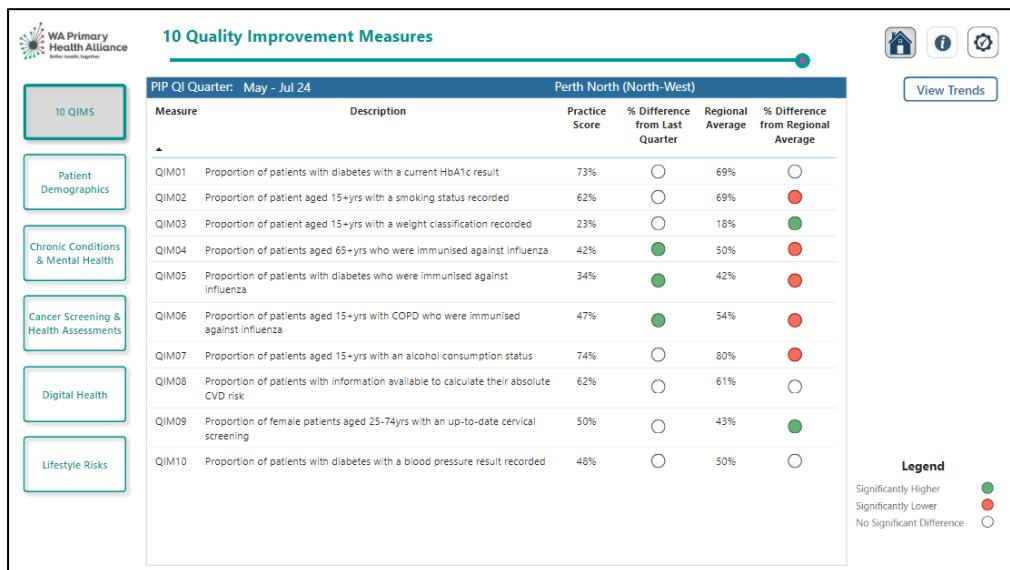
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Data Reports

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.

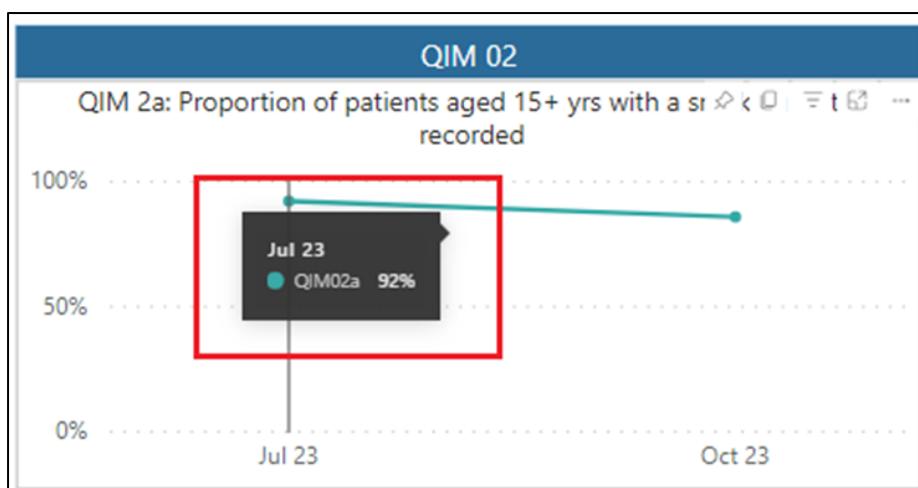
View Trends will display the trending data for each of the 10QIMs.



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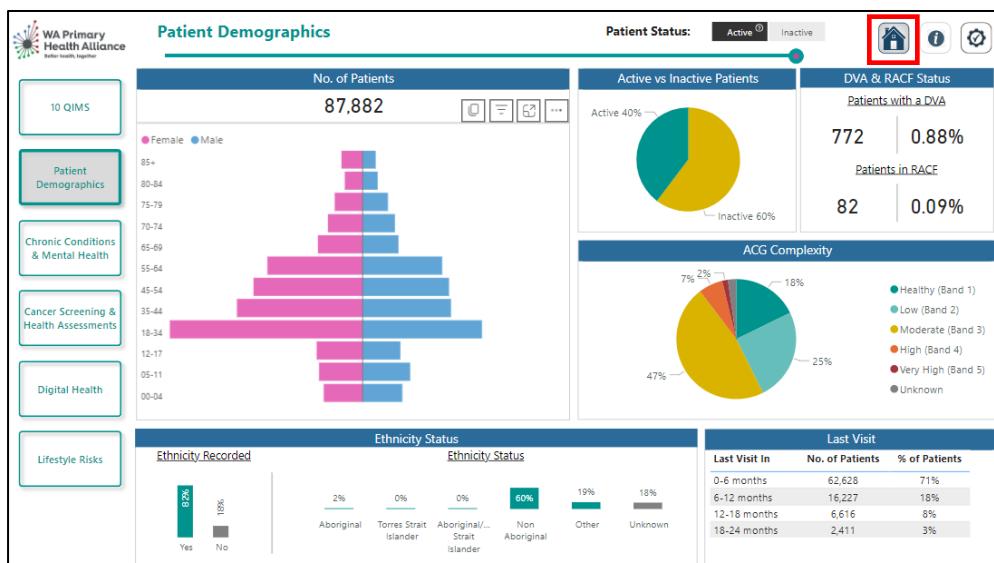
Hover over any of the trending lines to view the specific QIM percentage for a quarter. This will highlight the percentage recorded at that point in time.



