



General Practice Divisions - Victoria

General Practitioner Register (GPR)

Division Web Maintenance Manual

February 2001 (Amended May 2002)

General Practice Divisions - Victoria

General Practitioner Register

Contents

1	INTRODUCTION.....	3
1.1	DEFINITION OF GP DATA IN THE GPR	3
1.2	DEFINITION OF PRACTICE DATA IN THE GPR.....	4
1.3	LOGGING ON TO GPR.....	5
1.4	MAIN MENU OPTIONS	5
2	GP-PRACTICE DATA MENU	6
2.1	VIEW GPs FOR DIVISION	8
2.2	VIEW GP CHANGES	9
2.3	ADD NEW GP.....	10
2.4	EDIT GP DETAILS.....	11
2.4.1	<i>Edit a Previously Edited GP</i>	<i>12</i>
2.4.2	<i>Delete a Previously Edited GP</i>	<i>14</i>
2.4.3	<i>Edit a GP</i>	<i>15</i>
2.5	DELETE GP	18
2.6	VIEW PRACTICES FOR DIVISION.....	21
2.7	VIEW PRACTICE CHANGES.....	22
2.8	ADD NEW PRACTICE.....	23
2.9	EDIT PRACTICE DETAILS.....	24
2.9.1	<i>Edit a Previously Edited Practice</i>	<i>25</i>
2.9.2	<i>Delete a Previously Edited Practice</i>	<i>27</i>
2.9.3	<i>Edit a Practice</i>	<i>28</i>
2.10	DELETE PRACTICE	30
3	VIEW AUDIT LOG	33
4	DOWNLOAD DATA.....	34

The General Practitioner Register (GPR) is an initiative of General Practice Divisions Victoria. It is funded by the Victorian Department of Human Services and the Commonwealth Department of Health & Ageing.

This Division Web Maintenance Manual provides an overview of the operation of the GPR. Please direct inquires and/or comments to admingpr@gpdv.com.au.

Software for the GPR was developed by Dr. Leonard Whitehouse of Computer Applications Management Pty. Limited under contract to GPDV.

We welcome your comments and feedback.

Bill Newton
CEO
General Practice Divisions – Victoria.

1 Introduction

This manual supplements the General Information Manual, providing details of facilities for maintaining Practice and GP data via the world wide web.

1.1 Definition of GP Data in the GPR

The information recorded for GPs in the GPR is tabulated as follows.

Field	Max	Notes
Code	10	Assigned by GPDV
Surname	35	e.g. Smith or SMITH
Given Name	35	
Title	10	e.g. Dr or Prof
Gender	1	Male or Female or Space for unknown
Address Line 1	60	Usually the Practice Name
Address Line 2	60	
Suburb	30	Suburb, town, city or locality
State	4	ACT, NSW, NT, QLD, SA, TAS, VIC, WA
Postcode	4	
Telephone	20	(03) 1234-1234
Fax	20	
Mobile	20	
E-mail	60	
Status	30	Date record was last validated
Preferred Contact	30	Mail, Fax, E-mail, Telephone
Last Updated	D/T	Date/Time set by System
Access Code	10	User Code for last change (set by System)
GP Categories	256	Categories separated by comma-space
GP Practices	256	Practices separated by comma-space
GP Provider Numbers	256	Practice-Provider numbers separated by comma-space

Notes:

GP Code: First two characters of surname +
First character of Given Name +
nnn (three digit number)
e.g. SMJ025 for the 25th John Smith

GP Categories: GP (only one at this time)

GP Practices: See definition in Section 4

GP Provider Numbers: Practice-Provider e.g. GEEL025-0012345X
Provider numbers are 8 character codes
Numbers issued by Government for GP/Practice

1.2 Definition of Practice Data in the GPR

The information recorded for Practices in the GPR is tabulated as follows.

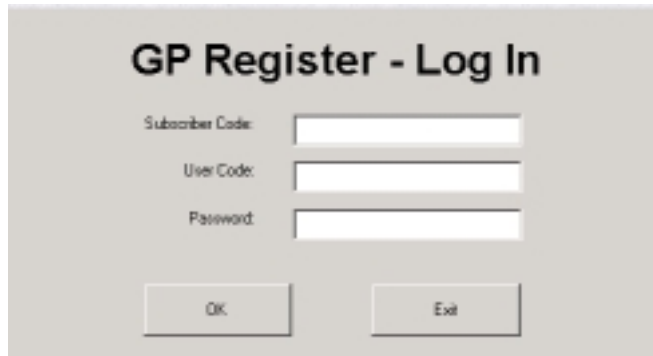
Field	Max	Notes
Code	10	Assigned by GPDV
Name	80	Name of Practice
Address Line 1	60	
Address Line 2	60	
Suburb	30	Suburb, town, city or locality
State	4	ACT, NSW, NT, QLD, SA, TAS, VIC, WA
Postcode	4	
Contact	30	Contact person at Practice
Telephone	20	(03) 1234-1234
Fax	20	
Mobile	20	
E-mail	60	
Status	30	
Preferred Contact	30	Mail, Fax, E-mail, Telephone
Practice Principal	10	
Division	3	Three digit code for Division
Last Updated	D/T	Date/Time set by System
Access Code	10	User Code for last change (set by System)
Practice Categories	256	Categories separated by comma-space

Notes:

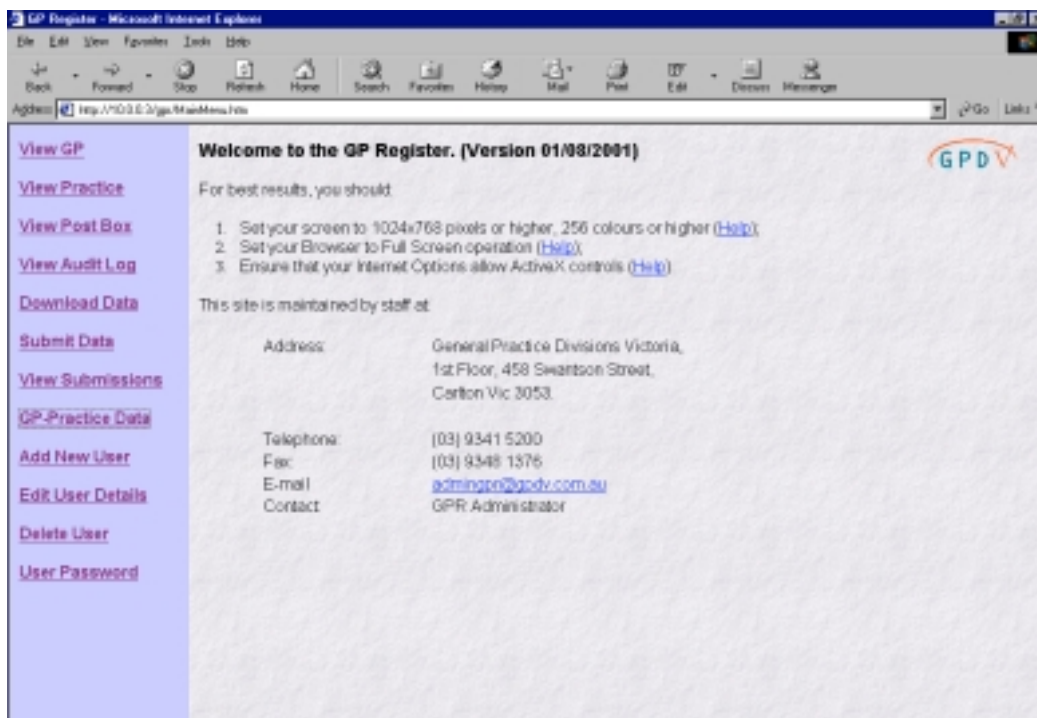
Practice Code:	First four characters of Practice name + nnn (three digit number) e.g. GEEL005 for the 5 th Geelong ... Name
GP Categories:	GP (only one at this time)

1.3 Logging in to GPR

Log in to the GPR using your Division Codes and password.

A screenshot of the 'GP Register - Log In' window. It features three input fields: 'Subscriber Code', 'User Code', and 'Password'. Below these fields are two buttons: 'OK' and 'Exit'.

Once the system verifies your user name and password the following welcome screen will appear.



