



USER GUIDE

Topbar & Clinical Desktop Version 1.0

Issued: 02.08.2017

Author: Damian Cutler & Jon Rolph

Topbar & Clinical Desktop



Contents

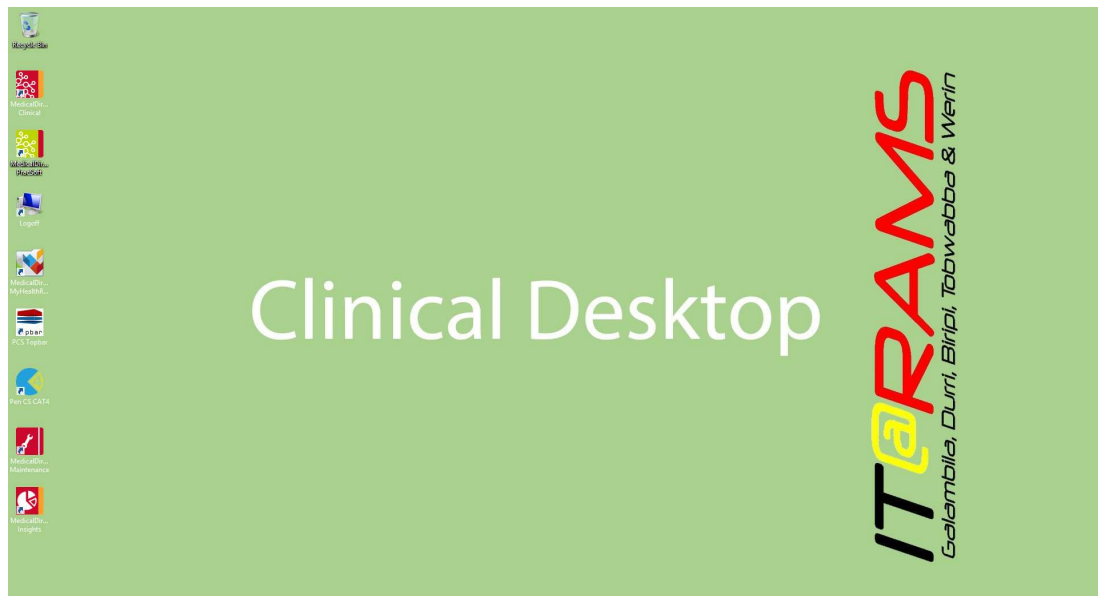
Clinical Desktop / Starting Topbar.....	3
Topbar	7
Topbar applications.....	7
Adding and removing apps.....	7
Data Cleansing app.....	9
Demographic tab.....	9
Clinical tab.....	10
Indications tab.....	11
Filters tab.....	12
Patient Health Summary app	12
MBS Items app	13
Guidelines tab.....	13
Activities tab.....	14
Claims tab.....	14
CAT Prompts app.....	15
Notifications tab.....	15
Settings tab.....	16
Waiting Room app.....	16
Creating CAT Plus prompts.....	18

Clinical Desktop / Starting Topbar

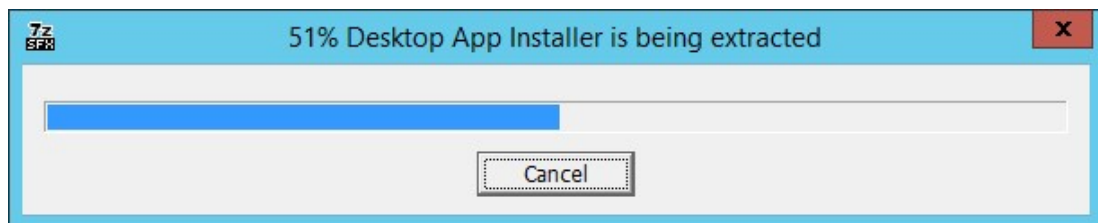
1. Logon to the clinical desktop via the shortcut



2. The clinical desktop is where all your clinical applications are located. It is made to look different to your local desktop so you are never in doubt about where you are.

