

Clinical health record calendar

A monthly guide for your practice to help ensure patient records are up-to-date and accurate; and in line with RACGP standards and accreditation



*Please note: Activities do not have to be completed in order and should be done according to your practice priorities.
Tip – put a reminder in your appointment book to action activities.*

These activities will enable you to find and rectify missing patient information in your clinical system

Month 1 Date:	Month 2 Date:	Month 3 Date:	Month 4 Date:
<input type="checkbox"/> Identify and archive inactive patient records <input type="checkbox"/> Identify and update patient records missing date of birth	<input type="checkbox"/> Identify and update patients with no gender recorded <input type="checkbox"/> Identify and update patients with missing ethnicity	<input type="checkbox"/> Identify and update patients with missing allergy status <input type="checkbox"/> Identify and update patients with missing smoking status	<input type="checkbox"/> Identify and update patients missing alcohol consumption <input type="checkbox"/> Identify and update patients who are listed as having duplicate records

These activities will identify patients who may require follow-up according to your practice guidelines

Month 5 Date:	Month 6 Date:	Month 7 Date:	Month 8 Date:
<input type="checkbox"/> Identify patients indicated to have Diabetes with no coded diagnosis	<input type="checkbox"/> Identify patients indicated to have Chronic Obstructive Pulmonary Disease with no coded diagnosis	<input type="checkbox"/> Identify patients indicated to have psychological health with no coded diagnosis	<input type="checkbox"/> Identify patients indicated to have Osteoporosis with no coded diagnosis <input type="checkbox"/> Implement recalls and reminders in clinical software

These activities help identify patients eligible for health assessments and appropriate Medicare rebates

Month 9 Date:	Month 10 Date:	Month 11 Date:	Month 12 Date:
<input type="checkbox"/> Identify patients eligible for a 715 Health Check	<input type="checkbox"/> Identify patients eligible for a 45 – 49+ health check	<input type="checkbox"/> Identify patients eligible for a 75+ year health check	<input type="checkbox"/> Train other practice staff in CAT4 as required

Pre-requisites: CAT4 Software Suite – Brisbane South PHN can arrange installation and training free of charge.

Building Digital Health Program: The above activities are covered in more detail in the Brisbane South PHN Digital Health Activity Guides.

For support with digital health queries and the Activity Guides contact the Digital Health team at health@bsphn.org.au or phone 07 3864 7555.