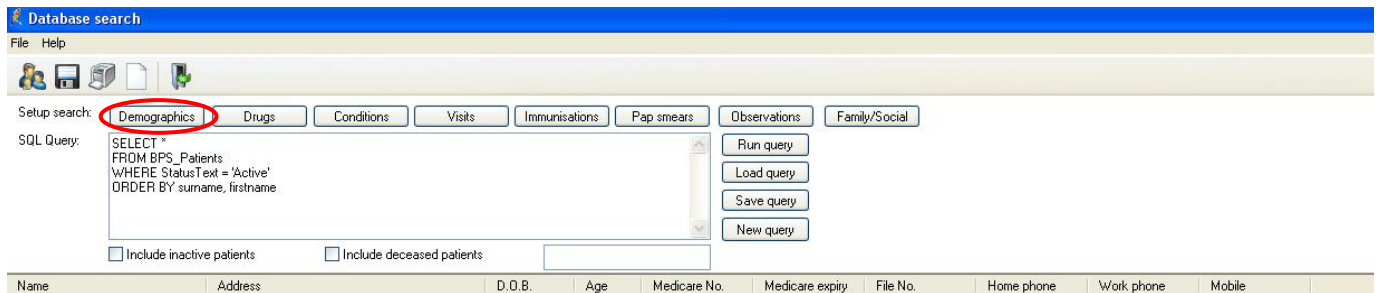


## Using Best Practice for patient recall and reminders

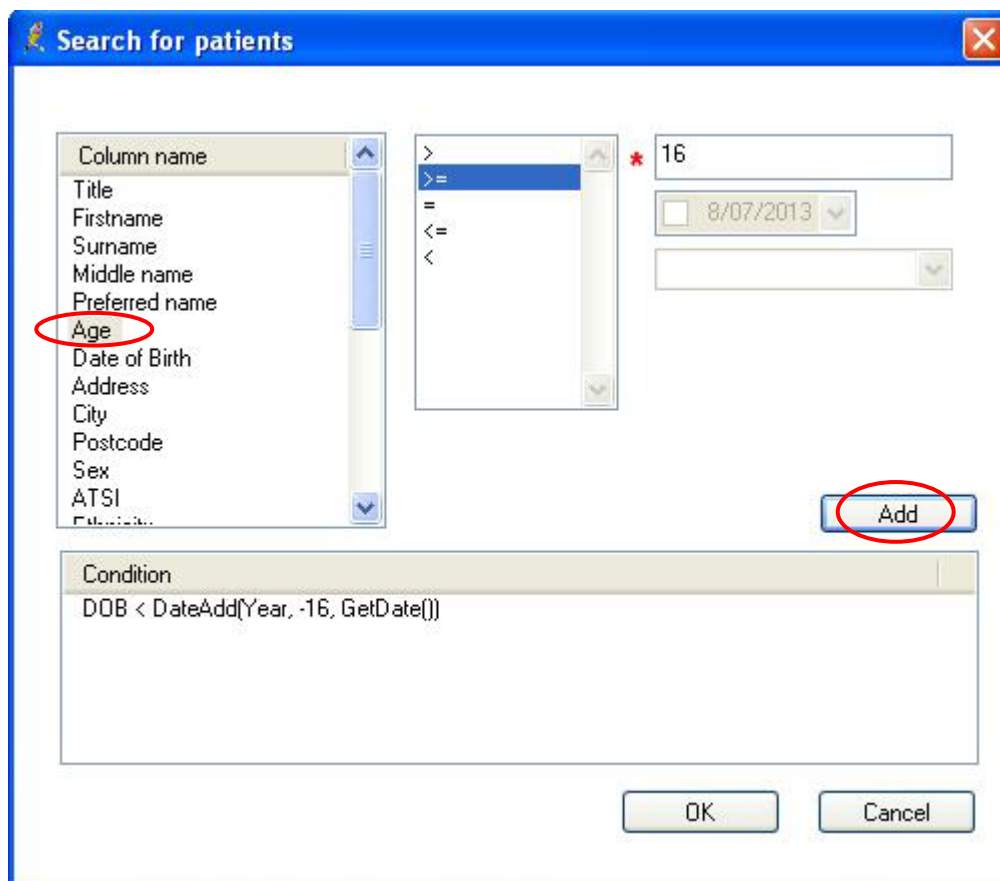
### Preparing a patient recall list

Recalling male patients aged 16 to 18 years:

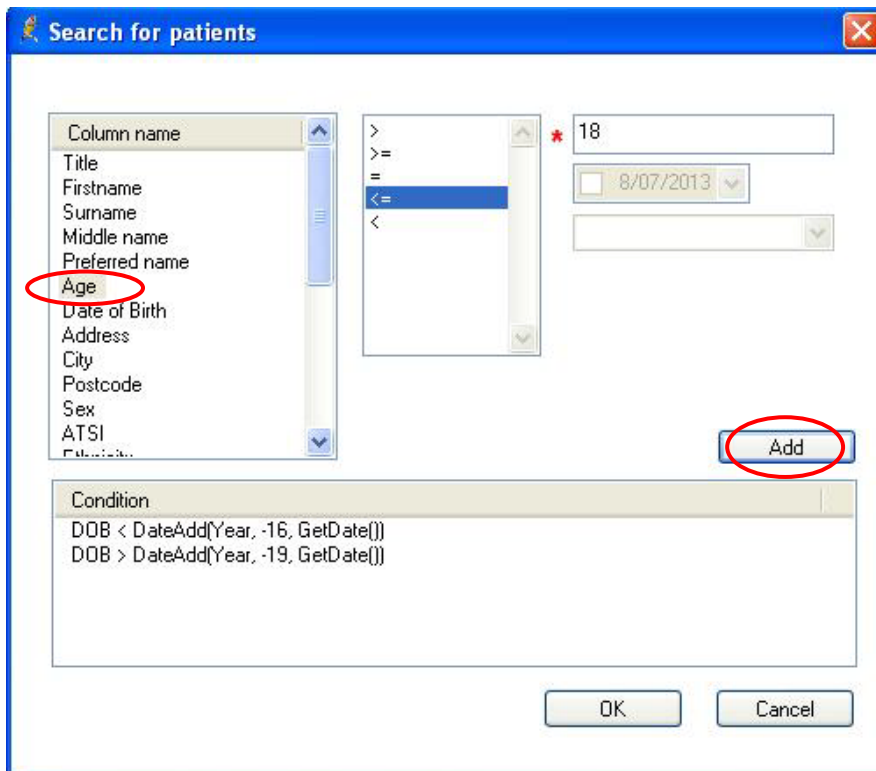
1. Open your Best Practice software.
2. Go to 'Utilities' menu.
3. Go to 'Search'.
4. Select 'Demographics' button.



5. Select 'Age' column name.
6. Select Greater than or equal sign.
7. Select red asterisk and type '16'.
8. Click 'Add'.



9. Select Less than or equal sign.
10. Select red asterisk and type '18'.
11. Click 'Add'.



Search for patients

Column name

- Title
- Firstname
- Surname
- Middle name
- Preferred name
- Age
- Date of Birth
- Address
- City
- Postcode
- Sex
- ATSI
- Relationship

