

# How To Guide

Using Practice Reports

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## Brisbane South PHN Practice Reports


### About Page

This is the landing page for all the reports. It assists users to understand the content of the reports, including:

- why some data may be different to what is presented in the Clinical Information System (i.e. Medical Director and Best Practice)
- how to navigate the reports.

It also provides links to:

- assist “good practice” such as cleaning up clinical coding and archiving records.
- the National Immunisation Schedule to confirm immunisation schedules.


  
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### About Brisbane South PHN Practice Reports

Welcome to your new practice reports! The reports use the de-identified patient data extracted by Primary Sense to provide you with an extended view of your data, track changes overtime, use for accreditation and Quality Improvement projects, such as [PIP QI](#).

**A few tips to remember whilst viewing the reports:**

- If the data isn't entered into your clinical information system (CIS), it will not show up here. Get to know your CIS well and enter as much patient information as possible as this allows it to be reported on.
- Having your data as clean as possible will help with results. As such archiving of inactive patients and and cleaning up free-text diagnoses on a regular basis is recommended. See below for guides.
  - [Best Practice bulk archive of patients](#) | [Best practice clean up clinical coding](#)
  - [Medical Director bulk archive of patients](#) | [Medical Director clean up clinical coding](#)
- When looking at age-related data, for example immunisations, ensure you are following ATAGI guidelines and the [National Immunisation Schedule](#) to inform your practice, and don't forget to cross-check patient eligibility via the Australian Immunisation Register (AIR).
- The data presented in the reports is not real time. Check the top left corner of each report to check the date of the data.

**Multi-select with Ctrl:**

- To select multiple items in a filter, hold down the Ctrl key on your keyboard while clicking on the items you want to select.

**Export data:**

- Power BI allows you to export data from a visual, a dataset or the entire report as a .pdf or Excel.
- To export data to Excel, right-click on the visual or dataset that contains the data you want to export.
- Select "Export data" from the context menu, then choose "CSV (comma delimited)" as the export format.
- Follow the prompts to save the CSV file to your desired location on your computer.
- To export a .pdf of the entire report, select 'Export' at the top of the screen.
- Select 'PDF', wait for the download to finish and open the file.
- This feature is useful for further analysis or sharing data with others who may not have access to Power BI.

**Date Select:**

- Date selectors (i.e. date slicers) have been provided that can show data to the day, although not all visualisations are calculated at a day level.

Have a question or unsure how to use the report? Please, contact us at [support@bsphn.org.au](mailto:support@bsphn.org.au)

## General Information about the Reports

The practice reports have been built by Brisbane South PHN using de-identified data which has been extracted via Primary Sense. As such, no identifying patient data is available in the reports.

Each practice will only be able to view **their own data**, not the data of other practices (unless a practice is associated with other practices, and this has been confirmed by Brisbane South PHN). The information supplied to Brisbane South PHN when setting up access to the practice reports ensures that only the people nominated at the practice can access the reports. No other practice will be able to see the data.

## Using the Reports

### Searches

Across the top of each report is a search functionality. This can be used to search for:

1. Practice Name – if more than one practice is associated with one user.
2. Age Group.
3. Ethnicity.

Other search functions may be available depending on the report that a user is viewing.

A search can be made via typing or scrolling.



**TIP:** Multiple selections can be made by holding down the 'Ctrl' key when selecting.

4/1/2024 9:06:33 PM  
Data last refreshed

### Vaccinations Report

Practice Name Vaccine Name Age Group Ethnicity

HealthPathways

**Vaccination Date**

3/1/2021 2/29/2024

*N.b. Please only select whole months as underlying reporting tables are aggregated to month grain.*

Year	Quarter	Month	Vaccinations	Patients Vaccinated	RACGP Active Patients Vaccinated	% of All Vaccines in Period
2021	Qtr 1	March	52,731	40,486	26,871	1.57%
2021	Qtr 2	April	167,774	141,966	104,665	4.98%
2021	Qtr 2	May	162,920	142,466	101,885	4.84%
2021	Qtr 2	June	135,576	118,604	80,076	4.03%
2021	Qtr 3	July	136,951	119,903	77,809	4.07%
2021	Qtr 3	August	180,083	160,553	94,732	5.35%
2021	Qtr 3	September	172,503	153,463	82,163	5.13%
2021	Qtr 4	October	185,266	160,705	83,549	5.50%
2021	Qtr 4	November	135,383	116,659	63,129	4.02%
2021	Qtr 4	December	129,044	115,938	67,140	3.83%
2022	Qtr 1	January	196,524	183,965	108,186	5.84%
2022	Qtr 1	February	113,449	101,886	62,750	3.37%
2022	Qtr 1	March	86,405	73,183	47,904	2.52%
<b>Total</b>			<b>3,365,764</b>	<b>1,047,353</b>	<b>599,634</b>	<b>100.00%</b>