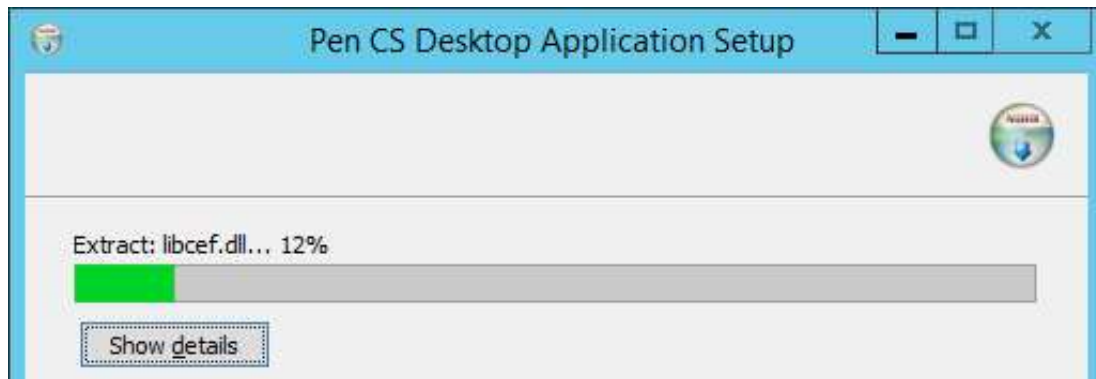


3. Topbar should automatically download when you login.

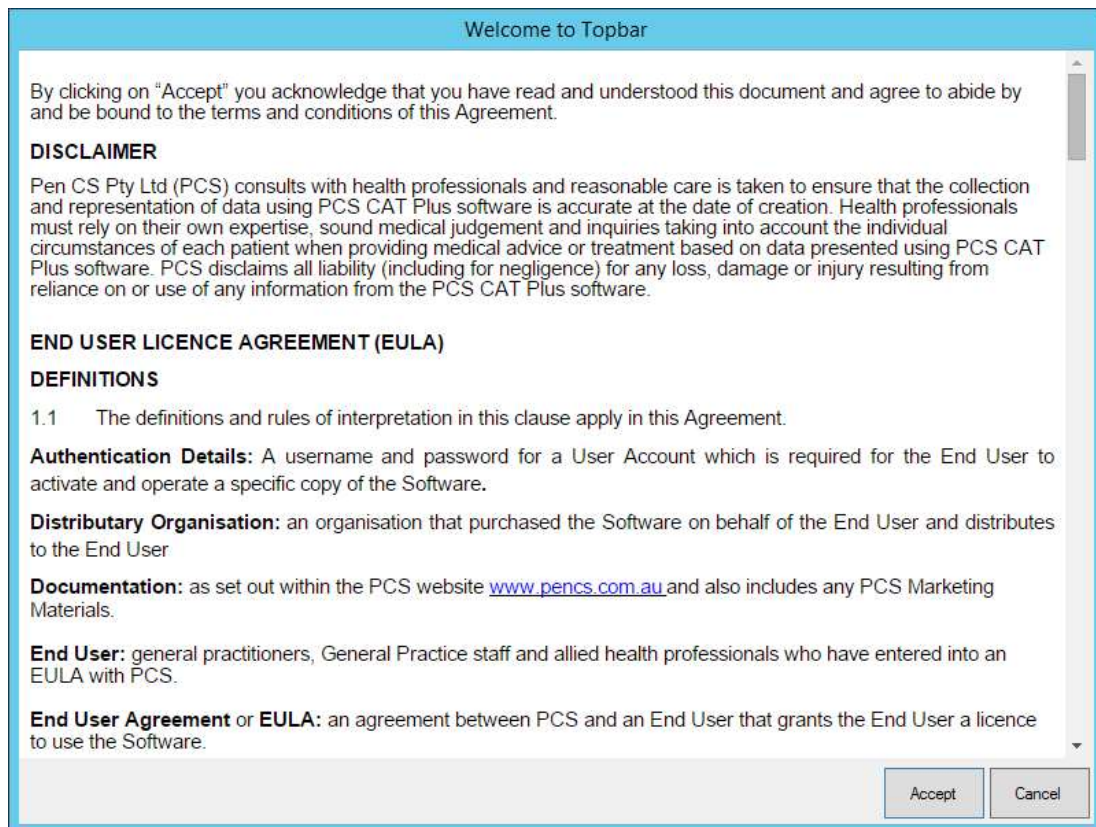


4. Topbar will then install/update itself under your profile

Topbar & Clinical Desktop



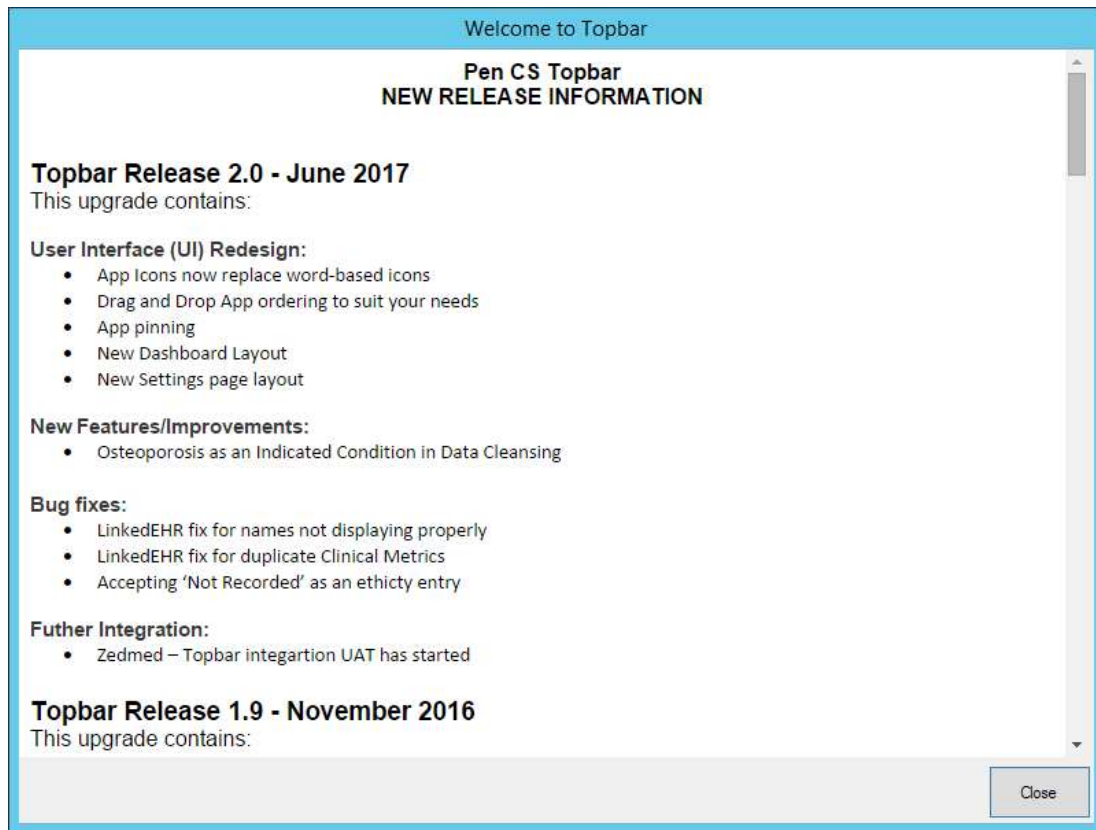
5. Accept the Topbar disclaimer.



Topbar & Clinical Desktop



6. You will then see the Topbar release notes



7. Topbar will then open at the top of the screen, please use your Pen CS (used for CAT) login credentials to login. Contact your supervisor if you require credentials.



- Once you are logged into Topbar, open Medical Director Clinical. When you open a patient's record Topbar will indicate any actions or prompts that it finds for that patient.

The screenshot displays the Medical Director Clinical software interface for a patient named Test Testclient, 50 years old, male. The main window shows a list of medications with columns for drug name, strength, dose, frequency, instructions, route, quantity, date, status, and purpose. The status column indicates whether a medication is enabled or not.