>

>=

=

<=

<

\* 18

8/07/2013

Add

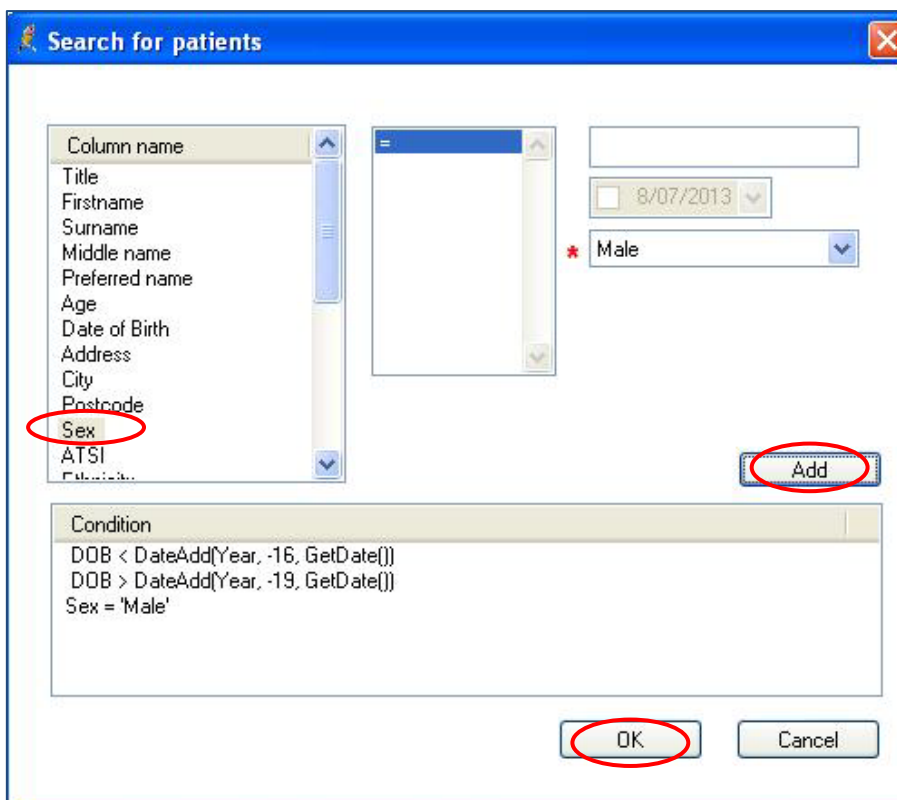
Condition

DOB < DateAdd(Year, -16, GetDate())

DOB > DateAdd(Year, -19, GetDate())

OK Cancel

12. Select 'Sex' column name.
13. Select equal sign.
14. Select red asterisk and select 'Male' from the drop down list.



Search for patients

Column name

- Title
- Firstname
- Surname
- Middle name
- Preferred name
- Age
- Date of Birth
- Address
- City
- Postcode
- Sex
- ATSI
- Relationship

=

\* Male

8/07/2013

Add

Condition

DOB < DateAdd(Year, -16, GetDate())

DOB > DateAdd(Year, -19, GetDate())

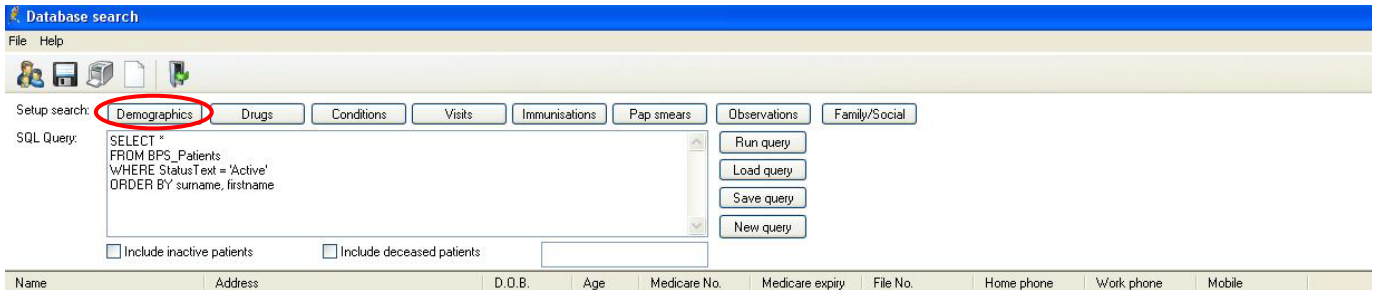
Sex = 'Male'

OK Cancel

15. Select 'Add', then 'OK'.
16. Select 'Run query'.
17. For future use, you can save the list to a separate file, or you can also select 'Save query'.

Recalling male patients aged 16 to 26 years:

1. Open your Best Practice software.
2. Go to 'Utilities' menu.
3. Go to 'Search'.
4. Select 'Demographics' button.



Database search

File Help

Setup search: Demographics Drugs Conditions Visits Immunisations Pap smears Observations Family/Social