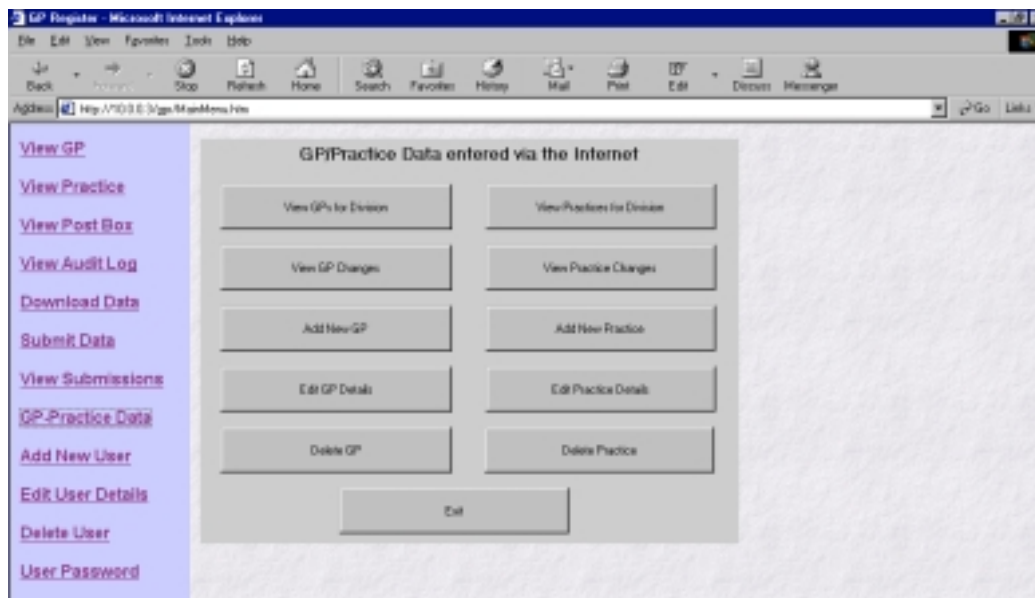
1.4 Main Menu Options

The following menu items are available for divisions to utilise:

- View Post Box
- View Audit Log
- Download Data (Options 7 and 8)
- GP-Practice Data (Divisions will mainly use this menu.)

2 GP-Practice Data Menu

Clicking **GP-Practice Data** in the Main Menu displays the facilities for divisions to maintain GP and Practice Data via the world wide web.

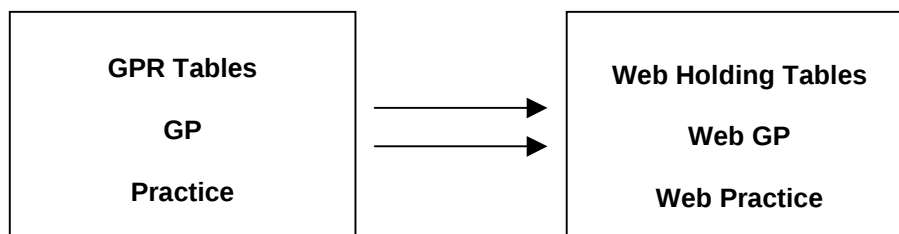


These facilities are listed below and described in detail in the following sections.

View GPs for Division
View GP Changes
Add New GP
Edit GP Details
Delete GP

View Practices for Division
View Practice Changes
Add New Practice
Edit Practice Details
Delete Practice

Changes to GP and Practices that you make are not entered directly into the GPR, but are held in holding areas to be validated by GPDV staff after any required cross checking. The process is shown diagrammatically as follows.



When you enter a new GP/Practice, the system creates an empty GP/Practice record in the Web GP/Practice table and displays a screen to allow you to enter the details of the new GP/Practice, as described in Section 4 of this manual.

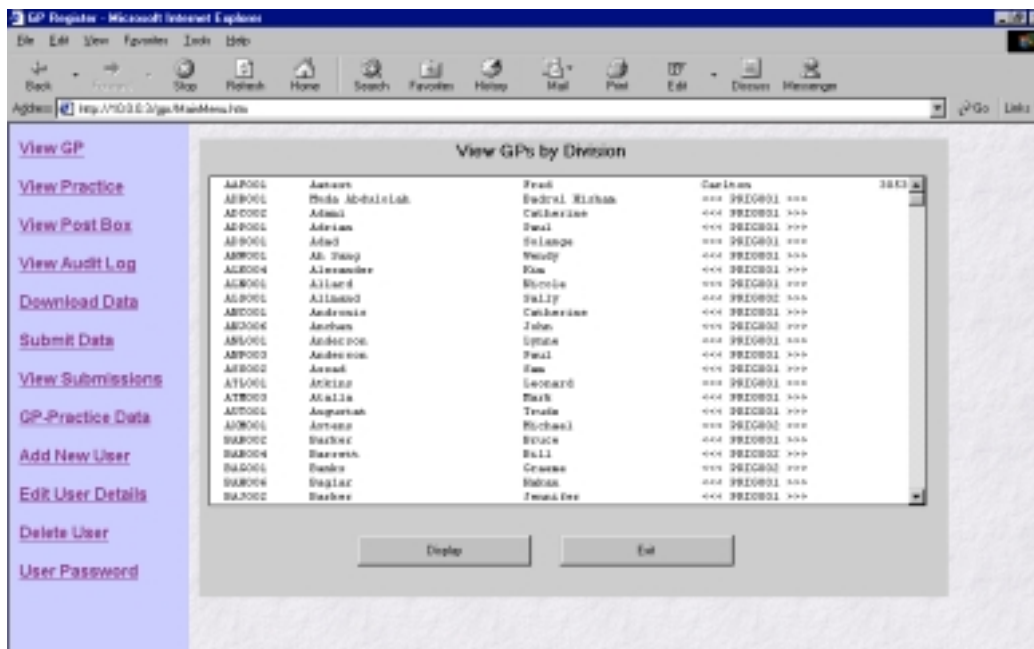
When you change an existing GP/Practice, the system creates a copy of the GP/Practice record in the Web GP/Practice table and displays a screen to allow you to enter/change the details of the GP/Practice, as described in Section 5 of this manual.

When you delete an existing GP/Practice, the system creates a copy of the GP/Practice record in the Web GP/Practice table and displays a screen to allow you to confirm that the GP/Practice is to be deleted, as described in Section 5 of this manual.

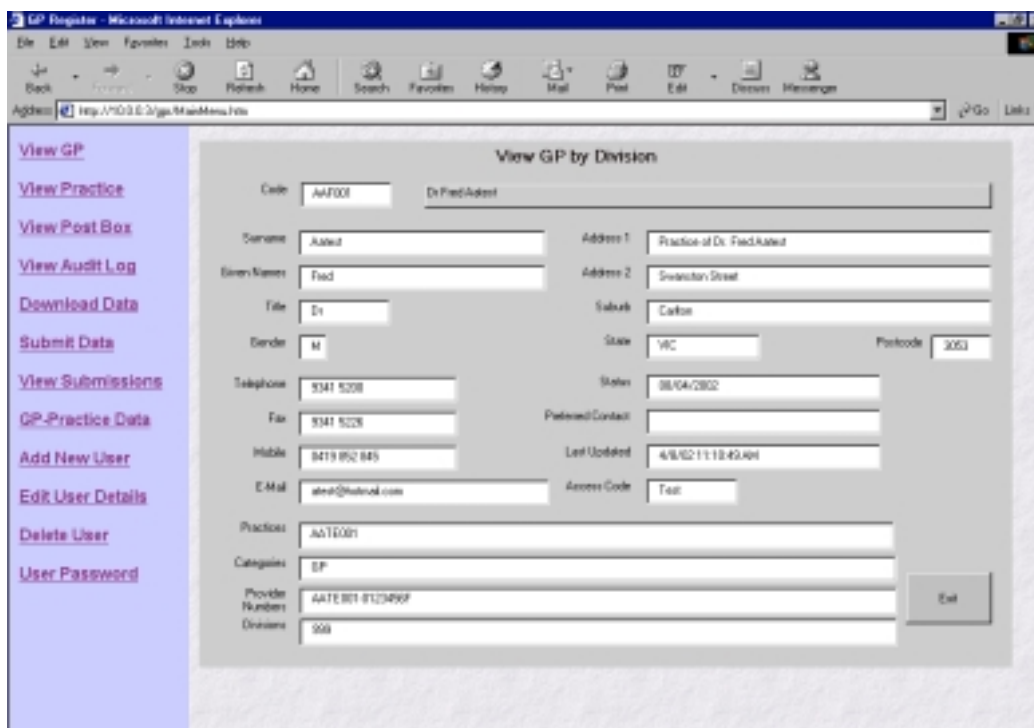
At regular intervals during the day, GPDV staff will process the information in the Web tables. They follow procedures for checking and validating the information you have entered and, if it is correct, transferring it to the GPR. Records with errors are returned to you via the Audit facility.

2.1 View GPs for Division

Click the **View GPs for Division** button to display a list of the GPs for your division. The following screen will appear.



To view individual GP contact details select a GP and then click the **Display** button. The following screen depicts how the contact details will be displayed.