#	Drug name	Strength	Dose	Freq	Instructions	Route	Qty	Elapse	\$	Reg 24	MyHealth/Recon.	Purpose	Last script	Authority No.	Approval No.	Authority indication	First script	Reason
	CALTRATE 600MG TABLET	1.500mg	1	daily	p.r.n.	Oral	60	0	\$	No	Not enabled		15/07/2016				08/02/2013	
	COXIBRYL TABLET	50mg	1	daily		Oral	30	5	25/12/2017	P	No	Not enabled	28/06/2017				15/01/2013	
	DEXAMFETAMINE SULFATE TABL.	5mg	6	ncose		Oral	100	5	17/02/2016	A	No	Not enabled	09/11/2015			Nonolepsy: Use in attention deficit hyperactivity disorder, in accordance with State/Territor...	03/08/2014	
	LORAZEPAM 1MG/12MG PSEUDOEPHEDRIN.	7mg	1	b.i.d.		Oral	8	0	12/11/2015	S	No	Not enabled	09/11/2015				23/01/2011	
	LYRICA CAPSULE	75mg	1	b.i.d.		Oral	56	5	12/04/2016	A	No	Not enabled	27/10/2015			Neuropathic pain The Clinical criteria is: " The condition must be refractory to treatment wit...	02/04/2013	
	FANADENE CAPLET	500mg/30mg	1-2	b.i.d.	p.r.n.	Oral	24	0	31/08/2015	S	No	Not enabled	25/08/2015				06/03/2007	Back on
	TIBIGIRIN TABLET	10mg/5mg	1 tab	ncose		Oral	30	0	07/11/2013	R	No	Not enabled	12/10/2013				25/01/2013	
	ZYRTEC ORAL SOLUTION ORAL S.	1mg/mL	1	ncose	p.r.n.	Oral	200mL	0	\$	No	Not enabled		03/12/2014				13/12/2010	

Topbar & Clinical Desktop



Topbar

Topbar applications

Topbar currently has the following apps:

[Data Cleansing App Overview](#)

[Patient Health Summary PHS App Overview](#)

[MBS App Overview](#)

[CAT Prompts App Overview](#)


[Waiting Room App Overview](#)

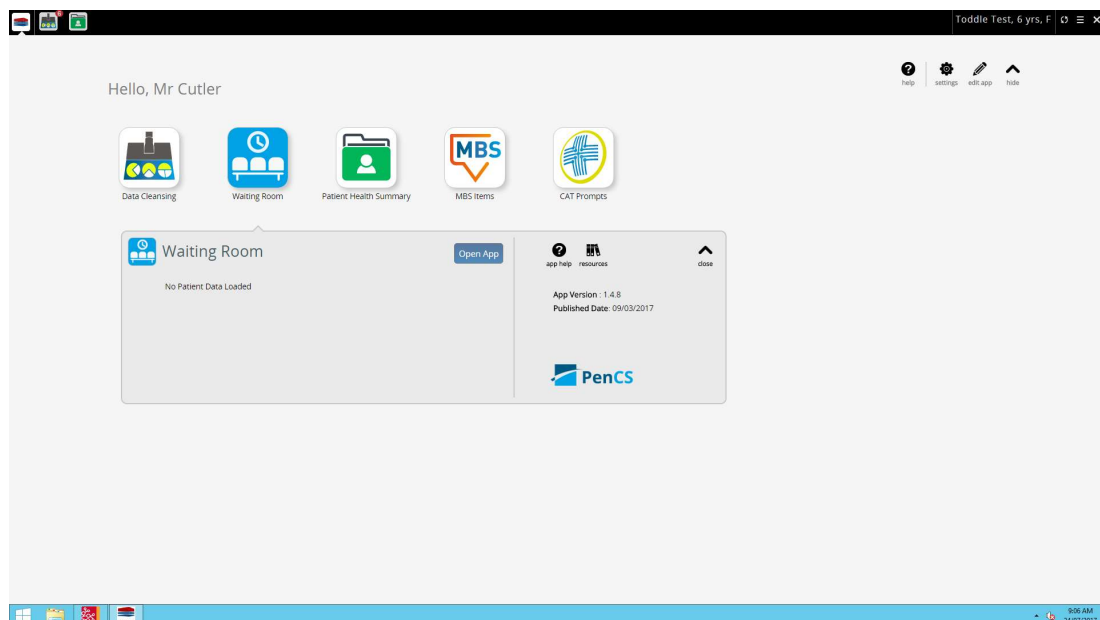
These apps are displayed in Topbar only if the currently open patient has any actions recommended. Each app can be opened manually by changing the settings in the dashboard as described here (or below): [Topbar Dashboard](#)

Adding and removing apps

You can configure your Topbar to display the apps you want, in the order you want.

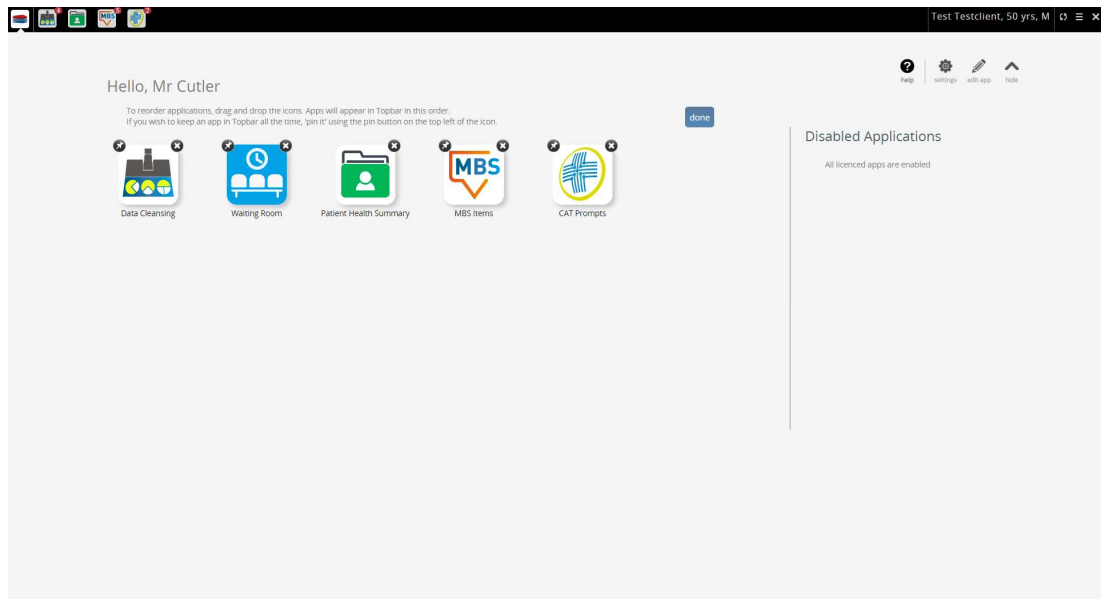


1. Click on the Topbar icon  in the far left of the Topbar, and select edit app.



2. You can then disable apps by hitting on the cross on the top right of each app, they will then appear in the Disabled Applications pane on the righthand side, you can pin an app and this app will then always display in the Topbar or you can change the order of the apps by left click, hold and drag the apps into the order you would like.

