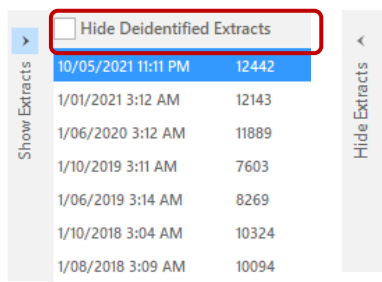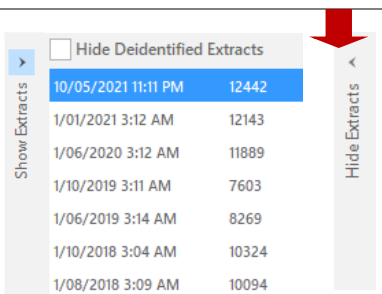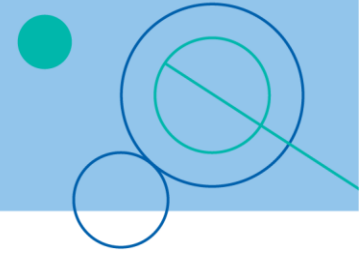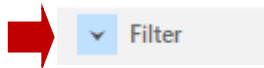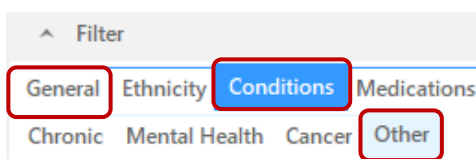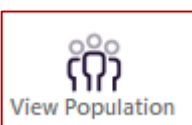| Recipe Name:	Hepatitis C
Rationale:	As there is now a cure for hepatitis C, we want to identify patients diagnosed with hepatitis C and recall them for treatment and care
Target:	Find patients with a coded diagnosis of hepatitis C

STEP 1:

Load an extract

An extract is a snapshot of your patient database at a set point in time. To load an extract, follow the steps below.
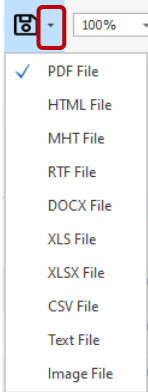
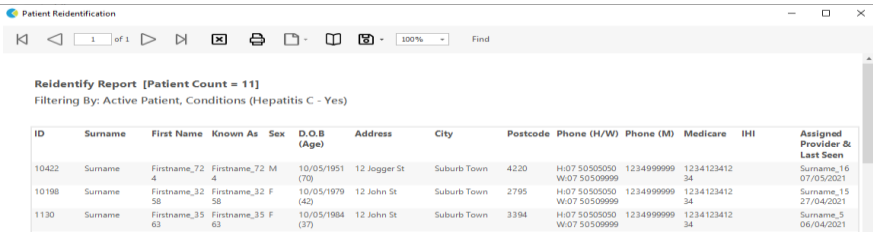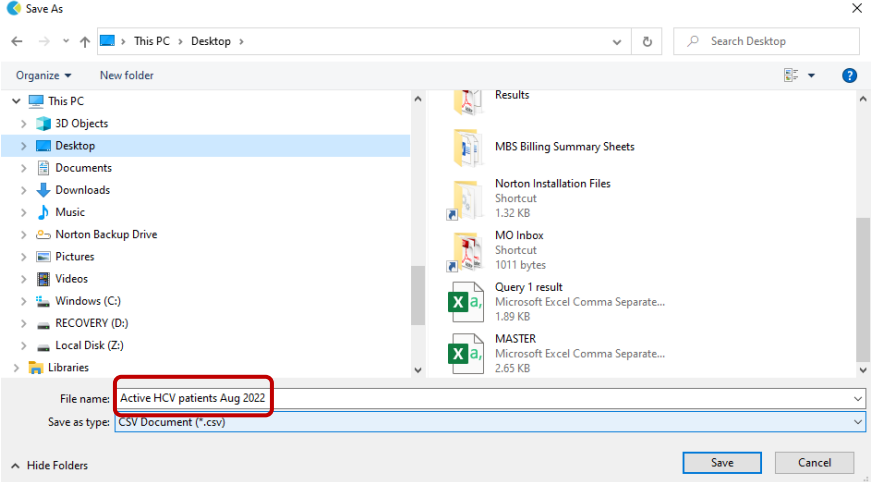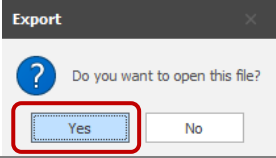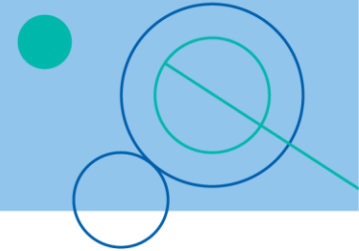| STEP	ACTION	REFERENCE
1	Expand the 'Extracts' column by selecting the arrow above the 'Show Extracts' panel to the left of the screen	
2	Then click once on the most recent extract to load the data into the available reports for further analysis	
3	Click the arrow above 'Hide Extracts' to remove the list from view and maximise the available screen space	

