

Data Quality Checklist for all 'active' patients



1 Demographics – are the contact details up-to-date?

- Double-click on the patient's telephone number to check & update details



2 Medication List – is the Current Meds list accurate?

- Right click to delete/cease medications no longer relevant (they can then be found in the Old/Past Scripts thereafter)
- If none, tick No medications



3 Past History List – does it contain only significant conditions that a hospital or specialist would need to know?

- Right click to edit, delete or add new
- If none, tick No significant past history (PMH) box



4 Allergies – have you also recorded adverse reactions?

- Double-click in allergies box and Add, Edit, Delete
- If none, tick No Known Allergies/Adverse Reactions/Nil Known



5 Immunisations – have immunisations been recorded?