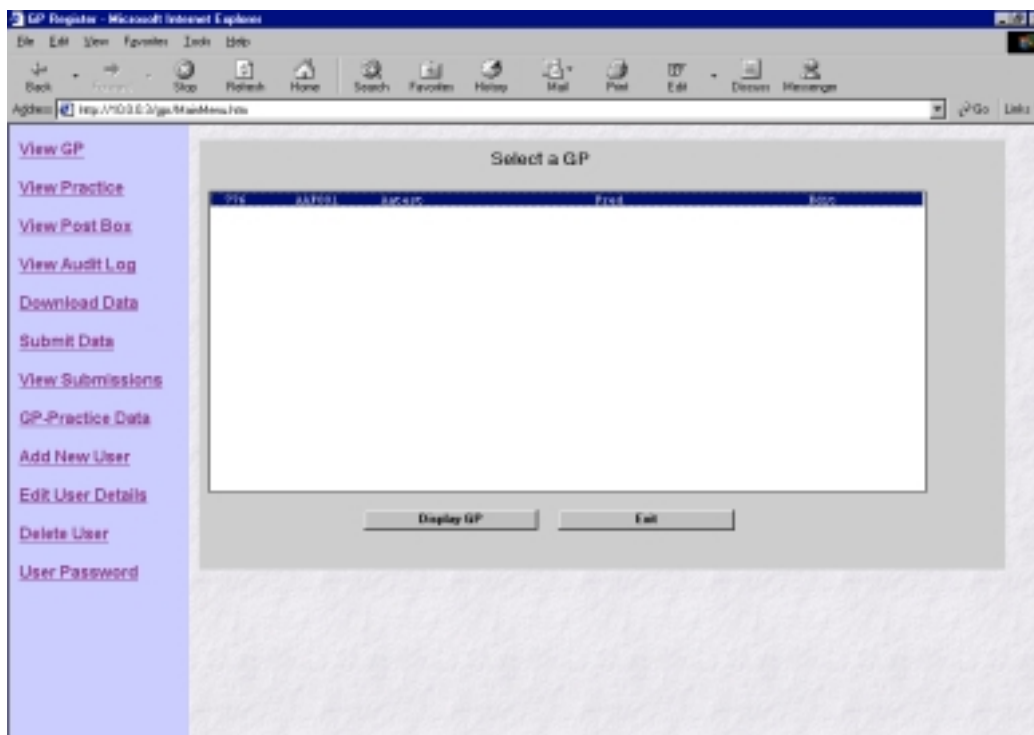


Please note: This screen is read only and the record can not be edited from here.

To exit this screen click the **Exit** button.

2.2 View GP Changes

Click the **View GP Changes** button to display a list of the GP changes and deletions made by you and/or your colleagues not yet processed by GPDV staff.



Highlight an entry and click **Display GP** to view it as follows.

Please note: This screen is read only and the record can not be edited from here.

2.3 Add New GP

Click **Add New GP** to add a new GP to the GPR. The details of the GP contact details will be displayed as follows.

Note that certain fields are locked and changes to their values will be rejected. The following fields are pre-defined:

Number	Assigned by the System
Subscriber	Your Subscriber Code
Code	GP Code assigned by GPDV

When all required entries have been completed (including the Reason field):

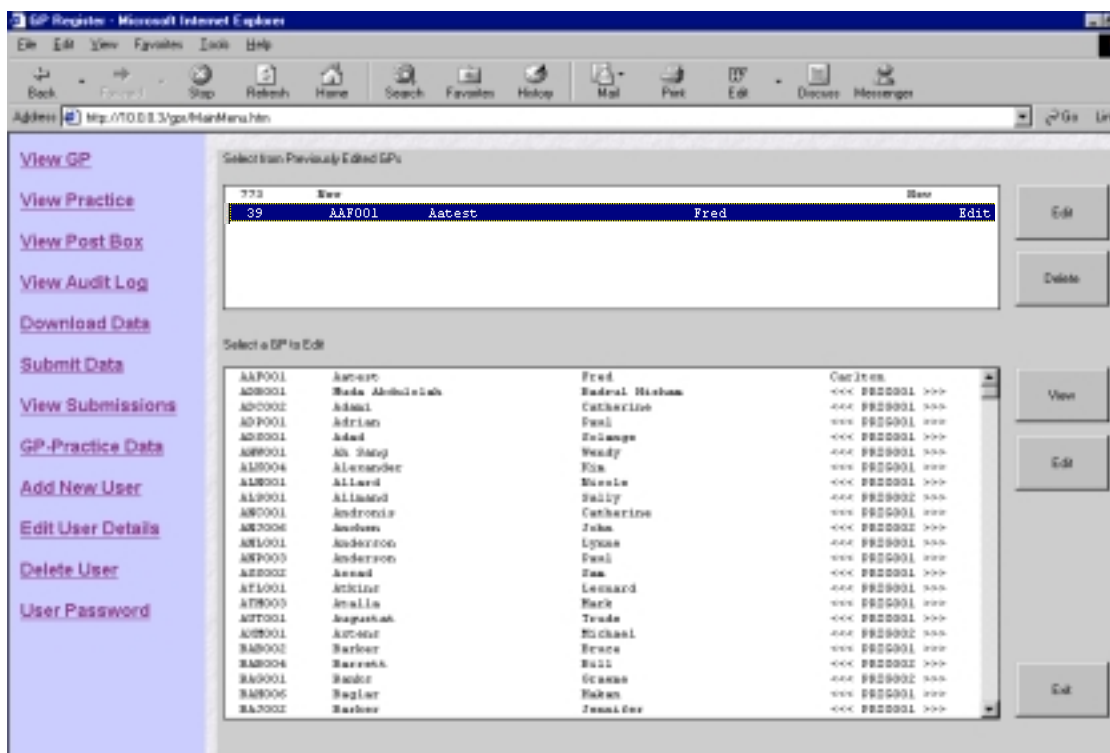
- Click the **Add** button to save the modified record in the Web GP table.
- The new record may be viewed, changed again or deleted.

When entering contact details for more than one GP, you can use the **Add/Another** button.

Click the **Exit** button to exit the screen without saving any changes you have made.

2.4 Edit GP Details

Click **Edit GP Details** to select the GP to be changed. Two lists are displayed, as shown in the following screen.



1. Select from Previously Edited GPs

The first list shows the changes and deletions made by you or your colleagues that have not yet been processed by GPDV staff. This list allows you to do either of the following:

- remove an item from the Previously Edited Items list by highlighting the entry and clicking the **Delete** button, or
- insert additional changes into the edited items by highlighting the entry and clicking the **Edit** button.

2. Select a GP to Edit

The second shows a list of GPs from your Division. This list allows you to change an entry. To do this:

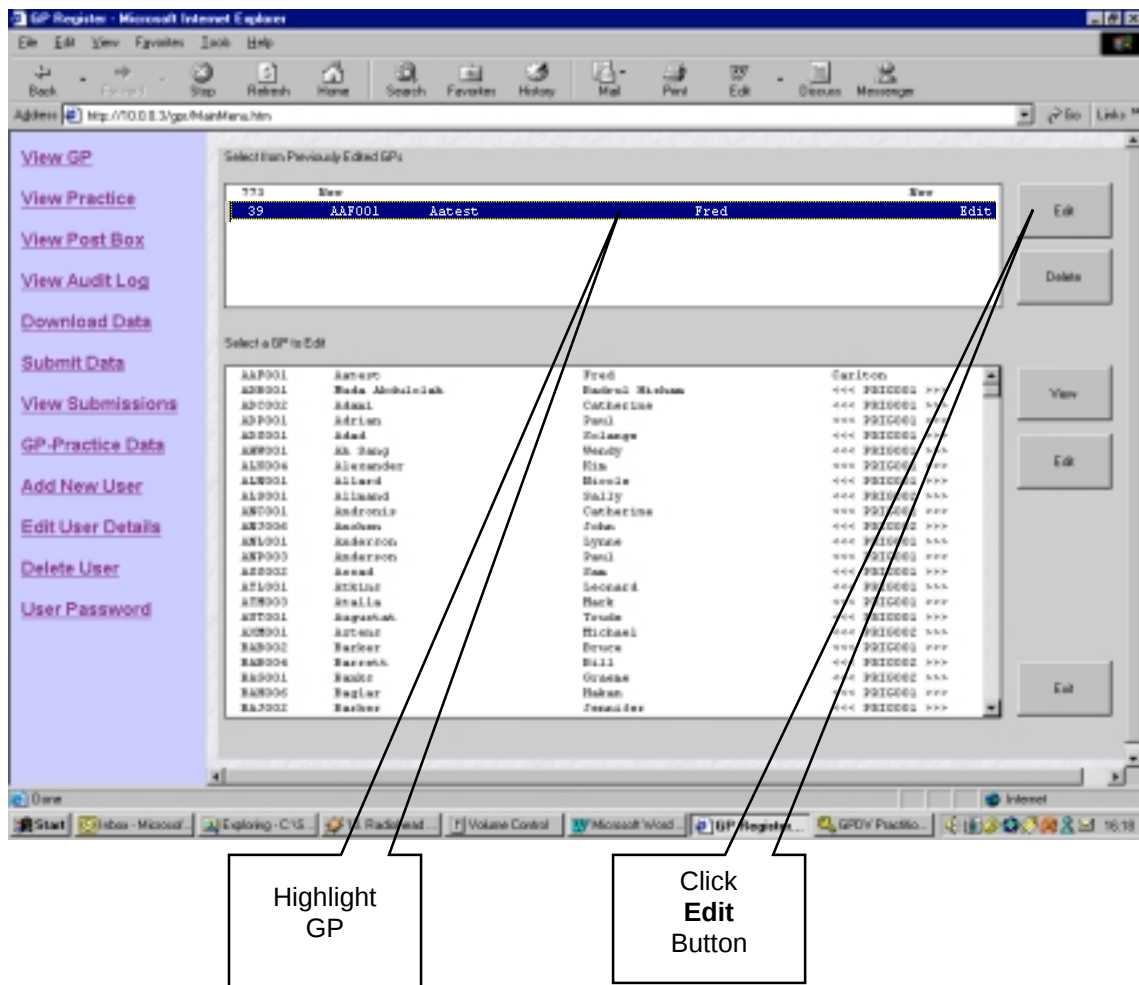
- highlight the GP, and
- click the **Edit** button to the right of the list.

