



## *How to identify potentially eligible patients*

The following is a step by step guide on how to use Medical Director to identify eligible patients:

1. MD3 Main Screen → Search → Patient
2. MD2 Main Screen → Search → Databases
3. Enter age 40 in the 'Age greater than or equal to' box.
4. Leave the 'Age less than or equal to' section blank.
5. Under Drug/Condition select 'Condition' → Type Diabetes → click 'NOT' or 'As a NOT condition' → click 'Add to search criteria'
6. Still under Condition, type Hypertension → click 'Add to search criteria'
7. The search description should read 'All patients aged greater than or equal to 40 not having Diabetes having Hypertension' **or** 'All patients aged greater than or equal to 40 having Hypertension not having Diabetes'
8. Click 'Search'

**Note:** In MD you cannot narrow down further to patients with a high BMI

9. From here, you can print the list and contact each patient via telephone, or mail merge the list with the appropriate letter in MD (Hawkesbury-Hills Division of General Practice can supply a Medical Director template letter if required)
10. If mail merging, send each patient their letter and a copy of the AUSDRISK test. To obtain free copies of this test, send an email to [resourcekits@health.gov.au](mailto:resourcekits@health.gov.au) It can also be downloaded from [www.health.gov.au/epc](http://www.health.gov.au/epc)
11. If after two weeks, the patient has not contacted the practice, phone to patient to remind them to make an appointment, or flag their record for follow up at their next visit.

## *Why use practice data to identify patients?*

- Eligible patients are less likely to visit their GP as they are not yet experiencing symptoms.
- Eligible patients are working age and may not be aware that they are at risk or what they can do about it.
- Once identified, the practice staff can send a letter to each identified patient and encourage them to take the Diabetes Risk Test.
- By identifying eligible patients and using Item 713, GPs can be compensated at a higher rate for preventive activities already being undertaken in General Practice.