



# Practice Tips - Best Practice

Recording Aboriginal and Torres Strait Islander status in Best Practice

For a new patient

In the home screen;

- Click on the 'Add new' button from the open patient screen

Name	Age	Address	D.O.B.	Medicare No.
Abbott, Alan	31 yrs	12 John St, Albany Creek, 4035	30/06/1972	4133180467 - 1
Abbott, Anastasia	4 mths	12 John St, Albany Creek, 4035	25/02/2004	4133180467 - 4
Abbott, Benjamin	3 yrs	12 John St, Albany Creek, 4035	26/01/2001	4133180467 - 3
Abbott, Madeline	26 yrs	12 John St, Albany Creek, 4035	14/02/1978	4133180467 - 2
Adams, Felix	75 yrs	35 Yarrabine Road, Landsborough, 4550	30/12/1928	4133180466 - 1
Ahean, Jason	27 yrs	17 Seymore Ave, Bentleigh, 3204	31/05/1977	3500158284 - 3
Ahean, Rhonda	66 yrs	17 Seymore Ave, Bentleigh, 3204	06/06/1938	3500158284 - 2
Aldridge, Alfred Charles	96 yrs	Lazy Lakes Nursing Home, 4 King St, Launceston, 7	24/01/1908	5500064971 - 1
Allreds, David Charles	74 yrs	481 Spence St, Oxley, 4075	19/03/1930	4133180466 - 1
Allreds, Gwenda	71 yrs	481 Spence St, Oxley, 4075	16/02/1933	4133180466 - 2
Allen, David	43 yrs	22 Star Street, Fremantle, 6160	06/10/1960	2234567891 - 1
Allen, Fay	63 yrs	8 Grey St, Fremantle, 6160	12/07/1940	2234567891 - 1
Allen, Janelle	39 yrs	22 Star Street, Fremantle, 6160	24/01/1965	2234567891 - 1
Allen, Jessica	12 yrs	22 Star Street, Fremantle, 6160	08/01/1992	2234567891 - 4
Allen, Kenneth	66 yrs	8 Grey St, Fremantle, 6160	10/06/1938	2234567891 - 1
Allen, Mitchell	16 yrs	22 Star Street, Fremantle, 6160	15/03/1988	2234567891 - 3
Amos, Tegen	20 yrs	1/235 Rode Road, Chelmside, 4032	11/04/1984	3500166361 - 1

- The new patient prompt screen will appear (shown below);

**New patient**

Title: [Dropdown] Medicare No. [Text] Line: [Text]

Surname: [Text] Medicare expiry: [Text]

First name: [Text] Pension/HCC No.: [Text]

Middle name: [Text] Pension expiry: [Text]

Preferred name: [Text] DVA No.: [Text]

Date of Birth: [Text] Age: [Text] Safety Net No.: [Text]

Sex: [Text] Record No.: [Text]

ATSI: [Text] Usual doctor: [Text]

Address Line 1: [Text] Deny access to other users: [Checkbox]

Address Line 2: [Text] Usual account: [Text]

City/Suburb: [Text] Postcode: [Text] Health Ins. Fund: [Text]

Home phone: [Text] Work phone: [Text] Health Ins. No.: [Text]

Mobile phone: [Text] Religion: [Text]

E-mail: [Text] Head of family: [Text] [Set]

Notes: [Text Area] Next of kin: [Text] [Set]

[Save] [Cancel]

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## Recording Aboriginal and Torres Strait Islander status in Best Practice

- A patient's Aboriginal and/or Torres Strait Islander status can be recorded in the left column of this prompt screen.
- When the information has been recorded, click 'Save'

### For existing patients

In the patient file;

- Click 'Open'
- Select 'Demographics' (F10) - The patient demographics prompt screen will appear
- A patient's Aboriginal and/or Torres Strait Islander status can be recorded in the left column of this prompt screen.
- When the information has been recorded, click 'Save'

**Edit patient**

Title: Mr. Medicare No. 4133180467 Line No.: 1  
Surname: Abbott Medicare expiry: 12/08  
First name: Alan Pension/HCC No.: Expiry: 24/03/2010  
Middle name: John Pension card type:  
Preferred name: Alan DVA No.: Conditions  
Date of Birth: 30/06/1945 Age: 64 yrs Safety Net No.:  
Sex: Male Record No.: 101  
Ethnicity: Aboriginal/Torres Strait Islander Usual doctor: Dr. Frederick Findacure  
Address Line 1: 12 Jogger St Deny access to other users:   
Address Line 2: Usual account: Schedule fee  
City/Suburb: Albany Creek Postcode: 4035 Health Ins. Fund: Medihealthy  
Home phone: 07 50505050 Work phone: 07 50509999 Health Ins. No.: 123123123 Expiry: 24/03/2010  
Mobile phone: 0427556232 Religion: Baptist  
E-mail: alan.abbott@bpsoftware.com.au Head of family: Self Set  
General notes: Next of kin: Madeline Abbott Set  
Appointment notes: Occupation: Set  
Date of death: 24/03/2010 Cause:  
Referral details Bank account  
Save Cancel



**For further information contact:**

Shona Dutton  
CDM Program Officer  
Ph: 9545 3533  
Fax: 95453533  
Email: sdutton@shiregps.org.au