Primary Sense WALKTHROUGH
Identifying patients eligible for a Health Assessment using Primary Sense
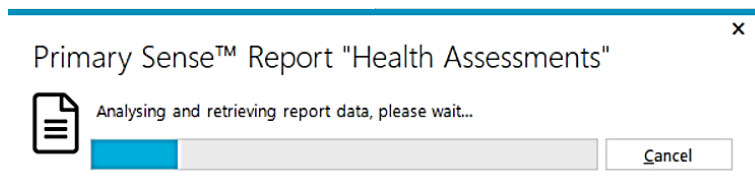
Instructions with Screenshots

Click on the Primary Sense™ icon on the bottom toolbar to view the Primary Sense™ sidebar.

Once open, click on the Primary Sense icon that appears and select the 'Reports'' button from the drop-down menu (shown to the left). This will open the 'Reports' window shown below. Double click on the Health Assessments report to open it.

A message appears showing progress of download as below: Report automatically opens to full screen view.

Primary Sense™ Report "Health Assessments"   ✕

Analysing and retrieving report data, please wait...

[████████   ]   Cancel

The Health Assessments report will open (screenshot below). This report shows:

- *patients who are eligible for a health assessment (40 - 49-year-old patients; Aboriginal and Torres Strait Islander patients; or patients ≥75 years); and*

*• Who have at least one recorded consultation or have been prescribed medication within 12 months of the date of this report. ** If you require more information, click on the 'Information about this table' button (highlighted below)*

Health Assessments
DEMO
30 January 2023 14:42

| Which patients are included in this report? | What data is in this report? | How do we use this report? | What are ACG patient complexity levels? |

Health Assessments of patients aged 40-49 years (includes 45-49 years)

Information about this table

Show
25 ⬍
patients per page

Export To Excel   Export To CSV

Search:

Remove	ACG Score	Patient Name	Patient Phone	Last Visit	Existing Appt	GP Name	Age	Chronic Disease Risk Score	Diabetes Risk Score
Remove	4	White, W	0401 234 567	2021-09-30	Nil	Dr L Brown	49	0	8
Remove	3	Walker, T	0401 234 567	2021-10-01	Nil	Dr I Campbell	40	0	8
Remove	3	Thompson, W	0401 234 567	2021-09-22	Nil	Dr I Campbell	46	0	10
Remove	3	Walker, X	0401 234 567	2021-05-17	Nil	Dr I Campbell	46	0	8
Remove	2	Campbell, P	0401 234 567	2019-06-17	Nil	Dr I Campbell	45	2	4

*** Please note, demo data only shown in all screenshots no real patient data shown*

Sorting and Filtering within Primary Sense application

Choose which table within the report you would like to filter further information for

- *Table 1: Health Assessments of patients aged 40-49 years (includes 45-49 years)*
- *Table 2: Health Assessments of Aboriginal and Torres Strait Islander patients*
- *Table 3: Health Assessments of patients =>75 years*

To sort on any column, click on the small arrows next to each column heading (highlighted below)

To filter the report to only include a specific Doctor, simply type the Doctor's name in parentheses in the 'Search' box above your chosen table (highlighted below in yellow).

In the example below,, Table 2: Health Assessments of Aboriginal and Torres Strait Islander patients has been chosen and "Dr L Brown" has been chosen

Next, click on the Export to Excel button / or alternatively the Export to CSV button if you would like to use a different program.

When you click Export to Excel, the option box below will appear. The "intention" marked will be recorded against the individual patient list report onto the "Summary Report of Practice Improvements". Once chosen, click 'Send Response'.
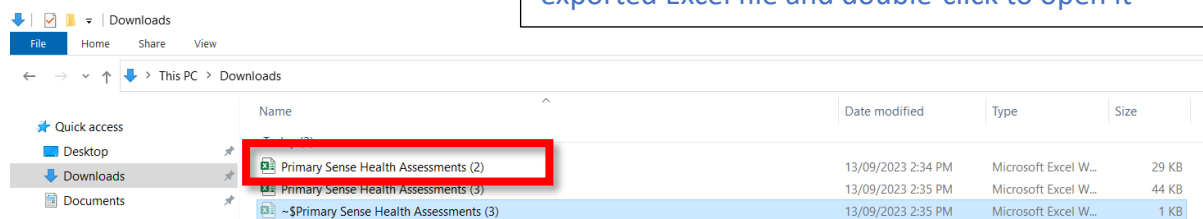