Click the **Exit** button to exit immediately.

Please Note: Only the GPs relating to your Division are displayed.

2.4.1 Edit a Previously Edited GP

To make changes to a previously edited item, highlight the entry as follows.



Click the *top* **Edit** button and the entry is displayed as follows.

Now you can make any required changes to the GP details.

GP Register - Microsoft Internet Explorer

Address: <http://10.0.0.3/gpr/MainMenu.htm>

Edit GP Record

Number: 774 Subscriber: DV/393

Code: ANF801 Dr Fred Aalest

Surname: Aalest Address 1: Practice of Dr. Fred Aalest

Given Names: Fred Address 2: Swanston Street

Title: Dr Suburb: Carlton

Gender: M (M, F for space) State: VIC Postcode: 3053

Telephone: 9341 5280 Status: 08/04/2002

Fax: 9341 2206 Preferred Contact: [Dropdown]

Mobile: 0419 952 945 Last Updated: 5/1/02 4:21:06 PM

E-Mail: alex@phoemal.com Access Code: Test

Practices: Enter Practices separated by comma-space
AATE001

Categories: Enter Categories separated by comma-space
GP

Provider Mums: Enter Practice-Provider separated by comma-space (e.g. ANF801-ur123456)
AATE001-8123456

Divisions: Enter Divisions separated by comma-space (e.g. 393, 393)
393

Reason: Change of fax number.

Save **Exit**

Taskbar: Start, Inbox - Microsoft, Exploring - C:\, 14. Radiohead, Volume Control, Microsoft Word, GP Register, GPDV Practis..., 16:21

Note that certain fields are locked and changes to their values will be rejected. The following fields are pre-defined:

Number	Assigned by the System
Subscriber	Your Subscriber Code
Code	GP Code assigned by GPDV

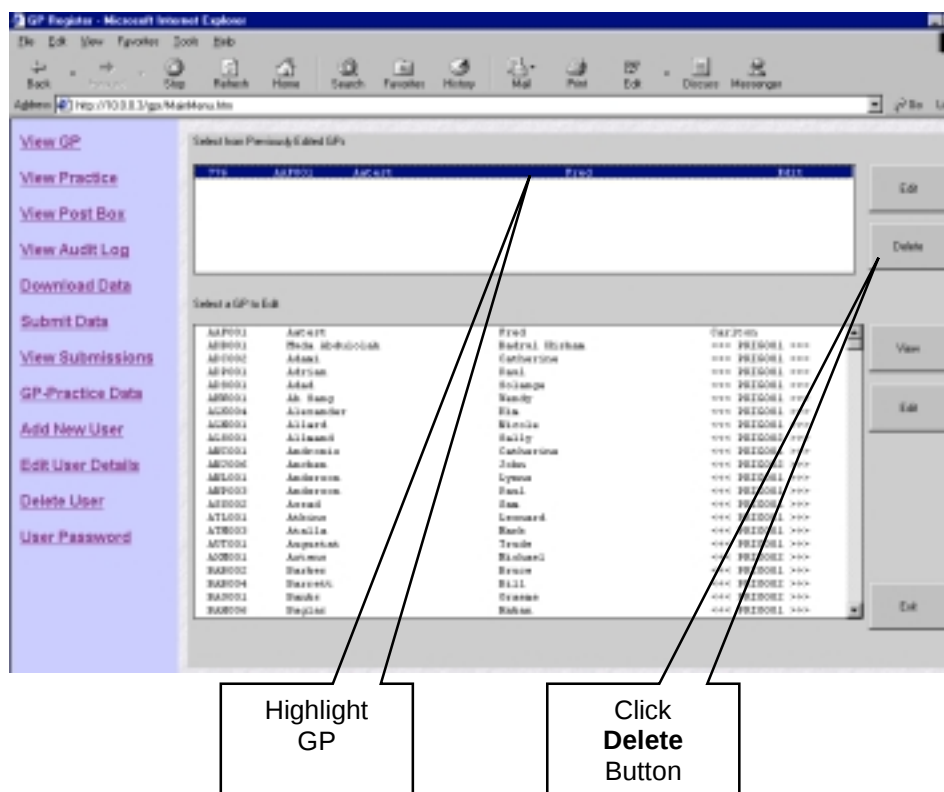
When all required changes have been completed:

- click the **Save** button to save the modified record in the Web GP table.
- The changed record may be viewed, changed again or deleted.

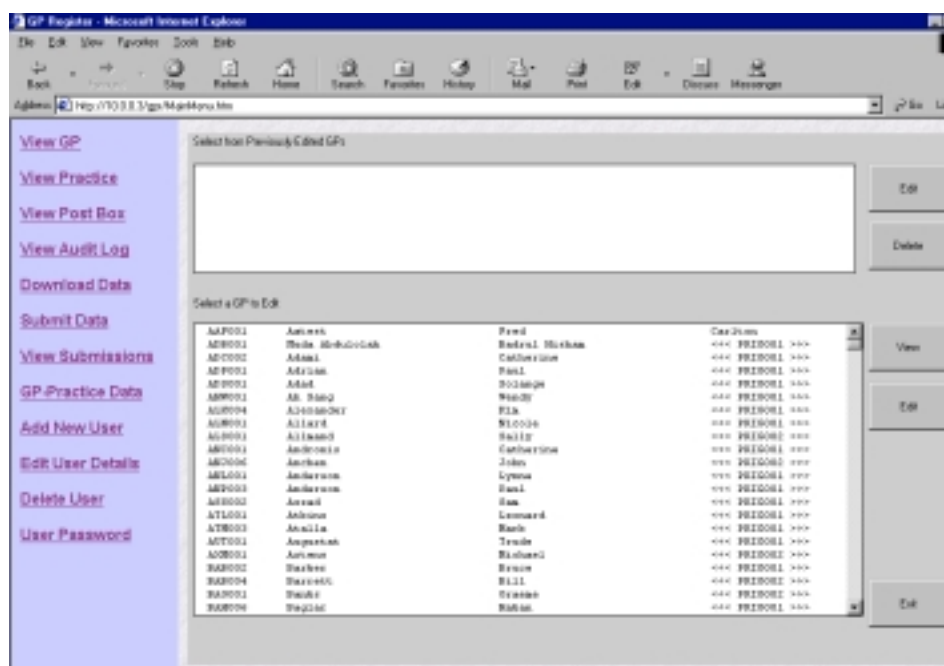
Click the **Exit** button to exit the screen without saving any changes you have made.

2.4.2 Delete a Previously Edited GP

To delete a previously edited item, highlight the item and click the **Delete** button.



