



USER GUIDE

Topbar & Clinical Desktop Version 2.0

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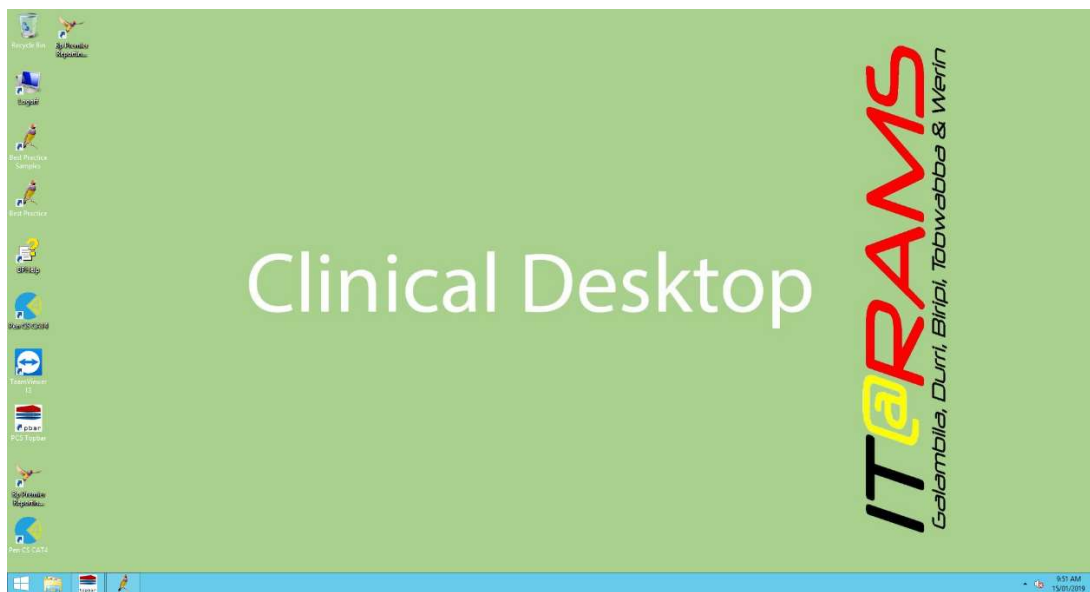
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Clinical Desktop / Starting Topbar

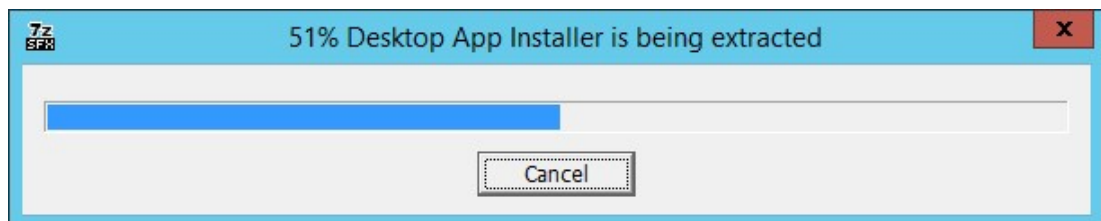
1. Logon to the clinical desktop via the shortcut



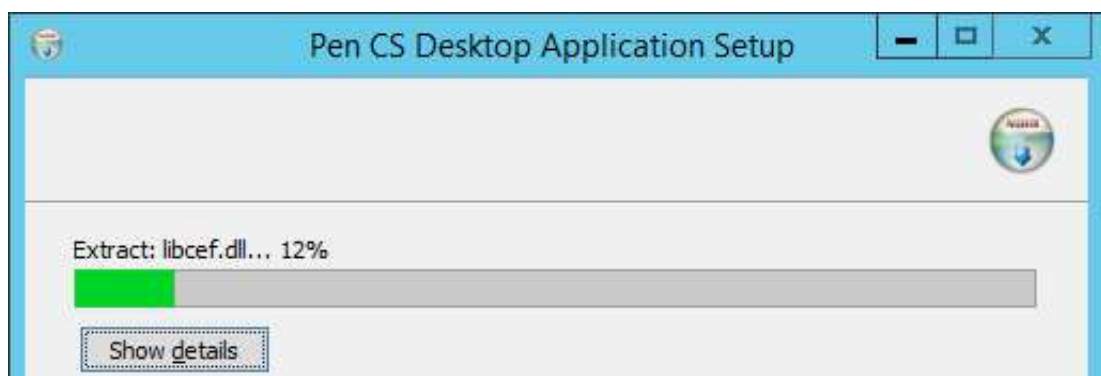
2. The clinical desktop is where all your clinical applications are located. It is made to look different to your local desktop so you are never in doubt about where you are.