Total Vaccines Delivered

# 3,365,764

Total Patients Vaccinated

# 1,047,353

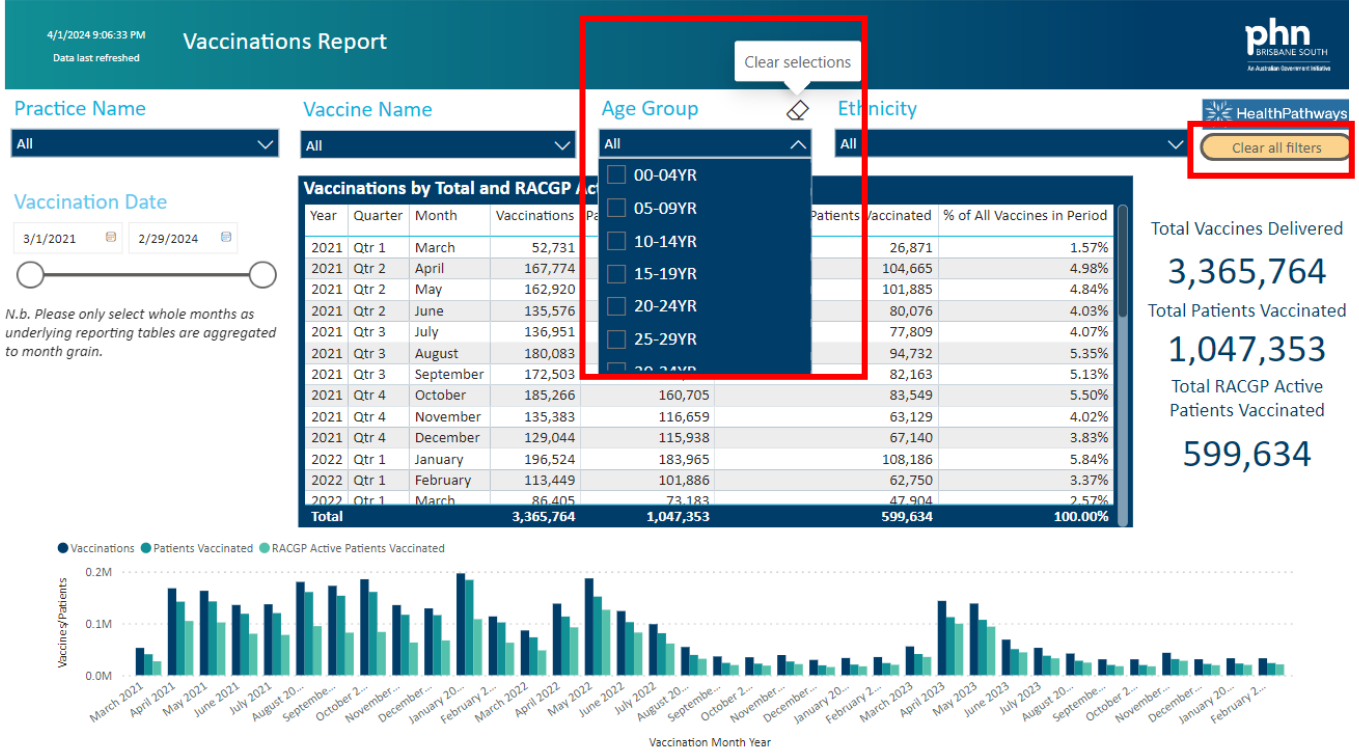
Total RACGP Active Patients Vaccinated

# 599,634

● Vaccinations ● Patients Vaccinated ● RACGP Active Patients Vaccinated

### Clear Filters

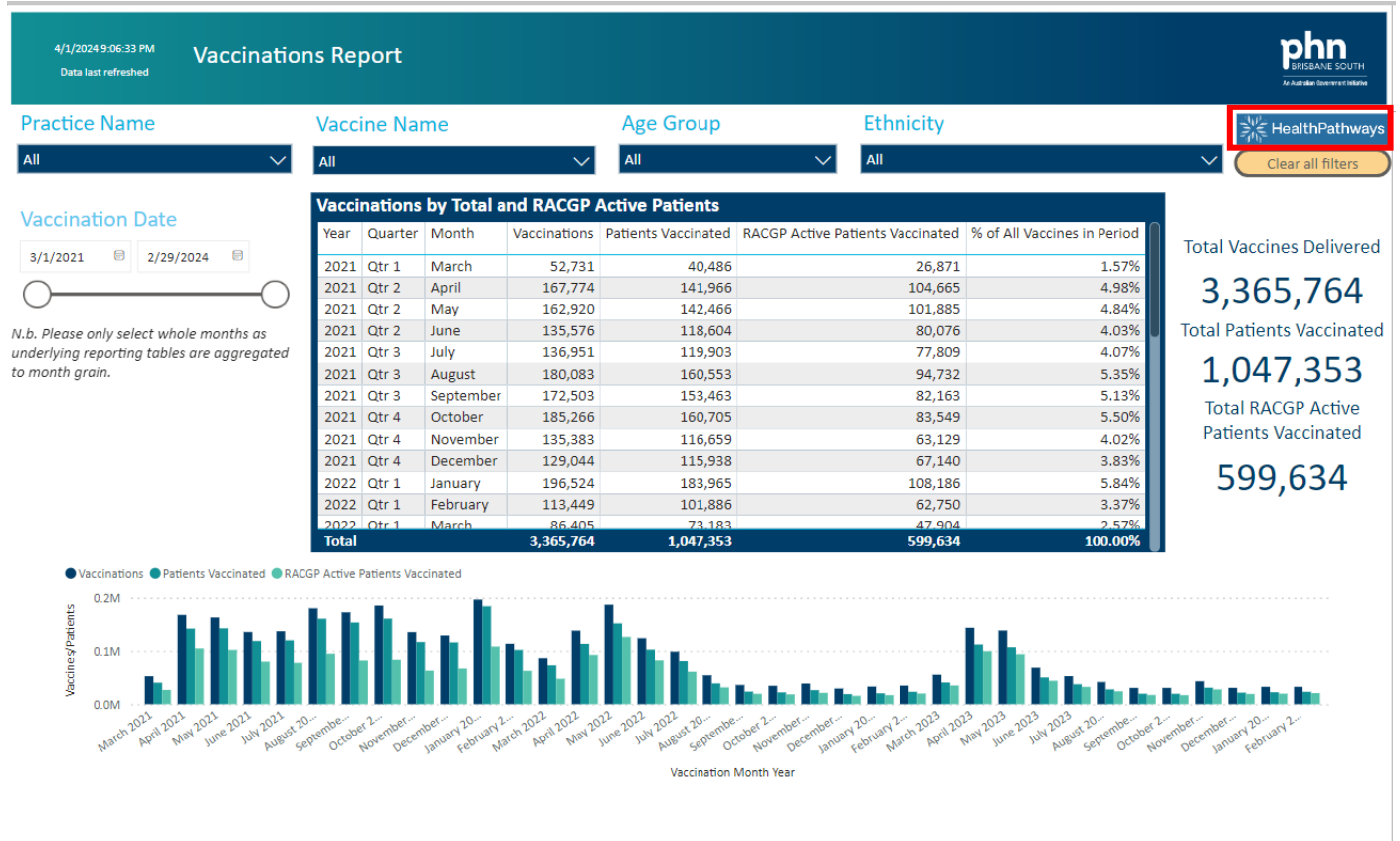
- Each menu item has a 'Clear selections' option which is visible as an eraser when the mouse is hovered over the menu item.
- There is also a 'Clear all filters' button available on the right-hand side in orange.



