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

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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

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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

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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

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

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