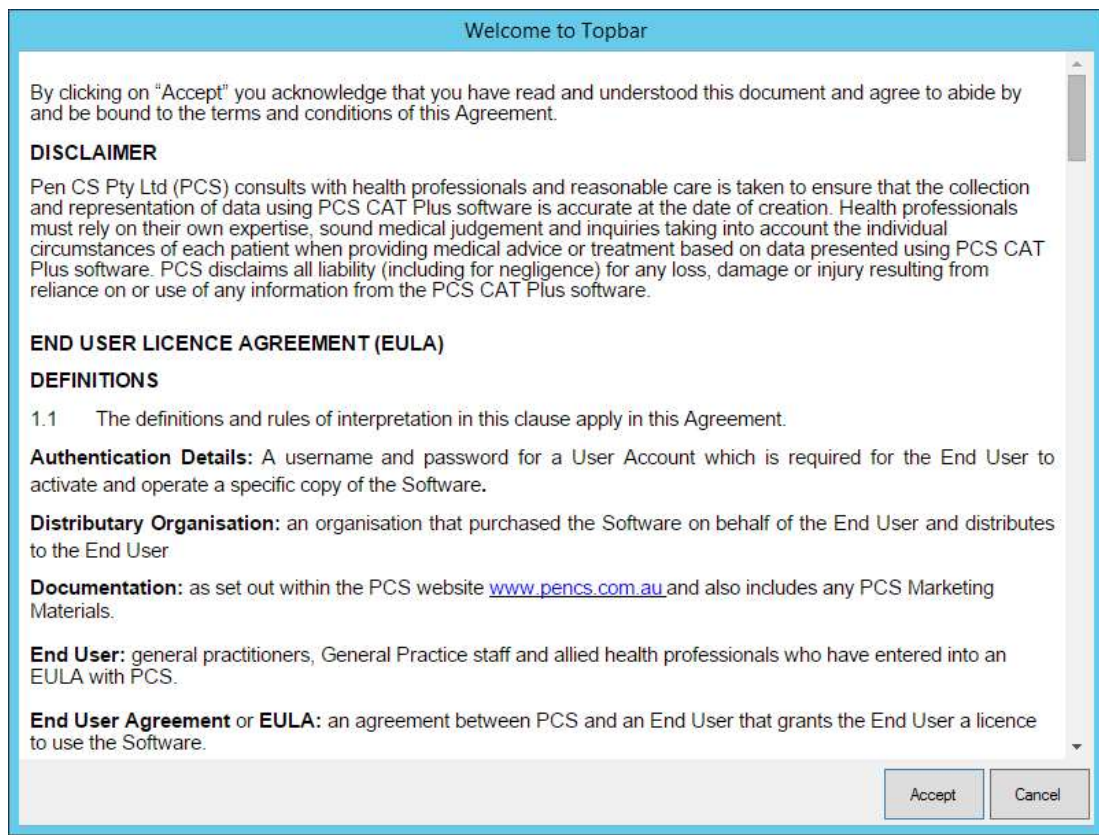
3. Topbar should automatically download when you login.



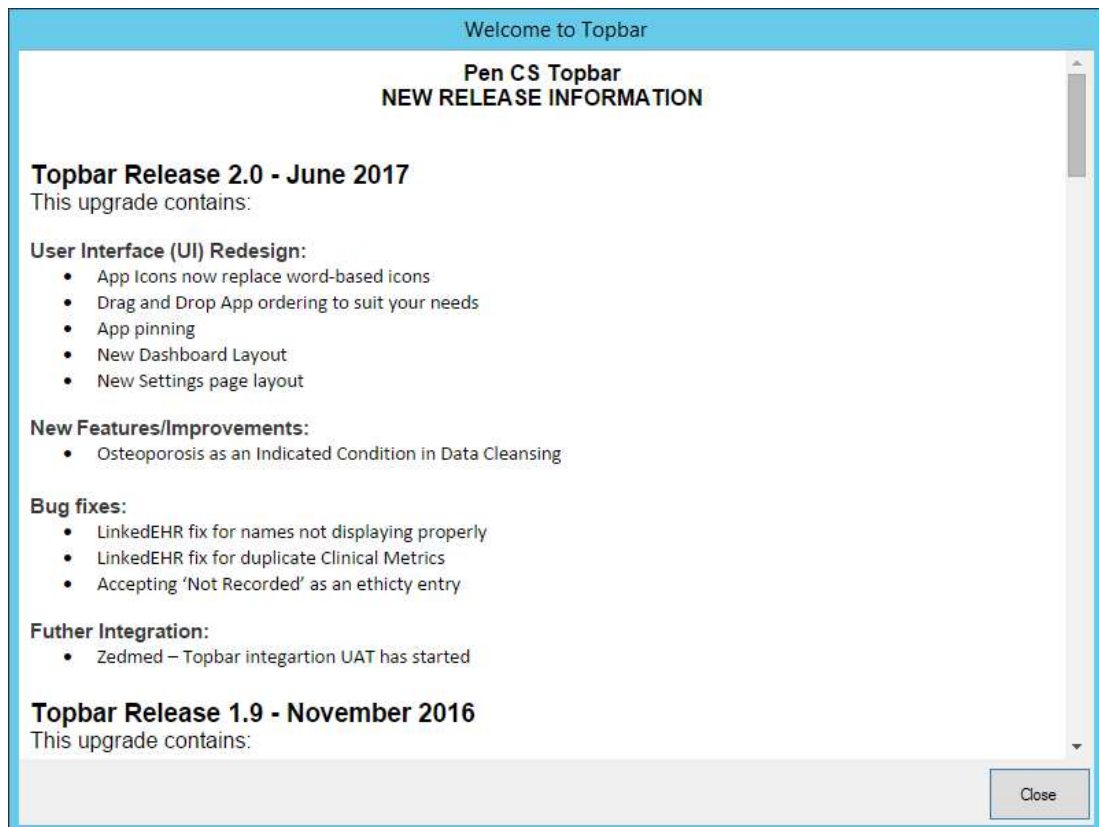
4. Topbar will then install/update itself under your profile



