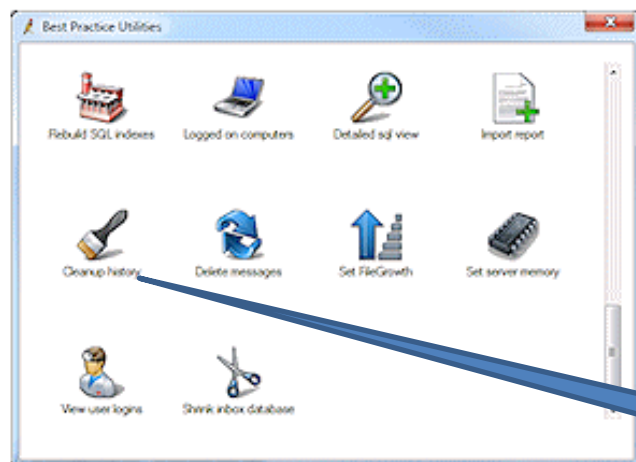


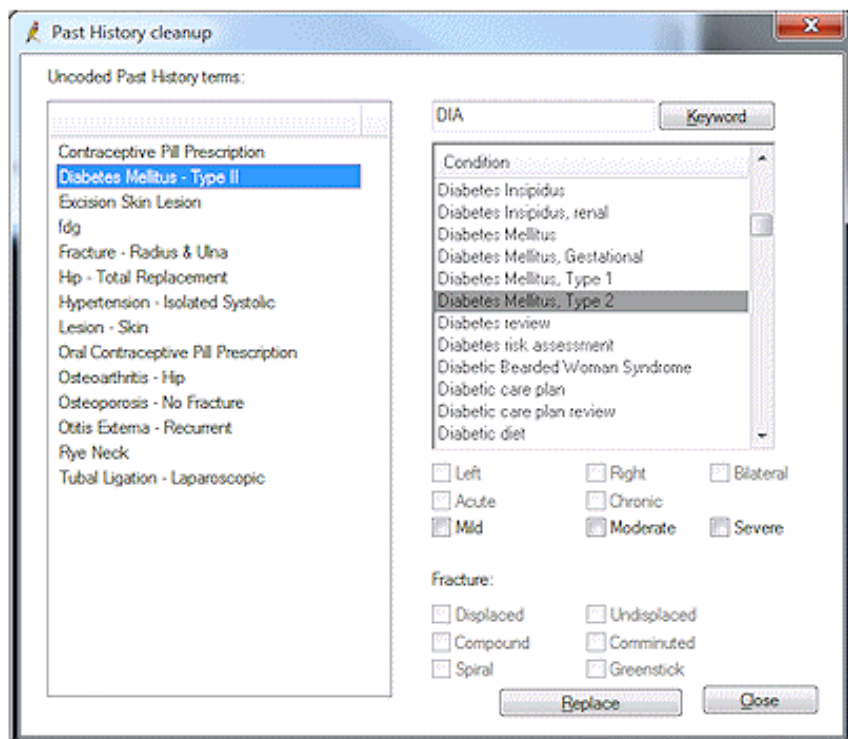
Coding in Best Practice




It is also possible to clean up uncoded conditions that have been recorded in the 'Past History' section of Best Practice. This can assist when performing database searches or using 3rd party Clinical Audit tools.

This cleanup is done via the **BP Utilities** function. Select **Start > Programs > Best Practice Software > Best Practice > BP Utilities**. Select your user name from the drop down list. You will only have access to this function if you have sufficient user permissions.

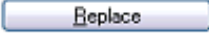
Clean-up History



Double click on the  icon. The 'Past History cleanup' screen will appear.

The 'Uncoded Past History' is a current list of all Past History entries entered into the database (usually from a conversion or free texted), and the 'Conditions' column is the complete list of 'Coded Conditions' entered into Best Practice.

On the left hand side, highlight the item that will be merged to a coded condition. On the right hand side, enter the coded condition into the keyword search field.

Highlight the condition to merge to, then select  button.