



| 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 | Hide Deidentified Extracts U/05/2021 11:11 PM 12442 10/05/2021 13:12 AM 12143 1/06/2020 3:12 AM 12143 1/06/2020 3:12 AM 11889 1/06/2019 3:11 AM 7603 1/06/2019 3:14 AM 8269 1/10/2018 3:04 AM 10324 1/08/2018 3:09 AM 10094 |
| 2 | Then click once on the most recent extract to load the data into the available reports for further analysis | Hide Deidentified Extracts Stract 10/05/2021 11:11 PM 12442 1/01/2021 3:12 AM 12143 1/06/2020 3:12 AM 11889 1/06/2020 3:12 AM 11889 1/10/2019 3:11 AM 7603 1/06/2019 3:14 AM 8269 1/10/2018 3:04 AM 10324 1/08/2018 3:09 AM 10094 |
| 3 | Click the arrow above 'Hide Extracts' to remove the list from view and maximise the available screen space | Hide Deidentified Extracts Structure 10/05/2021 11:11 PM 12442 1/01/2021 3:12 AM 12143 1/06/2020 3:12 AM 11889 1/06/2019 3:11 AM 7603 1/10/2019 3:14 AM 8269 1/10/2018 3:04 AM 10324 1/08/2018 3:09 AM 10094 |



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 | Filter |
| 2 | Select the 'General' tab Tick to select 'Active (3x in 2 years)' Select the 'Conditions' tab then select 'Other' | Filter General Ethnicity Conditions Medications Chronic Mental Health Cancer Other |
| 3 | Tick 'Hepatitis C' | Hepatitis and Liver |
| 4 | Once filters are selected, click on Recalculate and wait until the green bar fills which signifies filtering is complete | Recalculate |
| 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 | View Population |





| 6 | To export the list to a file, select the arrow adjacent to the floppy disk icon | IO0% ✓ PDF File HTML File MHT File RTF File DOCX File XLSS File CSV File Text File Image File |
|---|---|---|
| 7 | Select ' CSV File' from the drop-down list | Patient Reidentification |
| 8 | Enter a file name to be exported in the File Name field Click Save | Save As × ← → ← → Organize New folder ✓ ① ✓ ● Save As × ✓ ● Organize New folder ✓ ● ✓ ● ✓ ● ✓ ● ✓ ● ✓ ● ✓ ● ✓ ● ✓ ● ✓ ● Ø ● |
| 9 | Click Yes to open in Excel or No to save to the selected directory without opening | Export × Do you want to open this file? Yes No |







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.

| | Α | В | С | D | E | F | G | н | 1 | J | К | L | М | N | 0 | Р |
|----|-------------|--------------|-------------|-------------|-------------|-----------|------------|-------------|----------|------------|-----------|----------|-----|-----------|------------|-----------|
| 1 | Reidentif | y Report [| Patient Cou | unt = 11] | | | | | | | | | | | | |
| 2 | Filtering B | By: Active P | Patient, Co | nditions (H | lepatitis C | - Yes) | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | |
| 4 | ID | Surname | First Name | 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 50503 | 459887665 | 1.23E+11 | | Surname | 16 07/05/2 | 2021 |
| 6 | 10198 | Jacobs | Sally | Sal | F | 10/05/197 | 12 John St | t Dubbo | 2795 | H:07 50503 | 485888666 | 1.23E+11 | | Surname | 15 27/04/2 | 021 |
| 7 | 1130 | Canto | Jackie | Jackie | F | 10/05/198 | 12 John St | t Lithgow | 3394 | H:07 50503 | 67665544 | 1.23E+11 | | Surname | 5 06/04/20 | 21 |
| 8 | 5190 | Pront | Kim | Kim | F | 10/05/196 | 12 John St | Hartley | 5669 | H:07 50503 | 98987766 | 1.23E+11 | | None 18/0 | 07/2019 | |
| 9 | 1435 | Anstee | Malcolm | Mal | M | 10/05/197 | 12 Jogger | Kiama | 4287 | H:07 50503 | 54553322 | 1.23E+11 | | None 20/ | 1/2019 | |
| 10 | 9154 | Kelly | Jo | Jo | M | 10/05/195 | 12 Jogger | Strathfield | 5090 | H:07 5050 | 99889900 | 1.23E+11 | | Surname | 0 23/12/20 | 20 |
| 11 | 3089 | Wang | Chi | Chi | M | 10/05/195 | 12 Jogger | Dee Why | 5102 | H:07 5050 | 87765432 | 1.23E+11 | | Surname_ | 16 08/04/2 | 021 |
| 12 | 857 | Tamanini | Steve | Steve | M | 10/05/197 | 12 Jogger | Sydney | 4798 | H:07 50503 | 87654323 | 1.23E+11 | | Surname | 18 06/05/2 | 021 |
| 13 | 9259 | Gore | David | Dave | M | 10/05/196 | 12 Jogger | Ashfield | 3395 | H:07 50503 | 87877756 | 1.23E+11 | | Surname | 18 03/12/2 | 020 |
| 14 | 2268 | Silva | Kent | Kent | M | 10/05/197 | 12 Jogger | Cronulla | 3636 | H:07 50505 | 98099900 | 1.23E+11 | | Surname | 16 22/02/2 | 021 |
| 15 | 8315 | Lee | Mai | Mai | F | 10/05/196 | 12 John St | Sydney | 2763 | H:07 50503 | 90909999 | 1.23E+11 | | Surname | 18 30/03/2 | 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 | Filter General Ethnicity Conditions Medications Date Range (Results) Date Range (Visits) Patient Name Patient Status Providers Risk Factors MBS Attendence Saved Filters |
| 2 | Select ' Save New Filter ' button | Save New Filter Edit Delete Default (none) ~ |
| 3 | Enter a name to describe the search (e.g. Active patients with Hepatitis C) Click OK | Filter Details X Filter Name Active patients with Hepatitis C Description Description Filtering By: Active Patient Conditions : Hepatitis C - Yes 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. | A Filter General Ethnicity Conditions Medications Date Range (Results) Date Range (Visits) Patient Name Patient Status Providers Risk Factors MBS Attendance Saved Filters Filter Name Description Athma no anoking status Filtering By: Conditions : Asthma - Yes Dabetes active no HA Filtering By: Formales Ape 2 300 and 3 030 mths Active Patient Female aga 030-033 mth no CST Filtering By: Conditions : Cardiovascular - Yes Active Patient Paterts with CVD active Filtering By: Conditions : Cardiovascular - Yes Active Patient Paterts with dabetes, active, no GPMP or GPMP review Filtering By: Active Patient Conditions : Dabetes - Yes Preparet patients Filtering By: Active Patient Conditions : Dabetes - Yes Preparet patients Filtering By: Active Patient Conditions : Dabetes - Yes Preparet patients Filtering By: Active Patient Conditions : Dabetes - Yes Preparet patients Filtering By: Active Patient Conditions : Hepaties C- Yes |
| 5 | Select Recalculate to populate all of the reports in CAT4 with patients matching the search filter | Recalculate |
| 6 | Select the View Population button to generate a list of patients in the current extract that meet the criteria in the saved search | View Population |

