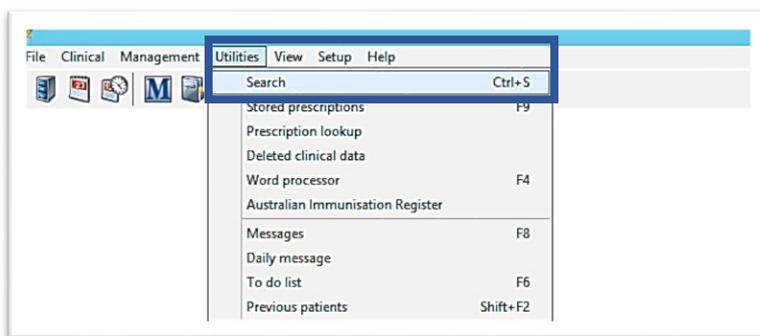


# Best Practice Bulk Inactive of Patient Medical Records

The following instructions step you through identifying and bulk archiving inactive patient medical records within Best Practice. It is important to note that inactive records are still accessible in your system and can be reactivated.

## Step 1:

In Best Practice, select the *Utilities* menu, then select *Search*.



## Step 2:

Click on the *Visits* tab.



### Step 3:

In the *From* field, enter a date and select the *Not* option (see diagram in Step 4). This will produce a list of patients who have not been seen during that date period. In line with the RACGP standard we suggest 2 years from today's date.

### Step 4:

Select *Add* and *Ok* to close the window.

Search for visits

Seen by: All users  Include inactive providers

From: 23/08/2014

To: 23/08/2017

AND  OR  NOT

Add

Condition  
AND NOT Seen since 23/08/2014

OK Cancel

### Step 5:

Click on *Run query*. The patient medical records matching your search will appear.

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

SQL Query:  
SELECT \*  
FROM BPS\_Patients  
WHERE StatusText = 'Active'  
AND NOT InternalID IN (SELECT InternalID FROM Visits WHERE VisitDate >= '20140823' AND RecordStatus = 'Active')  
ORDER BY surname, firstname

Include inactive patients  Include deceased patients 10 matching records

Run query  
Load query  
Save query  
New query

Name	Address	D.O.B.	Age	Medicare No.	Medicare expiry	File No.
Berts, Jackson	10 Williams Road, Darwin, 801	20/09/2000	17 yrs	6500110501 - 8	///	///
Ben, Mitchell Owen	22 Star Street, Fremantle, 6160	15/03/1988	30 yrs	2234567891 - 3	30/09/2004	6752
Brook, Tegan	1/235 Rode Road, Cherrade, 4032	11/04/1984	34 yrs	3500166361 - 1	31/10/2005	154
Bostello, Kathleen	36 Reed Street, Bendigo, 3552	03/11/1962	55 yrs	3500158281 - 2	31/10/2005	789462
Bones, Catherine	5/173 Queen Street, Bendigo, 3552	10/12/1960	57 yrs	4133180457 - 2	///	///
Bones, Desmond	5/173 Queen Street, Bendigo, 3552	12/10/1958	59 yrs	4133180457 - 1	///	///
Bones, Walter	2 Oldham Road, Kenmore, 4069	02/02/1936	82 yrs	3500158282 - 1	///	///
Brash, Sandra	490 Richard St, Kings Cross, 2011	12/02/1972	46 yrs	5500064971 - 1	///	///
Brook, Mandy	68 Bridge Road, Noosaville, 4566	11/04/1966	52 yrs	4122401287 - 1	///	///
Brown, Patient	No Address, F. 4006	///	///	///	///	58

## Step 6:

Highlight all records that you wish to mark as inactive. You can select all by highlighting the first record in the list, holding the shift key and then selecting the last record in the list. Select *File* and *Mark as inactive*.

The screenshot shows a software interface with a 'File' menu open. The 'Mark as inactive' option is highlighted. The main window displays a table of 21 matching records. The table has the following columns: Name, Address, D.O.B., Age, Medicare No., Medicare expiry, File No., Home phone, Work phone, and Mobile.

