Patient Search

Patients who have visited the clinic in the last 3 months, are on OST with Hepatitis C listed as a condition,

and **have not had Hepatitis C DAAs treatment**

1 Firstly perform search #1 (Patient who has visited the in the last 3 months, and are on OST with Hep C as a condition) Step 4-16

2 Secondly perform search #4 (patient who has had on treatment for hepatitis C)
Step 17-25

3 Compare 2 excel spreadsheets, and remove duplicates clients.

4 Log into Best Practice (user must have appropriate user rights to conduct patient searches)
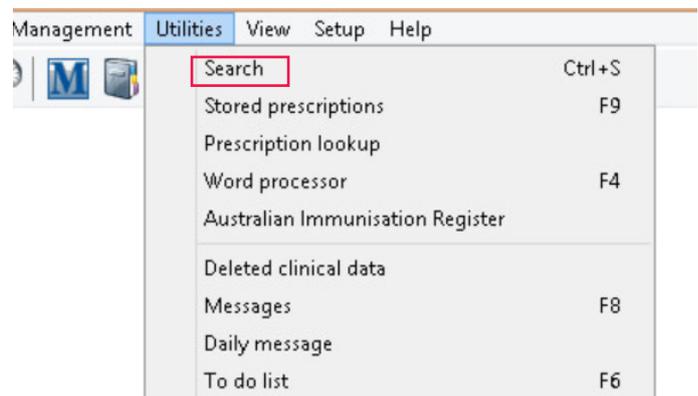
5 From the main window of Best Practice, select **'Utilities'** from the top toolbar then **'Search'**

6

On the **'Database Search'** Window, the **'SQL Query'** text box will be shown, set by default to search for **'All Active patients'**, Select the **'Drug'** button at the top of the window
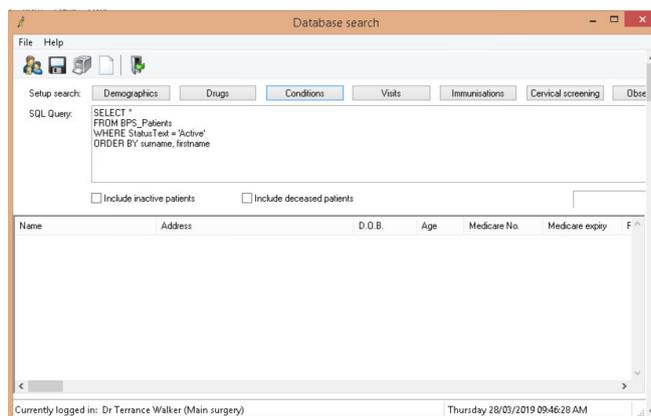
7

You will then see the **'Search for Rx'** window, select **'Ingredient'** radio button
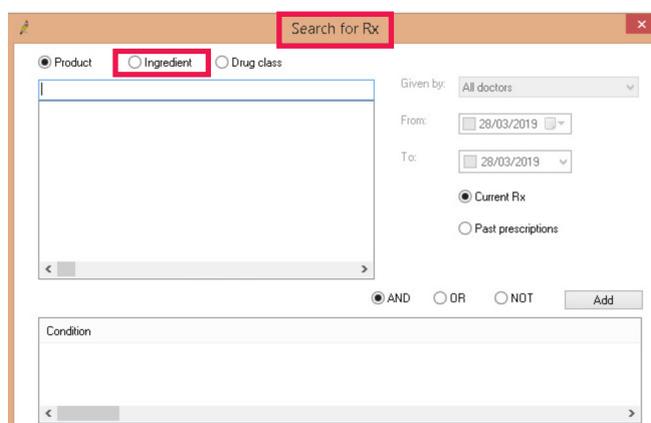
8

In the text box above the List box selection, type **'METHADONE'**, and ensure the **'Methadone'** is selected in the list box, select the **'AND'** button and select the '**Add'** ration button

9

Repeat step 4, select **'Ingredient'**, type **'BUPRENOPHINE'**, select **'Buprenorphine'** in the text box, select the **'OR'** radio button, the **'Add'** button, and then click **'OK'**

