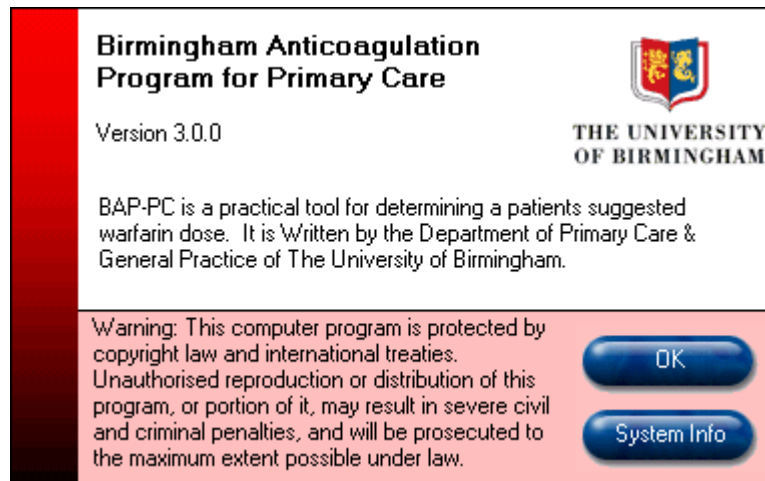



# Birmingham Anticoagulation Program *for* Primary Care



**Birmingham Anticoagulation Program for Primary Care**

Version 3.0.0

  
THE UNIVERSITY OF BIRMINGHAM

BAP-PC is a practical tool for determining a patients suggested warfarin dose. It is Written by the Department of Primary Care & General Practice of The University of Birmingham.

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OK

System Info

*Using BAP-PC*

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## The Management Of Anticoagulation In Primary Care

Monitoring and anticoagulant dosing has traditionally been a secondary care activity, since a laboratory test and expert interpretation of the test result is required. Data from Birmingham investigators<sup>1</sup> have shown that dosing and recall decisions based on the INR result in primary care can be significantly improved by the use of computerized decision support systems (CDSS). The use of CDSS for INR management in general practice clinics may help overcome the problems of competence in dosing.<sup>2</sup>

CDSS can be defined as systems that aid in the interpretation of data for therapeutic monitoring and management.

The routine use of CDSS could remove the need for specialist training in anticoagulation, and enable other health care professionals to manage clinics (for example pharmacists, laboratory technicians, practice nurses). This would provide a consistent management approach. Audit is an inherent facility of CDSS to allow performance review and therefore help ensure maintenance of clinical standards.

Practice staff in the Birmingham study<sup>1</sup> found that performing regular audit themselves allowed them to judge how well their individual clinic was running. This increased all-round confidence and engendered acceptance of the software.

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<sup>1</sup> Fitzmaurice DA, Hobbs FDR, Murray ET, Gilbert M, Rose PE. A randomised controlled trial comparing primary care oral anticoagulant management utilising computerised decision support (DSS) and near patient testing (NPT) with traditional management. *Family Practice* 1995; 12: 253-254.

<sup>2</sup> Rink E, Hilton S, Szczepura A, Fletcher J, Sibbald J, Sibbald B, et al. Impact of introducing near patient testing for standard investigations in general practice. *BMJ* 1993; 307: 755-778

## **Logging On To BAP-PC**

- Launch BAP-PC from the Windows Start menu.
- On the front screen you will find two boxes. Enter your 'Username' in the first box.
- Move the cursor to the second box by either pressing the 'Tab' key on the keyboard or clicking in the second box with the left mouse button.
- Enter your password in the second box.
- Press the [Enter] key on the keyboard.

If the details entered are incorrect BAP-PC will allow two further attempts before showing a helpful prompt for your password. If you have forgotten your password please contact the authors.

## **Working with Data, Populations and Patients - Main Menu Screen**

After logging on you will see a menu screen. BAP-PC groups all its functions into three broad headings:

- Functions relating to a particular patient
- Functions relating to the whole anticoagulation population
- Administrative functions

Select one of these options by clicking on one of the images on the menu screen or the menu bar at the top of the screen. This screen also has an option on the menu bar called 'Help'. This allows access to detailed help on various functions within BAP-PC as well as information about the software and its authors. Finally, you can exit the software from the option on the menu bar.