STEP 2:

Search for all active patients with a coded diagnosis of hepatitis C

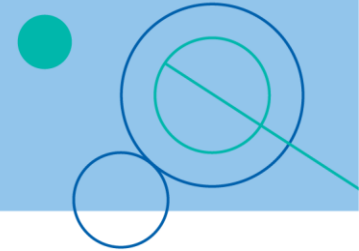| STEP	ACTION	REFERENCE
1	Click on the arrow adjacent to the **Filter** drop down to expand the list of available filters	
2	• Select the '**General**' tab • Tick to select '**Active (3x in 2 years)**' • Select the '**Conditions**' tab then select '**Other**'	
3	Tick '**Hepatitis C**'	
4	Once filters are selected, click on **Recalculate** and wait until the green bar fills which signifies filtering is complete	
5	Click '**View population'** to generate a list of all patients with a coded diagnosis of Hepatitis C in your patient information system. The list will be displayed on the screen	

6	To export the list to a file, select the arrow adjacent to the floppy disk icon	
7	Select '**CSV File'** from the drop-down list	
8	• Enter a file name to be exported in the File Name field • Click **Save**	
9	Click **Yes** to open in Excel or No to save to the selected directory without opening	

The steps above will produce a list of patients with contact details in MS Excel which can then be used to:

1. Go back through the individual patient records in the GP Clinical Desktop System (CDS) and update known records.
2. Phone patients to update their record.
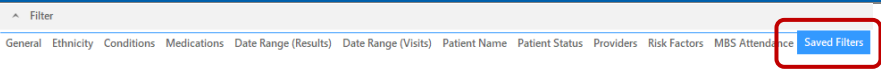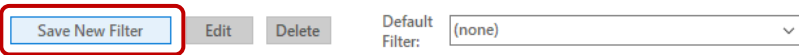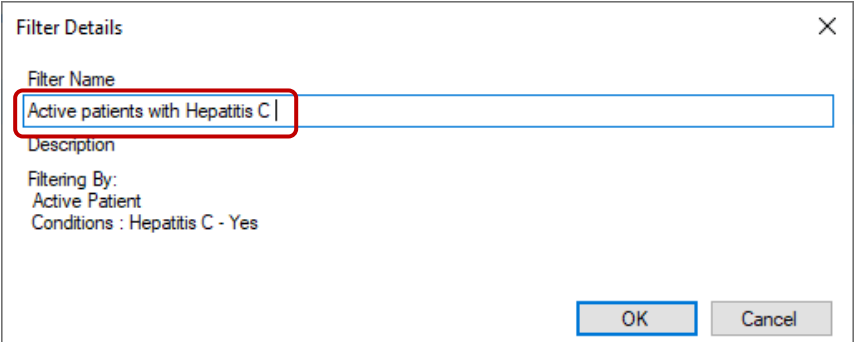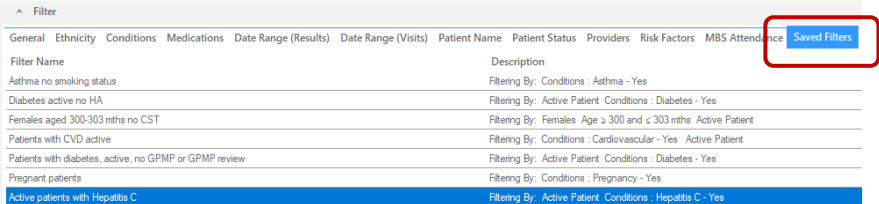3. Produce a mail merge to recall patients for follow-up.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Reidentify Report [Patient Count = 11]													
2	Filtering By: Active Patient, Conditions (Hepatitis C - Yes)													
3														
4	ID	Surname	First Nam	Known As	Sex	D.O.B (Ag	Address	City	Postcode	Phone (H/	Phone (M)	Medicare	IHI	Assigned Provider & Last Seen
5	10422	Jones	Kevin	Kevin	M	10/05/195	12 Jogger	Sydney	4220	H:07 5050!	459887665	1.23E+11		Surname_16 07/05/2021
6	10198	Jacobs	Sally	Sal	F	10/05/197	12 John St	Dubbo	2795	H:07 5050!	485888666	1.23E+11		Surname_15 27/04/2021
7	1130	Canto	Jackie	Jackie	F	10/05/198	12 John St	Lithgow	3394	H:07 5050!	67665544	1.23E+11		Surname_5 06/04/2021
8	5190	Pront	Kim	Kim	F	10/05/196	12 John St	Hartley	5669	H:07 5050!	98987766	1.23E+11		None 18/07/2019
9	1435	Anstee	Malcolm	Mal	M	10/05/197	12 Jogger	Kiama	4287	H:07 5050!	54553322	1.23E+11		None 20/11/2019
10	9154	Kelly	Jo	Jo	M	10/05/195	12 Jogger	Strathfield	5090	H:07 5050!	99889900	1.23E+11		Surname_0 23/12/2020
11	3089	Wang	Chi	Chi	M	10/05/195	12 Jogger	Dee Why	5102	H:07 5050!	87765432	1.23E+11		Surname_16 08/04/2021
12	857	Tamanini	Steve	Steve	M	10/05/197	12 Jogger	Sydney	4798	H:07 5050!	87654323	1.23E+11		Surname_18 06/05/2021
13	9259	Gore	David	Dave	M	10/05/196	12 Jogger	Ashfield	3395	H:07 5050!	87877756	1.23E+11		Surname_18 03/12/2020
14	2268	Silva	Kent	Kent	M	10/05/197	12 Jogger	Cronulla	3636	H:07 5050!	98099900	1.23E+11		Surname_16 22/02/2021
15	8315	Lee	Mai	Mai	F	10/05/196	12 John St	Sydney	2763	H:07 5050!	90909999	1.23E+11		Surname_18 30/03/2021
16	Extract													
17	Page 1 of 1													

STEP 3:

Save and re-use the search query

Each time you want to search for the list of active patients with a coded diagnosis of hepatitis C, re-use the same query instead of rebuilding it.

STEP	ACTION	REFERENCE
1	Select **Saved Filters** tab	
2	Select '**Save New Filter**' button	
3	• Enter a name to describe the search (e.g. Active patients with Hepatitis C) • Click **OK**	
4	To re-use the saved search, navigate to the **Saved Filters** tab and highlight the filter to be applied to the current dataset.	
5	Select **Recalculate** to populate all of the reports in CAT4 with patients matching the search filter	
6	Select the **View Population** button to generate a list of patients in the current extract that meet the criteria in the saved search	