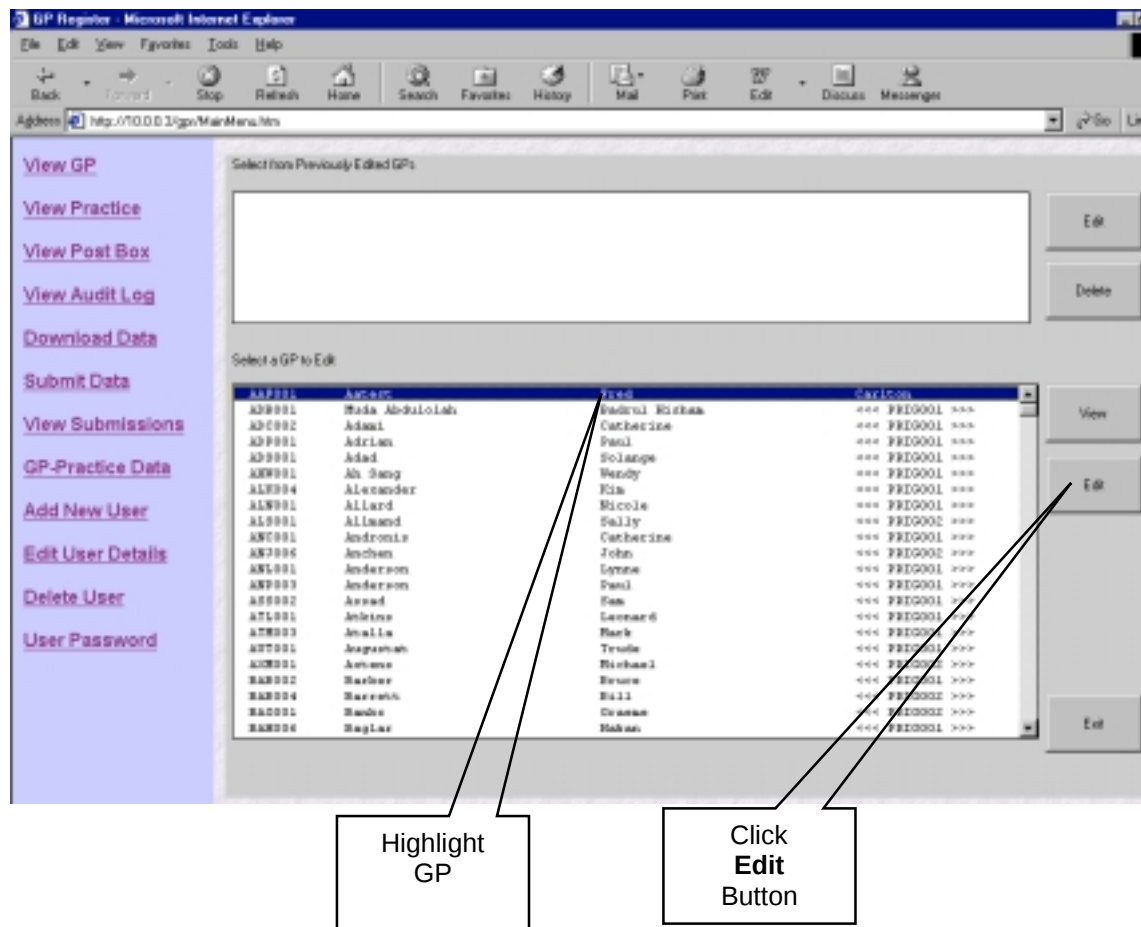
The highlighted item (number 776) is deleted from the Web GP table and is omitted from the list of Previously Edited GPs. When the Edit GP screen is displayed it will appear as below.



Note that Item Number 776 has been omitted from the list of previously edited items.

2.4.3 Edit a GP

To edit a GP, select the GP from the second list and click the *lower* **Edit** button.



The selected GP is copied to the Web GP Table and the following screen is displayed to allow you to make any required changes.

You may now enter your changes into the GP Record.

Note that certain fields are locked and changes to their values will be rejected. The following fields are pre-defined:

Number	Assigned by the System
Subscriber	Your Subscriber Code
Code	GP Code assigned by GPDV

Note the **Reason** field has been added so divisions can indicate to GPDV what fields have changed on the GP record. (ie. in the above record Reason = "Change to mobile number")

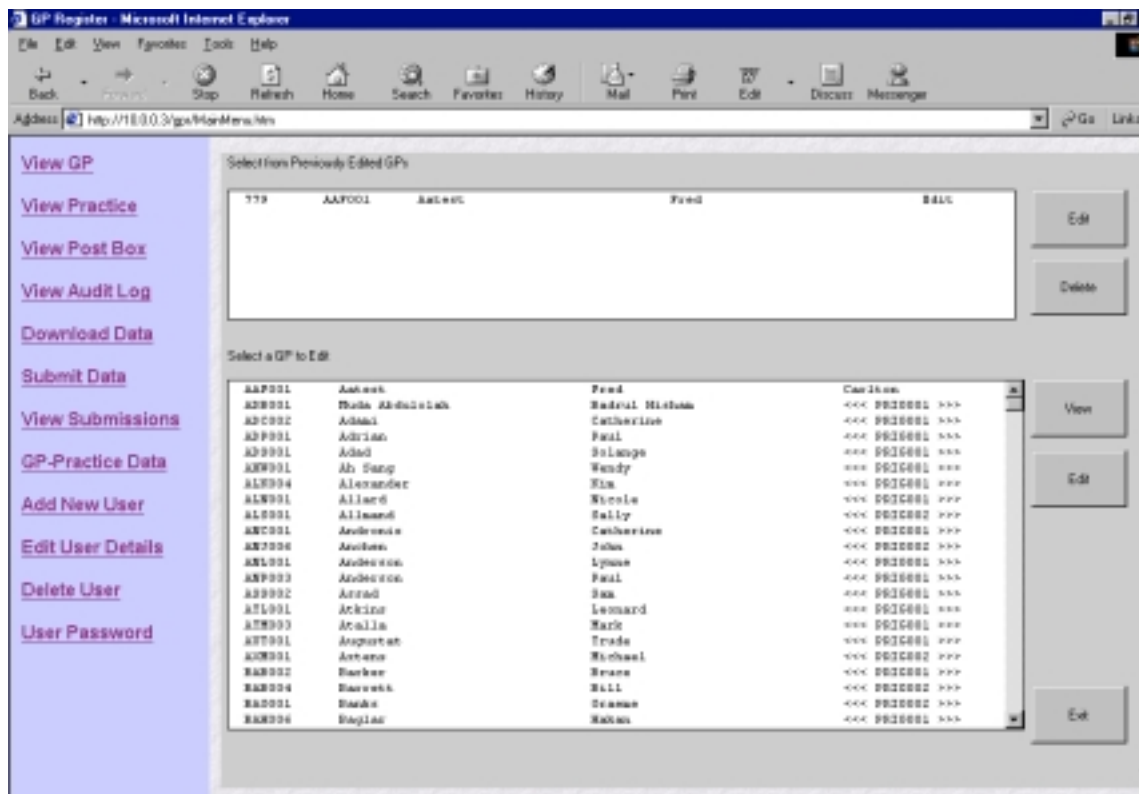
When all required changes have been completed:

- Click the **Save** button to save the modified record in the Web GP table.
- The changed record may be viewed, changed again or deleted.

Click the **Exit** button to exit the screen without saving any changes you have made.

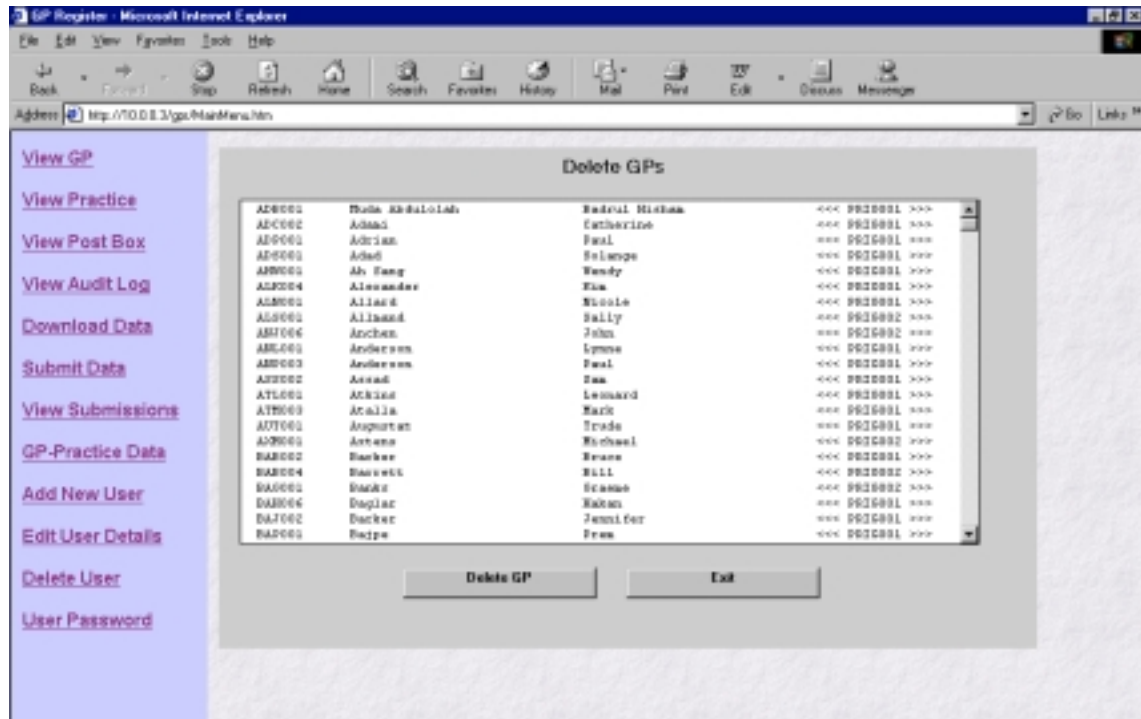
In both cases, the edited record is included in the list of previously edited GPs as follows.

