Data Quality Checklist for all ‘active’ patients

1. **Demographics – are the contact details up-to-date?**
   - Double-click on the patient’s telephone number to check and update details

2. **Medication List – is the Current Meds list accurate?**
   - Right click to delete/cease medications no longer relevant (they can then be found in the Old/Past Scripts thereafter)
   - If none, tick No medications

3. **Past History List – does it contain only significant conditions that a hospital or specialist would need to know?**
   - Right click to edit, delete or add new
   - If none, tick No significant past history (PMH) box

4. **Allergies – have you also recorded adverse reactions?**
   - Double-click in allergies box and Add, Edit, Delete
   - If none, tick No Known Allergies/Adverse Reactions/Nil Known

5. **Immunisations – have immunisations been recorded?**