You will then receive the message below.
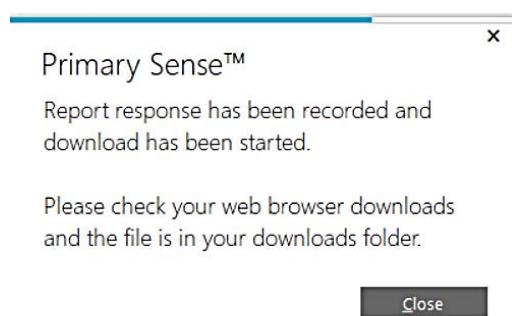
** Please check your Downloads folder for the exported Excel file and double-click to open it

Once in Excel you can choose 'File' -> 'Print' or select 'Ctrl + P' to give the report to the specific Doctor for follow up.

Alternative filtering options

If you would like to filter on a number of different options, <u>make sure the 'Search' box above your chosen table is blank</u>, click on 'Export to Excel/ Export to CSV'.


The message mentioned above for 'intention' will appear and file location is 'Downloads'

*** For the purpose of these instructions, an Excel file will be used to demonstrate filtering options. Similar filtering options will be available in your chosen spreadsheet program.*
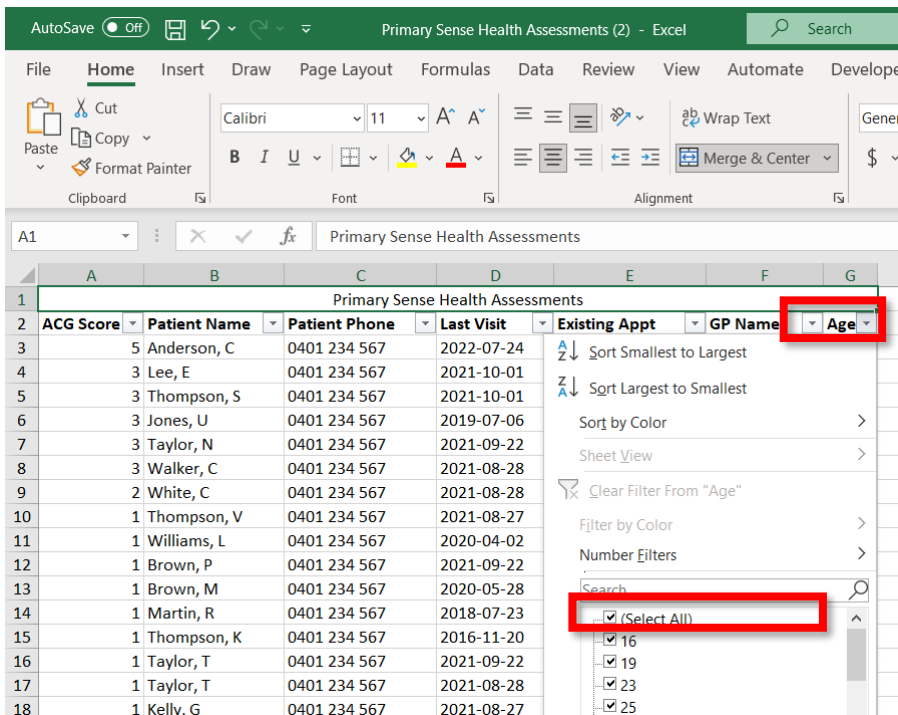
Once Excel file is opened, click on 'Enable Editing'' at the top.
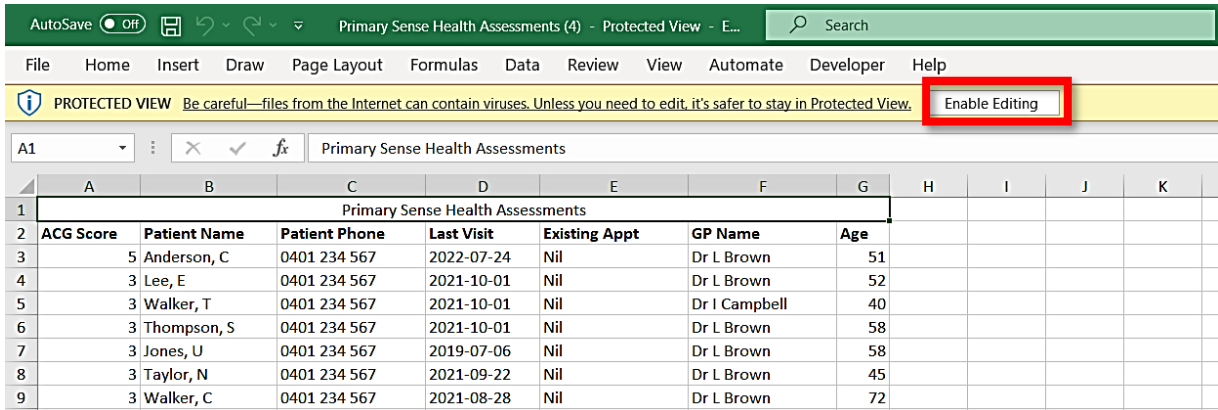
Next click on 'Sort and Filter' button to the right-hand side of your screen and select 'Filter' from the drop-down menu (Alternatively, use the short cut keys Ctrl + Shift +L).
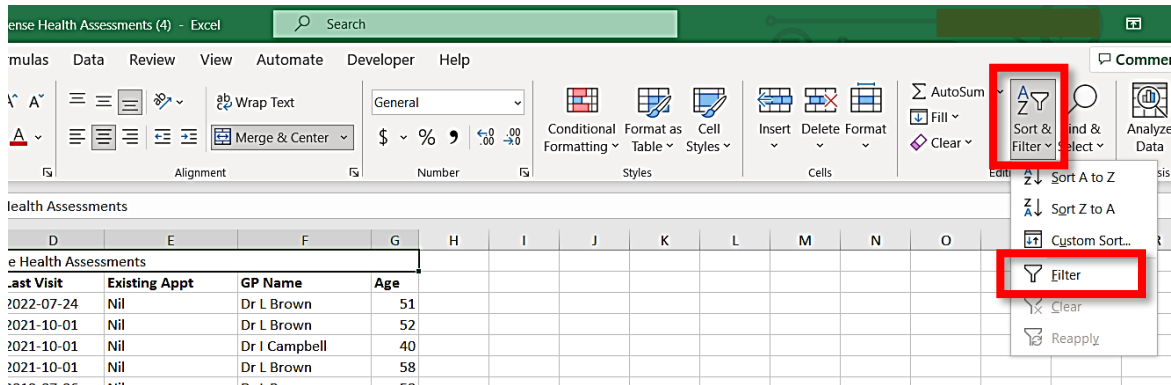