Record Number 779 is the newly edited GP record, shown in the top list as follows.



2.5 Delete GP

Click **Delete GP** on the GP-Practice menu to select and view GPs to be deleted. The following screen shows all of the GPs in your Division.



- Highlight the GP to be deleted.
- Click the **Delete GP** button.
- The system displays the details of the GP to be deleted allowing you to check and confirm that the GP is to be deleted.

The GP's details are displayed in the following screen.

Confirm that this is the GP to be deleted.

Delete This GP

Code: Dr Badul Hisham Mada Abdulsah

Service: Address 1:

Given Names: Address 2:

Title: Suburb:

Gender: State: Postcode:

Telephone: Status:

Fax: Preferred Contact:

Mobile: Last Updated:

E-Mail: Access Code:

Practice:

Category:

Provider Number:

Division:

Reason:

Note that before deleting the GP the **Reason** field must be filled in to indicate why the GP is being deleted (e.g. GP has retired, returned to study, maternity leave, etc.).

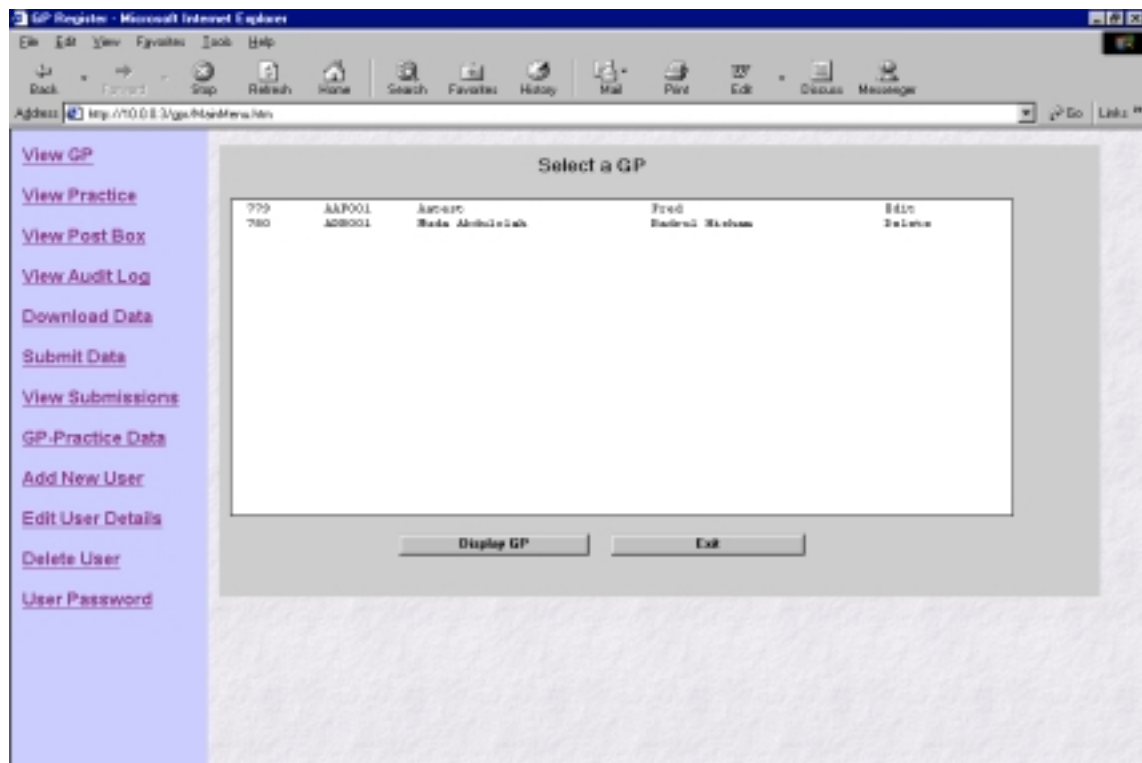
- Click the **Delete** button to delete the GP, or
- Click the **Exit** button to exit without deleting the GP.

If you elect to delete the GP:

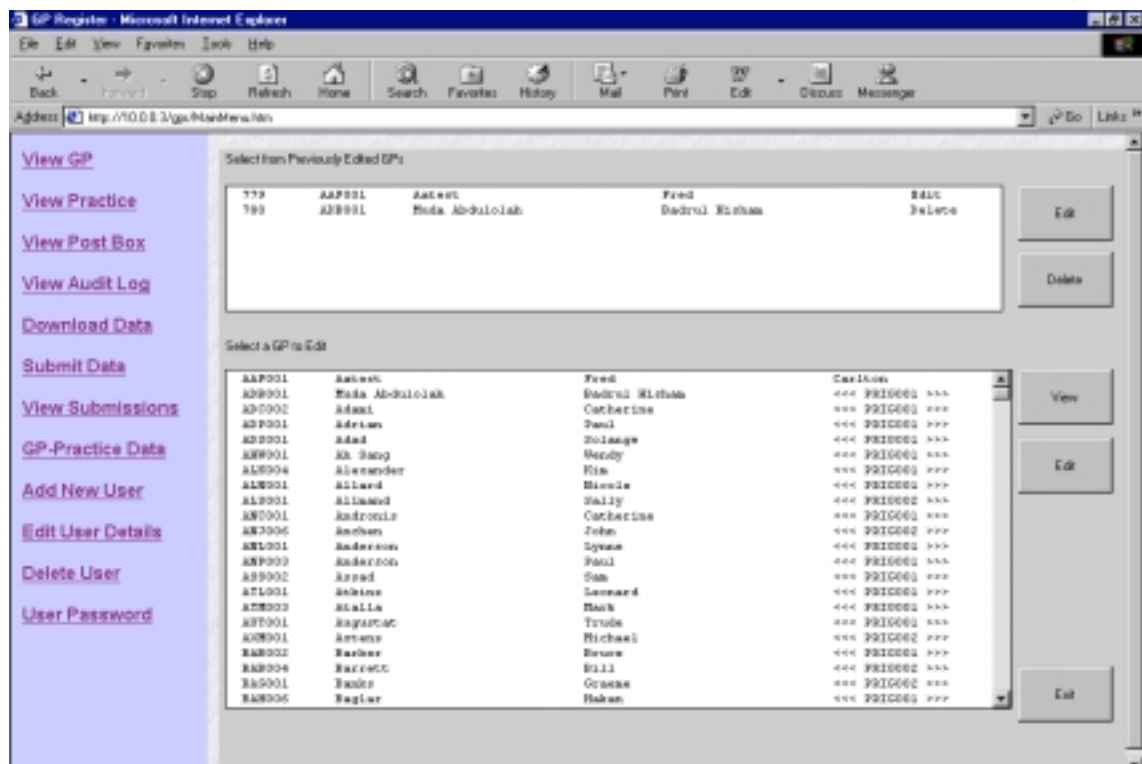
- The GP record is copied to the Web GP table and marked as a record to be deleted.
- The record will be deleted from the GPR by GPDV staff when the Web GP table is processed.

The following shows the deleted entry in the View Web GP and Edit GP screens.

