

Practice priorities for the first 1-2 months

The first priorities are to make sure your practice database is as accurate and up-to-date as it can be. This is done by reviewing the patient lists in **CAPITATION** and **DATA QUALITY**.

Practice team priorities - months 1-2 (then monthly review):

GOAL: Ensure PMS database is as accurate and up-to-date possible and that information is entered in the correct place for the practice to get recognition for the work done

RECEPTION/ADMIN TEAM:

CAPITATION (page 1) – Patient register is accurate and up-to-date, no missing data

CAPITATION (page 2) – Patients who visit your practice regularly are ENROLLED (capitation \$)

NURSES:

DATA QUALITY (page 1) – Clinical data is accurately recorded in the right place and up-to-date: screening results, recalls, smoking status recorded

DOCTORS:

DATA QUALITY (page 2) – Patients are accurately READ coded in classifications: Ischaemic heart disease, diabetes

There may be quite a bit of data clean up in the first couple of months. These audit queries will help you refine your internal practice systems and processes and make sure everyone is aware of where to record data. The data quality lists act as an on-going 'safety net' to identify anyone who has fallen through the gaps in the system.