Topbar & Clinical Desktop



Topbar & Clinical Desktop



Data Cleansing app

The data cleansing app has four tabs:

- Demographic - Displays any missing demographical data for the open patient
- Clinical - Displays any missing clinical / accreditation data for the open patient
- Indications - Indicates if a patient potentially has a chronic disease
- Filters - Where you can turn off demographic/clinical/indicated fields for Topbar

Demographic tab

This tab will show you any missing patient demographics on the open patient.

You can either:

- Add in Clinical System - Will open the location on the patient record to enter the data
- Defer data and also - Will offer you a future date to defer entering the an optional reason for deferring

The screenshot shows the 'Data Cleansing' application interface for a patient named 'Toddle Test, 6 yrs, F'. The interface has four tabs: DEMOGRAPHIC (active), CLINICAL, INDICATIONS, and FILTERS. Under the 'Action Required' section, two items are listed as missing: 'Medicare Number' and 'Private Health', each with 'ADD IN CLINICAL SYSTEM' and 'DEFER' buttons. The 'Completed' section shows a list of demographic data points with their values and status (all marked as completed with green checkmarks).

ITEM	VALUE	STATUS
Last Name	Text	✓
First Name	Toddle	✓
Date of birth	12 Jun 2011	✓
Gender	Female	✓
Address	45a Ocean Park Pde	✓
Suburb	Boambee East	✓
Postcode	2452	✓
Contact	Home Phone: 0266665555	✓
Next of kin	Test Testclient	✓
Emergency Contact	Test Testclient	✓
Ethnicity	Not ATSI	✓

Topbar & Clinical Desktop



Clinical tab

This tab will show you any missing clinical / accreditation items on the open patient.

You can either:

- Add in Clinical System - Will open the location on the patient record to enter the data
- Defer data and also - Will offer you a future date to defer entering the data and also an optional reason for deferring

The screenshot shows a web application window titled "Data Cleansing" for a patient named "Toddle Test, 6 yrs, F". The interface is divided into two main sections: "Action Required" and "Completed".

Action Required (hide):

Patient clinical data status is shown as follows:

ITEM	VALUE	STATUS	ACTION
Allergy Reaction	Missing	ADD IN CLINICAL SYSTEM	DEFER
Family History	Missing	ADD IN CLINICAL SYSTEM	DEFER

Completed (hide):

The following patient clinical data is completed:

ITEM	VALUE	STATUS
Allergies	Recorded	✓
Alcohol	Not applicable (Age < 10)	✓
Height	96.5	✓
Weight	14.8	✓
Smoking	Never Smoked	✓
Immunisations	28 Recorded	✓
Physical Activity	Not applicable (Age < 10)	✓
Diagnosis Coded	5 coded diagnoses	✓

Indications tab

This tab will show you potential chronic diseases the patient may have for which there is no active diagnosis.

You can either:

- Add in Clinical System - Will open the location on the patient record to enter the data
- Defer - Will offer you a future date to defer to before entering the data
- Confirm indicated condition does not exist and does not exist - Clinician can confirm that indicated condition does not exist and patient will no longer be flagged for the condition in

Topbar or

CAT4 reporting. Reviwed conditioner will appear under review at the bottom of the tab and can be reinstated.

The screenshot displays the 'Indications' tab for a patient named 'Toddle Test, 6 yrs, f'. The interface includes a navigation bar with 'Data Cleansing', 'DEMOGRAPHIC', 'CLINICAL', 'INDICATIONS', and 'FILTERS'. A 'Close' button is visible in the top right.

Action Required [hide](#)

The following diagnoses may be indicated, but are not recorded in the patient's file:

ITEM	STATUS	INDICATION DATE	ACTION
Diabetes	Indicated problem with no diagnosis	9 Sep 2016	ADD IN CLINICAL SYSTEM, DEFER, CONFIRM INDICATED CONDITION DOES NOT EXIST
Mental Health	Indicated problem with no diagnosis	19 Nov 2013	ADD IN CLINICAL SYSTEM, DEFER, CONFIRM INDICATED CONDITION DOES NOT EXIST

Current Diagnosis [hide](#)

Current patient diagnoses are shown as follows:

DIAGNOSIS	CODED DIAGNOSIS	DATE DIAGNOSED
Phone call	✓	06 Jan 2014
Current referral to Tanya Stewart resent to clinic	✗	07 Oct 2014
pertussis	✓	02 Feb 2015
Chlamydia Infection	✓	03 Feb 2015
Helicobacter Pylori Infection	✓	03 Feb 2015
Record and notes review - no consultation	✓	17 Mar 2015
Review file - no consultation	✓	27 Mar 2015
Migraine	✓	24 Sep 2015
Administrative Procedure	✓	22 Oct 2016
Review file - no consultation	✓	16 Nov 2016
Administrative Procedure	✓	22 Jun 2017

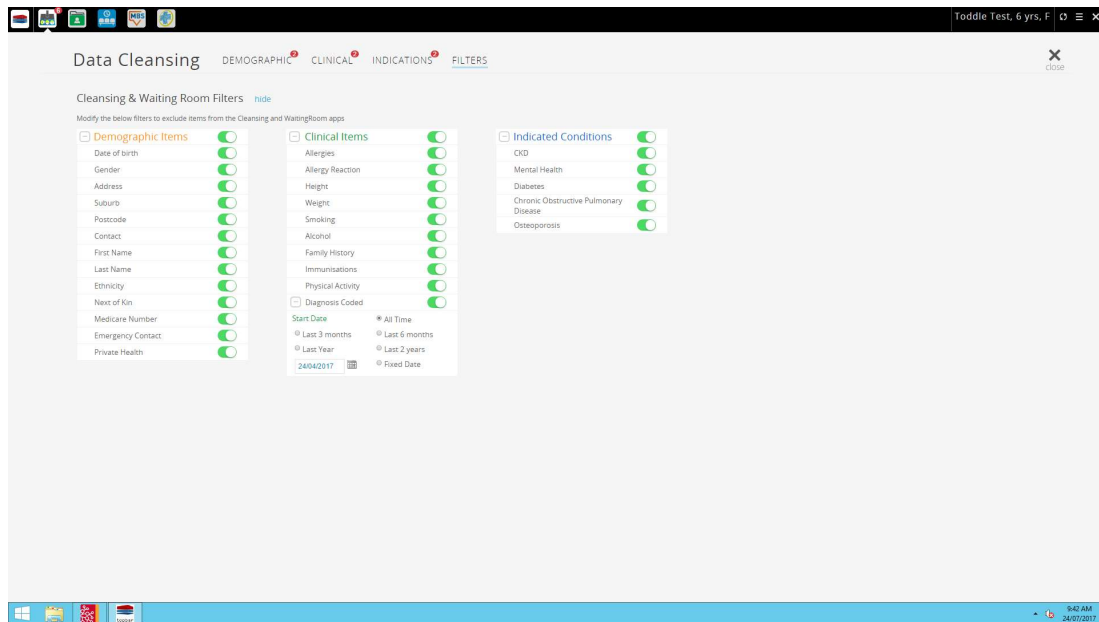
Reviewed [hide](#)

