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 4-17

2 Secondly perform search #4 (patient who has had on treatment for hepatitis C)
Step 18-27

3 Compare 2 excel spreadsheets, and remove duplicates clients.

Perform search #1
(Patient who has visited the in the last 3 months, and are on OST with Hep C as a condition)

4 Log into Medical Director (user must have appropriate user rights to conduct patient searches)

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5

From the main window of Medical Director, select from the Menu at the top 'Search>Patient'
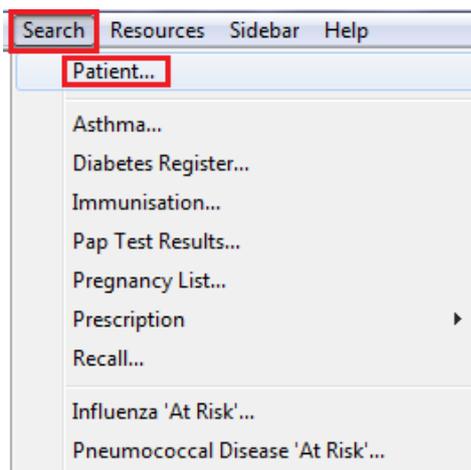
6

On the 'Patient Search' Window, the 'Patient Search' criteria box will be shown, set by default to search for 'All patients'
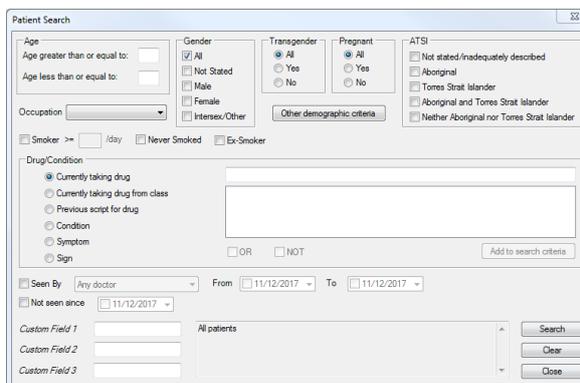
7

Select the 'Condition' radio button under 'Drug/Condition'
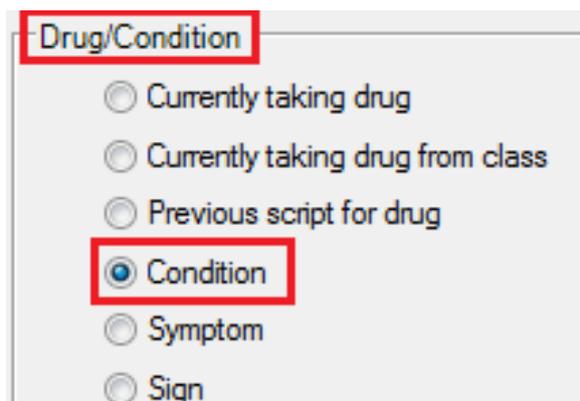
8 In the text box above the List box selection, type **Hepatitis C**

9 Choose **'Hepatitis C'** and then choose **'OR'** and then **'Add to search criteria'**

10 Repeat **Step 6** for **'Hepatitis C** carrier', **'Hepatitis C exposure'**, **'Hepatitis C infection'** and **'Hepatitis C serology'**

All patients having (Hepatitis C or Hepatitis C carrier or Hepatitis C exposure or Hepatitis C infection or Hepatitis C serology)

11 Delete the previous text from the Text Box

12 Select **'Currently taking drug'** radio subutton under **'Drug/Condition'**

13 In the text box above the List box selection, type **Methadone**

14 Delete text in the text box and then repeat **Step 10** for **'Suboxone'** and for **'Naltrexone'**. Ensure you choose **'OR'** each time

15 Underneath the List select box, tick the **'Seen By'** box, then select **'Any doctor'** or specific doctor and then choose a date three months prior to current date in the **'From'** box. **'To'** box will have current date automatically chosen

16

The following text should appear in the '**Search query'** box:
All patients having (Hepatitis C or Hepatitis C carrier or Hepatitis C exposure or Hepatitis C infection or Hepatitis C serology) using (Methadone or Suboxone or Naltrexone) seen by any doctor before 05/04/2019 who have been seen since 06/01/2019

Click '**Search'** to search for patients matching criteria. Results window will automatically appear.