5. Accept the Topbar disclaimer.



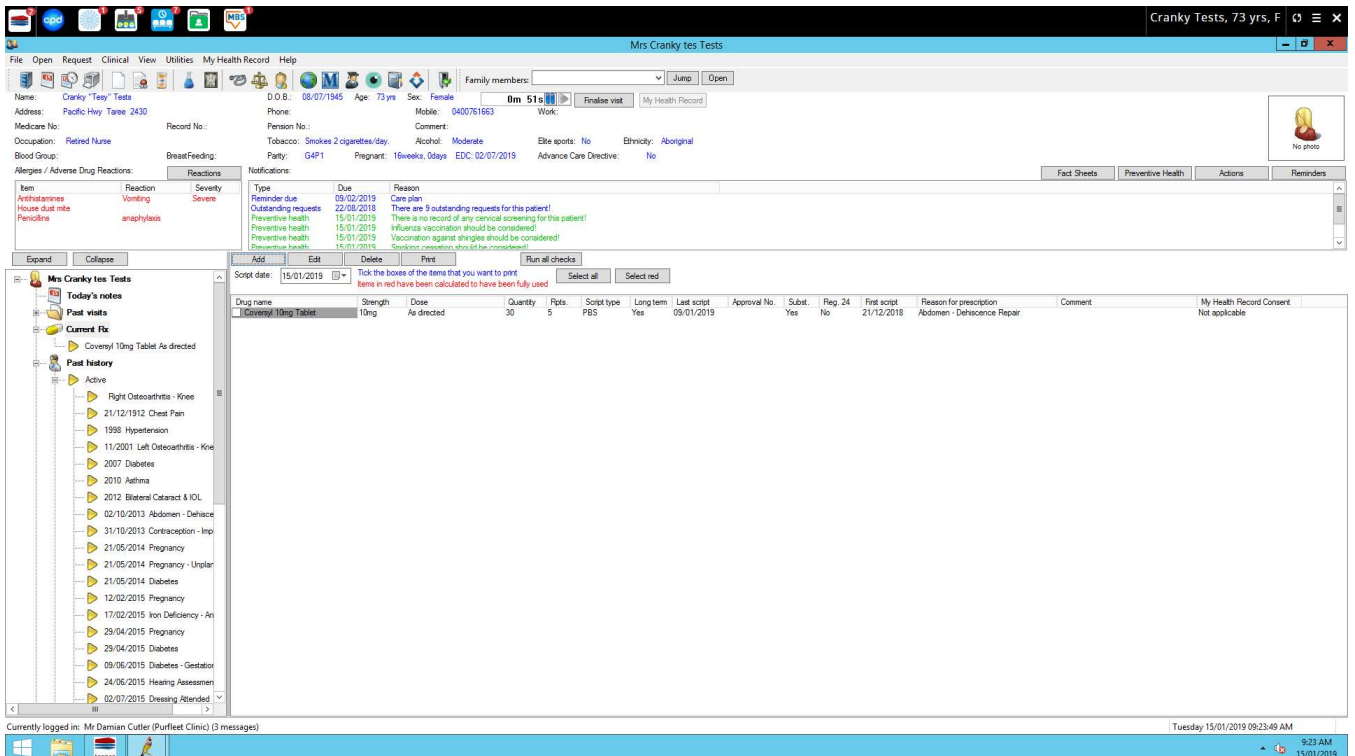
6. You will then see the Topbar release notes



- 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 Best Practice. When you open a patient's record Topbar will indicate any actions or prompts that it finds for that patient.



Mrs Cranky tes Tests

Name: Cranky Tes Tests | D.O.B: 08/07/1945 | Age: 73 yrs | Sex: Female | 0m 51s | Family members: [None] | Finalise visit | My Health Record

Address: Pacific Hwy Taree 2430 | Phone: [None] | Mobile: 0400761663 | Work: [None]

Medicare No: [None] | Record No: [None] | Pension No: [None] | Comment: [None]

Occupation: Retired Nurse | Tobacco: Smokes 2 cigarettes/day. | Alcohol: Moderate | Elite sports: No | Ethnicity: Aboriginal

Blood Group: [None] | Breastfeeding: [None] | Party: G4P1 | Pregnant: 16weeks, 0days | EDC: 02/07/2019 | Advance Care Directive: No

Allergies / Adverse Drug Reactions:

Item	Reaction	Severity
Antihistamines	Worsening	Severe
House dust mite		
Penicillins	anaphylaxis	

Notifications:

Type	Due	Reason
Reminder due	09/02/2019	Care plan
Outstanding requests	22/08/2018	There are 3 outstanding requests for this patient!
Preventive health	15/01/2019	There is no record of any cervical screening for this patient!
Preventive health	15/01/2019	Influenza vaccination should be considered!
Preventive health	15/01/2019	Vaccination against shingles should be considered!
Preventive health	15/01/2019	Specific vaccination should be considered!

Script date: 15/01/2019 | Tick the boxes of the items that you want to print | Items in red have been calculated to have been fully used | Select all | Select red

Drug name	Strength	Dose	Quantity	Pkts.	Script type	Long term	Last script	Approval No.	Subst.	Reg. 24	First script	Reason for prescription	Comment	My Health Record Consent
Coversyl 10mg Tablet	10mg	As directed	30	5	PBS	Yes	09/01/2019		Yes	No	21/12/2018	Abdomen - Dehiscence Repair		Not applicable

Current history:

- Right Osteoarthritis - Knee
- 21/12/1912 Chest Pain
- 1998 Hypertension
- 11/2001 Left Osteoarthritis - Knee
- 2007 Diabetes
- 2010 Asthma
- 2012 Bilateral Cataract & IOL
- 02/10/2013 Abdomen - Dehiscence
- 31/10/2013 Contraception - Imp
- 21/05/2014 Pregnancy
- 21/05/2014 Pregnancy - Upliar
- 21/05/2014 Diabetes
- 12/02/2015 Pregnancy
- 17/02/2015 Iron Deficiency - An
- 29/04/2015 Pregnancy
- 29/04/2015 Diabetes
- 09/06/2015 Diabetes - Gestation
- 24/06/2015 Hearing Assessment
- 02/07/2015 Dressing Attended

Currently logged in: Mr Damian Cutler (Purfleet Clinic) (3 messages) | Tuesday 15/01/2019 09:23:49 AM

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](#)

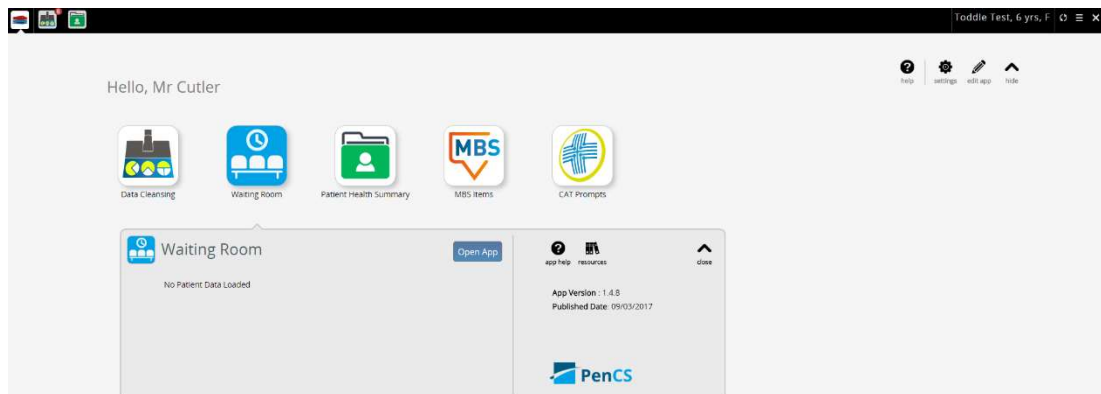
These apps are displayed in Topbar only if the currently open patient has any actions recommended. Each app can be opened manually by changing the settings in the dashboard as described here (or below): [Topbar Dashboard](#)

