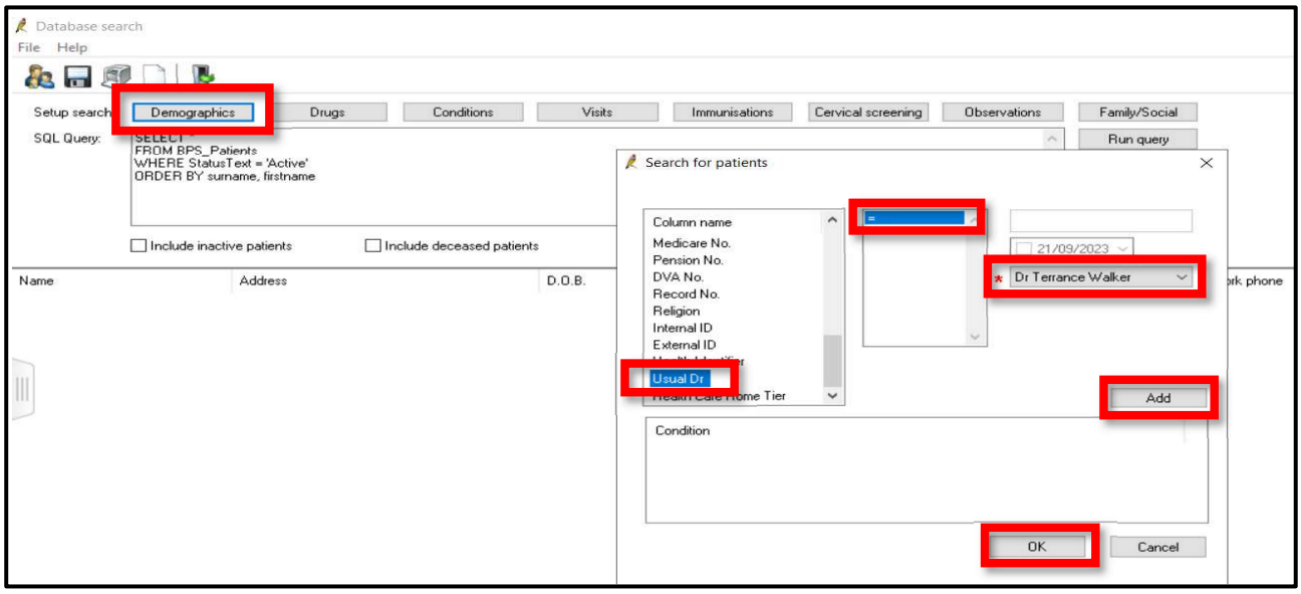
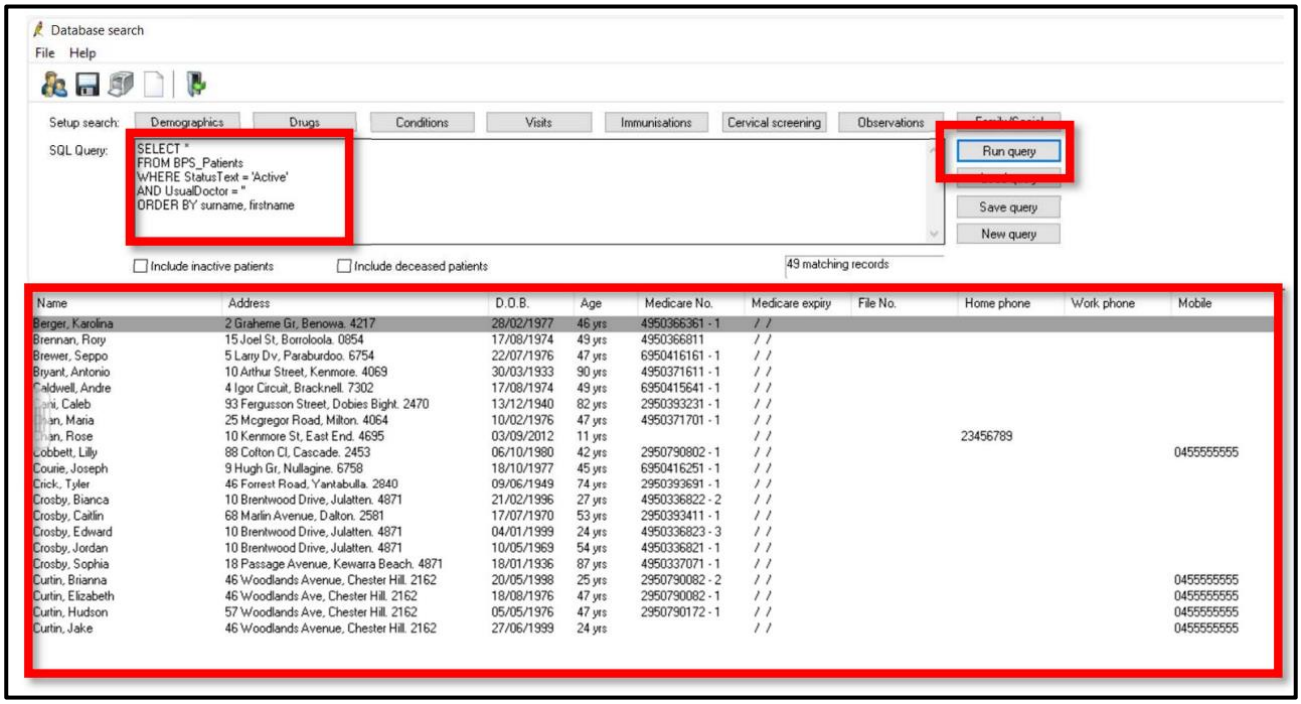
BEST PRACTICE: Assigning a Doctor to a Patient if Not Already Assigned

