

Adding Reminders to keep track of patients

Liver Health Check-up, Hep C Treatment Follow-up, HCC and cirrhosis monitoring

- i. Liver Health Check-up for one week's time (Reminder)
- ii. Hep C Treatment Follow-up for 3 months after treatment completion (set at treatment start) (Reminder)
- iii. HCC and cirrhosis monitoring at 6 month intervals (set at treatment start) (Reminder)

Log into Best Practice (user must have appropriate user rights to edit the reminder lists)

A) Set up a Reminder Reason





the left-hand side toolbar in the

'Configuration' window



Drug sheets

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In the 'Reminders' window, click **'Add'**

Reminder reason	-	Add
12mth Immunisation		Edit
2mth Immunisation		
4-5y Immunisation		Remove
4mth Immunisation		
6mth Immunisation	-	Clean up

Allow free text reminders.



Next to **'Reason:'**, write in the new reminder reason, for example 'Liver Health Check-up'

🤾 Reminder reas	ion 🛛 🕅 🕅
Reason:	Liver Health Check-up
Default interval:	1 Weeks
	Months
	Years
	Save Cancel

Define the time frame in the boxes next to **'Default interval:'**

Default interval:

1

Weeks





Re	peat s	teps 3	3-6 for	the	follow	wing	Reminde	er reasons:
						<u> </u>		

- i. Liver Health Check-up for one week's time
- ii. **Hep C Treatment Follow-up** for 3 months after treatment completion (set at treatment start)
- iii. **HCC and cirrhosis monitoring** at 6 month intervals (set at treatment start)

B) Adding Reminders from Patient Search results

After completing the relevant Patient Search, within the **'Database Search'** window **highlight** the patients you would like to add recalls to by clicking on them (while holding down **Shift** button to select multiple patients)

🤾 Database sea	arch		1				
File Help							
🚴 🖬 🗐							
Setup search:	Demographics Drugs	Conditions Visits	Immunis	ations	Pap smears Ob	servations	nily/Social
SQL Query:	Cuey: SELECT * FROM PS Patents WHERE Status Test */ctwe* AND(KennalD IN SELECT InternalID FROM PastHatoy WHERE temCode = 1723 AND RecordStatus = 1) OR InternalD IN SELECT InternalID FROM PastHatory WHERE temCode = 122 AND RecordStatus = 1) OR InternalD IN SELECT InternalID FROM PastHatory WHERE temCode = 122 AND RecordStatus = 1) Net temperature tempe						
	Include inactive patients	Include deceased patients	2 m	atching rec	ords		
Name	Address		D.O.B.	Age	Medicare No.	Medicare expiry	File No.
Abbott, Alan Allen, David Charl	12 John St, Wood es 22 Star Street, Fre	lane, 4035 mantle, 6160	30/06/1945 06/10/1960	72 улз 57 улз	4133180467 - 1 2234567891 - 1	31/12/2012 30/09/2004	101 6749

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Select the 'File > Add to reminders' menu at the top of the 'Search Results' window

🍂 D	🍂 Database search					
File	Help					
	Open					
	Save					
	Import					
	Print	F9				
	Labels					
	Mail merge					
	Add to reminders					
	Mark as inactive					
	Close	Ctrl+F4				

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Using the drop down box next to 'To see:' choose the relevant doctor





Select the required '**Reminder** reason' either from the list or by creating an '**Other reason'** below the list box



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Next to '**Remind in:'** choose the time frame to remind the patient about hepatitis C screening – e.g. in 3 months







C) Adding Reminders from Patient Window

1	Start in the 'Patient Window'	Name: Avan Abot Address: U 2 John SW Medicare No: 4133180467 - Occupation: Blood Group: Alenges / Advence Dug Read	odane 4005 I 12/13 Rec	Sound No.: 101	D.O.B.: 30/66 Phone: 07 Pension No.: 123 Tobacco: Notifications:	1945 Age: 72 30505050 456789	yn Sec Male Mobile: 0427556232 Comment: On wafelen Alcohol:
-		Ben House dus men Tinle Aluminum Hydroxode	Reaction Bronchospasm Nausea	Severty Severe Severe	Type Action Action Outstanding requests Preventive health Preventive health Preventive health Preventive health	Due 28/02/2012 23/05/2012 13/12/2017 14/12/2017 14/12/2017 14/12/2017 14/12/2017 14/12/2017	Resson Oncid: TFTs Follow-up referral There are 2 constanting request influenza vaccination inducid be Vaccination against phrages of A seroking history should be rec A Dementia Risk Assessment al

In the top section with the patient details you will see these four buttons on the right-hand side. Click on **'Reminders'** to add a reminder to the patient



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In the **'Reminders'** window, click **'New'** in the bottom toolbar

🚶 Reminder	5			
The following	reminders are in the database	e for this patient:	Show sent reminders	
Due	Reason	Doctor	Location	
09/03/2006	Diabetes review	Dr F. Findacure	Main surgery	



Choose the appropriate doctor for the patient to see in the **'To see'** box, choose the appropriate **'Reminder reason'** to add from the list

To see: Any doctor

At location:

Main surgery

L	Reminder reason:		
	Reason	Default interval	*
	Influenza Immunisation	1 vear	
	Liver Health Check-up	1 week	
	Mammogram	2 years	
	Pathology test	6 months	
	Pneumovax Immunisation	5 years	
	Prostate check	1 year	
	Rotavirus Immunisation	2 months	
	Semen analysis	2 months	
	Skin check	1 year	Ξ
	Tetanus Immunisation	10 years	
	Weight review	1 year	-
	VALUE DECEMBER 1	-	

5

Check the reminder interval is correct in the boxes next to '**Remind in:**' and the accompanying **'Reminder date:'** then click '**Save'**



Automatically update this reminder when sent to patient

Update interval:

Weeks
Months
Years

Save

Cancel





The reminder will appear like this:

The following	reminders are in the database for	this patient:	Show sent reminders
Due	Reason	Doctor	Location
09/03/2006	Diabetes review	Dr F. Findacure	Main surgery
05/11/2018	Liver Health Check-up	Any doctor	Default



Then click '**Close'**



Recommended follow-up system for hepatitis C care							
Patient grou	τp	Follow-up type	Reminder Reason	Contact methods (in order of preference)	Number of times to attempt contact		
Patients at-ris of hepatitis C who needs to screened	sk C o be	Reminder – proactive action	Liver Health Check-up	1) Letter 2) SMS	1		
Patients who have been to (and may hav been diagno but are not y on treatment (Active patient)) ested ve (sed) ret t nts)	Prompt (Clinician)	BBV Screening	1) Add note to next booked appointment to discuss BBV screening 2) Add to clinician action list to discuss BBV screening with patient	N/A		
		Reminder – proactive action	Liver Health Check-up	1) SMS 2) Call 3) Letter	2-3		
Patients who have been te (and may hav been diagno but are not y on treatment (Inactive patients)	ested ve vsed) ret t	Reminder – proactive action	Liver Health Check-up	1) Letter 2) SMS	2		
Follow-up required re: treatment outcome		Reminder – proactive action	Hep C Treatment Follow-up	1) SMS 2) Call	2		
Follow-up required re: cirrhosis		Reminder – proactive action	HCC and cirrhosis monitoring	1) Letter 2) Call 3) SMS	3		