NOTE: Pen CS often release new apps for Topbar. The current and past release notes for Topbar can be found here: <http://help.pencs.com.au/display/TUG/TOPBAR+RELEASE+NOTES>

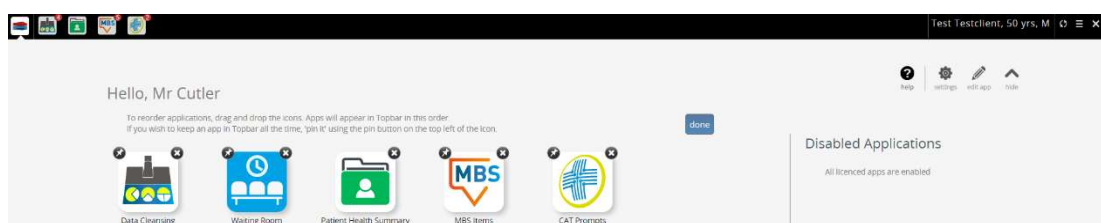
Adding and removing apps

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.



Data Cleansing app

The data cleansing app has four tabs:

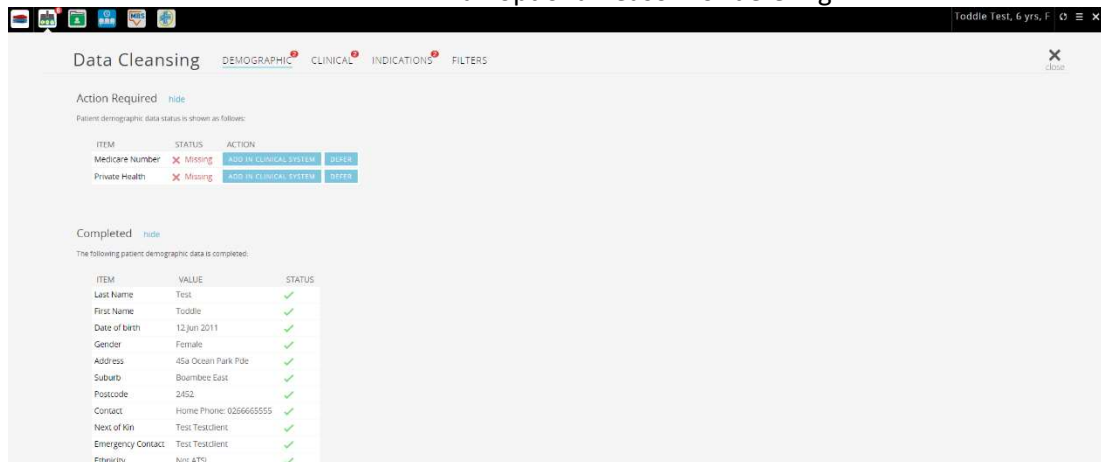
- Demographic - Displays any missing demographical data for the open patient
- Clinical - Displays any missing clinical / accreditation data for the open patient
- Indications - Indicates if a patient potentially has a chronic disease
- Filters - Where you can turn off demographic/clinical/indicated 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 - Will offer you a future date to defer entering the data and also an optional reason for deferring

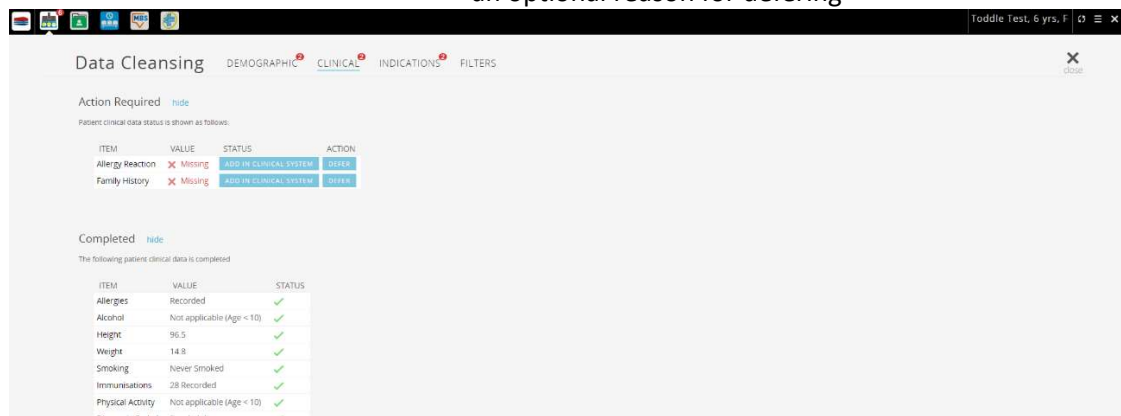


Clinical tab

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 - Will offer you a future date to defer entering the data and also an optional reason for deferring