All patients having (Hepatitis C or Hepatitis C carrier or Hepatitis C exposure or Hepatitis C infection or Hepatitis C serology) using (Methadone or Suboxone) seen by any doctor who were seen before 5/04/2019 who have been seen since 6/01/2019

Search
Clear
Close

17

Press 'Save' to save the searching results in CSV file.

Open | Add Recall | Save | Print
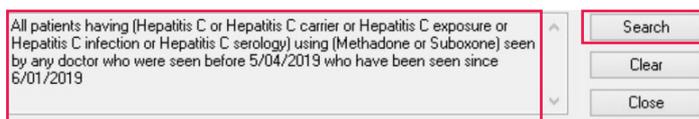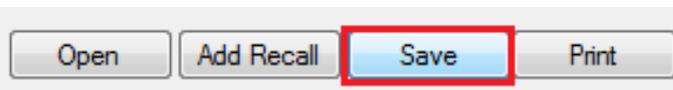
Perform search #4
patient who has had on treatment for hepatitis C)

18

Log into Medical Director (user must have appropriate user rights to conduct patient searches)

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19

From the main window of Medical Director, select from the Menu at the top **'Search>Patient'**

| Search | Resources | Sidebar | Help |

Patient...

Asthma...
Diabetes Register...
Immunisation...
Pap Test Results...
Pregnancy List...
Prescription ▸
Recall...

Influenza 'At Risk'...
Pneumococcal Disease 'At Risk'...
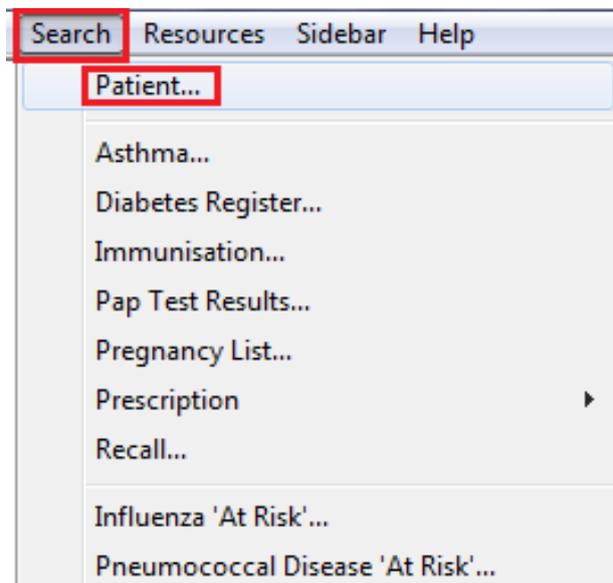
20

On the **'Patient Search'** Window, the **'Patient Search'** criteria box will be shown, set by default to search for **'All patients'**
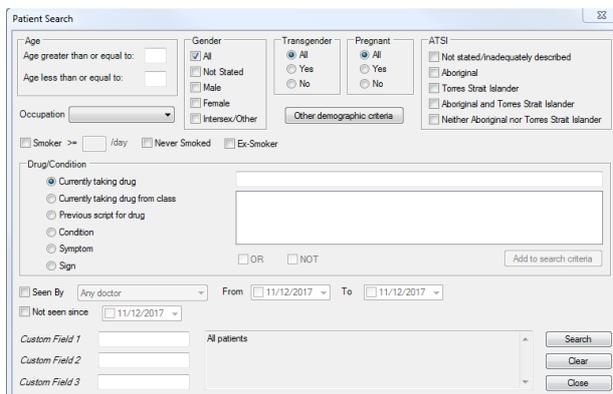
21

Select the **'Currently taking drug'** radio button under **'Drug/Condition'**

Drug/Condition
- ◉ Currently taking drug
- ○ Currently taking drug from class
- ○ Previous script for drug
- ○ Condition
- ○ Symptom
- ○ Sign
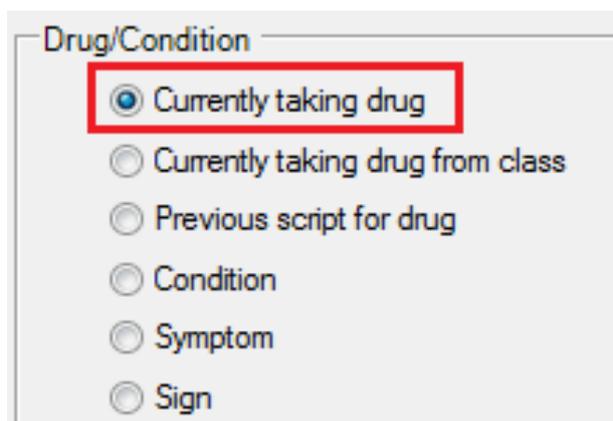
22 In the text box above the List box selection, type **Sofosbuvir**