10

Select the **'Conditions'** button at the top of the window

11

Type '**hepatitis C'**, select Hepatitis C in the text box, select **'Past history'** radio button, select **'AND'** ratio button, and select the **'ADD'** button and click **'OK'**

12

Select the **'Visits'** button at the top of the window
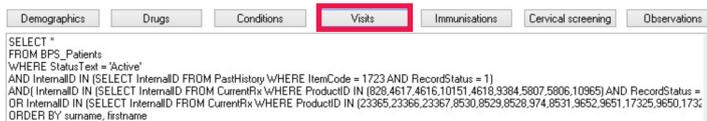
13

You will then see the **'Search for visits'** window, and select seen by **'all users'**
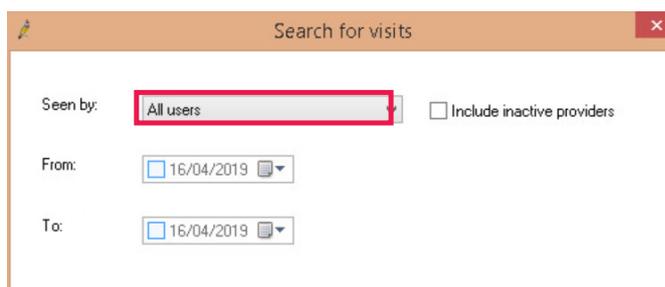
14

Choose date for **'From:'** by clicking on the calendar icon.

Repeat for **'To:'**

Suggest 3 month period
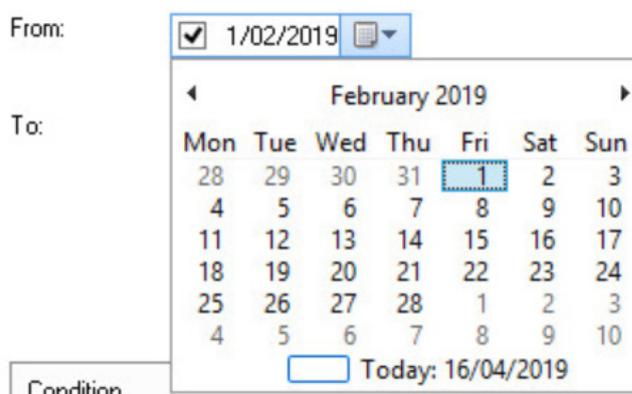
15

You will see this SQL Query in the text box, select **'Run query'** to perform the search.
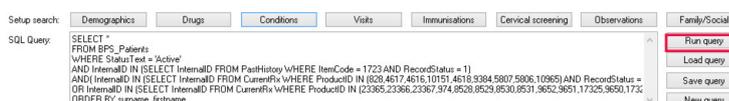
16

Press the disc icon to save it as a 'CVS' file. .

17

From the main window of Best Practice, select **'Utilities'** from the top toolbar then **'Search'**
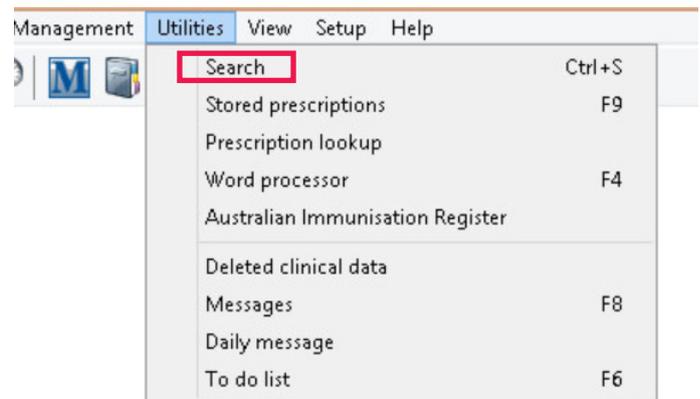
18