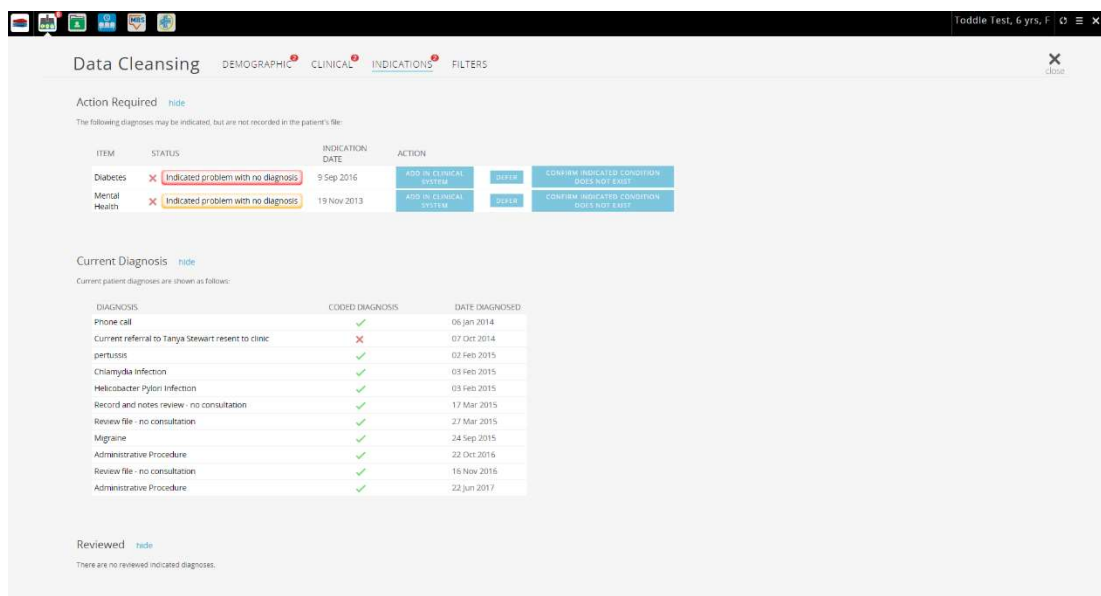


Indications tab

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

You can either:

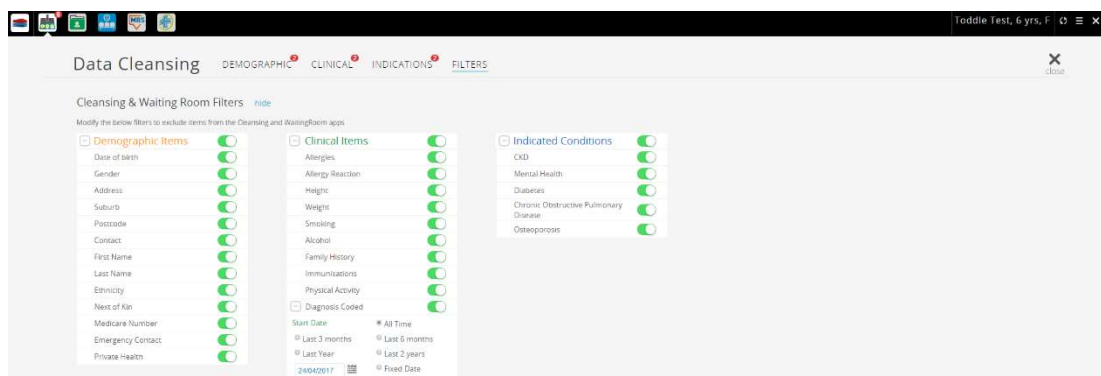
- Add in Clinical System - Will open the location on the patient record to enter the data
- Defer - Will offer you a future date to defer to before entering the data and also an optional reason for deferring
- Confirm indicated condition does not exist - Clinician can confirm that indicated condition does not exist and patient will no longer be flagged for the condition in Topbar or CAT4 reporting. Reviewed condition will appear under review at the bottom of the tab and can be reinstated.



Filters tab

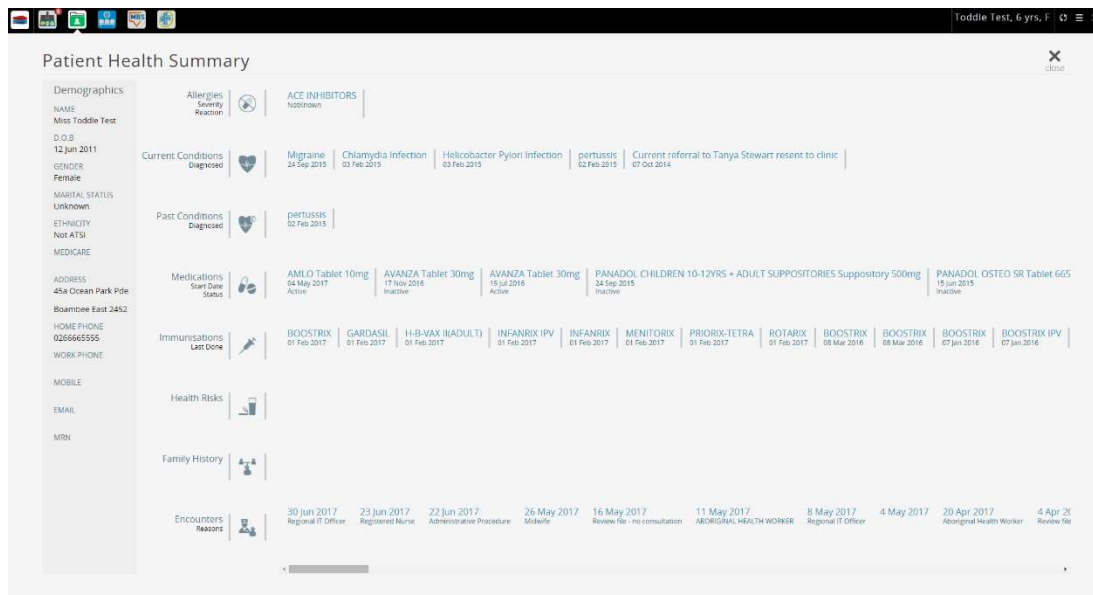
This tab will let you toggle which items you want active on the Demographics, Clinical and Indicated tabs.