There are no reviewed indicated diagnoses.

Filters tab

This tab will let you toggle which items you want active on the Demographics, Clinical and Indicated tabs.

You can turn each item off and also have the option with the Clinic items to set a date when these items were last updated.



Patient Health Summary app

Gives an overview of the patient record starting with most current items on the left and historic items to the right which can be scrolled across using the bottom scroll bar. No input on this tab.



MBS Items app

The MBS has 3 tabs:

- Guidelines - Shows relevant MBS items for the patient and if they are up to date
- Recommended - Recommends activities for the patient based upon Medicare guidelines
- Claims - Shows MBS items Ready for claiming, items Claimable if activities are completed, Up-to-date MBS items and items Not eligible for claiming

Guidelines tab

This tab will show relevant and not relevant care items for the patient.

Once an item is selected, you can either:

- Visit MBS Online for further information about the item
- Add in the clinical system

The screenshot displays the MBS Guidelines tab for a patient named Testclient, 50 yrs, M. The interface shows a list of relevant MBS items. The 'Diabetes CoC' item is selected, and a detailed view is shown. This view includes a table of relevance criteria and a table of action items.

TITLE	UP TO DATE
723 TCA	✓ up
721 GPMP	✗ up
900 DMWR	✗ up
2517, 2521, 2525 Diabetes CoC	✗ up
2546, 2552, 2558 Asthma Cycle Of Care	✗ up

Diabetes CoC

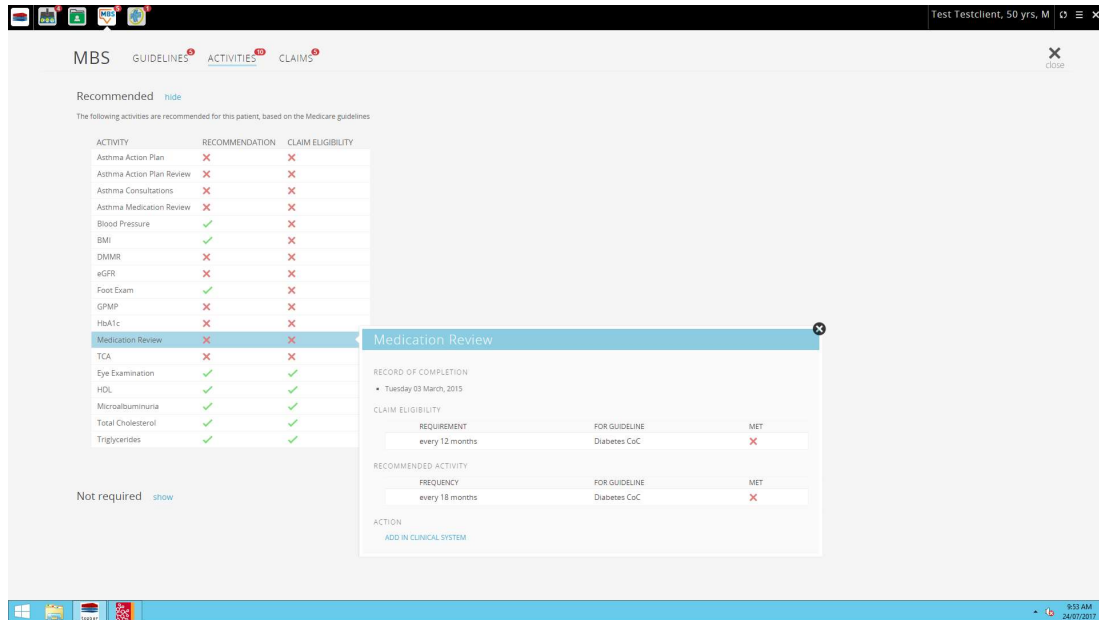
RELEVANCE CRITERIA
Diabetes condition (Diabetes)

DETAILS
[Visit MBS Online for further information](#)

ACTIVITY	FREQUENCY	MET	ACTION
eGFR	every 12 months	✗	ADD IN CLINICAL SYSTEM
HbA1c	every 12 months	✗	ADD IN CLINICAL SYSTEM
Eye Examination	every 24 months	✓	
BMI	every 6 months	✗	
Blood Pressure	every 6 months	✗	
Total Cholesterol	every 12 months	✓	
Triglycerides	every 12 months	✓	
HDL	every 12 months	✓	
Microalbuminuria	every 12 months	✓	
Medication Review	every 12 months	✗	ADD IN CLINICAL SYSTEM
Foot Exam	every 6 months	✗	

