

1. Creating a Diabetes Register

First it is essential to find your patients with a diagnosis of Diabetes

In GP Mac you can do a drug search for all patients prescribed Diabetes Meds/Test Strips.

Drug report

This allows you to obtain information on all patients in your practice who are on drug prescriptions. You can view information on a “product”(trade name) or on an “ingredient” (generic name). This allows you to see how many patients are on a certain product or ingredient.

1. Select **Patients on a Drug** option from the **Reports** menu. This displays the Patient’s on a Drug pop-up box.
2. Type the product or ingredient in the available textbox. To select a product or ingredient, click the corresponding option button.

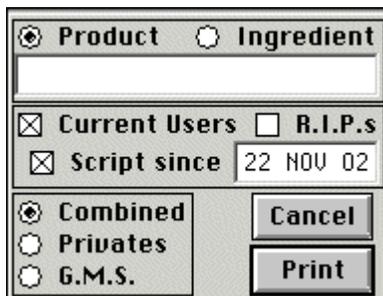


Figure 0.1 Patient’s on a Drug pop-up box

1. Select the **Current Users** check box to establish the usage of a medication or product. This excludes deceased patients from the report.
2. The Script since textbox allows you to enter the start date of a report. Type the date, for example, 15/9/09.
3. Select Combined to include both Privates and G.M.S.
4. Click Print to print the report.

DATE: 16 OCT 03		GP Mac Version 7.50		PAGE NO: 1	
ALL PATIENTS ON					
CARDURA XL 4MGS					3548
No.	Name	Start Date	Last Date		
2656	John Brown	22 OCT 01	29 NOV 03	MANE	
1 Patients are on CARDURA XL 4MGS					
DUROGESIC 25MICROGRAMS*					2038
No.	Name	Start Date	Last Date		
890	Mary Brown	6 AUG 02	28 APR 03	change every 72 hrs	
1 Patients are on DUROGESIC 25MICROGRAMS*					

Figure 0.2 patients on drugs report

Example - Choose *Glucophage* as Product –This will capture all patients on different doses. To ensure you have a complete list, choose *Metformin* as an ingredient and check that both lists are the same. The “Metformin” search will also show patients on a combined drug, e.g. Avandamet.

I have found that the “Generic” search does not show all patients on the drug so better to use Trade name.

This is manually intensive as you need to go through the complete list of Diabetes Meds and strips. Then go into each patient file and add to register.

Diabetes Registers in GP Mac

This allows you to create registers for your patients. You can then add or remove your patients from a register.

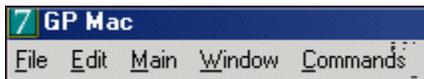
First you need to check what registers are in the system. Once there is one person on a register you cannot delete this register but you can rename it.

E.G. If Diabetes Mellitus in the system you can rename this Diabetes Type 2- ensure all patients in this register have a Diagnosis of Type 2 Diabetes.

If not remove those with Diabetes Type 1 and put them on a new Register –“Diabetes Type 1”.

To create a Register on GP Mac:

Select Window-



7. Select **Registers** from the Setup menu.

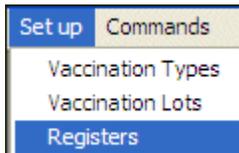


Figure 0.3 register setup menu

This displays the Registers command menu and Register window.

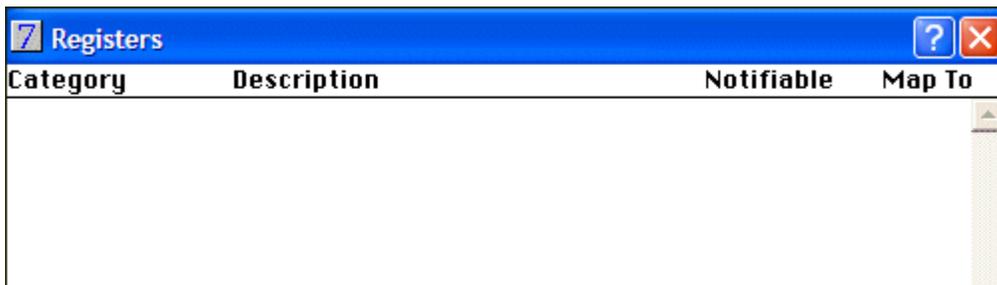


Figure 0.4 register window

You can create, edit and delete registers. You can also print a register list.