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:

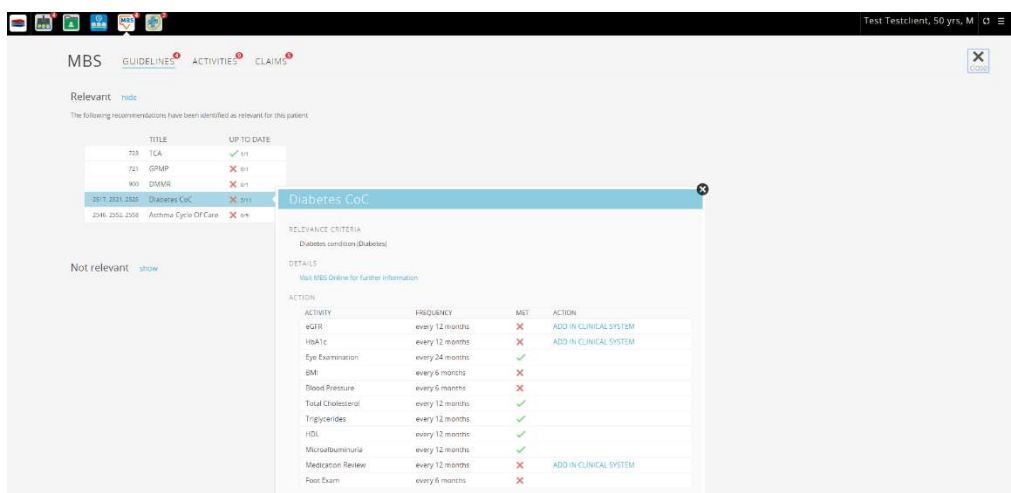
- Guidelines - Shows relevant MBS items for the patient and if they are up to date
- Reccomended - Recommends activities for the patient based upon Medicare guidelines
- Claims - Shows MBS items Ready for claiming, items Claimable if activities are completed, Up-to-date MBS items and items Not eligible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

Guidelines tab

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

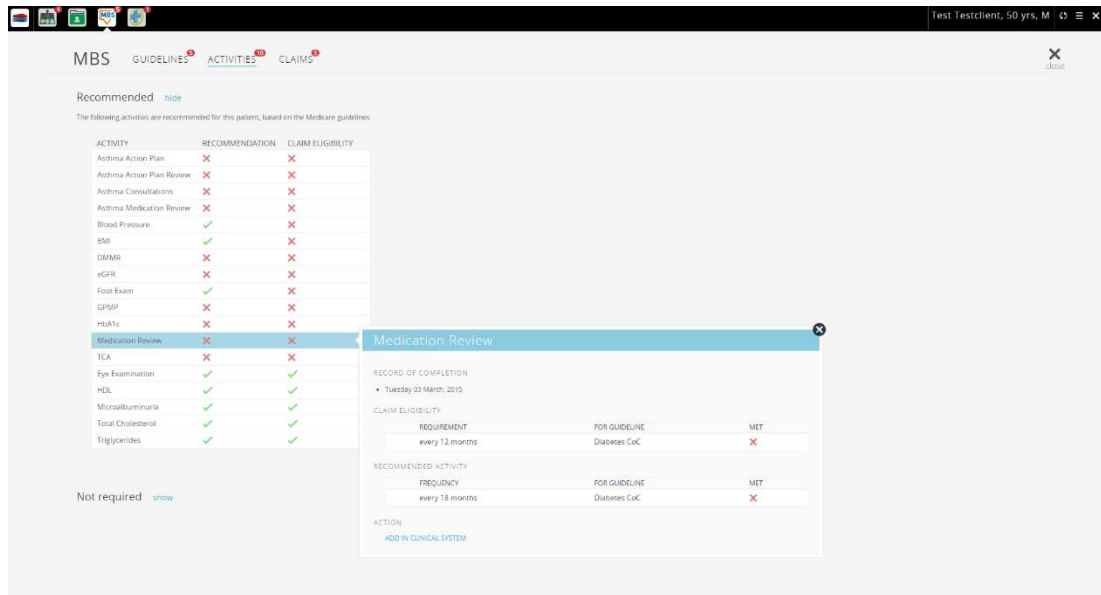
Once an item is selected, you can either:

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



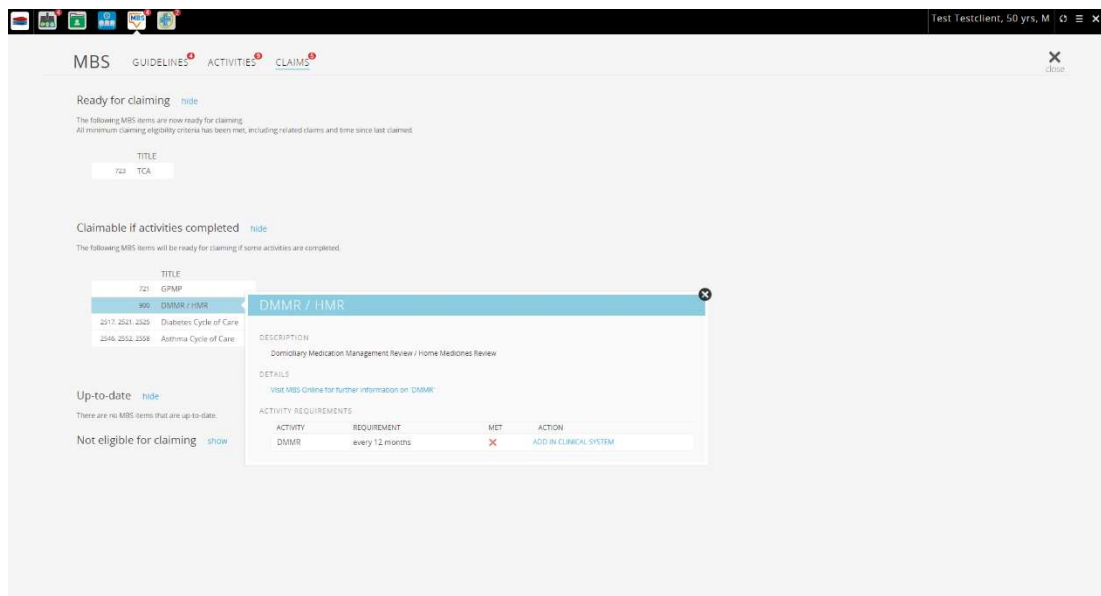
Activities tab

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.