View Web GP screen

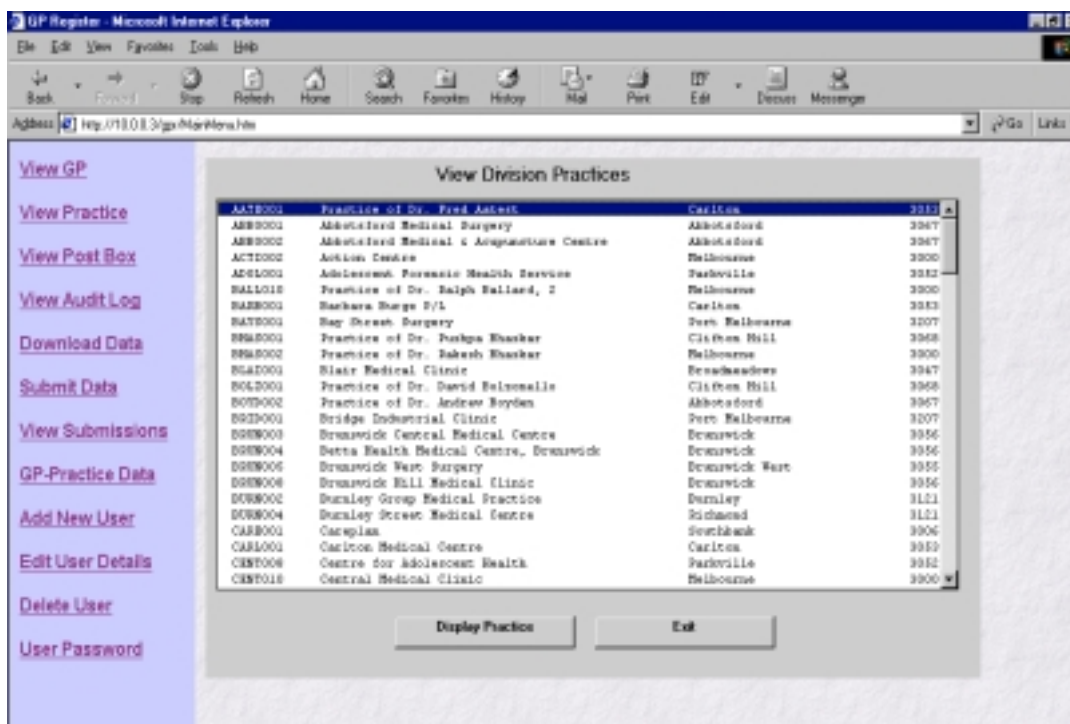


Edit GP screen

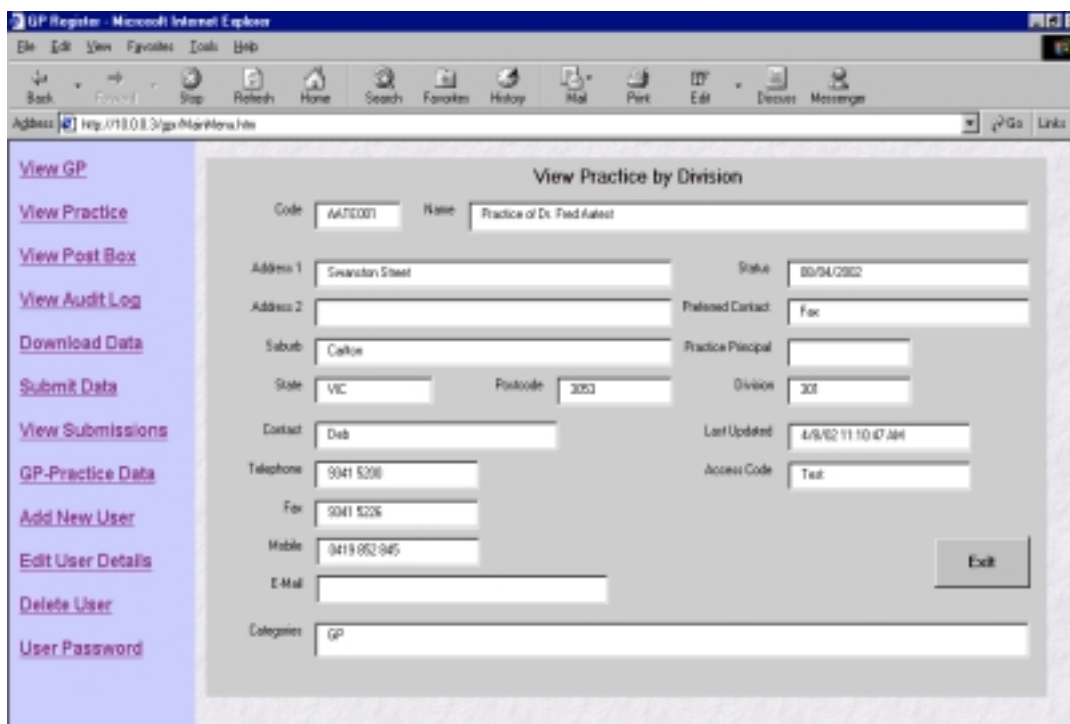


2.6 View Practices for Division

Click the **View Practices for Division** button to display a list of practices.



Highlight an entry and click **Display Practice** button. The following screen depicts how the practice contact details will be displayed.

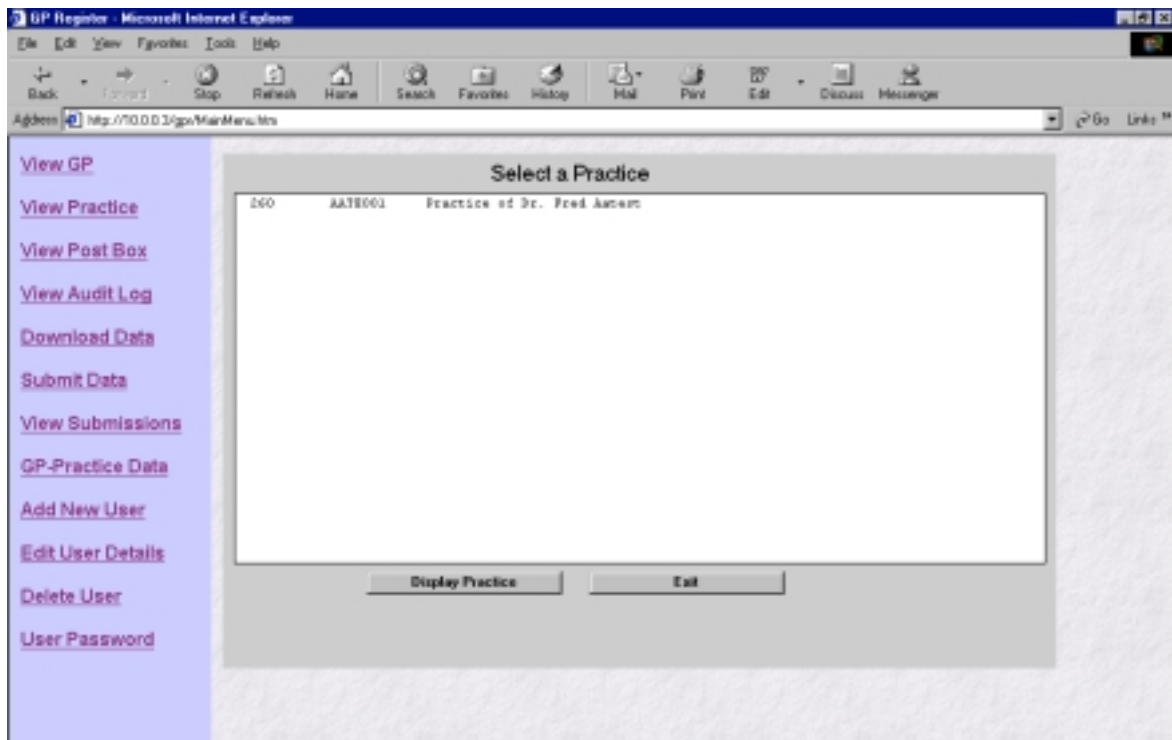


Please note: This screen is read only and the record can not be edited.

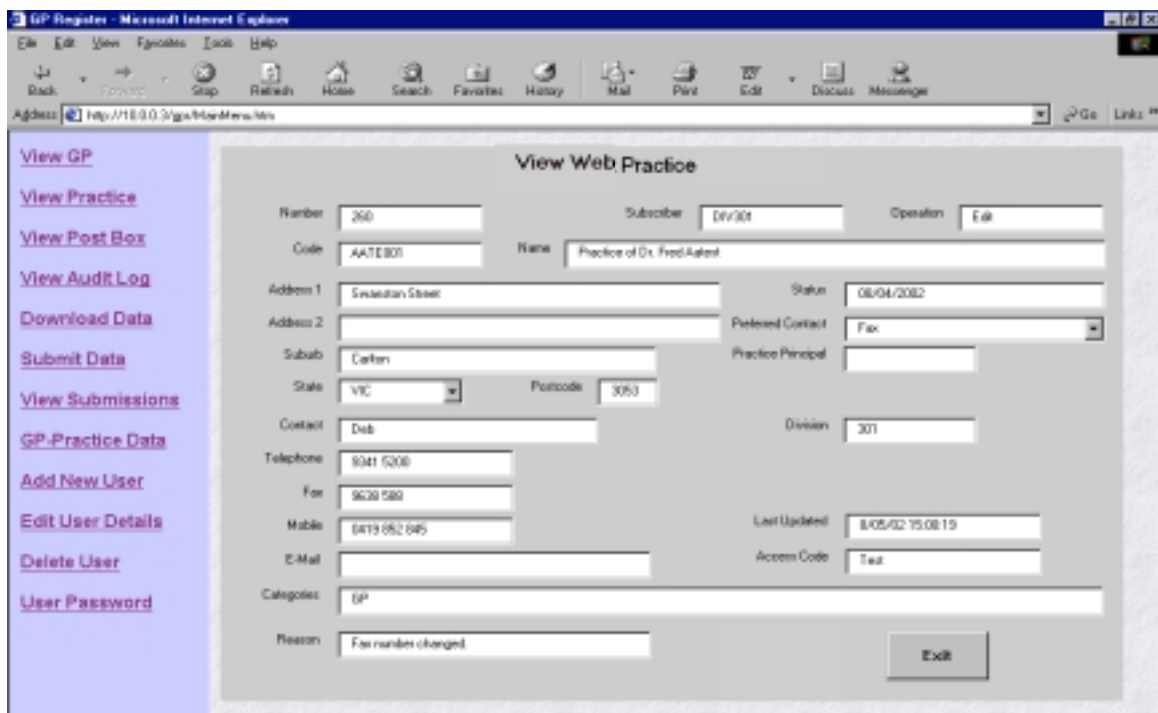
To exit this screen click the **Exit** button.