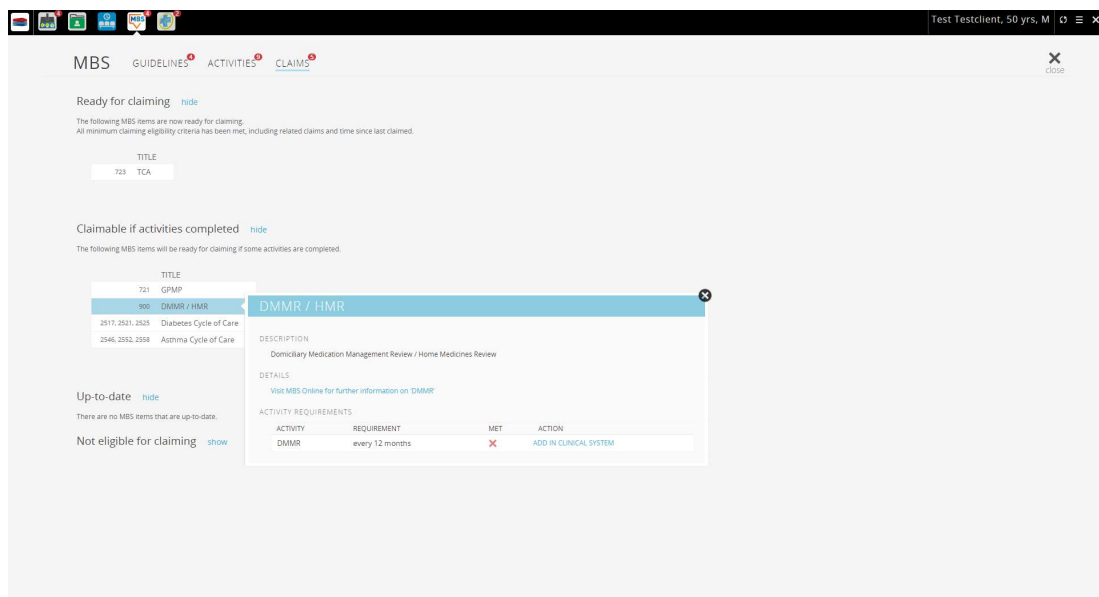
Activities tab

This tab will show recommended activities and the claim eligibility (*based on our records only*) for a patient and allows a clinician to add the activity into the clinical system.



Claims tab

Shows MBS items Ready for claiming, items Claimable if activities are completed, Up-to-date MBS items and items Not eligible for claiming. Claimable gives you the option to add the activity to the clinical system to claim.



CAT Prompts app

This app allows a clinician to create their own triggers for measures against patient records. These can be added through the Daily View of the CAT4 and any patient meeting the criteria, will be flagged.

Notifications tab

This will flag against any patient that meets the criteria of a prompt.

You can either:

- Dismiss - Will dismiss the prompt against the open patient
- Defer - Will offer you a future date to defer entering the data and also an optional reason for deferring

Any any Deferred or Dismissed prompts will display under the respective headings.

The screenshot displays the 'CAT Plus Prompts' application interface. The top navigation bar includes 'CAT Plus Prompts', 'NOTIFICATIONS', and 'SETTINGS'. The main content area is divided into two panels. The left panel, titled 'Action Required', shows a table of prompts with columns for 'PROMPT TEXT', 'GENERATED BY', and 'ACTION'. The right panel, titled 'Prompt Text', shows details for a specific prompt, including 'Filters Used', 'Reports Used', and 'Prompt History'.

PROMPT TEXT	GENERATED BY	ACTION
Respiratory - Smoker - No Spiro in last 12mths	CAT 4	DISMISS DEFER
Diabetic - No HbA1c in last 12 mths	CAT 4	DISMISS DEFER

Deferred hide
No deferred prompts.

Dismissed hide
No dismissed prompts.

Prompt Text
Diabetic - No HbA1c in last 12 mths

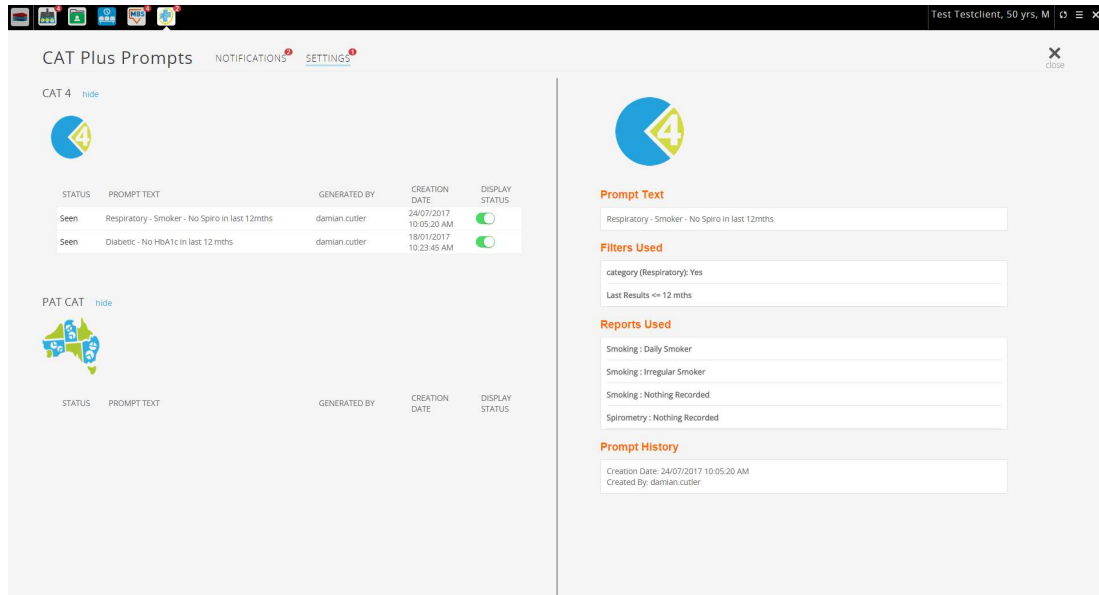
Filters Used
Date Range (Results) | Results within 12 Months

Reports Used
Disease : Undefined Diabetes
HbA1c % (mmol/mol) : Not recorded | Last on 09/05/2016