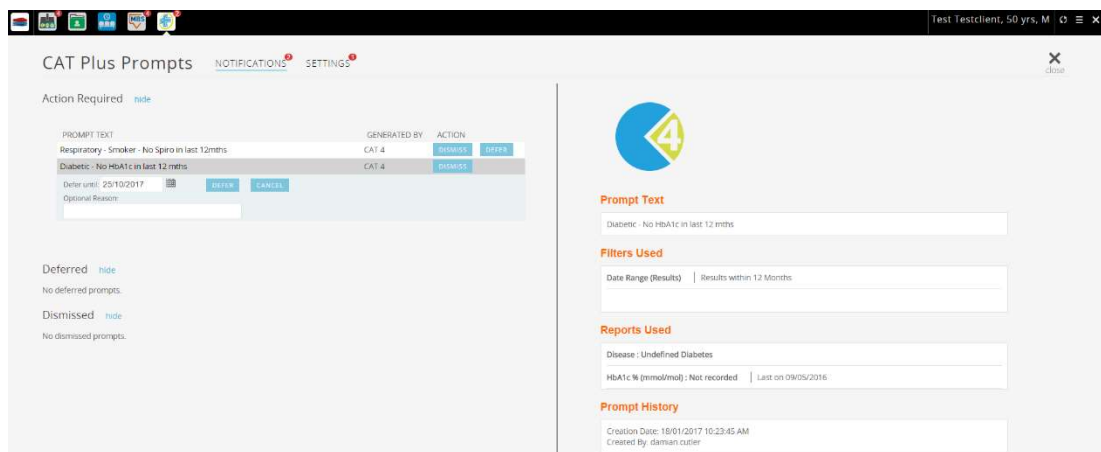
Notifications tab

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

You can either:

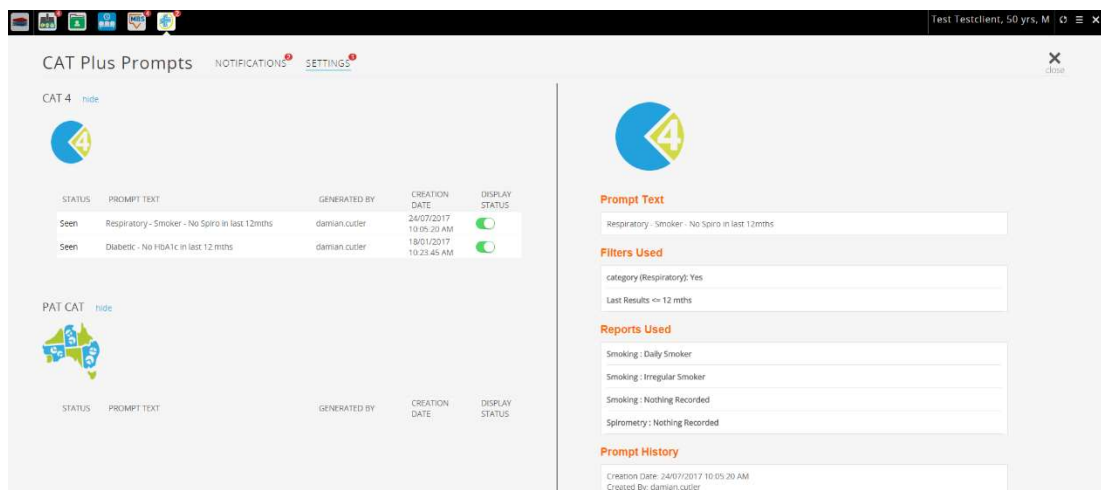
- Dismiss - Will dismiss the prompt against the open patient
- Defer - Will offer you a future date to defer entering the data and also an optional reason for deferring

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



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

The screenshot shows the 'Waiting Room' app interface. The top navigation bar includes 'DEMOGRAPHIC', 'CLINICAL', and 'FILTERS'. The main content area is divided into 'Action Required' and 'Completed' sections. A modal window for 'Mr Test Testclient' is open, displaying a table of demographic data with 'Missing' status for Emergency Contact and Private Health, and 'Completed' status for all other fields.

ITEM	STATUS	ACTION
Emergency Contact	Missing	ADD IN CLINICAL SYSTEM
Private Health	Missing	ADD IN CLINICAL SYSTEM

ITEM	VALUE	STATUS
Last Name	Testclient	Completed
First Name	Test	Completed
Date of birth	12 Oct 1966	Completed
Gender	Male	Completed
Address	1 Test Street	Completed
Suburb	Coffi Harbour	Completed
Postcode	1234	Completed
Contact	Home Phone: 0256123456, Mobile: 0420123456	Completed
Next of Kin	Testen Test	Completed
Medicare Number	1234123451	Completed
Ethnicity	Melan	Completed

The screenshot shows the 'Waiting Room' app interface with the 'CLINICAL' tab selected. The modal window for 'Mr Test Testclient' displays a table of clinical data. 'Allergy Reaction' is marked as 'Missing', while all other clinical items are marked as 'Completed'.

ITEM	STATUS	ACTION
Allergy Reaction	Missing	ADD IN CLINICAL SYSTEM

ITEM	VALUE	STATUS
Allergies	Recorded	Completed
Alcohol	Moderate	Completed
Height	186	Completed
Weight	150	Completed
Smoking	Smoker	Completed
Family history	Complete	Completed
Immunisations	68 Recorded	Completed
Physical Activity	Low	Completed
Diagnosis coded	12 coded diagnoses	Completed

The screenshot shows the 'Waiting Room' app interface with the 'FILTERS' tab selected. It displays 'Cleansing & Waiting Room Filters' with three columns of toggleable items: Providers, Demographic Items, and Clinical Items. The 'Start Date' filter is set to 'Fixed Date' with the value '24/04/2017'.