## Managing a Patient

### The Patient Screen

This screen brings together all tasks involving a single patient. The main task performed using BAP-PC is having a consultation and determining a new dose; this task is performed using the functions on this screen. The very first step performed on this screen is to identify a patient. Once a patient has been identified basic details about the patient are shown in a blue panel at the bottom of the screen. Various options are listed in a panel on the left of the screen:

- Have a consultation
- Audit this patient
- Edit patient details
- Add back data

You can also access the Help File, move to another screen or quit the program by selecting from the options on the menu bar at the top of the screen.

### Identifying A Patient

Tasks can only be performed on the 'Patient' screen once a patient has been identified. This can be done in two ways:

- Typing the patient ID number in the box below the words 'Find Patient' in the top left hand corner of the screen and then pressing the ENTER key on the keyboard or pressing on then '>' image next to the ID box

Pressing 'Advanced Search' to use other patient identifiers (e.g. forename, surname, address or data of birth) then pressing the 'Find Patient' button.

### Having a consultation

1. Go to the 'Patient' screen
2. Identify a patient (see above)
3. Select 'have a consultation' from the panel on the left of the screen

This will reveal a new menu panel on the left of the screen with options relating to the consultation:

- Calculate dose and recall
- Review previous consultations
- Manage adverse events
- Review PMH
- Review DH

Press 'Go back to patient menu' once the consultation is over.

### **Calculating A New Dose And Recall Date**

The consultation screen provides all the information necessary to carry out a consultation in the anticoagulation clinic. This screen calculates the suggested warfarin dose and suggested review date based upon the INR result, the range in which the INR is to be maintained and the number of in-range visits. It must be remembered that BAP-PC only makes suggestions to guide clinical decisions and it remains the clinicians responsibility to accept or over-ride these suggestions (See disclaimer). To have a consultation:

1. Go to the 'Patient' screen
2. Identify a patient (see page 5)
3. Select 'Have a consultation' from the panel on the left of the screen
4. Select 'Calculate dose/recall' from the panel on the left of the screen
5. BAP-PC will cycle through some checks before commencing the consultation:
  - BAP-PC will ask about any other medication that the patient is currently taking
  - BAP-PC will remind you if this patient treatment end-date has been exceeded
  - BAP-PC will remind you to inquire about adverse events if one was recorded for this patient on the last visit
6. Enter today's INR value in the box provided
7. Press the 'Calculate dose' button
8. Amend the suggested dose if required using the box labeled 'Accepted dose'
9. Enter any free text comment if needed
10. Press the 'Close' button to return to the main 'consultation' screen.

11. Press 'Go back to patient menu' when you have completed the consultation.

### **Booking A Review Appointment For The Patient**

This function is provided for users who wish to maintain their appointment diaries on BAP-PC but this is not compulsory (i.e. not using the diaries will not affect the calculation of new doses).

1. Go to the 'Patient' screen
2. Identify a patient (See page 5)
3. Select 'Have a consultation' from the panel on the left of the screen
4. Calculate a new dose for the patient (See page 6)
5. Select 'Book Appointment' from the panel on the left of the screen
6. BAP-PC will suggest a new recall date but the user may choose any suitable date
7. Click on your chosen date on the calendar. If this date already has a defined clinic (highlighted red) then a schedule for the day is shown otherwise BAP-PC will prompt and create a default clinic for this date
8. Book the appointment by clicking ONCE on the actual time in the schedule. The patients name and ID is automatically entered in the blank time slot
9. To delete an existing appointment: Click on the patients name and press the 'Delete' button
10. Press the 'Close Schedule' button
11. Press the 'Close Calendar' button to return to the main 'Consultation' screen.
12. Press 'Go back to patient menu' when you have completed the consultation

### **Review Previous Consultations**

This function allows a review of all the past consultations for a particular patient.

1. Go to 'Patient' screen
2. Identify a patient (See page 5)
3. Select 'Have a consultation' from the panel on the left of the screen
4. Select 'Review old notes' from the panel on the left of the screen. A grid listing all of this patient past consultation will be presented.