## HealthPathways

The reports have a link to HealthPathways. To access HealthPathways via the report, simply:

1. Log in to HealthPathways and then close the webpage if not needed, without logging out.
2. Once logged in, the HealthPathways button on the report links directly to the specific topic of the page e.g., the HealthPathways button on the PIP QI practice report links directly to the PIP QI HealthPathways page.
3. View the information within HealthPathways.



## Practice Incentives Program- Quality Improvement (PIP QI) Reports.

The practice reports provide complementary information to the reports available within Primary Sense for PIP QI. The PIP QI Reports contain:

1. An *About* page specific for this area.
2. *Quality Improvement Measures (QIM) Info Page*, which lists each QIM description.
3. *Practice QIM's – Change*, which shows the change in each QIM from the last quarter to the current quarter.
4. *Practice QIM's*, which shows the change in each QIM over the previous 4 quarters (or 12 months).

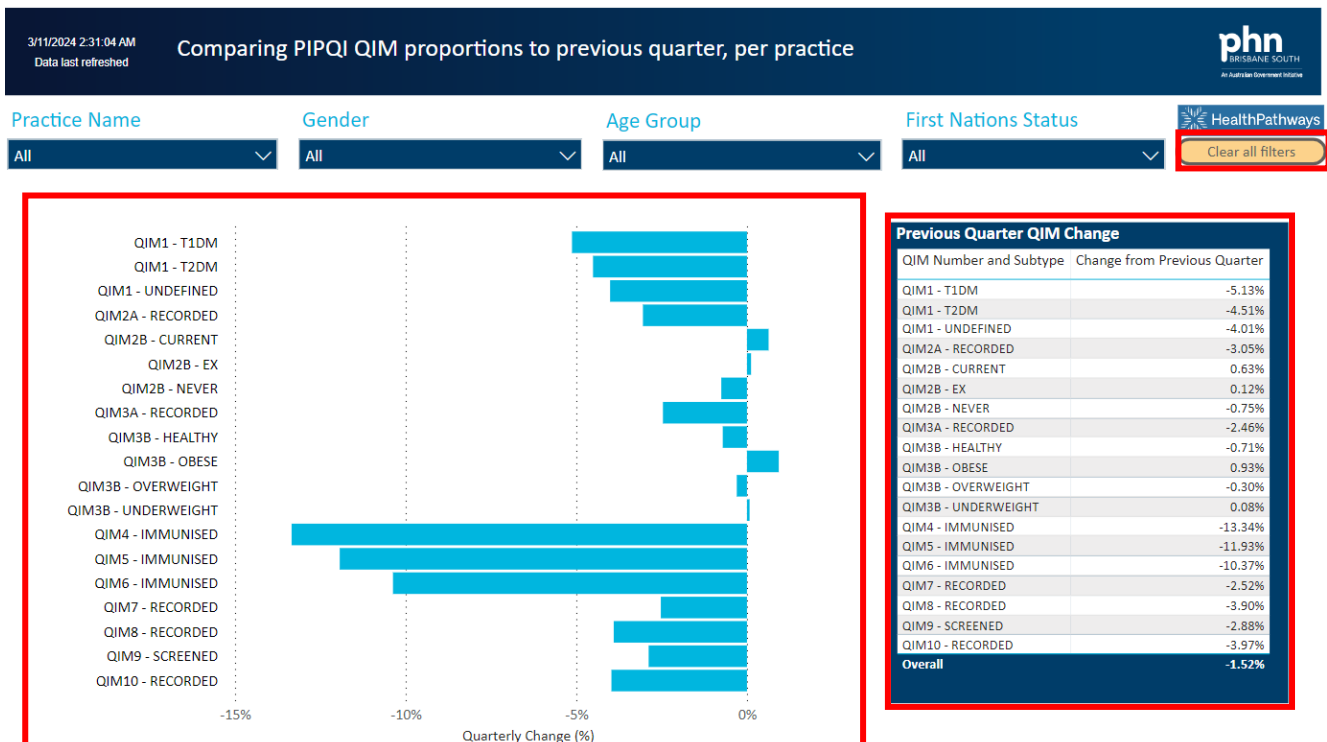
## Practice Quality Improvement Measures (QIMs) Change Page

This report shows QIM data per practice, and the change in this data from the last quarter to the current quarter.