- Providers:** Unassigned, Dr Brendan Leslie, Dr Devina Joshi, Dr Galina Kotlar, Dr Genevieve Halligan, Dr Helen Palmer, Dr Kathryn Cooper, Dr Rodney Bradley, James Hurley, Kirsty 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 (24/04/2017)

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.

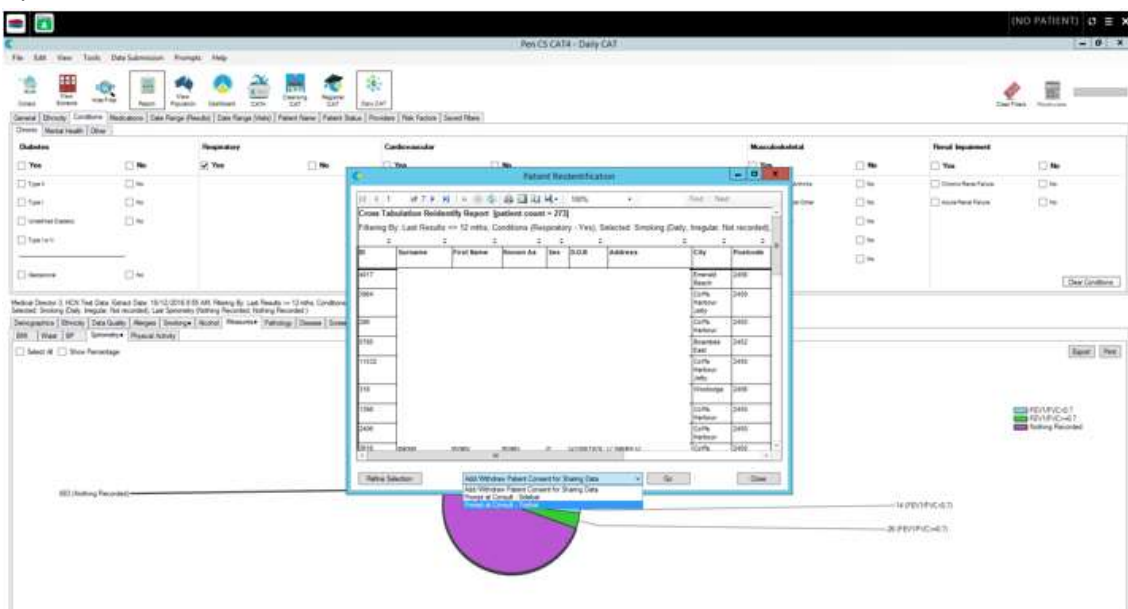


2. Select Daily View

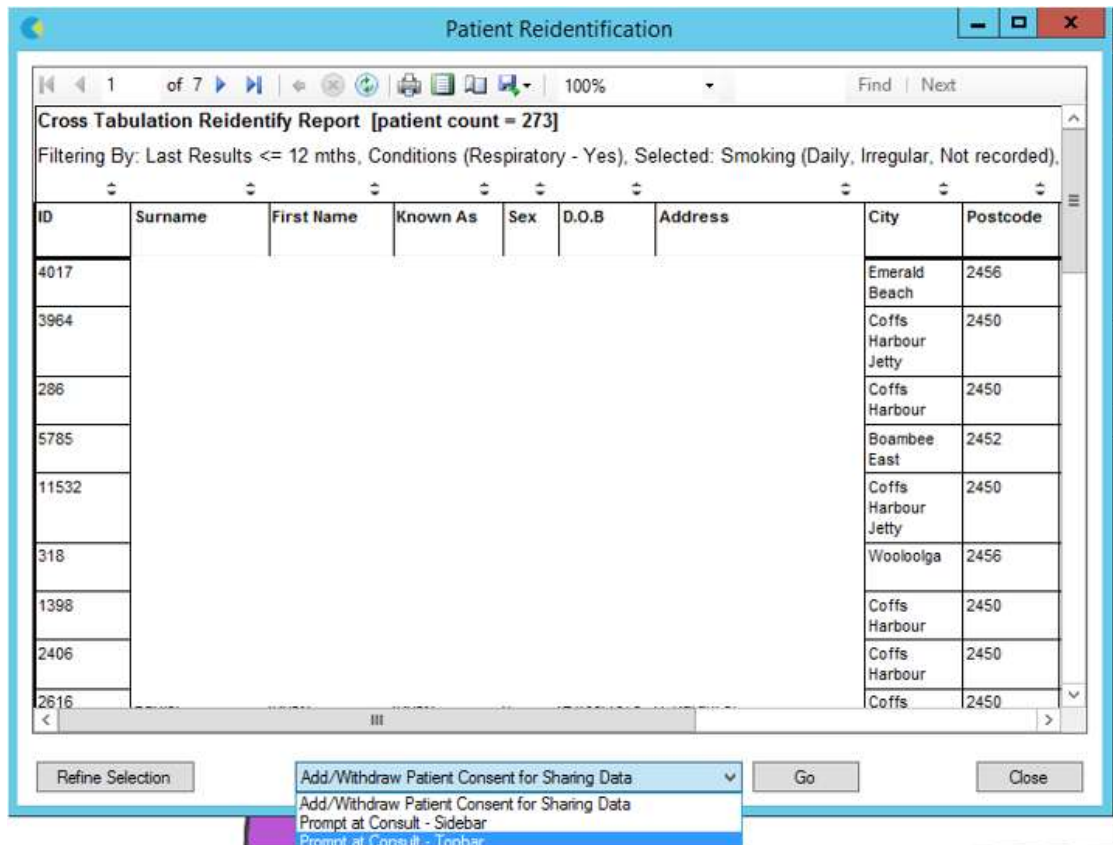


For use of the CAT4, please see [here](#) for an IT@RAMS getting started guide or additional resources from Pen CS can be found [here](#) for CAT Plus & [here](#) for the CAT4.

3. 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.



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