5. To edit a particular value in the grid select the item. If it is editable the selected text will become a bold font. Enter the new value in the box labeled 'Enter a new value' then press the 'Update Value' button otherwise press the 'Do No Update' button.
6. To delete a whole consultation: select the date to be deleted and press the 'Delete' button
7. Press the 'Close' button to return to the main consultation screen.
8. Press 'Go back to patient menu' when you have completed the consultation.

### **Manage Adverse Events**

This function will allow you to record/edit and delete adverse events

1. Go to 'Patient' screen
2. Identify a patient (See page 5)
3. Select 'Have a consultation' from the panel on the left of the screen
4. Select 'Manage adverse events' from the panel on the left of the screen. A grid listing all this patients past recorded adverse events will be presented
5. To add a new adverse event: Press the 'Add Event' button, specify the event date, description and severity then press the 'Save Event' button
6. To edit a past event: click on the item in the grid to be changed, specify a new value then press the 'Edit Event' button
7. To delete a past event: click on the date to be deleted and press the 'Delete Event' button
8. Press the 'Close' button to return to the main consultation screen.
9. Press 'Go back to patient menu' when you have completed the consultation.

### **Managing A Patients Past Medical History**

Although details of a patients PMH can be recorded in BAP-PC it must be remembered that this information is NOT used in dose calculation. It is provided simply as a reminder for the clinician.

1. Go to 'Patient' screen
2. Identify a patient (See page 5)
3. Select 'Have a consultation' from the panel on the left of the screen
4. Select 'Review PMH' from the panel on the left of the screen. A list of recorded co-morbid conditions is presented

5. To add a new condition: Press the 'Add PMH' button, specify the condition and press the OK button or the ENTER key
6. To delete a condition: select the condition from the list and press the 'Delete PMH' button
7. Press the 'Close' button to return to the main consultation screen.
8. Press 'Go back to patient menu' when you have completed the consultation.

### **Managing A Patients Other Medication**

Although details of a patients drug history (DH) can be recorded in BAP-PC it must be remembered that this information is NOT used in dose calculation. It is provided simply as a reminder for the clinician. Drug interaction warnings are provided in the consultation if drugs have been added using this facility.

1. Go to 'Patient' screen
2. Identify a patient (See page 5)
3. Select 'Have a consultation' from the panel on the left of the screen
4. Select 'Review DH' from the panel on the left of the screen
5. To add a drug: Press the 'Add Drug' button, enter the drug name, select a drug class from the drop down list
6. To delete a drug: select the drug name and press the 'Delete drug' button
7. Press the 'Close' button to return to the main consultation screen.
8. Press 'Go back to patient menu' when you have completed the consultation.

### **Audit This Patient**

This function allows an audit of a single patient to be carried out:

1. Go to the 'Patient' screen
2. Identify a patient (See page 5)
3. Select 'Audit this patient' from the panel on the left of the screen
4. Define the audit period by clicking on the drop-down calendars provided. Each calendar has a scroll bar. To move the calendar by one month click on the left or right buttons on the scroll bar. To move the calendar by a year at a time click on the scroll bar itself.

5. Press the 'Start audit' button. Various statistics for this patients reviews during this audit period are presented on this screen
6. Press 'Close' to return to the main 'Patient' screen
7. Press 'Save patient details' once you have finished with this patient.

### **Edit Patient Details**

To change any of the current patients details:

1. Go to the 'Patient' screen
2. Identify a patient (See page 5)
3. Select 'Edit patient details' from the panel on the left of the screen
4. Amend any of the items of information relating to this patient
5. Press the 'Save changes' button
6. Press the 'Close' button to return to the main 'Patient' screen
7. Press 'Save patient details' once you have finished with this patient.

### **Adding 'Back Data'**

To add data on review consultations for a past date:

1. Go to the 'Patient' screen
2. Identify a patient (See page 5)
3. Select 'Add back data' from the panel on the left of the screen
4. Fill in all the blank boxes with details of the patients visit
5. Press 'Click here for same as current' to automatically enter the target INR if this was the same as the current target
6. Press the 'Add data' button
7. Press the 'Close' button to return to the main 'Patient' screen
8. Press 'Save patient details' once you have finished with this patient.