- Data for each QIM is shown in the table on the right. A visual representation of this same data can be seen on the left of the screen.
- If you have applied more than one filter, return to the default view by using the 'Clear all filters'.



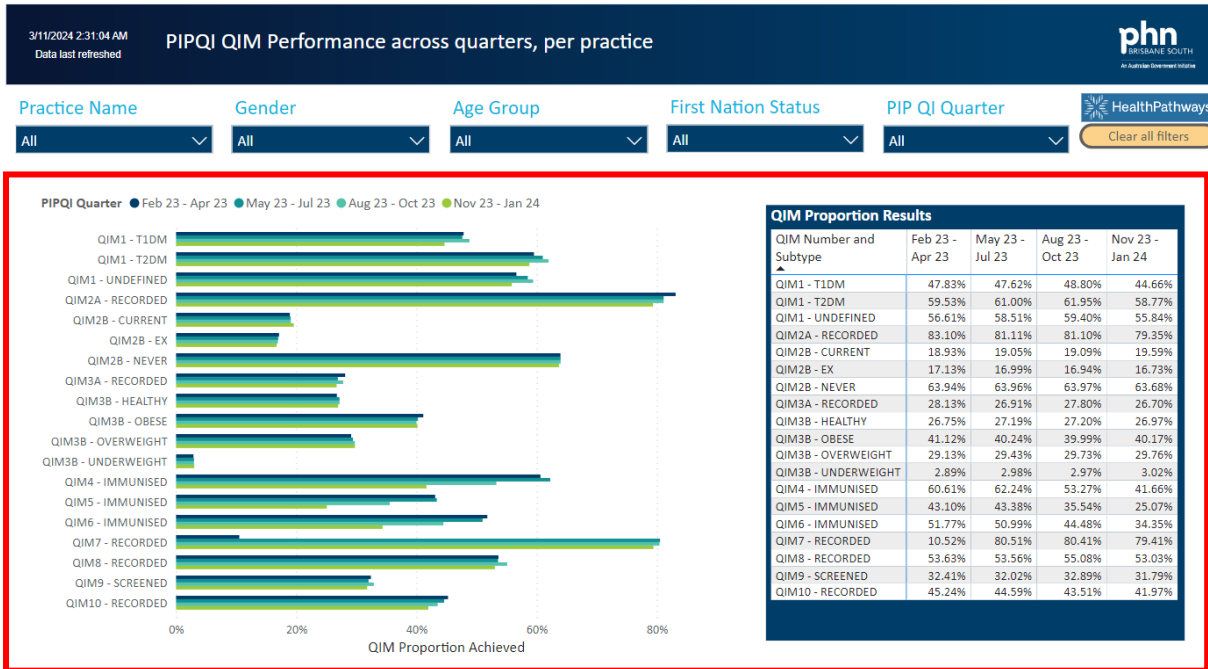
**TIP:** Select a bar within the visual and the table will update with that data. Click the bar again to de-select.



## Practice Quality Improvement Measures (QIMs) Page

This page provides information for all your practices QIMS across all quarters.

- Data for each QIM is shown in the table on the right. A visual representation of this same data can be seen on the left of the screen. This allows practices to visualise and compare their data from one quarter to the next, not just the last quarter.
- Further filtering can be applied via the drop-down menus.



## Practice Datasets Page

This page provides further break-down of each QIM.

Practice	QIM	QIM Subtype	Sex	Age Group	First Nations	Numerator	Denominator	Proportion	Year	PIPQI Quarter
	QIM02b	NEVER	FEMALE	15-24YR	NON-INDIGENOUS	504	607	626.35%	2023	May 23 - Jul 23
	QIM02b	NEVER	FEMALE	15-24YR	NON-INDIGENOUS	691	859	620.89%	2023	Aug 23 - Oct 23
	QIM02a	RECORDED	FEMALE	65ANDOVER	NON-INDIGENOUS	1086	1238	620.72%	2023	Aug 23 - Oct 23
	QIM02a	RECORDED	MALE	65ANDOVER	NON-INDIGENOUS	1039	1214	619.29%	2023	Aug 23 - Oct 23
	QIM02a	RECORDED	FEMALE	65ANDOVER	NON-INDIGENOUS	2410	2610	615.43%	2023	May 23 - Jul 23
	QIM02b	NEVER	FEMALE	15-24YR	NOT STATED	86	101	614.32%	2023	May 23 - Jul 23
	QIM02a	RECORDED	MALE	65ANDOVER	NON-INDIGENOUS	2061	2273	613.33%	2023	May 23 - Jul 23
	QIM02b	NEVER	MALE	15-24YR	NON-INDIGENOUS	373	457	606.36%	2023	May 23 - Jul 23
	QIM02b	NEVER	FEMALE	15-24YR	NOT STATED	89	106	605.96%	2023	Aug 23 - Oct 23
	QIM02a	RECORDED	FEMALE	45-54YR	NON-INDIGENOUS	886	1004	598.94%	2023	Aug 23 - Oct 23
	QIM02a	RECORDED	MALE	55-64YR	NON-INDIGENOUS	774	892	597.07%	2023	Aug 23 - Oct 23
	QIM02a	RECORDED	MALE	55-64YR	NON-INDIGENOUS	970	1093	592.49%	2023	May 23 - Jul 23
	QIM02b	NEVER	MALE	15-24YR	NON-INDIGENOUS	497	629	589.82%	2023	Aug 23 - Oct 23
	QIM02a	RECORDED	FEMALE	45-54YR	NON-INDIGENOUS	841	952	589.68%	2023	May 23 - Jul 23
	QIM02a	RECORDED	FEMALE	55-64YR	NON-INDIGENOUS	1019	1141	585.91%	2023	May 23 - Jul 23
	QIM02a	RECORDED	FEMALE	55-64YR	NON-INDIGENOUS	762	896	585.45%	2023	Aug 23 - Oct 23
	QIM02a	RECORDED	MALE	45-54YR	NON-INDIGENOUS	811	936	577.09%	2023	Aug 23 - Oct 23
	QIM02a	RECORDED	MALE	25-34YR	INDIGENOUS	39	44	572.81%	2023	May 23 - Jul 23
	QIM02a	RECORDED	MALE	45-54YR	NON-INDIGENOUS	751	883	567.21%	2023	May 23 - Jul 23
	QIM02a	RECORDED	FEMALE	35-44YR	NON-INDIGENOUS	1043	1215	563.27%	2023	Aug 23 - Oct 23
	QIM02a	RECORDED	FEMALE	35-44YR	NON-INDIGENOUS	765	896	552.39%	2023	May 23 - Jul 23
	QIM07	RECORDED	FEMALE	65ANDOVER	NON-INDIGENOUS	1055	1238	547.30%	2023	Aug 23 - Oct 23
	QIM02a	RECORDED	MALE	35-44YR	NON-INDIGENOUS	869	1019	547.19%	2023	Aug 23 - Oct 23
	QIM02b	NEVER	MALE	15-24YR	NOT STATED	59	74	546.38%	2023	May 23 - Jul 23