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.



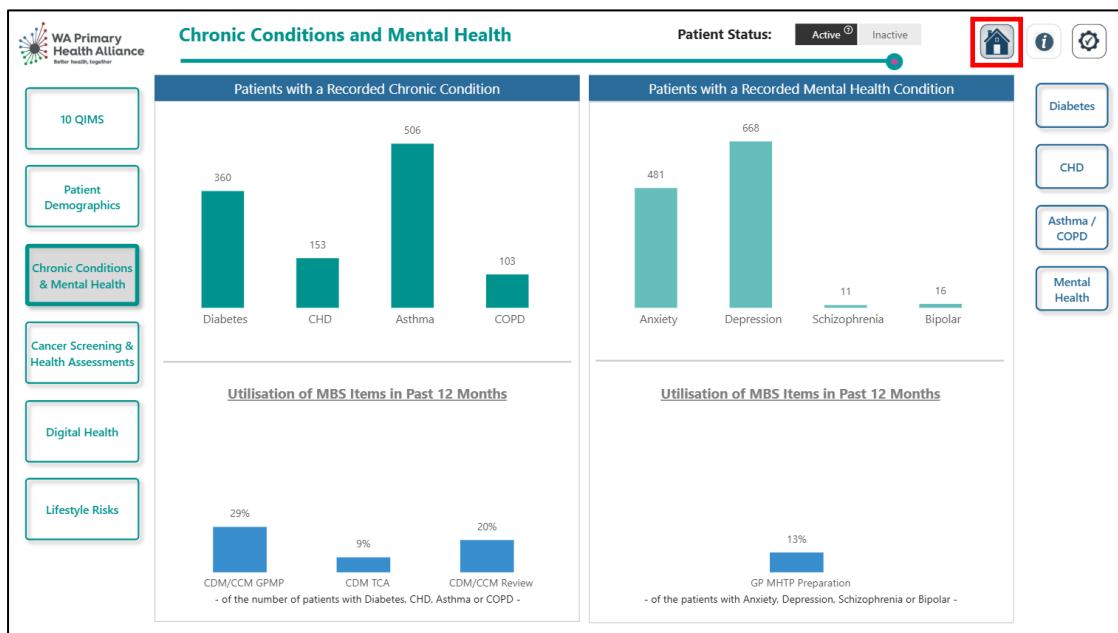
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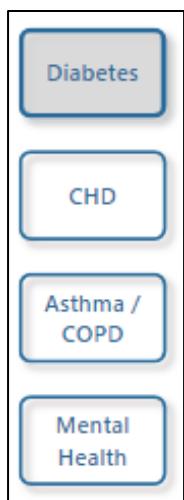
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Chronic Conditions & Mental Health

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.



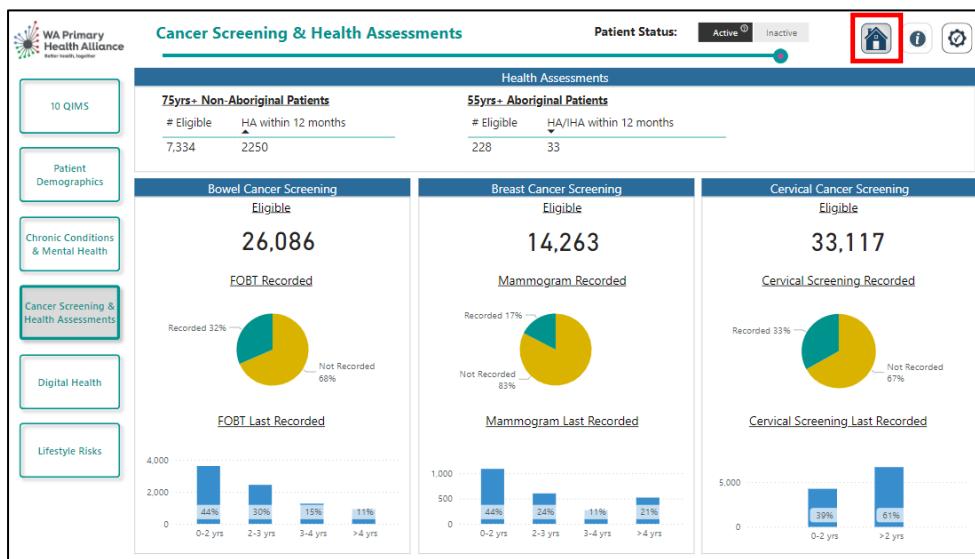
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Cancer Screening & Health Assessments