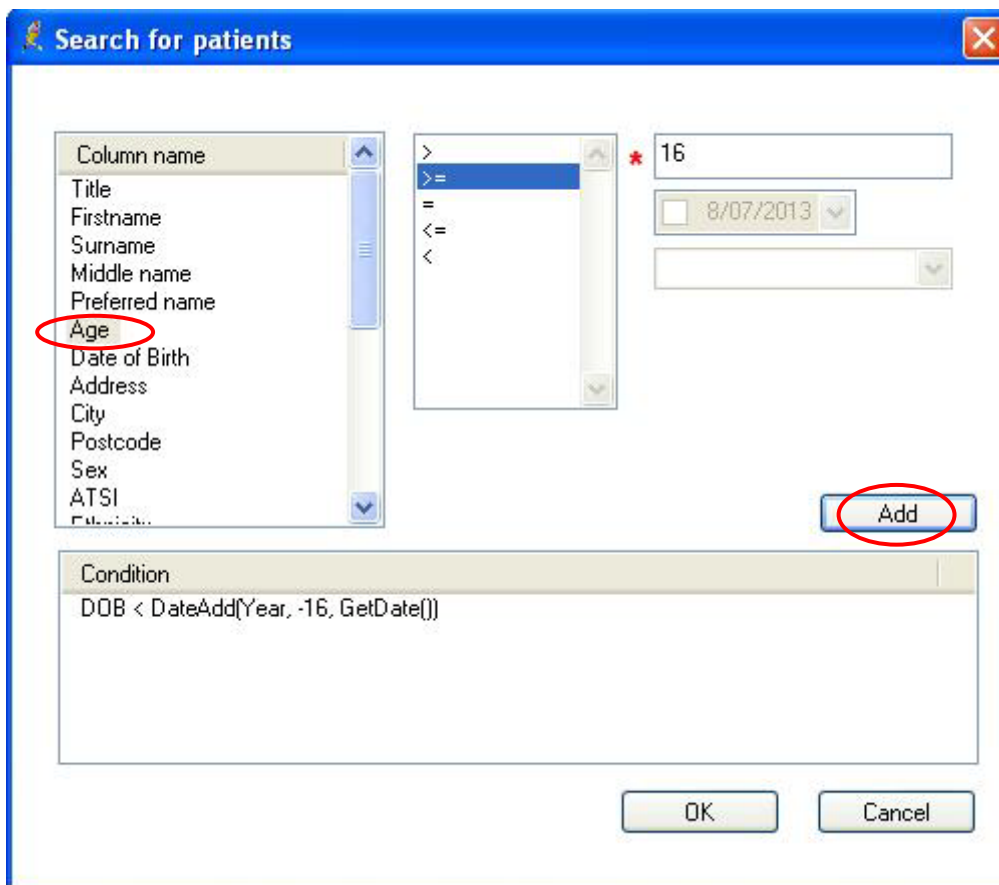
SQL Query: SELECT \* FROM BPS\_Patients WHERE StatusText = 'Active' ORDER BY surname, firstname

☐ Include inactive patients ☐ Include deceased patients

Run query Load query Save query New query

Name Address D.O.B. Age Medicare No. Medicare expiry File No. Home phone Work phone Mobile

5. Select 'Age' column name.
6. Select Greater than or equal sign.
7. Select red asterisk and type '16'.
8. Click 'Add'.



Search for patients

Column name

Title  
Firstname  
Surname  
Middle name  
Preferred name  
Age  
Date of Birth  
Address  
City  
Postcode  
Sex  
ATSI  
Ethnicity

