

Practice Self-assessment Survey

Disease Registers and Recall/Reminder Systems

Do you need help with setting up and maintaining an effective register, recall/reminder systems?

Below is a short questionnaire that is designed to help you identify areas of your practice register/recall and reminder systems that require improvement.



Once completed you can contact the Division and we can assist you what is needed to setting up and maintaining an effective register, recall and reminder systems.

Disease registers	Satisfactory/ In operation	Non-GP staff involved	Needs development/ improvement
1. Patient disease registers covering minimum data sets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Evidence of a system that is maintained and regularly used to identify patients for recall and reminder follow-ups as part of on-going health management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All staff involved in patient disease registers understand the system and have clearly defined roles in maintaining and using the register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Written procedures for building, maintaining and using patients disease registers are in place and understood and adhered to by all staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recall & Reminder systems	Satisfactory/ In operation	Non-GP staff involved	Needs development/ improvement
1. All encompassing systematic recall and reminder system is in operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Practice follows up all patients who do not attend their appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All staff involved in the recall and reminder systems have clearly defined roles in maintaining and using the registers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. All relevant staff are aware of and adhere to the procedures for recall and reminder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Written procedures for an active practice initiated recall and reminder system for ongoing management for diabetes (including reminder to complete annual cycle of care), IHD and hypertension.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>