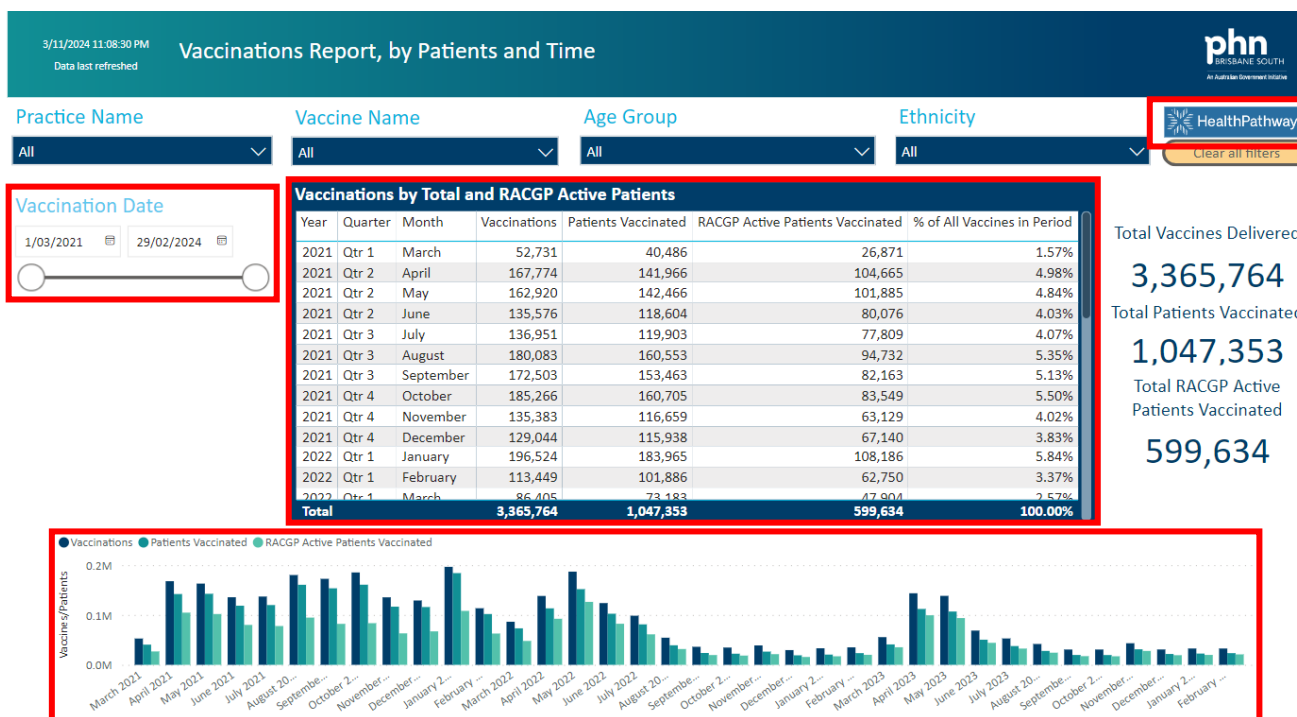


## All Vaccinations Reports

This report displays immunisation data for the clinic. All immunisations given at the practice can be viewed here (*The Primary Sense desktop application currently only displays a limited number of immunisations*).

### Practice Vaccinations Report

- Within this report the user can search for vaccines in the drop-down menu, and filter further for age, gender, and ethnicity.
- There is a date slider available in the report to easily move between dates, or these can also be entered in by clicking on the calendar icon next to the date field.



- Data for each vaccine is shown in the table. A visual representation of this same data can be seen in the graph.
- Within the table the user can view the breakdown by year, quarter, and month.
- Within the graph, the year and month figures are shown.
- Totals are displayed to the right of the table for:
  - total vaccines given
  - total patients vaccinated
  - total RACGP active patients vaccinated.
- The HealthPathways button links directly to the Immunisation page for further resources.