1. From the Best Practice home screen, navigate to the search menu by clicking 'Utilities' and 'Search'.
2. Select the 'Demographics' button.
3. Then select the following:
    a. 'Usual Dr'
    b. '='
    c. Let the system select any doctor that appears in the Dr's name box – this will be changed later.
    d. Then select 'Add'
    e. Select 'Ok'



4. Note the 4th line in the SQL Query box. Remove the doctors name in the 'UsualDoctor' field to show: 'AND UsualDoctor = ''

5. The SQL Query should read as per the below image.
6. Click 'Run query'
7. You can click on the patient name to open their chart and assign a usual doctor


Database search
File Help
Setup search:
Demographics
Drugs
Conditions
Visits
Immunisations
Cervical screening
Observations
SQL Query:
SELECT *
FROM BPS_Patients
WHERE StatusText = 'Active'
AND UsualDoctor = ''
ORDER BY surname, firstname
Run query
Save query
New query
Include inactive patients
Include deceased patients
49 matching records
Name
Address
D.O.B.
Age
Medicare No.
Medicare expiry
File No.
Home phone
Work phone
Mobile
Berger, Karolina 2 Graheme Gr, Benowa. 4217 28/02/1977 46 yrs 4950366361 - 1 / /
Brennan, Rory 15 Joel St, Borroloola. 0854 17/08/1974 49 yrs 4950366811 / /
Brewer, Seppo 5 Larry Dv, Paraburdoo. 6754 22/07/1976 47 yrs 6950416161 - 1 / /
Bryant, Antonio 10 Arthur Street, Kenmore. 4069 30/03/1933 90 yrs 4950371611 - 1 / /
Caldwell, Andre 4 Igor Circuit, Bracknell. 7302 17/08/1974 49 yrs 6950415641 - 1 / /
Caleb 93 Fergusson Street, Dobies Bight. 2470 13/12/1940 82 yrs 2950393231 - 1 / /
Maria 25 Mcgregor Road, Milton. 4064 10/02/1976 47 yrs 4950371701 - 1 / /
Rose 10 Kenmore St, East End. 4695 03/09/2012 11 yrs / / 23456789
Cobbett, Lilly 88 Colton Cl, Cascade. 2453 06/10/1980 42 yrs 2950790802 - 1 / / 0455555555
Courie, Joseph 9 Hugh Gr, Nullagine. 6758 18/10/1977 45 yrs 6950416251 - 1 / /
Crick, Tyler 46 Forrest Road, Yantabulla. 2840 09/06/1949 74 yrs 2950393691 - 1 / /
Crosby, Bianca 10 Brentwood Drive, Julatten. 4871 21/02/1996 27 yrs 4950336822 - 2 / /
Crosby, Caitlin 68 Marlin Avenue, Dalton. 2581 17/07/1970 53 yrs 2950393411 - 1 / /
Crosby, Edward 10 Brentwood Drive, Julatten. 4871 04/01/1999 24 yrs 4950336823 - 3 / /
Crosby, Jordan 10 Brentwood Drive, Julatten. 4871 10/05/1969 54 yrs 4950336821 - 1 / /
Crosby, Sophia 18 Passage Avenue, Kewarra Beach. 4871 18/01/1936 87 yrs 4950337071 - 1 / /
Curtin, Brianna 46 Woodlands Avenue, Chester Hill. 2162 20/05/1998 25 yrs 2950790082 - 2 / / 0455555555
Curtin, Elizabeth 46 Woodlands Ave, Chester Hill. 2162 18/08/1976 47 yrs 2950790082 - 1 / / 0455555555
Curtin, Hudson 57 Woodlands Ave, Chester Hill. 2162 05/05/1976 47 yrs 2950790172 - 1 / / 0455555555
Curtin, Jake 46 Woodlands Avenue, Chester Hill. 2162 27/06/1999 24 yrs / / 0455555555