## Managing The Whole Anticoagulation Population

### The Population Screen

This screen brings together all functions that apply to the anticoagulation population as a whole. The main functions are grouped in a panel on the left of the screen:

- Audit all patients. When selected this function will show more detailed audit facilities.
- View Disease register. Provides a view of the disease register as well as the ability to activate/inactivate particular patients.
- Add a new patient
- Manage target INRs. View/add/amend reference ranges and targets for various conditions.
- Write to DNAs. Identify and write letters to one or more patients who have missed appointments.

You can also access the Help File, move to another screen or quit the program by selecting from the options on the menu bar at the top of the screen.

### Population Audit

This function performs a detailed audit for your whole anticoagulation population:

1. Go to the 'Population' screen
2. Select 'Audit all patients' from the panel of options on the left hand side of the screen.

The results of each audit are displayed in a panel in the centre of the screen. These results can be saved (as Rich Text File format - RTF) or printed. The following audits can be carried out:

#### **'Find Active Patients'**

This function will provide a list of all the patients currently on Warfarin (i.e. active patients).

#### **'Adverse Events'**

First define the audit period by clicking on the drop-down calendars provided. Each calendar has a scroll bar. To move the calendar by one month click on the left or right buttons on the scroll bar. To move the calendar by a year at a time click on the scroll bar itself. Then press the 'Adverse Events' option. This function will collate all the adverse events recorded during the audit period.

**'Monitoring'**

First define at audit period as described above. Then press the 'Monitoring' option. This function will then display:

- The number and percentage of computer suggestions accepted by the user
- The number and percentage of visits that were within the therapeutic range (target +/- 0.5)
- The prevalence. This provides the number(%) of patients whose last consultation was within range (provided that their last consultation was in the last 3 months of the audit period).
- Percentage time spent by these patients within range
- Average review frequency over the audit period.

**'Range of conditions'**

First define the audit period as described above. Then press the 'Range of conditions' option. This will provide a list of the range of conditions for which warfarin is being used.

**'Audit statistics'**

First define the audit period as described above. Then press the 'Audit statistics' options. This will list the following statistics for the audit period for each target INR used:

- Mean INR
- Standard deviation of the INRs
- Number of reviews
- Number of reviews in range (%)
- Mean warfarin dose

**'Poorly controlled'**

Let us assume we wish to know about all the patients who are poorly controlled and we define poor control as being under 40% time in range. This function will help us to identify such patients. First define the audit period as described above. Then press the 'Poorly Controlled' option. This function will list all the patients whose percentage time in range fall below a particular cut off value. BAP-PC will prompt for a cut off value. Please enter a value between 0 and 100.

Press the 'Close' button to return to the main 'Population' Screen

## **Disease Register**

To view the disease register:

1. Go to the 'Population' screen
2. Select 'View Disease Register' from the panel on the left
3. Press 'View Active', 'View Inactive' or 'View All' from the coloured options in the center of the screen
4. To view a particular patients details select their name from the list provided.
5. To activate an inactive patient: click on their activity label (i.e. 'N').
6. To inactivate an active patient: click on their activity label (i.e. 'Y'). BAP-PC will ask for a reason for the inactivation.
7. Press the 'Close' button to return to the main 'Population' Screen

## **Add A New Patient**

1. Go to the 'Population' Screen
2. Select 'Add a new patient' from then panel on the left
3. Fill in ALL the boxes under the heading 'compulsory data'. Make sure you also identify their condition using the drop down list. Use the TAB key on the keyboard or the mouse to place the cursor in each box.
4. Fill in as many of the boxes under the heading 'Additional data'
5. Press the 'Add New Patient' button.
6. Press the 'Close' button to return to the main 'Population' Screen

## **Manage Target INRs/Ranges**

1. Go to the 'Population' Screen
2. Select 'Manage target INRs' from the panel on the left of the screen
3. Use the 'Next' and 'Previous' buttons to scroll through the various conditions recorded on BAP-PC

4. To add a new condition: Press 'Add condition', fill in the blank boxes for description, duration and target then press 'Update changes' otherwise press 'Ignore changes'
5. To amend a value: Press 'Edit condition', make any necessary changes then press 'Update changes' or 'Ignore changes'
6. Press the 'Close' button to return to the main 'Population' Screen

### **Writing To DNAs**

This function identifies all patients who have not attended for their review appointments. Letters can be generated for one or more of these patients. Before using this function please ensure that practice details have been entered.