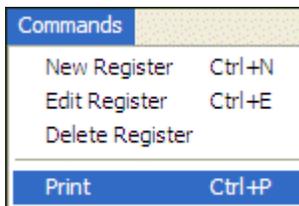


Figure 0.5 command menu

Creating New Registers

8. Select New Register from the Commands menu.

This displays the New Register window.

Figure 0.6 new register window

1. Type the description of the register in the **Description** textbox, for example Diabetes Type 1/ Diabetes Type 2/Pre-Diabetes (or IGT=Impaired Glucose Tolerance)

10)

1. Type the Category of the Register in the **Category** textbox- Endocrine.
2. Map to Disease Code- Not essential to use Disease codes in GP Mac

12)

Disease Codes

ICPC- T89= TYPE 1

T90= TYPE 2

W85 = GESTATIONAL DM

T99=Endocrine other (practice can agree to use for Pre-Diabetes/IGT)

or

ICDC 10- E10= TYPE 1

E11= TYPE 2

R73.0= Abnormal GTT (practice can agree to use for Pre-Diabetes/IGT)

12)

1. Enter date of Diagnosis if known otherwise leave date field blank.
2. Click Ok

The Register is created and added to the GP Mac register list.

Please ensure that all colleagues are aware of the Registers in Use and do not create further registers.

Editing Registers

You can edit any register by selecting the Register from the register list and selecting **Edit Register** from the **Commands** menu.

Select **Diabetes Type 2** from the **Register** list.

Category	Description	Notifiable	Map To
ASTHMA	LUNGS	Yes	

Figure 0.7 register window

1. Select Edit Register from the Commands menu. This displays the Edit Register window.
2. Type any necessary changes.

Description: EMPHAZEMA
 Category: ASTHMA
 Notifiable Infectious disease
 Map To:
 Cancel OK

In the example above, the description is modified.

1. Click Ok.

The register is modified.

Deleting Registers

Note- You cannot delete a register with names on it but you can rename a register as “defunct” or “NOT IN USE” If you wish to discontinue a register.

To delete a register from the register list:

17. Select the register you want to delete from the Register list window.

Category	Description	Notifiable	Map To
ASTHMA	LUNGS	Yes	

Figure 0.8 register window

1. Select Delete Register from the Commands menu.



Figure 0.9 commands menu

1. A pop up appears asking do you want to delete the register.
2. Click Yes (if you do).

2. Enter Diagnosis in Summary Box

Once patient is entered on the register, enter the diagnosis in the Patient summary Box.

Double click on Summary Box

Choose Commands – New- Free text Diagnosis and Date of Diagnosis

3. Printing Register reports

You can print a screen or paper report for registers.

21. To print a register report, select **Print** from the **Commands** menu.

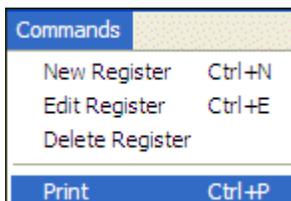


Figure 0.10 commands menu

A pop-up box appears.



Figure 0.11 printer/screen pop-up

1. Select Printer or Screen. In this example, Screen is selected.
2. Click Ok.

3. Repeat above choosing Diabetes Type 1, Diabetes Type 2 and Pre-Diabetes/IGT
- 25) You will have a print out of all patients on the above registers.

