




What do the symbols on the pages mean?

The pages in the first half of the report follow the same format

Query	Patients	Impact	Info
Date of birth missing <i>Jasmine will look after this list ... Jul 12</i>	0		
Gender missing <i>Lynn will action list ... Jul 12</i>	2	 \$484.00	
High User Health Card will expire in the next funding quarter <i>David will action this list ... Jul 12</i>	6	 \$1,563.00	

Query Gender missing	This gives a brief description of the query that has been run in order to create the list of patients.
Patients 3 	The number 3 indicates there are 3 patients in this list. Click on the icon of the two people and you will see the list of patient names (see next section for more information about the list of patients)
Impact \$228.00	The \$ displayed indicate the potential financial loss to the practice, over the year, if the missing data is not completed in your Practice Management System / Electronic Medical Record (PMS / EMR).
Info 	<p>This is your knowledge owl. Click on the owl icon to show you:</p> <p>QUERY – More detail on the criteria used to write the query to identify the list of patients.</p> <p>STATISTICS & DATA – Statistics on you performance over time and compared with other practices.</p>
Scribble <hr/> Women Eligible for mammography and previously declined  Scribble	<p>A “scribble” is a way of the practice team communicating with each other on who is working on which lists. Click on scribble to open up a text box. Type a message and SAVE. The message displays in <i>red text</i>.</p> 