1. Go to the 'Population' Screen
2. Select 'Write to DNAs' from the panel on the left of the screen
3. This facility is best used at the end of a clinic. Hence all patients who have DNA's today will also be included in the search. A message to this effect is displayed.
4. A list of names of patients who have DNA'd will be presented
5. To write to one of these patient click in their name; to write to all of the patients click on the 'letter to all' button
6. Letters can be saved and printed if necessary
7. Use the 'Close' button to return to the main 'Population' Screen

## Administrative Functions

This screen allows access to all the administrative functions in BAP-PC. The screen shows the menu options on the menu bar at the top of the screen. An 'Information' box is provided giving brief details on all the functions. The options available from this screen are:

1. User
  - Add New User
  - Change Password
  - Log Off - this function will return you to the main logging on screen
2. Admin
  - Import data
  - Export data
  - Backup data
  - Restore data
  - Export to B'ham
3. Practice
  - Practice details
  - Clinics
  - Multiple Clinics
  - Internal QC
  - External QC
4. Help - Accesses detailed instructions on the use of the software
5. Go To
  - See a patient
  - Population
  - Exit BAP-PC

### Adding A New User

1. Go to the 'Admin' Screen
2. Select 'User' from the menu bar at the top of the screen

3. Select 'Add New User'
4. Enter a new user name
5. Move the cursor to the second box by either pressing the 'Tab' key or clicking in the second box with the left mouse button.
6. Enter a password for this user
7. Move the cursor to the third box by either pressing the 'Tab' key or clicking in the third box with the left mouse button.
8. Enter text in the 'Reminder' box. This will act as a prompt for you if you forget your password.
9. Press the 'Save New User' button.
10. Press the 'Close' button to complete this task.

### **Changing A Password**

1. Go to the 'Admin' Screen
2. Select 'User' from the menu bar at the top of the screen
3. Select 'Change Password'.
4. Enter a new password
5. Move the cursor to the second box by either pressing the 'Tab' key or clicking in the second box with the left mouse button.
6. Enter text in the 'Reminder' box. This will act as a prompt for you if you forget your password.
7. Press the 'Save password' button.
8. To leave this task press the 'Close' button.

### **Importing Patient Data**

Over 90% of primary care centers make use of computer systems for administrative and clinical tasks. Thus, much data (e.g. name, address, DOB) about patients on warfarin already exists in the practice computer system. If adding the details of just a few patients to BAP-PC it may be easiest to use the Disease Register screen. However, the import facility allows multiple records to be downloaded from the practice computer system. Before using this

facility, a search for details of patients currently taking warfarin, should be carried out on the practice computer system. Many of these computer systems will allow the search details to be downloaded/dumped onto a floppy disk (in ASCII format). This importing facility will only work if the practice computer system is able to perform this task. The individual fields can be separated by any character.

The floppy disk can now be used with the Import function to import this data into BAP-PC:

First scan the floppy for viruses. It is the users responsibility to scan all floppy disks. Then write down the order in which the fields have been placed and the character used to separate the fields. E.g.:

**Fred,Brown,31 Acacia Ave,Aroundhere,Big Town...**

[Forename],[surname],[house number and street name],[district,city...]

This record uses commas to separate the fields and format as above.

BAP-PC can import basic patient details (name, address etc) or details of review consultations.

1. Go to the 'Admin' screen
2. Select 'Admin' from the menu bar at the top of the screen
3. Select 'Import data'. BAP-PC breaks down the task of importing data with the help of a 'wizard'.
4. Specify the type of data to be imported: patient details or reviews then click 'Next'
5. Use the items in the list on the left to recreate the field sequence in the list on the right. (If there were fields downloaded from the practice computer that are not supported by BAP-PC then use the 'skip' button to bypass these fields when importing). Then click 'Next'
6. Identify the character used to separate the fields by selecting from the drop down list or by entering your own.
7. Ensure the floppy disc is correctly placed in the floppy drive then press 'Import'.
8. When prompted enter the location of the file containing the data to be imported (e.g. 'A:data.txt')

BAP-PC will then read in as much information from the floppy disk as possible. Any records containing fields which are in the wrong format for BAP-PC will not be imported. Patients who have the same ID number as a patient already in BAP-PC will also not be imported. All patients not imported will be listed.