On the **'Database Search'** Window, the **'SQL Query'** text box will be shown, set by default to search for **'All Active patients'**, Select the **'Drug'** button at the top of the window
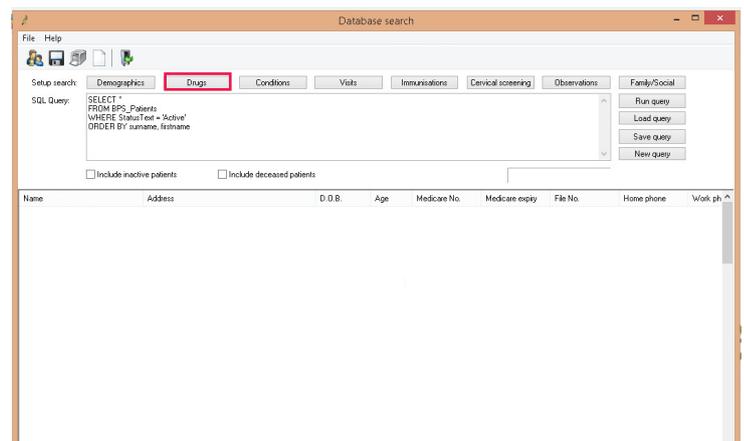
19

You will then see the **'Search for Rx'** window, select **'Ingredient'** radio button
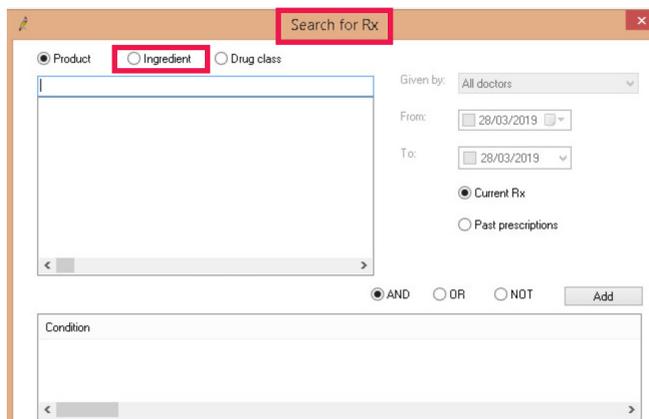
20

In the text box above the List box selection, type **Sofosbuvir**
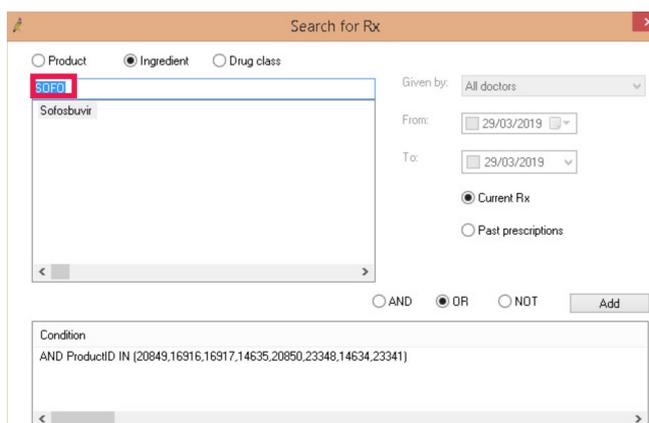
21

Ensure **'Sofosbuvir'** is selected in the list box and select the **'OR'** radio button, and the **'Add'** button
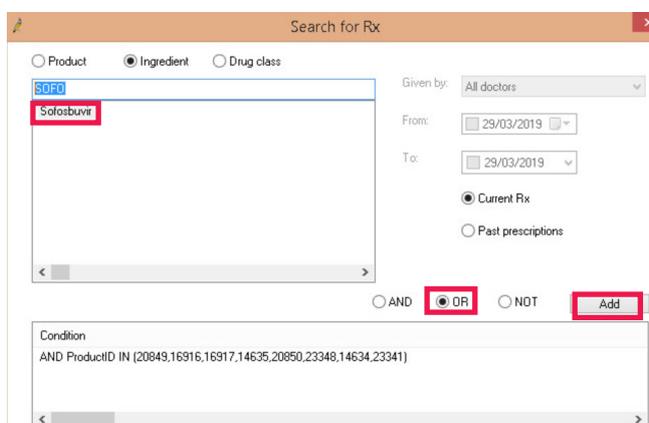
22

