

## **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'

R Database sear	ch								
Setup search	Demographics Drug	s Conditions	Visits	Immunisations	Cervical screening	Observations	Family/Social		
SQL Query:	SELECT FROM BPS, Patients					^	Run query	_	
	WHERE StatusText = 'Active' ORDER BY surname, firstname			Search for patients				×	
				Column name			-		
	Include inactive patients	Include deceased patien	(ts	Pension No.		21/09/	2023 ~	1	
Name	Address		D.O.B.	Record No.		* Dr Terrance	e Walker 🗸 🗸	L	ork phone
				Religion Internal ID					
-				External ID		~			
III				Usual Dr					
				Heatricale Hollie Her			Add		
				Condition					
						ОК	Cancel	n l	
						-			

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

🏓 Database sea	rch									
File Help										
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Setup search:	Demographics Drugs	Conditions Visit	\$	Immunisations	Cervical screening	Observations	Family/Social	1		
SQL Query:	SELECT * FROM BPS_Patients					<u>^</u>	Run query			
	AND LisuaDoctor = "Dr Terrance Walker"						Load query			
	AND Ostablocki = Di Tenance waiker						Save query	]		
						4	New query	1		
	Include inactive patients	Include deceased patients								
Name	Address	D.O.B.	Age	Medicare No.	Medicare expiry	File No.	Home phone	Work phone	Mobile	

- 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

Setup search: SQL Query: Fi W A	Demographics Drugs Conditions ELECT * ROM BPS_Patients HCHER StatutText = 'Active' ND UsuaDoctor = * RDER BY survame, firstname	Visits	Immunisations Cervical screening Observations				Run query		
	Include inactive patients	atients			49 matchin	g records	New query	i .	
Name	Address	D.O.B.	Age	Medicare No.	Medicare expiry	File No.	Home phone	Work phone	Mobile
erger, Karolina	2 Graheme Gr, Benowa. 4217	28/02/1977	46 yrs	4950366361 - 1	11				
Irennan, Rory	15 Joel St, Borroloola. 0854	17/08/1974	49 yrs	4950366811	11				
Irewer, Seppo	5 Larry Dv, Paraburdoo. 6754	22/07/1976	47 yrs	6950416161 - 1	11				
Bryant, Antonio	10 Arthur Street, Kenmore. 4069	30/03/1933	90 yrs	4950371611 - 1	11				
aldwell, Andre	4 Igor Circuit, Bracknell. 7302	17/08/1974	49 yrs	6950415641 - 1	11				
ani, Caleb	93 Fergusson Street, Dobies Bight. 2470	13/12/1940	82 yrs	2950393231 - 1	11				
han, Maria	25 Mcgregor Road, Milton. 4064	10/02/1976	47 yrs	4950371701 - 1	11				
han, Rose	10 Kenmore St, East End. 4695	03/09/2012	11 yrs		11		23456789		
obbett, Lilly	88 Cofton CI, Cascade. 2453	06/10/1980	42 yrs	2950790802 - 1	11				0455555555
Courie, Joseph	9 Hugh Gr, Nullagine. 6758	18/10/1977	45 yrs	6950416251 - 1	11				
trick, Tyler	46 Forrest Road, Yantabulla. 2840	09/06/1949	74 yrs	2950393691 - 1	11				
A	10 Brentwood Drive, Julatten. 4871	21/02/1996	27 yrs	4950336822 - 2	11				
rosby, Bianca	68 Marlin Avenue, Dalton. 2581	17/07/1970	53 yrs	2950393411 - 1	11				
Lrosby, Bianca Drosby, Caitlin	10 Brentwood Drive, Julatten. 4871	04/01/1999	24 yrs	4950336823 - 3	11				
Lrosby, Bianca Drosby, Caitlin Drosby, Edward		10/05/1969	54 yrs	4950336821 - 1	11				
Lrosby, Bianca Drosby, Caitlin Drosby, Edward Drosby, Jordan	10 Brentwood Drive, Julatten, 4871		97 ure	4950337071 - 1	11				
Lrosby, Bianca Crosby, Caitlin Crosby, Edward Crosby, Jordan Crosby, Sophia	10 Brentwood Drive, Julatten. 4871 18 Passage Avenue, Kewarra Beach. 4871	18/01/1936	01 913						04EEEEEEE
rosby, Bianca Crosby, Caitlin Crosby, Edward Crosby, Jordan Crosby, Sophia Curtin, Brianna	10 Brentwood Drive, Julatten. 4871 18 Passage Avenue, Kewarra Beach. 4871 46 Woodlands Avenue, Chester Hill. 2162	18/01/1936 20/05/1998	25 yrs	2950790082 - 2	11				0400000000
Lrosby, Branca Drosby, Caitlin Drosby, Edward Drosby, Jordan Drosby, Sophia Durtin, Brianna Durtin, Elizabeth	10 Brentwood Drive, Julatten, 4871 18 Passage Avenue, Kewarra Beach, 4871 46 Woodlands Avenue, Chester Hill, 2162 45 Woodlands Ave, Chester Hill, 2162	18/01/1936 20/05/1998 18/08/1976	25 yrs 47 yrs	2950790082 - 2 2950790082 - 1	11				04555555555
rosby, Bianca Crosby, Caitlin Crosby, Edward Crosby, Jordan Crosby, Sophia Curtin, Brianna Lurtin, Elizabeth Lurtin, Elizabeth Lurtin, Hudson	10 Brentwood Drive, Julatten, 4871 18 Passage Avenue, Kewarra Beach, 4871 46 Woodlands Avenue, Chester Hill, 2162 46 Woodlands Ave, Chester Hill, 2162 57 Woodlands Ave, Chester Hill, 2162	18/01/1936 20/05/1998 18/08/1976 05/05/1976	25 yrs 47 yrs 47 yrs	2950790082 - 2 2950790082 - 1 2950790172 - 1	11				04555555555 045555555555555555555555555