Appendix 4: Key Data Management and Data Cleaning Activities Undertaken by Facilitators or Practice Staff

* Archive deceased patients and those who have not been in contact with the practice for over two years and reactivate patients if they return to the practice at a later date
* Clean recall lists and outstanding action lists. Identify patients to be recalled and check BP records for recalled patients
* Update current medication list deleting old scripts, entering over-the-counter and complementary medicines, changing doses when relevant, flagging medications prescribed elsewhere and completing reason for prescribing
* Ensure diagnoses are updated and entered in the relevant field or removed if no longer applicable. Use maintenance program to convert old diagnosis text into a searchable diagnosis codes (history codes)
* Convert blood pressure readings into values in the relevant fields
* Run data extractions and save results at each extraction date
* Print data quality reports for practice and GPs
* Print patient lists for data quality reports
* Respond to data quality queries from NPS by clarifying missing or conflicting data and update records before next extraction date