**TIP:** Hold down the 'CTRL' key to select specific months within the graph or table.

6/3/2024 2:31:13 AM  
Data last refreshed

## Vaccinations Report

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Practice Name: All | Vaccine Name: All | Age Group: All | Ethnicity: All | HealthPathways | Clear all filters

Vaccination Date: 5/1/2021 to 4/30/2024

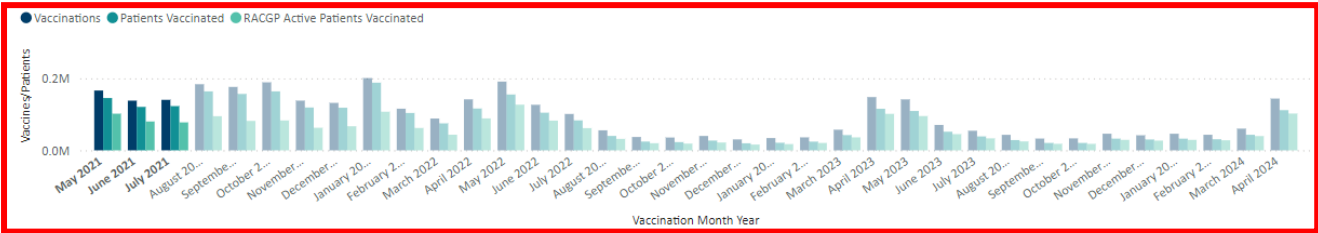
N.b. Please only select whole months as underlying reporting tables are aggregated to month grain.

Year	Quarter	Month	Vaccinations	Patients Vaccinated	RACGP Active Patients Vaccinated	% of All Vaccines in Period
2021	Qtr 2	May	166,308	145,322	101,820	37.39%
2021	Qtr 2	June	138,134	120,715	80,114	31.06%
2021	Qtr 3	July	140,340	122,899	77,626	31.55%
<b>Total</b>			<b>444,782</b>	<b>324,061</b>	<b>209,492</b>	<b>100.00%</b>

Total Vaccines Delivered  
**444,782**

Total Patients Vaccinated  
**324,061**

Total RACGP Active Patients Vaccinated  
**209,492**



## Practice Vaccinations Graphs

- This page of the *All-Vaccinations Report* shows extra graphs.
- The extra graphs can be exported and put into .pdf reports and documents which can be used for accreditation and quality improvement projects.



**TIP:** Filters applied in the previous report will carry over to this report. Select 'Clear all Filters' to remove.

9/11/2024 11:08:30 PM  
Data last refreshed
phn  
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### Vaccination Graphs, by Patients and Time

Practice Name: All
Vaccine Name: All
Age Group: All
Ethnicity: All
HealthPathways  
Clear all filters

**Vaccination Date**

**Vaccinations by Month and Year**

Month Year	Count	Percentage
March 2021	180K	5.35%
April 2021	137K	4.07%
May 2021	136K	4.03%
June 2021	163K	4.84%
July 2021	53K	1.57%
August 2021	173K	5.13%
September 2021	185K	5.5%
October 2021	129K	3.83%
November 2021	135K	4.02%
December 2021	129K	3.83%
January 2022	197K	5.84%
February 2022	113K	3.37%
March 2022	138K	4.1%
April 2022	187K	5.55%
May 2022	124K	3.68%
June 2022	98K	2.93%
July 2022	54K	1.62%
August 2022	35K	1.03%
September 2022	30K	0.88%
October 2022	35K	1.04%
November 2022	144K	4.26%
December 2022	138K	4.11%
January 2023	69K	2.04%
February 2023	31K	0.91%

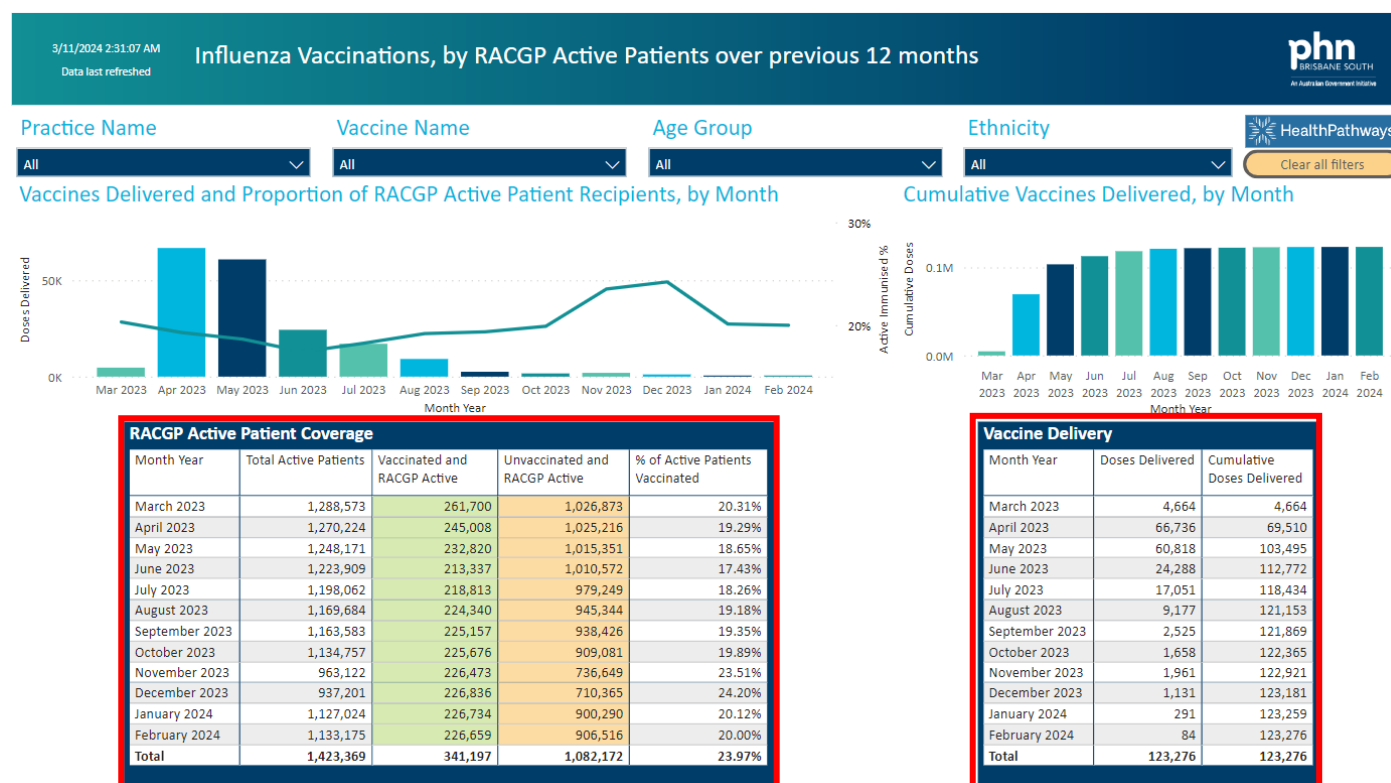
**Vaccinations and Patients by Month and Year**