>  
>=  
=  
<=  
<

\* 16

8/07/2013

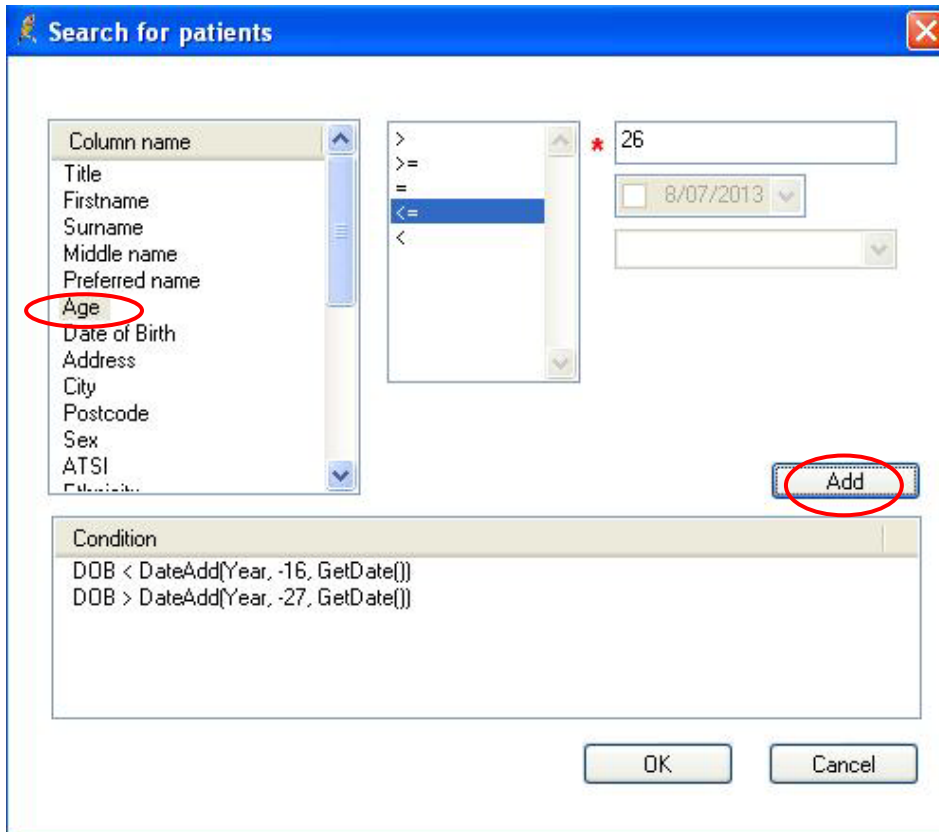
Add

Condition

DOB < DateAdd(Year, -16, GetDate())

OK Cancel

9. Select Less than or equal sign.
10. Select red asterisk and type '26'.
11. Click 'Add'.



Search for patients

Column name

- Title
- Firstname
- Surname
- Middle name
- Preferred name
- Age
- Date of Birth
- Address
- City
- Postcode
- Sex
- ATSI

>

>=

=

<=

<

\* 26

8/07/2013

Add

Condition

DOB < DateAdd(Year, -16, GetDate())

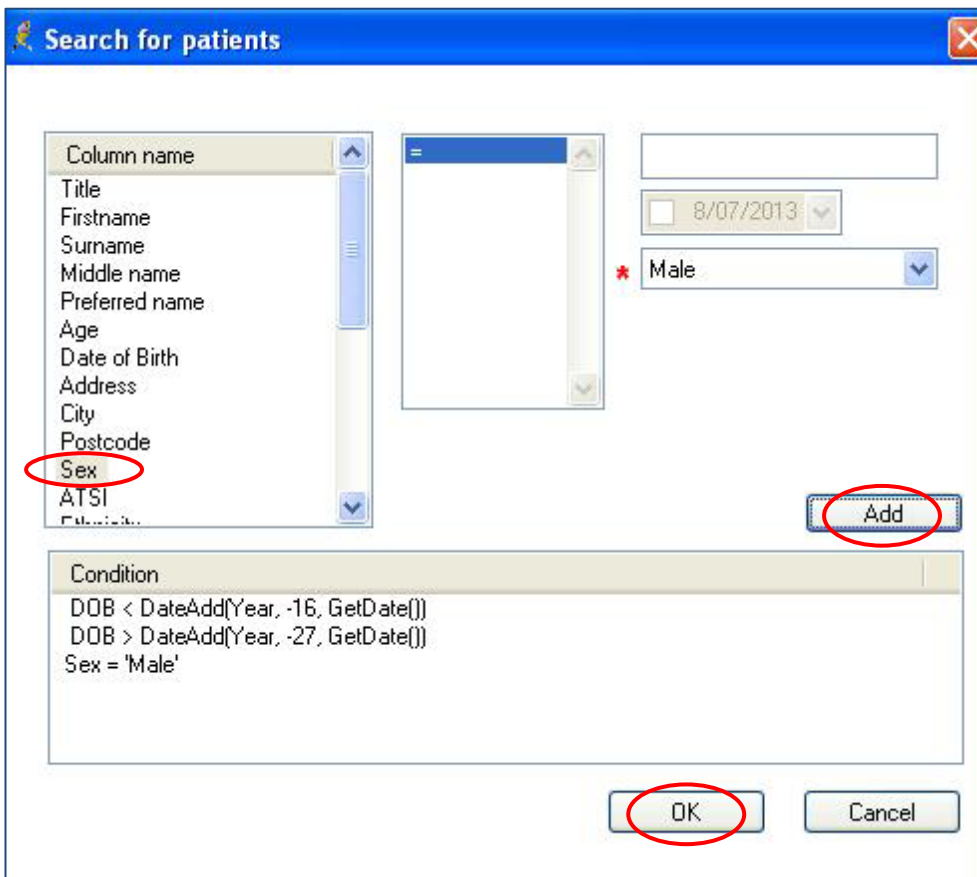
DOB > DateAdd(Year, -27, GetDate())