Repeat step 27-28 , Select **'Product'** in the text box selection and type **'MAVIRET'** and '**ZEPATIER'** 'in the text box , select the **'OR'** radio button, the **'Add'** button.
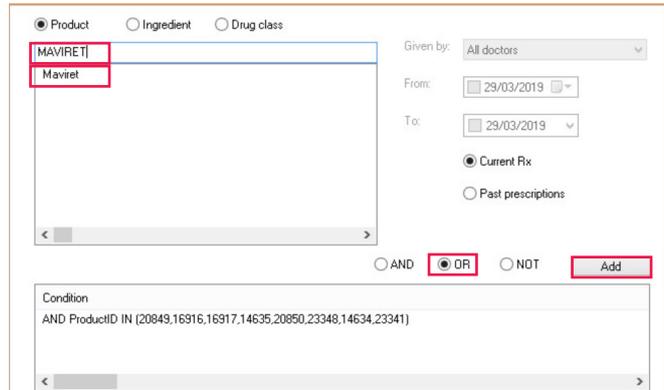
23

The following text should appear in the **'Condition'** box:

AND ProductID IN (#############)
OR DrugName = Maviret
OR DrugName = Zepatier

24

You will see this SQL Query in the text box, select **'Run query'** to perform the search.

25

Press the disc icon to save the searching result as a CSV file

Compare 2 excel spreadsheets, and remove duplicates patients

26

Sort patient names into alphabetical order in each CSV file. (Skip step 26-32 if the spreadsheet is already in alphabetical order)

27

Open CSV file in Microsoft Excel

28

Click the select all button to select all cells on the spreadsheet.

	A	B	C
1	TITLE	SURNAME	FIRSTNAME
2	Mr	Smith	John
3	Miss	Le	Jennifer
4	Miss	Smith	Laura
5	Mr	Johnson	James
6	Ms	Williams	Helen
7	Mrs	Brown	Linda
8	Mr	Johnes	Susan
9	Ms	Miller	Donna
10	Mr	Davis	Jake
11	Mr	Garcia	Kenneth
12	Mr	Smith	Ronald
13	Ms	Johnson	Robert

29 Select the data tab along the top of the screen, then click the sort command icon
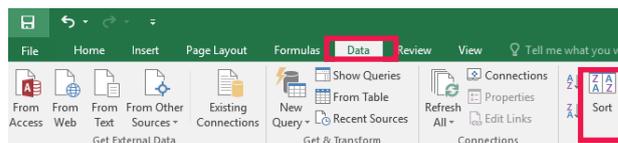
30 The sort dialog box will be shown. Select '**my data has headers'**
Select sort by
Column : **'SURNAME'**
Sort On: '**Values'**
Order: **'A to Z'**
Click **'OK'**
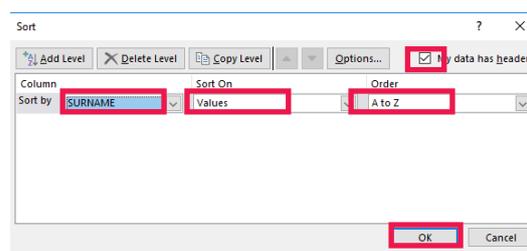
31 All patient names will be sorted into alphabetical order

	A	B	C
1	TITLE	SURNAME	FIRSTNAME
2	Mrs	Brown	Linda
3	Mr	Davis	Jake
4	Mr	Garcia	Kenneth
5	Mr	Johnes	Susan
6	Mr	Johnson	James
7	Ms	Johnson	Robert
8	Miss	Le	Jennifer
9	Ms	Miller	Donna
10	Mr	Smith	John
11	Miss	Smith	Laura
12	Mr	Smith	Ronald

32 Press the disc icon to save the spreadsheet.
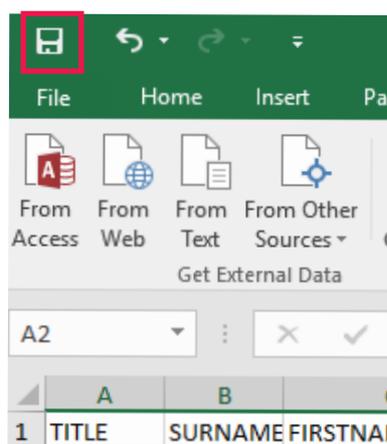
33 Compare 2 excel spread-sheets, and remove duplicates patients.

Patients that remain on the spreadsheet have not had HCV treatment.