Legend: ● Vaccinations ● Patients Vaccinated ● RACGP Active Patients Vaccinated

## Annual Influenza Vaccines Report

This report focuses on only those vaccines which can be given for flu vaccinations. Whilst these are available to be viewed within the 'All Vaccinations Report', separating them out gives a quick reference for practices to see how they are performing during flu seasons.

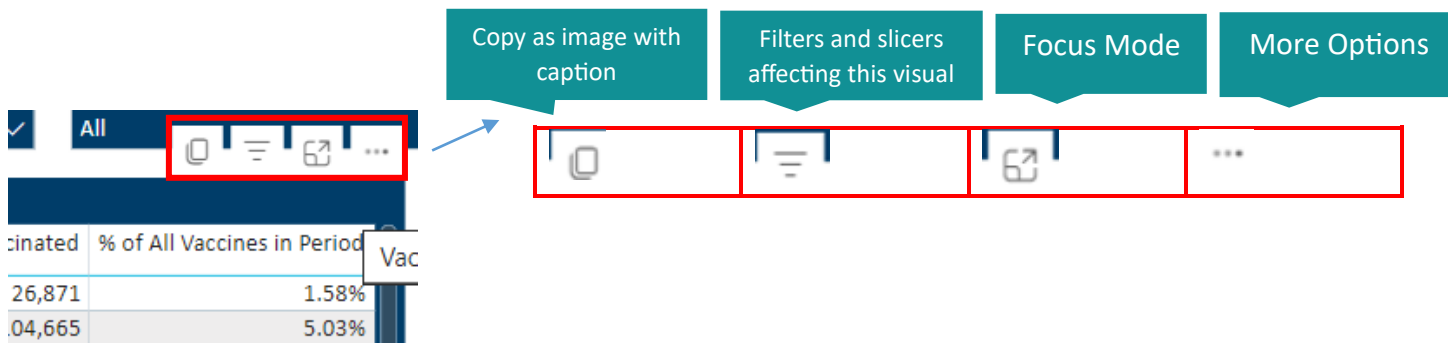
- Within this report the user can search for vaccines in the drop-down menu, and filter further for age, gender, or ethnicity.
- There are 2 tables and 2 graphs which change depending upon the filters selected.
- In the left table – 'RACGP Active Patient Coverage', data is broken down into:
  - Month, Year
  - Total Active Patients
  - Total Patients Vaccinated
  - Total RACGP Patients Vaccinated and the % breakdown of this.
- In the right table – 'Vaccine Delivery', the user can view doses of vaccines given by month, year and the cumulative count of these.
- The HealthPathways button links directly to the Immunisation page for further resources.



## Exporting tables and visuals; and extra visualisation of what you can see in the reports.

Any table or graph can be exported to be used in a document (Excel, .pdf etc). Alternatively, the entire page can be printed.

The icons shown below show individual *tooltip* text when you hover your mouse over each one. These can be found in the far-right corner of either a table or graph within a report.



Choosing *Copy as image with caption* icon will provide a copy of the image, a small blurb about what is included, filters applied to the image, and a link to the report within Power BI. In this way, a quick snapshot can be emailed to colleagues who have access to the report, and they can click the link to further explore the data – see below.

Vaccinations by Total and RACGP Active Patients

Year	Quarter	Month	Vaccinations	Patients Vaccinated	RACGP Active Patients Vaccinated	% of All Vaccines in Period
2021	Qtr 1	March	52,731	40,486	26,871	1.58%
2021	Qtr 2	April	167,774	141,966	104,665	5.03%
2021	Qtr 2	May	162,920	142,466	101,885	4.89%
2021	Qtr 2	June	135,576	118,604	80,076	4.07%
2021	Qtr 3	July	136,951	119,903	77,809	4.11%
2021	Qtr 3	August	180,083	160,553	94,732	5.40%
2021	Qtr 3	September	172,503	153,463	82,163	5.18%
2021	Qtr 4	October	185,266	160,705	83,549	5.56%
2021	Qtr 4	November	135,383	116,659	63,129	4.06%
2021	Qtr 4	December	129,044	115,938	67,140	3.87%
2022	Qtr 1	January	196,524	183,965	108,186	5.90%
2022	Qtr 1	February	113,449	101,886	62,750	3.40%
2022	Qtr 1	March	86,405	73,183	47,904	2.59%
2022	Qtr 2	April	138,138	113,279	92,386	4.14%
2022	Qtr 2	May	186,890	151,804	126,262	5.61%

