



## CAT4 Recipe

Identify the number of Shared Health Summaries (SHS)  
uploaded by a practice

## Rationale:

Practices need to the numbers and percentage of patients who had a SHS uploaded per quarter for their practice incentive payments. This recipe will show how to report on the numbers of SHS uploaded for any date range required.

## Target:

All patients who had their SHS uploaded in the selected date range.

## CAT Starting Point:

1. CAT4 Open on CAT4 view to have access to all reports
2. Latest Population Extract Loaded and Extract Pane “Hidden”

## RECIPE steps:

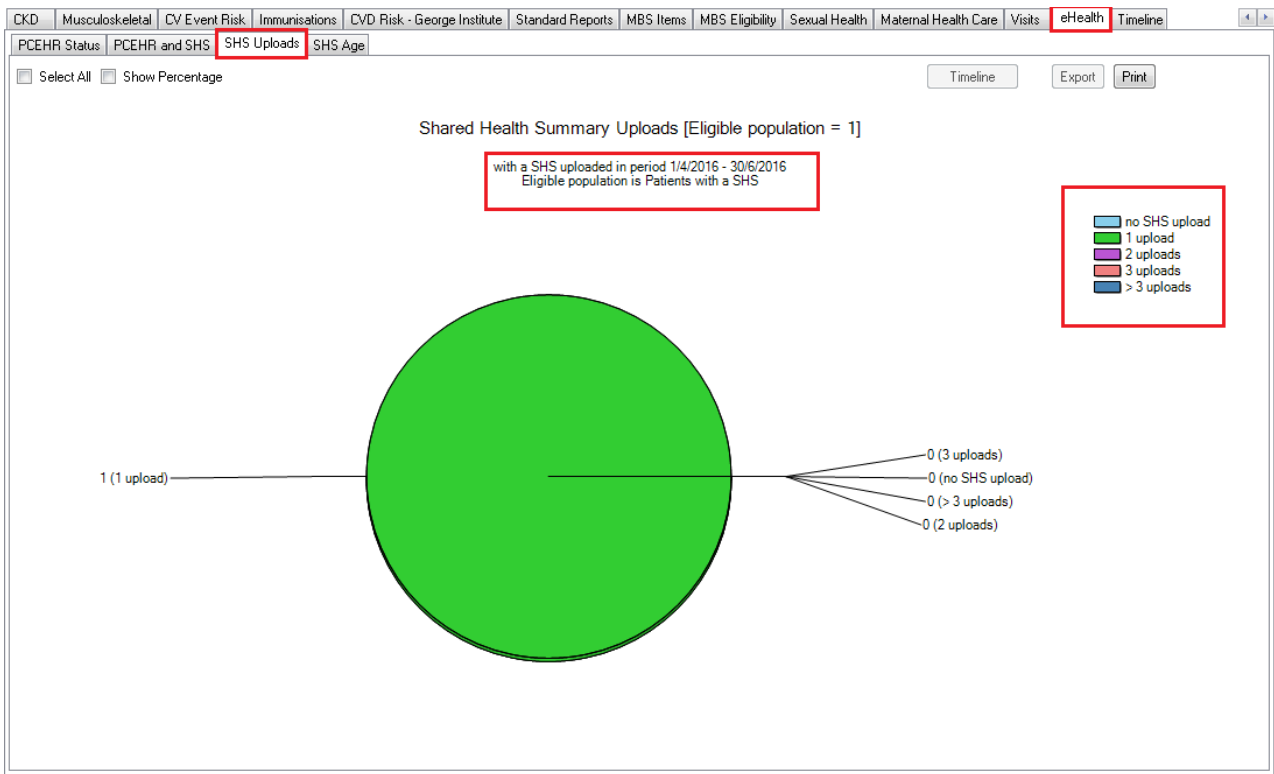
### In the Filters pane:

1. Click on ‘View Filter’ if the filter pane is hidden
2. Click on the ‘Date Range (Results) tab
3. Select the date range you are interested in, either by using the pre-set date ranges or by entering a custom date range
4. Click on Recalculate to apply the date range results filter

The screenshot shows the CAT4 software interface. At the top, there is a navigation bar with icons for Collect, View Extracts, Hide Filter, Report, View Population, Dashboard, CAT4, Cleansing CAT, and Registrar CAT. Below this is a filter pane with tabs for General, Ethnicity, Conditions, Medications, Date Range (Results), Date Range (Visits), Patient Name, Patient Status, Providers, Risk Factors, and Saved Filters. The 'Date Range (Results)' tab is selected and highlighted with a red box. Below the tabs, the 'Date Range for Last Recorded Result or Event' section is visible. It contains a text box explaining the filter: 'The date range selected will filter out results or events that are not within the selected period and treat them as not recorded. This filter is not applicable to graphs that display time periods.' There are four radio button options: 'All', '<= 6 mths', '<= 12 mths', and '<= 24 mths'. The 'Date Range (from - to)' option is selected and highlighted with a red box. Below this option are two date pickers: the first shows '01/04/20' and the second shows '31/06/20'. To the right of these options, there is a list of items that can be used for this filter: 'Measurements', 'Pathology', 'MBS Items', 'Maternal Health (birth date/weight)', and 'Visit Types'. At the bottom right of the filter pane, there is a 'Clear Results' button. The 'Recalculate' button is also highlighted with a red box.

### In the Reports pane:

1. Click on the eHealth tab – you might have to scroll to the right using the triangle buttons as it is one of the last reports
2. Click on the SHS Uploads tab under the eHealth report tag



This will display a graph of all patients who had a SHS uploaded in the selected date range which is displayed in the heading. The other report tabs show the PCEHR status, numbers of SHS uploaded and the age of the SHS (when they were uploaded).

Please note that the PCEHR Status report is not affected by the date range result filter, only the SHS specific reports are limited to the date range selected in the filters.

### To Export Patient List to Microsoft Excel:

1. Double click on the part of the graph you are interested in to display the 'reidentify patient report'.
2. Click on Save As then "Excel"
3. Choose a file name and location to save
4. Click "Save"

ID	Surname	First Name	Known As	Sex	D.O.B	Address	City	Postcode	Phone (HW)	Phone (M)	IHI	Shared Health Summary	Shared Health Summary Date
60	Bryan	Kingsley	Kingsley	M	17/10/2001	327 Kelvin Dr	Apsley	3319	8003602348	687735	1 upload	Last upload	11/04/2016

Extract Details:  
 Practice Name: WIN7VM  
 Medical Director, version 3  
 Extract Date: 13/04/2016 11:01 AM  
 Patient Count: 63  
 Printed: 13/04/2016 11:02 AM  
 Pen CS CAT4 - 4.2.1.0(4.2.1.0) - Pen CS