Use the 'Close' button to complete this task.

## Exporting Data

This facility allows you to view reports on the anticoagulation population. Several predefined reports are shipped with BAP-PC (list all patients, list all reviews, list all adverse events). If you have a specific report requirement please contact the authors. This facility is used to view such ad hoc reports. The reports can be viewed, saved in a variety of formats, e-mailed and printed. To access this function:

1. Go to the Admin Screen
2. Select 'Admin' from the menu bar at the top of the screen
3. Select 'Export data'
4. Select the report required
5. Press 'Close' to return to the main Admin Screen

## Backing Up Data

In order not to risk losing valuable clinical data it is recommended that the database files be 'backed-up' at frequent intervals. It must be remembered that at ALL times the responsibility for using floppy disks of appropriate quality and format and for the scanning for viruses lies with the user. This screen allows both backing-up and restoring of the database files. Two files are backed up onto a floppy disk :

WARFARIN.MDB  
CLINICS.MDB

This function is used to place the files listed above onto a floppy disk.

1. Place a blank, formatted and scanned disk into drive A (and close the drive door if applicable).
2. Go to the 'Admin' screen
3. Select 'Admin' from the menu bar at the top of the screen
4. Select 'Back up data'
5. BAP-PC will search for the relevant files on the your computer and prompt for help if unsuccessful
6. BAP-PC will notify you with appropriate messages when this task has been completed.

## Restoring Database Files

This function is used to restore data which had previously been backed-up onto a floppy disk. It is used in the event of loss of data from the main database files. For BAP-PC version 2 users this function is also used to upgrade their database when first used after the upgrade process. This function also encrypts and compacts the database. The database files restored will only contain data that existed at the time of the back-up and not any data added subsequently. It is the responsibility of the user to scan any floppy disks used with BAP-PC for viruses. To restore data :

1. Insert the floppy disk (containing the backed up data) into the A drive
2. Go to the 'Admin' screen
3. Select 'Admin' from the menu bar at the top of the screen
4. Select 'Restore data'
5. BAP-PC will provide appropriate messages when this task is completed.

## Exporting Data To Birmingham

As a further facility offered to users of the software researchers within the Department of General Practice at The University of Birmingham have set up a data analysis scheme whereby users can periodically submit their data for more detailed analysis within the context of all the other users of the system. This function is provided to allow a down-load of anticoagulation data onto a floppy disk in order to facilitate this. The data placed on the floppy disk has any personal identifying fields removed from the database in order to maintain patient confidentiality.

1. Place a blank, formatted and scanned disk into drive A
2. Go to the 'Admin' screen
3. Select 'Admin' from the menu bar at the top of the screen
4. Select 'Export to b'ham'
5. BAP-PC will search for the relevant files on the your computer and prompt for help if unsuccessful
6. BAP-PC will notify you with appropriate messages when this task has been completed.

## Practice Details

This screen stores basic practice details and practice specific settings. The contents of this screen are used when mail merging letters.

1. Go to the Admin Screen
2. Select 'Practice' from the menu bar at the top of the screen
3. Select 'Practice details'
4. Fill in/amend the practice details by placing the cursor in each box.
5. Select the tick box if you wish to use practice headed paper (BAP-PC will then leave a few lines blank at the top of the letters so that a practice header can be used). If this box is not ticked BAP-PC will generate a header using the practice details.
6. Click in the second tick box if you wish to be reminded to perform Internal Quality Control (IQC). When this is checked you will be reminder if 20 dosings have elapsed since the last IQC. The text forming the body of the letters can be changed to suit the needs of the practice. This text is limited to 255 characters.
7. Use the 'Save details' button to commit any changes.
8. The 'Close' button will return you to the main Admin screen.

## Setting Up Clinics

The Clinics screen is used to define and update anticoagulation clinics as well as to view the daily schedule for a particular clinic day.

1. Go to the Admin Screen
2. Select 'Practice' from the menu bar at the top of the screen
3. Select 'Clinics'

The calendar shows the current date on the left of the navigation buttons (scroll arrows) and the currently selected date on the right of the navigation buttons. Clicking on the navigation buttons moves the calendar by one month whilst clicking in the 'scroll bar' moves the calendar by 1 year.