4. Entering Patient Consultation

- 1 F1
- 2 Enter BP, Wt and HT in designated boxes at top of page
- 3 Bring cursor to history and click (always left click)
- 4 Enter waist circumference in cm (e.g. waist = 96cms)
- 5 BMI (e.g. BMI =) BMI must be calculated in Statistics window so you cannot enter value at this time, return to it when entry completed.
- 6 Enter Text – e.g. Diabetic review: diet, exercise, smoking and foot care advice given, attending expert programme and very well motivated re diet, feet checked-good condition, pedal pulse heard on Doppler, good sensation to toe/soles= Low Risk, had fundoscopy June 2010. S/B Dr....., Glucophage increased, Tritace increased in view of ACR result, next Diabetic review 3/12.
- 7 Click OK

To Enter BMI

- 1 Ctrl +S
- 2 Click BMI, window will appear on screen with most recent wt + ht, click calculate to get BMI.
- 3 Click history; click BMI to highlight this line.
- 4 Click commands – Edit line
- 5 Click cursor after BMI= and enter value
- 6 Click OK

1. Looking at Relevant Data

26)

To Extract Investigations

- 1 Investigations

- 2 Commands
- 3 Extract
- 4 Double click on the required investigation eg. creatinine, cholesterol, HbA1C, LDL, Triclycerides. (Maximum 5)
- 5 Extract

Statistics Window

To view BP/WT/HT and to calculate BMI

To Enter BMI

- 7 Ctrl +S
- 8 Click BMI, window will appear on screen with most recent wt + ht, click calculate to get BMI.
- 9 Click history; click BMI to highlight this line.
- 10 Click commands – Edit line
- 11 Click cursor after BMI= and enter value
- 12 Click OK

Command Statistics-

Note- Can have Extract Box and Stats on view side by side on screen.

Using Protocol To capture visit

- 1 Click F1
- 2 Click Protocol (left hand side of page)
- 3 Click Diabetes Review (under categories)
- 4 Click review (under protocols)
- 5 Click OK

Enter values/text as appropriate, click OK

I find this more time consuming and it also uses a lot of space in history. The advantage of this is the information entered can be extracted for audit, whereas free text cannot. The format of the protocol could be improved but this would require national agreement on the information to be captured, so that GP Mac customers nationwide would have same requirements.

Printing statistics

You can print out a form of a patient's statistics. To print a statistic:

26. Open the patient details screen and select a patient.
 1. From the Windows menu, select Statistics. This opens the Statistics window.
 2. Select the statistic you want to print.
 3. From the **Commands** menu, select **Print Statistics**.

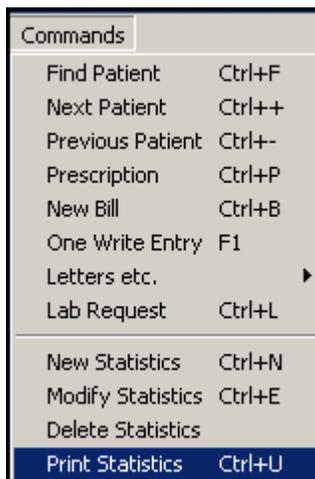


Figure 0.1 print statistics menu

This opens the Print dialog box. The Print dialog box allows you to select individual statistics and print individual or complete statistics of a patient.

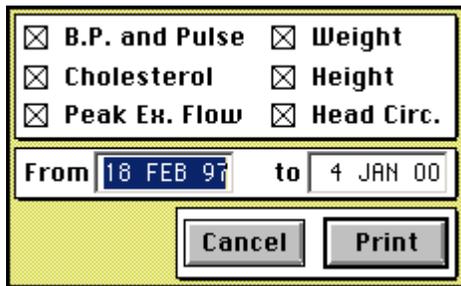


Figure 0.2 print statistics dialog box

In Figure 0.2, there are six checkboxes. You select which options you want to print in the statistic form.

1. Select or clear the checkboxes you want to print.
2. Enter the start date you want the statistics printed in the **From** textbox.
3. Enter the end date of the printout in the **to** textbox. Only statistics between these two dates is printed. The default is from the first to the last statistic entered for a patient.
4. Click Print. A pop-up box appears asking you to wait. The statistic form is printed.

34)

35)

36)

37)

Importing protocols- Diabetes Interest group has created a Diabetes Protocol available to import in you system.

This allows you to import protocols from other GP Mac PC's. This saves manually inserting protocol data.