Prompt History
Creation Date: 15/01/2017 10:23:45 AM
Created By: damian.cutler

Settings tab

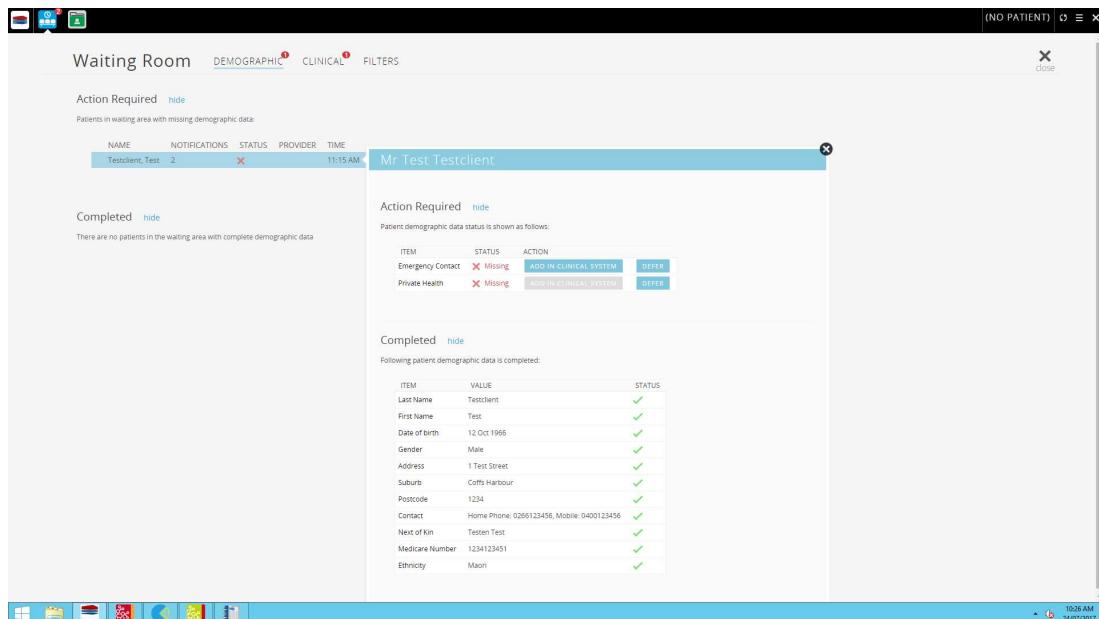
The settings tab allows you to view details of selected prompts and also toggle whether you want them displayed or not.



Waiting Room app

This app flags any patients missing Demographic or Clinical items in the same way as the tabs from the Data Cleansing app except it will flag any patient put into the PracSoft waiting room instead of the open patient.

Same options apply as the Data Cleansing app and the Waiting Room app also has a filters tab for toggling filters



Topbar & Clinical Desktop



Waiting Room DEMOGRAPHIC CLINICAL FILTERS (NO PATIENT) close

Action Required [hide](#)

Patients in waiting area with missing clinical data:

NAME	NOTIFICATIONS	STATUS	PROVIDER	TIME
Testclient, Test	1	Missing		11:15 AM

Completed [hide](#)

There are no patients in the waiting area with complete clinical data.

Mr Test Testclient

Action Required [hide](#)

Patient clinical data status is shown as follows:

ITEM	STATUS	ACTION
Allergy Reaction	Missing	ADD IN CLINICAL SYSTEM DEFER

Completed [hide](#)

Following patient clinical data is completed:

ITEM	VALUE	STATUS
Allergies	Recorded	✓
Alcohol	Moderate	✓
Height	185	✓
Weight	150	✓
Smoking	Smoker	✓
Family History	Complete	✓
Immunisations	68 Recorded	✓
Physical Activity	Low	✓
Diagnosis Coded	12 coded diagnoses	✓

10:26 AM 24/07/2017

Waiting Room DEMOGRAPHIC CLINICAL FILTERS (NO PATIENT) close

Cleansing & Waiting Room Filters [hide](#)

Modify the below filters to exclude items from the Cleansing and WaitingRoom apps

Providers

- Unassigned
- Dr Brendan Leslie
- Dr Deivna Jostli
- Dr Galina Kostar
- Dr Genevieve Halligan
- Dr Helen Palmer
- Dr Kathryn Cooper
- Dr Robyn Bradley
- James Hurley
- Kristy Pursch
- Roslyn Hart

Demographic Items

- Date of birth
- Gender
- Address
- Suburb
- Postcode
- Contact
- First Name
- Last Name
- Ethnicity
- Next of Kin
- Medicare Number
- Emergency Contact
- Private Health

Clinical Items

- Allergies
- Allergy Reaction
- Height
- Weight
- Smoking
- Alcohol
- Family History
- Immunisations
- Physical Activity
- Diagnosis Coded

Start Date: All Time Last 3 months Last 6 months Last Year Last 2 years Fixed Date

10:27 AM 24/07/2017

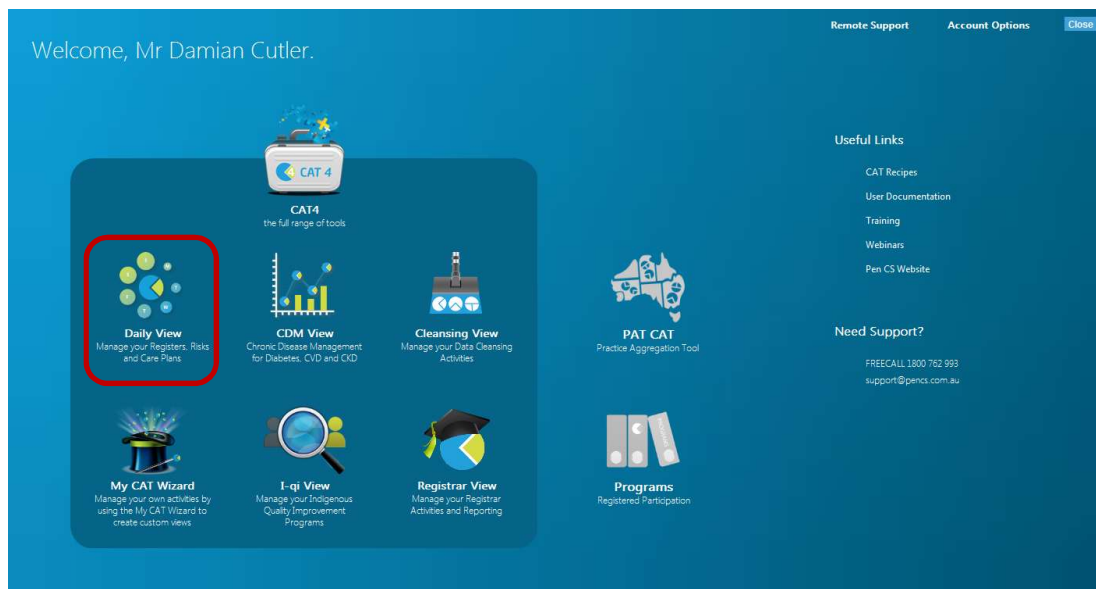
Creating CAT Plus prompts

You can create your own patient prompts from the CAT4 but only from the Daily View presently.