There are four coloured options under the calendar:

- Red : This represents the days on which there is an anticoagulation clinic.
- Green : Used to define surgery closed days. Saturday and Sunday are automatically set as closed days.

- Blue : Used to highlight days on which the nurse/doctor is on annual leave.
- Grey : Used to cancel a previously defined clinic/closed day/annual leave day.

To view a detailed schedule for a particular clinic day click on clinic day with the left mouse button.

### **Defining A Clinic**

1. Click on the red clinic option below the calendar
2. Select the day on which the clinic is to be held by clicking the calendar with the mouse. This reveals the clinic times for that particular day. The default clinic is for a clinic starting at 00:00 and ending at 24:00 with patient seen at 30min intervals.
3. Set the time interval between consultations by selecting from the drop down list provided
4. Set the start time using the 24Hr clock and the HH:MM format.
5. Set the end time in a similar fashion.
6. Use the 'Save settings' button to commit changes

These instructions can also be used for amending an existing clinic. Appointment times can be printed using the button provided.

### **Defining 'Closed' Days And 'Annual Leave' Days**

Any particular day can be designated as a clinic, closed day or as an annual leave day by first selecting the appropriate coloured option under the calendar then selecting a date on the calendar. Settings can be cancelled by selecting the 'Cancel' option under the calendar and then selecting on the appropriate date on the calendar.

Press the 'Close' button to return to the main Admin Screen.

### **Defining Multiple Clinics**

Although it is easy to set up a clinic in BAP-PC this facility is provided to make it even easier for the user to set up multiple clinics which have the same structure. For example, let us suppose that the anticoagulation clinic is held every Tuesday morning from 9:30am until 11:00am and that patients are given appointments of 15 minutes duration. The surgery may wish to set up anticoagulation clinics based upon this pattern for the next 3 months. The Multiple Clinics screen allows this to be done.

1. Go to the 'Admin' screen

2. Select 'Practice' from the menu bar at the top of the screen
3. Select 'multiple clinics'
4. Five items of information are required in order for the clinics to be set up:
  - Start date - in the format DD/MM/YYYY
  - Clinic start time - in the format HH:MM
  - Clinic end time - in the format HH:MM
  - Appointment intervals - to be selected from the drop down list box
  - The number of consecutive weeks over which to repeat this pattern
5. Press the 'Create Clinics' button. BAP-PC will then set up the required number of clinics.
6. Use the 'Close' button to return to the main Admin screen.

### **Internal Quality Control (IQC)**

This feature has been added for practices using near-patient testing. Results of intermittent IQC tests can be stored and reviewed in BAP-PC.

1. Go to the 'Admin' screen
2. Select 'Practice' on the menu bar at the top of the screen
3. Select 'Internal QC'. The top section of this screen can be used to enter IQC information in the boxes provided. To save the information press the 'Save' button. The bottom section displays previous IQC information.
4. Press the 'Close' button to return to the main Admin screen.

### **External Quality Control (EQC)**

This feature has been added for practices registered with an EQC scheme. Results of intermittent EQC tests can be stored and reviewed in BAP-PC. EQC information should be entered only when ALL the information is available.

1. Go to the 'Admin' screen
2. Select 'Practice' on the menu bar at the top of the screen

3. Select 'External QC'. The top section of this screen can be used to enter EQC information in the boxes provided. To save the information press the 'Save' button. The bottom section displays previous EQC information.
4. Press the 'Close' button to return to the main Admin screen.

## **Moving Between Screens**

It is possible to move between BAP-PCs main screens using the 'Go To' option on the menu bar at the top of the screen. The options available under this heading on the menu bar will depend on which screen can be accessed from the current screen. For example, when currently working with a particular patient the options under the 'Go To' option on the menu bar will allow you to go to the 'Population' screen and the 'Admin' screen.

## **Leaving BAP-PC**

To leave BAP-PC select 'Exit BAP-PC' under the 'Go To' option on the menu bar at the top of the screen. Before closing the software BAP-PC will check for two things:

- BAP-PC will ask if you require a printout of consultations (on a particular date or over a date range)
- BAP-PC will prompt you to perform a back up of the data if one has not been performed recently