SOFOS

Sofosbuvir

23 Choose '**Sofosbuvir**' and then choose **'OR'** and then **'Add to search criteria'**

Sofosbuvir

Hold Ctrl or Shift and click to pick multiple

☑ OR ☐ NOT   Add to search criteria

24 Repeat steps 5 & 6 for all relevant drugs, choosing **'OR'**:
- Daclatasvir
- Paritaprevir
- Grazoprevir
- Glecaprevir
- Zepatier
- Epclusa
- Viekira Pak
- Viekira Pak RBV
- Harvoni
- Maviret

DACLA

Daclatasvir

Hold Ctrl or Shift and click to pick multiple

☑ OR ☐ NOT   Add to search criteria

25 Then select **'Seen By' 'Any doctor'** from **1/03/2016**

☑ Seen By | Any doctor | From ☑ 1/03/2016 | To ☐ 12/07/2018

26

The following text should appear in the **'Search query'** box:

All patients using (Sofosbuvir or Daclatsvir or Paritaprevir or Grazoprevir or Glecaprevir or Zepatier or Epclusa or Viekira Pak or Viekira-Pak RBV or Harvoni or Maviret) seen by any doctor who have been seen since 1/03/2016

Click **'Search'** to search for patients matching criteria. Results window will

automatically appear.

> All patients using (Sofosbuvir or Daclatasvir or Paritaprevir or Grazoprevir or Glecaprevir or Zepatier or Epclusa or Viekira Pak or Viekira Pak-RBV or Harv Maviret) seen by any doctor who have been seen since 1/03/2016

27

Press 'Save' to save the searching results in CSV file.

> Open   Add Recall   Save   Print

28

Sort patient names into alphabetical order in each CSV file. (Skip step 28-34 if the spreadsheet is already in alphabetical order)

29

Open CSV file in Microsoft Excel

30

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

31

Select the data tab along the top of the screen, then click the sort command icon
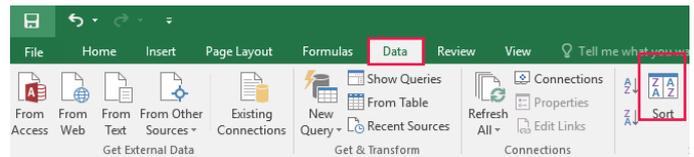
32

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'
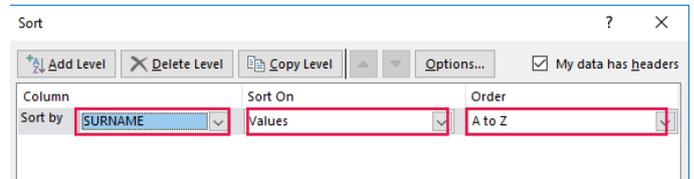
33

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
13	Ms	Williams	Helen

34

Press the disc icon to save the spreadsheet.
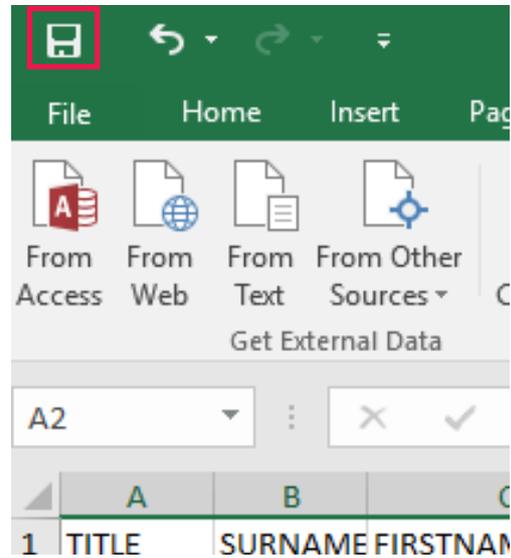
35

Compare 2 excel spreadsheets, and remove duplicates patients.

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