Once selected, you will see arrows appear at the top of each column.

Click the arrow next to 'age'.

In the drop-down list that appears, un-tick the 'Select All' box to de-select all ages, then scroll down and re-tick only the age groups of interest.

You can now further filter for GP so that a list can be printed and given to each GP responsible if required by choosing the drop-down arrow next to the GP Name column.
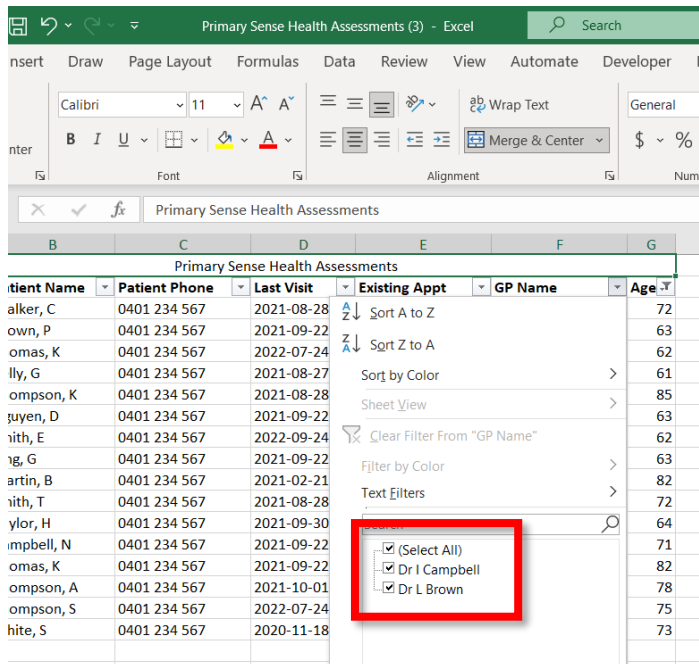
Note: Filtering can be completed upon any column available within an Excel report by using the above process and any of the drop-down arrows next to the column name. In this way, you can filter for any of the vaccines given, certain conditions, appointment date etc to build your custom report.

Once you have completed filtering, click 'File' and choose 'Print' from the drop-down menu, or alternatively use short cut 'Ctrl + P' to print your results.