34. Click Import.

35. This displays the Select Import file dialogue box.

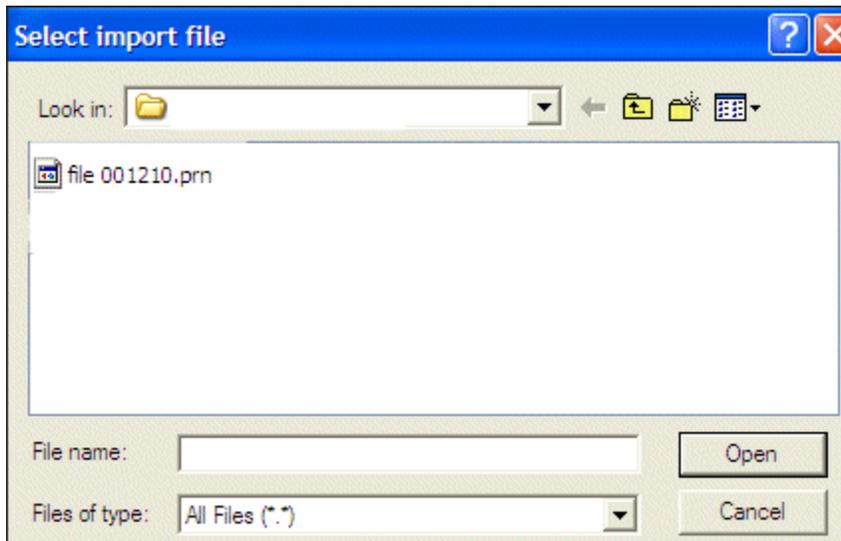
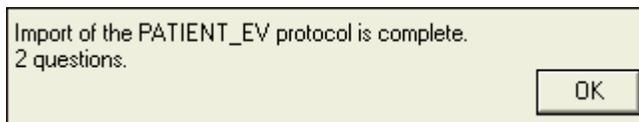


Figure 0.3 import file window

1. Select the file you want to import and click Ok.
2. A confirmation box appears stating the protocol is loaded.



1. Click Ok.
2. The Protocol is loaded into the Protocol list.

Giving Appointment

- 1 Click on file (top left corner)
- 2 Open diary
- 3 Double click on the time required
- 4 Enter patients name
- 5 Click find (end of page)
- 6 New page will appear on screen with patients name, click Ok

- 7 Patients name, address, age and sex will appear, if more than one patient with the same name appears highlight as appropriate and click.

The patient's appointment is now recorded in "appointments and letters".

Click window (top left of screen)

Click appointments etc.

**or
Ctrl+4.**

This shows the appointment dates, times and with whom, which allows you to see when a particular patient is due for review. If a patient does not attend when the patient was due for review is seen. If the patient cancels the appointment and their name is deleted from the appointment page then the review date is also deleted. If staff enter cancelled but leave patient details then the date remains.

POP UP Message

If you wish a record alert to open as a reminder in the patients file

Choose Commands- Record Alert

Eg Do height next visit

6. Audit Capability

GP Mac has the capacity to extract a selection of data on all patients on a given Register.

SURNAME	FORENAME	Patient ID	DOB	REGISTER=Type
RIP	Gender	SMOKING	Dx DATE	RESULTS SINCE:
WEIGHT(Kg)	HEIGHT(Cm)	STATUS	S.BP	D.BP HBA1C
CREATININE	ACR	BMI	TRIGLYCERIDE	HDL LDL
EGFR		CHOL.		

Choose Main- Reports-Heartwatch-Diabetes Care-choose register eg Diabetes Type 2.

File stored as an excel file in the GP Mac Folder

To Locate File look at screen where you log in your name and password

On this screen you will see what "drive" you are working from

Eg J: or C:

Open "my computer" and double click on the relevant drive- double click on the GP Mac folder and Diabetes Audit excel file should be there

Excel Data Sort

To ensure the data for each patient isn't corrupted before you choose datasort, click on top corner box on left. If you think you have made an error so Mary Murphy's BP is now on the next line. Click on close and it will ask you do you want to save changes made, if you choose no the file goes back to the original

format.

This highlights the whole spreadsheet.
You then choose datasort.

Note if header row is not selected, select this now so that you can choose the heading you which to sort.

This allows you to sort by highest BP, HbA1c etc, all who haven't had Retinopathy Screening/Foot assessment/ Flu Vac etc