Name	Address	D.O.B.	Age	Medicare No.	Medicare expiry	File No.	Home phone	Work phone	Mobile
Ackeman, Ashley Francis	71 Billabonger Road, Wilwong, 4110	10/07/1980	37 yrs	4133178947 - 1	31/10/2006	7853	07 7845787		087543154564
Ahem, Jason Patrick	17 Seymour Ave, Bentleigh, 3204	31/05/1977	40 yrs	3500158284 - 3	31/03/2007	987	03 45788795		
Ahem, Rhonda Joan	17 Seymour Ave, Bentleigh, 3204	06/06/1938	75 yrs	3500158284 - 2	30/06/2008	986	03 45788795		
Aldridge, Alfred Charles	Lazy Lakes Nursing Home, 4 King St, Launceston, 724	24/01/1908	109 yrs	5500064971 - 1	31/07/2007	781	03 96781510		
Allen, David Charles	22 Star Street, Fremantle, 6160	06/10/1960	56 yrs	2234567891 - 1	30/06/2004	6749	08 99905050	0845679412	06523138542
Allen, Fay Ellen	8 Grey St, Fremantle, 6160	12/07/1940	77 yrs	2234567891 - 1	30/06/2005	3346	08 99905050		
Allen, Kenneth	8 Grey St, Fremantle, 6160	10/06/1928	89 yrs	2234567891 - 1	30/06/2005	3345	08 99905050		
Allen, Mitchell Owen	22 Star Street, Fremantle, 6160	15/03/1988	29 yrs	2234567891 - 3	30/06/2004	6752	08 99905050		
Amos, Tegan	1/235 Rode Road, Chemsade, 4032	11/04/1984	33 yrs	3500166361 - 1	31/10/2005	154	07 58759456	0783431238	040506080621
Bartholomew, Raymond	354 Main Road, Bedgeman Downs, 4035	27/11/1928	88 yrs	4133180456 - 1	31/01/2006	789461	07 62576666		
Bishop, Rose	89 Gavin Street, Rutherford, 2320	24/01/1926	91 yrs	2294247003 - 1	31/12/2004	789464	02 42658795		
Bryant, Leonard	32 Lonely Lane, Bankstown, 2200	06/06/1956	61 yrs	2294260071 - 1	30/05/2006	66604	02 70505050	0270501919	
Castello, Kathleen	36 Reed Street, Bendigo, 3552	03/11/1962	54 yrs	3500158281 - 2	31/10/2005	789462	03 12345678		
Castello, Terrance	36 Reed Street, Bendigo, 3552	28/10/1958	58 yrs	3500158281 - 1	/ /	/ /	03 12345678		
Jones, Annie	123 Elliott St, Newcastle, 2300	12/05/1982	35 yrs	/ /	/ /	/ /	/ /		
Jones, Catherine	5/173 Queen Street, Bendigo, 3552	10/12/1960	56 yrs	4133180457 - 2	/ /	/ /	03 88885695		
Jones, Desmond	5/173 Queen Street, Bendigo, 3552	12/10/1958	58 yrs	4133180457 - 1	/ /	/ /	03 88885695		
Jones, Walter	2 Oldham Road, Kenmore, 4069	02/02/1936	81 yrs	3500158282 - 1	/ /	/ /	07 34894564		
Marshall, Elizabeth Jean	15 Albert St, St Peters, 5069	02/11/1948	68 yrs	6500110502 - 2	/ /	/ /	08 99905050		
Marshall, Sandra	490 Richard St, Kings Cross, 2011	12/02/1972	45 yrs	5500064971 - 1	/ /	/ /	02 99905050	02 99906178	

A box will appear to confirm that you wish to mark all patients in this list as inactive.



**Helpful Hint**

Below is an example on how produce a list patients with no future appointments and who have not visited the practice within the last 5 years.

Copy and paste the below script into the **SQL query** section and click on the **Run query** button. Follow **step 6** to mark patients as inactive.

```
SELECT *
FROM BPS_Patients
WHERE StatusText = 'Active'
AND NOT (InternalID IN (SELECT InternalID FROM Visits WHERE VisitDate >= DateAdd(Year, -5,
GetDate())) AND RecordStatus = 1)
AND NOT InternalID IN (SELECT InternalID FROM Appointments WHERE RecordStatus=1 AND
AppointmentDate >= getdate()))
ORDER BY surname, firstname
```