OK Cancel

12. Select 'Gender' column name.

13. Select equal sign.

14. Select red asterisk and select 'Male' from the drop down list.



Search for patients

Column name

- Title
- Firstname
- Surname
- Middle name
- Preferred name
- Age
- Date of Birth
- Address
- City
- Postcode
- Sex
- ATSI

=

8/07/2013

\* Male

Add

Condition

DOB < DateAdd(Year, -16, GetDate())

DOB > DateAdd(Year, -27, GetDate())

Sex = 'Male'

OK Cancel

15. Select 'Add', then 'OK'.

16. Select 'Run query'.

17. For future use, you can save the list to a separate file, or you can also select 'Save query'.

## Preparing recall letters and mailing labels

1. From the patient list select File menu.
2. Select 'Labels'.



3. Print.
4. Return to the File menu, select 'Mail merge'.



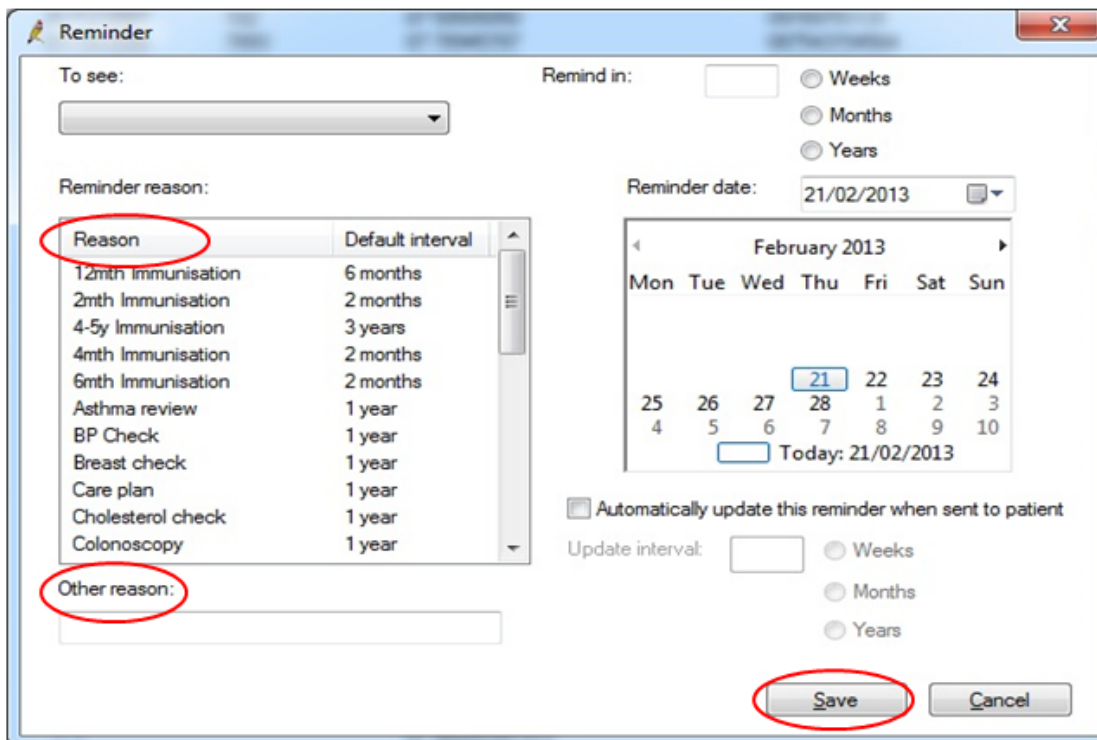
5. Select 'Immunisation recall template'.
6. Print.

## Recording patient recall 'reason' and date sent in patient records

1. From the patient list select File menu.
2. Select 'Add to reminders'.



3. Select 'Other reason' and add a recall reason e.g. "HPV immunisation".
4. Add other variables as required e.g. date and recall time frame.
5. Select Save.



## Adding a reminder for when the next immunisation is due

When a patient attends for immunisation, mark the recall as complete and enter a new reminder for when the patient next requires immunising.