

Summary Sheet

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).

	General		
		Usual visit type:	
		Default temperature site:	
	Letters	Initial focus in Observations window:	
	Prescribing	 Allow blank notes ✓ Prompt if no notes recorded ✓ Enforce acts of Passen for Vicit when placing actions recorded 	
	Clinical	Prompt for Reason for Visit when closing patient record Don't start timer on opening record. Don't record visit length. Reason for visit at top of notes	Prescribing
		Use SOAP headings for History and Examination	Check whether new Rx has been previously deleted
		Load SOAP headings on opening notes	Check pregnancy warnings on all women of childbearing age
	Pathology	Send reminder for influenza vaccination	Print generic name on prescriptions
	SH4	Mark new PMH to be included in Shared Health Summarie	✓ Include Reason for Prescription page in Rx Wizard.
	录	Display My Health Record documents from the last 12	Prompt for reason for ceasing Rx.
	Imaging	Diagnosis window:	Routinely prescribe repeats for once only medications
		Always 'Add to Past history'	Routinely prescribe repeats for regular medications
		✓ Always 'Save as Reason for Visit' 2	Use 'Preferred name' on prescriptions and requests
		Reason for Visit window:	Start at today's date on drug sheets
		Always 'Add to Past history'	Generate 'New RX Added' note when prescribing
			Save Regulation 24 status between prescriptions
			Check the 'Send to patient' box on Authority precriptions.
Entering Reason for Prescription			✓ Submit de-identified usage data to NPS
1. From within Setup>Preferences>Configuration select the		hin Setup>Preferences>Configuration select the	Enable NPS RADAR Pepupe
	Prescribing icon		Reason for prescription:
1.	Tick 'Include Reason for Prescription page in Rx Wizard.		Always 'Add to PMH'
2.	Under 'R	eason for prescription' untick 'Always Add to	Always 'Save as Reason for Visit'
	PMH'		Always 'Save as Diagnosis'



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Setup	Help	
P	inters	
P	actice details	
C	onfiguration	Shift+F3
U	sers	Shift+F4
Pi	references	Shift+F5