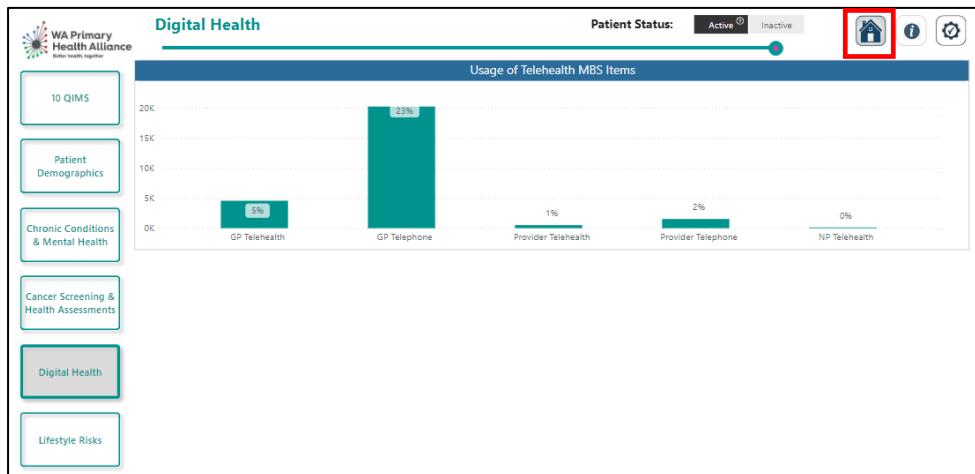
The **Cancer Screening & Health Assessments** provides a cancer screening and health assessments report based on your practice data. From the Contents page, click on **Cancer Screening & Health Assessments** to access.



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.



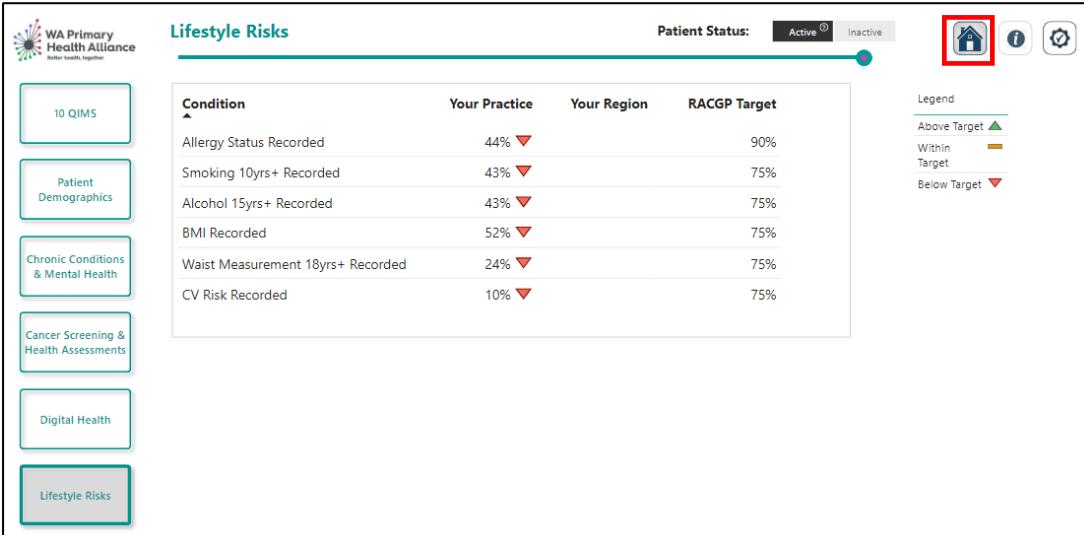
Use the buttons on the left-hand side to navigate to different reports. The Home icon takes you back to the contents page for **My Practice Data Report**.

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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.



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%	

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.