

Installation	
Pre-requisites	<ul style="list-style-type: none"> Refer to the Pre-installation checklist: 512MB RAM; Latest Windows updates; Microsoft .NET Framework 2.0 Divisions to set up the user account licence for logging in
Installation	<ul style="list-style-type: none"> Simply click the link you are given and follow the prompts Divisions need to check if the user has terminal services, citrix or a proxy server – if yes, refer to the User Manual
Preferences	
Clinical System	<ul style="list-style-type: none"> Use the 'Edit > Preferences' option to select your clinical system from the drop-down list Click the tab for that clinical system and enter further values
Data Folder	<ul style="list-style-type: none"> Decide where to store your data snapshots If there are a few clinicians in the practice that are using CAT then choose a network drive that is accessible to all. Use the 'Edit > Preferences' option to set the 'Data Folder Location' for each user. <p>Note: More than 1 user can work with the same snapshot at the same time.</p>
Data Collection	
Collect Button	<ul style="list-style-type: none"> Active patient data is collected – patients that are deceased or inactive are NOT collected Saves 'snap-shot' data to 2 xml files in your preferred data folder The practice should note how long it takes to run a collect. Practices with large data bases may prefer to run the collect overnight.
View/Hide Extracts Button	<ul style="list-style-type: none"> Toggle button to display/hide the extracts panel Click on an extract to load it

Data Filtering	
Show/Hide Filter Button	<ul style="list-style-type: none"> • Toggle button to display/hide the filter panel
Demographics	<ul style="list-style-type: none"> • Gender, Ethnicity, DVA, Age, Last Visit, Postcode
Conditions	<ul style="list-style-type: none"> • Diabetes, Respiratory, Cardiovascular, Mental Health, Bone Disease, Hyperlipidaemia, Renal Impairment • Pregnancy
Medications - Heart	<ul style="list-style-type: none"> • ACE and/or A2 Blocker, Anticoagulants (Aspirin, Warfarin, Clopidogrel), Beta Blockers, Calcium Antagonists, Diuretics, Lipid Modifying (Statins, Other)
Medications - Other	<ul style="list-style-type: none"> • Antidiabetics (Hyperglycaemics, Metformin), Mental Health (Antipsychotics), Corticosteroids, Pain Relief (NSAIDs), Respiratory (Asthma – inhaled, COPD)
Providers	<p>View patients for</p> <ul style="list-style-type: none"> • Practice = All providers ticked • One or more providers • No provider
Recalculate Button	<p>ALWAYS REMEMBER to click the Recalculate button after you have changed the filter</p>

Graphs and Reports	
Pie Charts	<ul style="list-style-type: none"> Allergies, Smoking, Pap Smear, Lipids, Creatinine, HbA1c, BP, HMR
Bar Charts	<ul style="list-style-type: none"> Demographics, BMI, Disease, Medications, Diabetes SIP, CV Event Risk
Diabetes SIP	<ul style="list-style-type: none"> A breakdown of the Diabetes care items where a SIP payment can be claimed for a completed cycle of care You must filter on Condition Diabetes = Yes to see only Diabetes patients Take care with items required each 6 months as only the most recent measure is collected
NPCC Report	<ul style="list-style-type: none"> Report of the NPCC monthly measures required for CHD and Diabetes patients
NPI Reports	<ul style="list-style-type: none"> Reports for the National Performance Indicators
Re-identifying Patients	
View Population Button	<ul style="list-style-type: none"> This button is found in the top panel of the Clinical Audit user interface Click this button to get a list of all patients that match your filtering criteria
Export Button	<ul style="list-style-type: none"> This button is found on each graph in Clinical Audit Highlight segments(s) of the graph and click this button to get a list of all patients that make up that segment The column at the far right of the patient list gives you the patient's value for that graph eg. BMI, Smoking status
Re-identified List	<ul style="list-style-type: none"> The patient list generated using the 'View Pop.' or 'Export' buttons can be saved to Excel or PDF format Saving to Excel allows you to sort the list as you choose. <p>Note: Make sure you delete the header and footer rows before trying to sort.</p>

Improving Data Quality	
No Age	<ul style="list-style-type: none"> Filter on Start Age = 998, Recalculate, Click the 'View Pop.' button
No Gender	<ul style="list-style-type: none"> Filter on Gender = Other, Recalculate, Click the 'View Pop.' button
No Allergy Status	<ul style="list-style-type: none"> View the Allergy Graph and Export pie segment with status = "Nothing Recorded"
No Smoking Status	<ul style="list-style-type: none"> View the Smoking Graph and Export pie segment with status = "Nothing Recorded"
Missing Coded Condition	<ul style="list-style-type: none"> Use the Condition = NO filter with the medications filter to find patients where coded conditions may be missing ie. the use of some medications will indicate a patient condition should exist