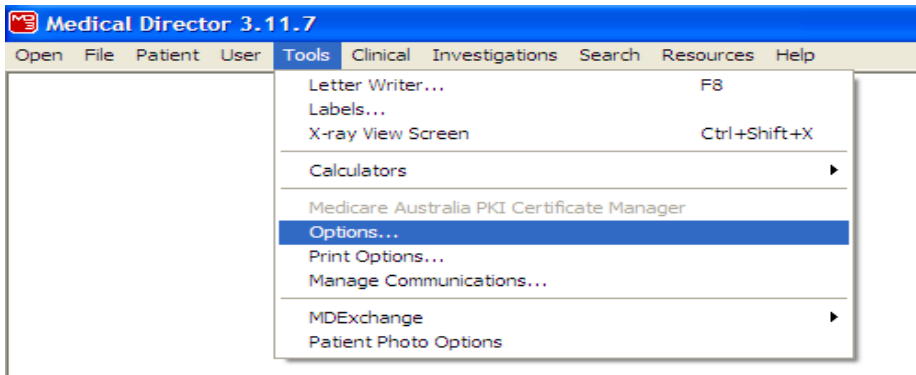


# Identifying Patients Registered “Close The Gap” Co-payment Relief.

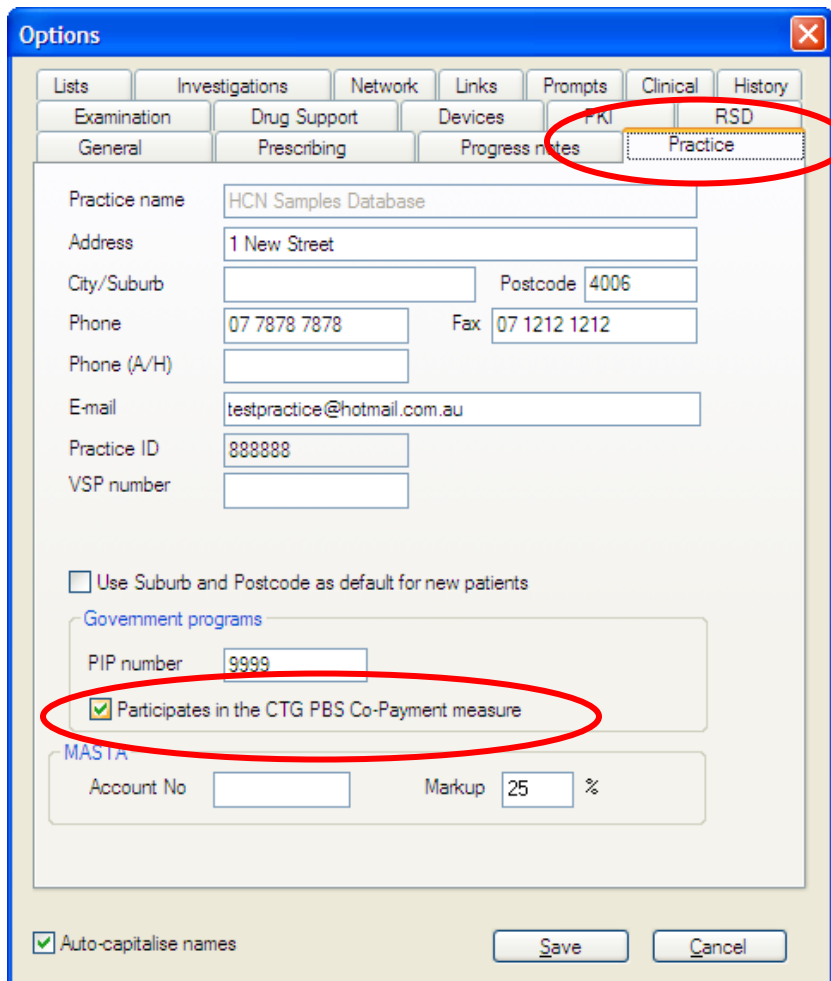
## MD3

**Step 1** From the Main Screen > Tools >Options



## **Step 2**

On the “Practice” tab tick the box “Participates in CTG PBS Co-payment measure”



### Step 3

In each Patient edit "Patient Details" to include their identification i.e. Aboriginal, Torres Strait Islander, or both Aboriginal and Torres Strait Islander. And then Tick the box "Registered for CTG Co-payment Relief"

**Patient details**

Pt. Details | Notes

Title:

First Name:

Known as:

Surname:

Date of Birth:  Gender:

Head of Family:

ATSI:   Registered for CTG Co-payment relief

Address:

City/Suburb:  Postcode:

Select default phone number to be displayed

Home  Work  Mobile

Phone:

E-mail:

Medicare No:  /

Pension No:

DVA No:

Safety Net No:

Record No:

Pension Status

None  Pension/HCC  Full DVA  Limited DVA

ePrescribing

Always receive dispense notification for this patient  Ask for consent on every prescription for this patient  Never receive dispense notification for this patient  Disable ePrescribing

Update address for all family members  Auto-capitalise names

# Best Practice

## Step 1

View Patient details and Edit to include "Ethnicity" and tick "Registered for CTG Co-payment Relief"

**Edit patient**

|                    |  |  |                                     |                                   |            |
|--------------------|--|--|-------------------------------------|-----------------------------------|------------|
| Title:             | Mr.                                      | Medicare No.:  | 4133180467                          | Line No.:                         | 1          |
| Surname:           | Abbott                                   | Medicare expiry:   | 12/08                               |                                   |            |
| First name:        | Alan                                     | Pension/HCC No.:   |                                     | Expiry:                           | 2/11/2010  |
| Middle name:       | John                                     | Pension card type:   |                                     |                                   |            |
| Preferred name:    | Alan                                     | DVA No.:   |                                     |                                   | Conditions |
| Date of Birth:     | 30/06/1945                               | Safety Net No.:  |                                     |                                   |            |
| Age:               | 65 yrs                                   | Record No.:  | 101                                 | Patient ID:                       | 2          |
| Sex:               | Male                                     | Usual doctor:  | Dr. Frederick Findacure             |                                   |            |
| <b>Ethnicity:</b>  | <b>Aboriginal/Torres Strait Islander</b> | Deny access to other users:  | <input checked="" type="checkbox"/> |                                   |            |
| Address Line 1:    | 12 Jagger St                             | Usual account:   | Schedule fee                        |                                   |            |
| Address Line 2:    |  | Health Ins. Fund:  | Medihealthy                         |                                   |            |
| City/Suburb:       | Albany Creek                             | Health Ins. No.:   | 123123123                           | Expiry:                           | 2/11/2010  |
| Postcode:          | 4035                                     | Religion:  | Baptist                             |                                   |            |
| Home phone:        | 07 50505050                              | Head of family:  | Self                                |                                   | Set        |
| Work phone:        | 07 50509999                              | Next of kin:   | Madeline Abbott                     |                                   | Set        |
| Mobile phone:      | 0427556232                               | Emergency contact:   |                                     |                                   | Set        |
| E-mail:            | alan.abbott@bpsoftware.com.au            | Occupation:  |                                     |                                   | Set        |
| General notes:     |  | <input checked="" type="checkbox"/> Registered for CTG PBS Co-payment relief |                                     |                                   |            |
| Appointment notes: |  | <input type="checkbox"/> Inactive  |                                     | <input type="checkbox"/> Deceased |            |
|                    |  | Date of death:   | 2/11/2010                           |                                   | Cause      |

Referral details    Bank account

Save    Cancel