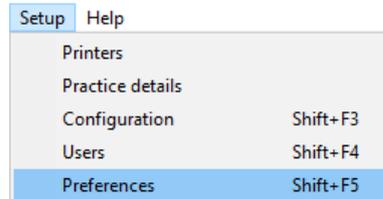


## Configuring User Options to help maintain data quality

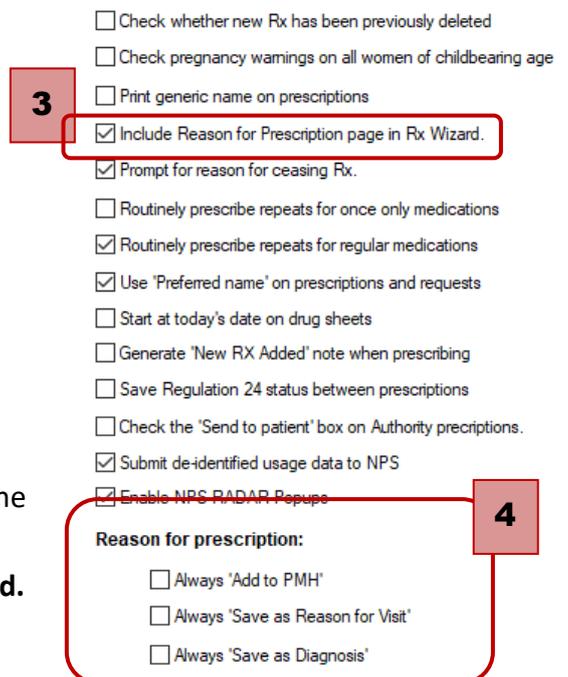
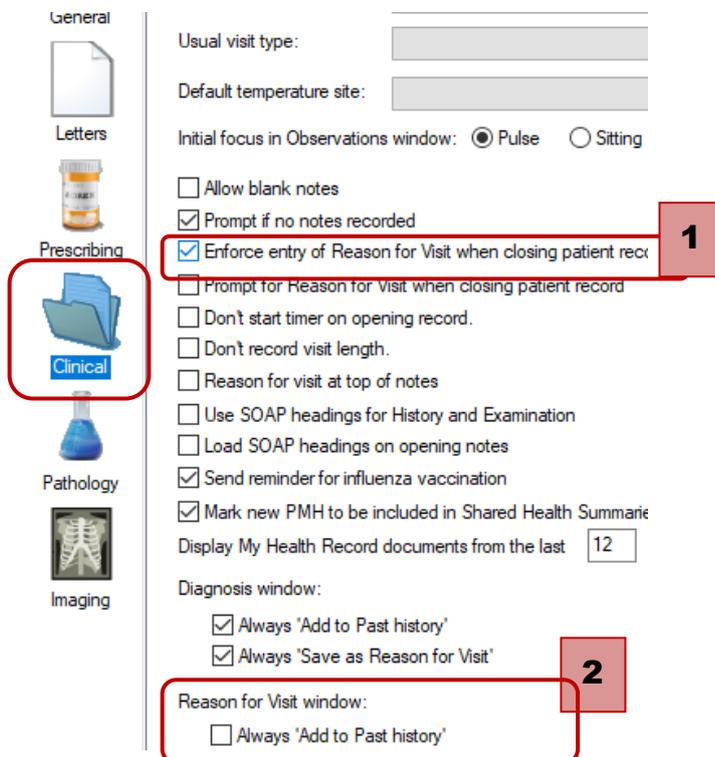
Individual users can change their default setting 'preferences' in Bp Premier to assist with data collection & quality.

### Change default option to mandate an entry of 'Reason for Visit' that does not automatically add to 'Past History':

1. From the **main screen** select the **Setup** menu
2. Select **Preferences** from the drop-down list.
3. Select **Clinical** from the icons on the left
4. Tick '**Enforce entry of 'Reason for Visit'**
5. Under 'Reason for Visit' window: **untick 'Always Add to Past History' & Save.**



*(NB. If reason for visit is a new diagnosis it will need to be added to the Past History list).*



### Entering Reason for Prescription

1. From within Setup>Preferences>Configuration select the Prescribing icon
1. **Tick 'Include Reason for Prescription page in Rx Wizard.'**
2. Under 'Reason for prescription' **untick 'Always Add to PMH'**