[Open in Power BI](#)

All Vaccinations  
Data as of 4/3/24, 12:34 pm  
Filtered by **date\_key** (is before February 2024), **rolling\_month** (is greater than or equal to -36 and is less than or equal to 0)

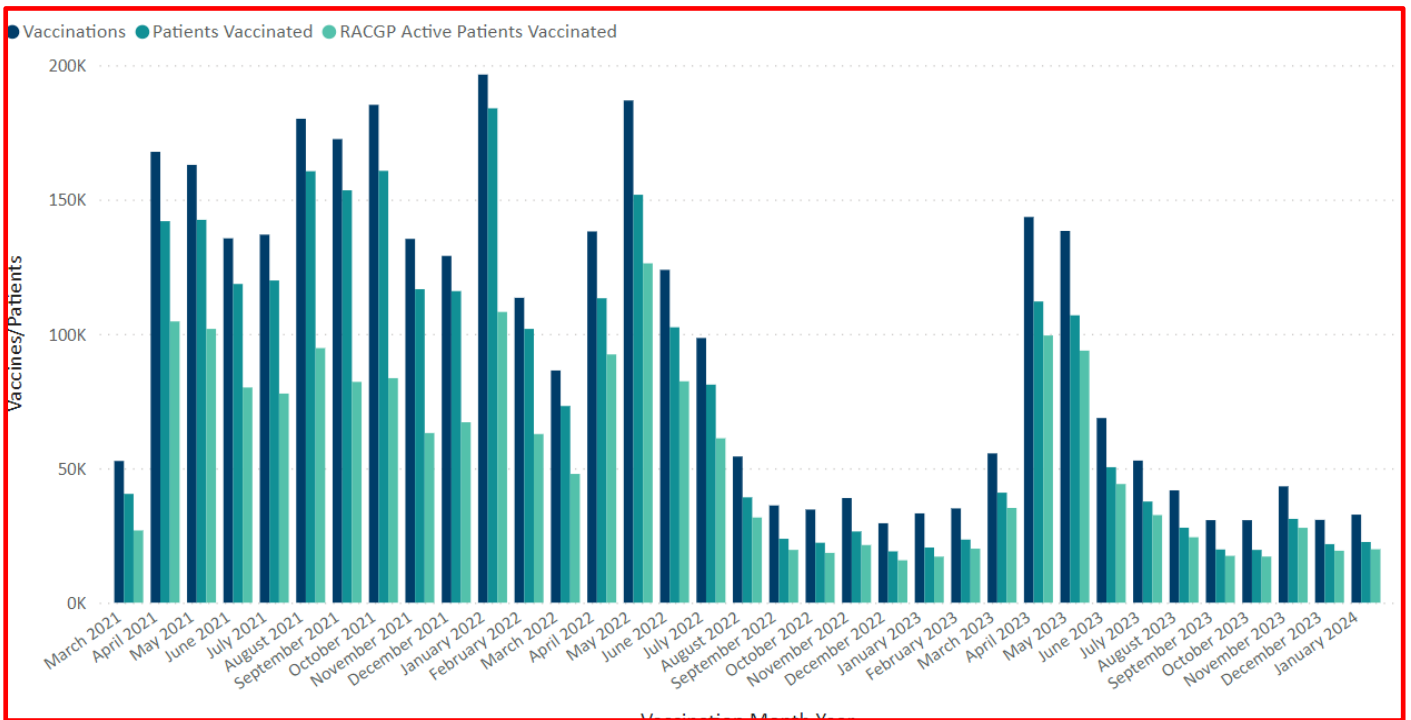
Choosing *Filters and Slicers affecting this visual* will show the user this information – see below.

☰ Filters and slicers affecting this visual

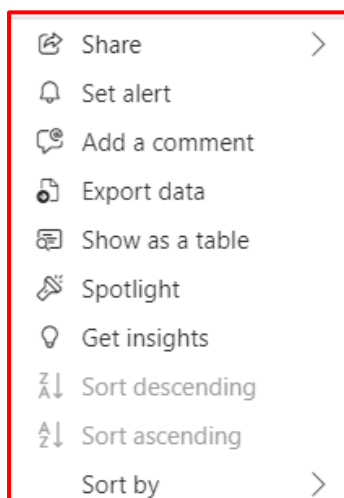
**date\_key**  
is before February 2024

**rolling\_month**  
is greater than or equal to -36 and is less than or equal to 0


Choosing *Focus mode* will enlarge the image or visual so the user can see it more clearly – see below.



Choosing the *More Options* which is shown as an ellipsis (...), will show the following menu items - see below.



The user can:

- Share the table or visual with other users via a link, or by adding the link into a Teams chat, or by embedding it in a PowerPoint.
- Add a comment and @mention another user to discuss further.
- Export data (**read more on this below**)
- Show as a table to export/print. Can toggle the view between horizontal and vertical 
- Spotlight: highlights only that table or visual blurring the rest of the report in the background
- Sort the data in tables / visual

Choosing the *Export data* option from the *More options* menu item (...) allows the user to:

- Export data in a .csv file format and this can be opened in an Excel file, however, this could end up exporting in a format that is not as useable or could export a lot of data. The better way to export it is via the *view as table* or *view as image* option explained earlier.