1. Login to the CAT4. If you don't have an account, please talk with your Supervisor.

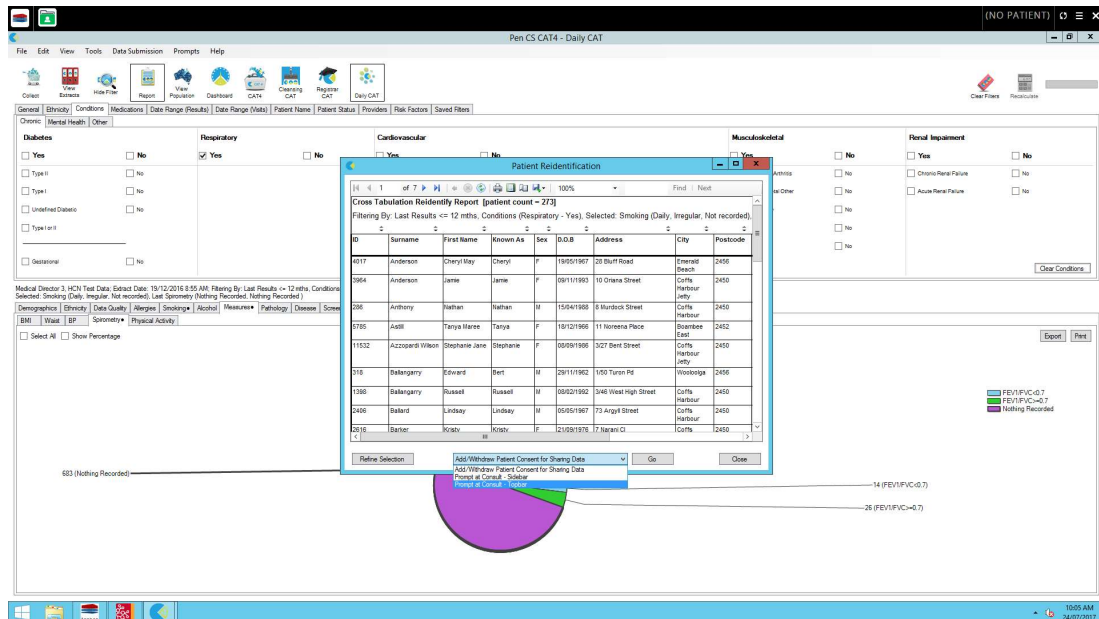


2. Select Daily View

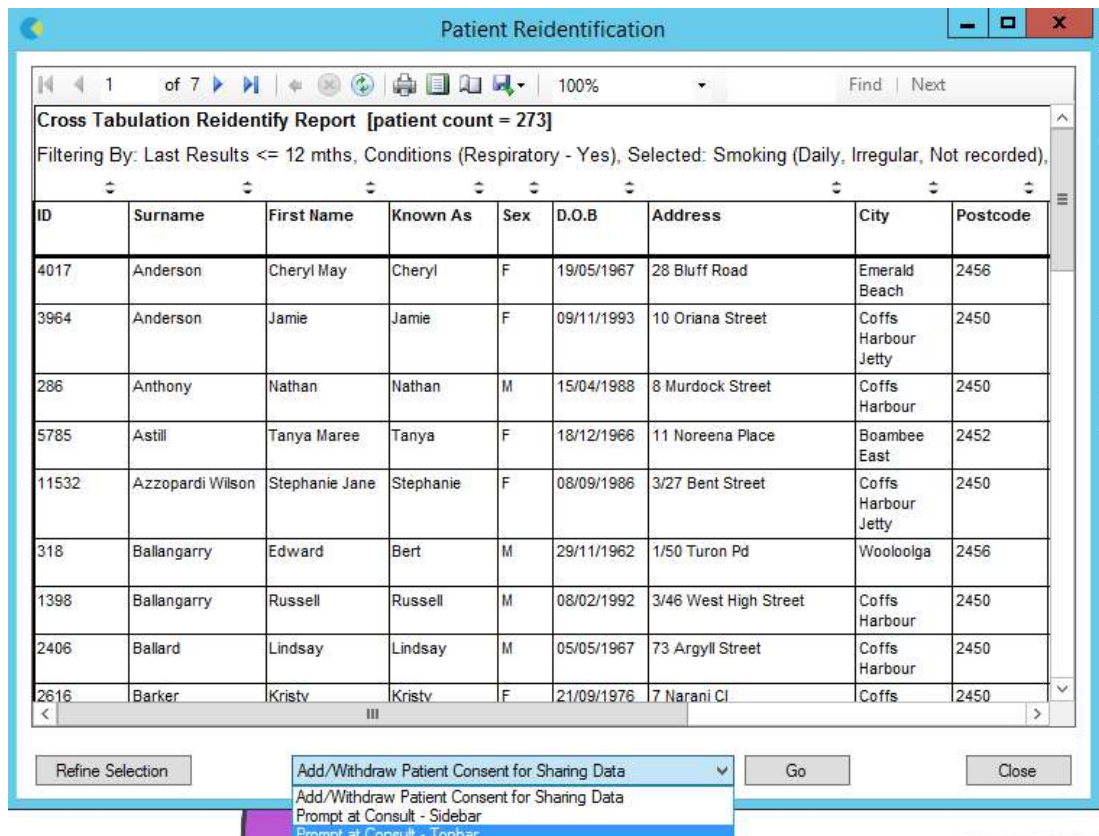


For use of the CAT4, please see [here](#) for an IT@RAMS getting started guide or additional resources from Pen CS can be found [here](#) for CAT Plus & [here](#) for the CAT4.

- Once you have added your filters to create the criteria you wish patients to be prompted against, hit the export button.



- Use the list box at the bottom of the patient Reidentification window to select “Prompt at Consult – Topbar” and hit the Go button.



Topbar & Clinical Desktop



5. You will then need to add a meaningful name to your prompt.

The screenshot shows a dialog box titled "Prompt at Consult" with a close button (X) in the top right corner. The dialog contains three main sections:

- Name:** A text input field containing "Respiratory - Smoker - No Spiro in last 12mths".
- Filters:** A list box containing "category (Respiratory): Yes" and "Last Results <= 12 mths".
- Charts:** A list box containing "Smoking : Daily Smoker", "Smoking : Irregular Smoker", "Smoking : Nothing Recorded", and "Spirometry : Nothing Recorded".

At the bottom of the dialog are two buttons: "OK" and "Cancel".