2.7 View Practice Changes

Click the **View Practice Changes** button to display a list of Practice Changes and deletions made by you and/or your colleagues and not yet processed by GPDV.



Highlight an entry and click **Display Practice** to view it as follows.



Please note: This screen is read only and the record can not be edited.

To exit this screen click the **Exit** button.

2.8 Add New Practice

Click **Add New Practice** to add a new Practice to the GPR.

Note that certain fields are locked and changes to their values will be rejected. The following fields are pre-defined:

Number	Assigned by the System
Subscriber	Your Subscriber Code
Operation	Automatically assigned New
Code	Practice Code assigned by GPDV

The **Reason** field must also be completed before the **Add** button has been selected.

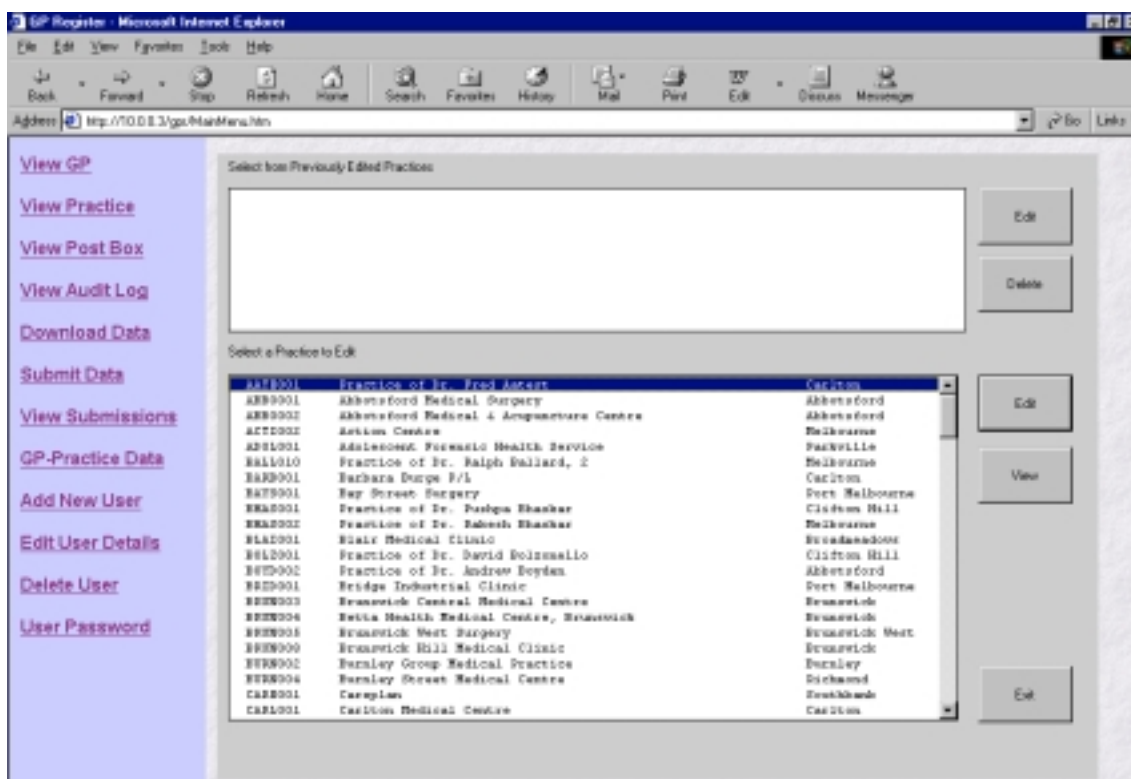
When all required entries have been completed:

- Click the **Add** button to save the modified record in the Web Practice table.
- The new record may be viewed, changed again or deleted.

Click the **Exit** button to exit the screen without saving any changes you may have made.

2.9 Edit Practice Details

Click **Edit Practice Details** to select the Practice to be edited.



Two lists are displayed in the above.

1. Select from Previously Edited Practices

The first shows the changes and deletions made by you or your colleagues that have not yet been processed by GPDV staff. This list allows you to do either of the following:

- remove an item from the Previously Edited Items list by highlighting the entry and clicking the **Delete** button.
- insert additional changes into the edited items by highlighting the entry and clicking the **Edit** button.

2. Select a Practice to Edit

The second shows a list of Practices from your Division. This list allows you to change an entry. To do this:

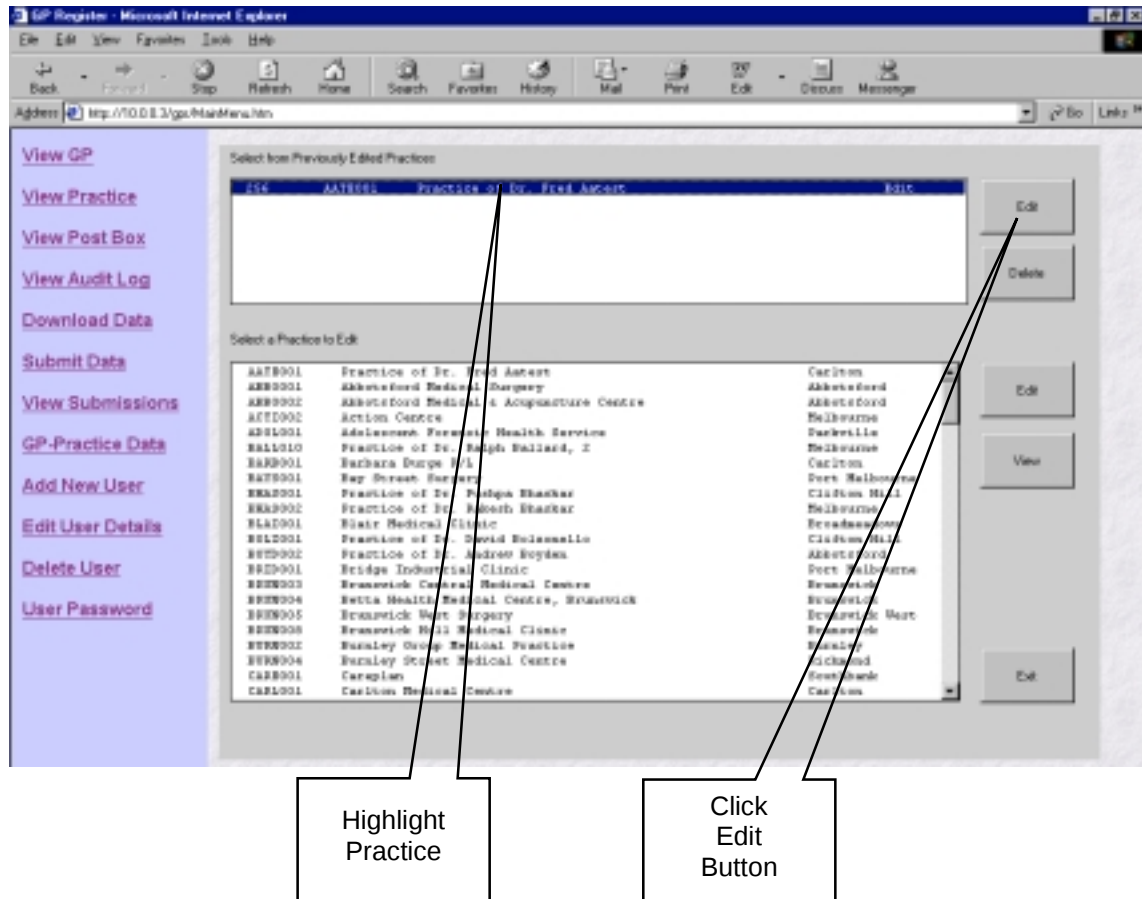
- highlight the Practice, and
- click the **Edit** button to the right of the list.

Click the **Exit** button to exit immediately.

Please note: that only the Practices relating to your Division are displayed.

2.9.1 Edit a Previously Edited Practice

To make changes to a previously edited item, highlight the entry as follows.



Click the **top Edit** button and the entry is displayed as follows.

Now you can make any required changes to the Practice details, utilising the following screen.

Note that certain fields are locked and changes to their values will be rejected. The following fields are pre-defined:

Number	Assigned by the System
Subscriber	Your Subscriber Code
Operation	Automatically defaults to Edit
Code	Practice Code assigned by GPDV

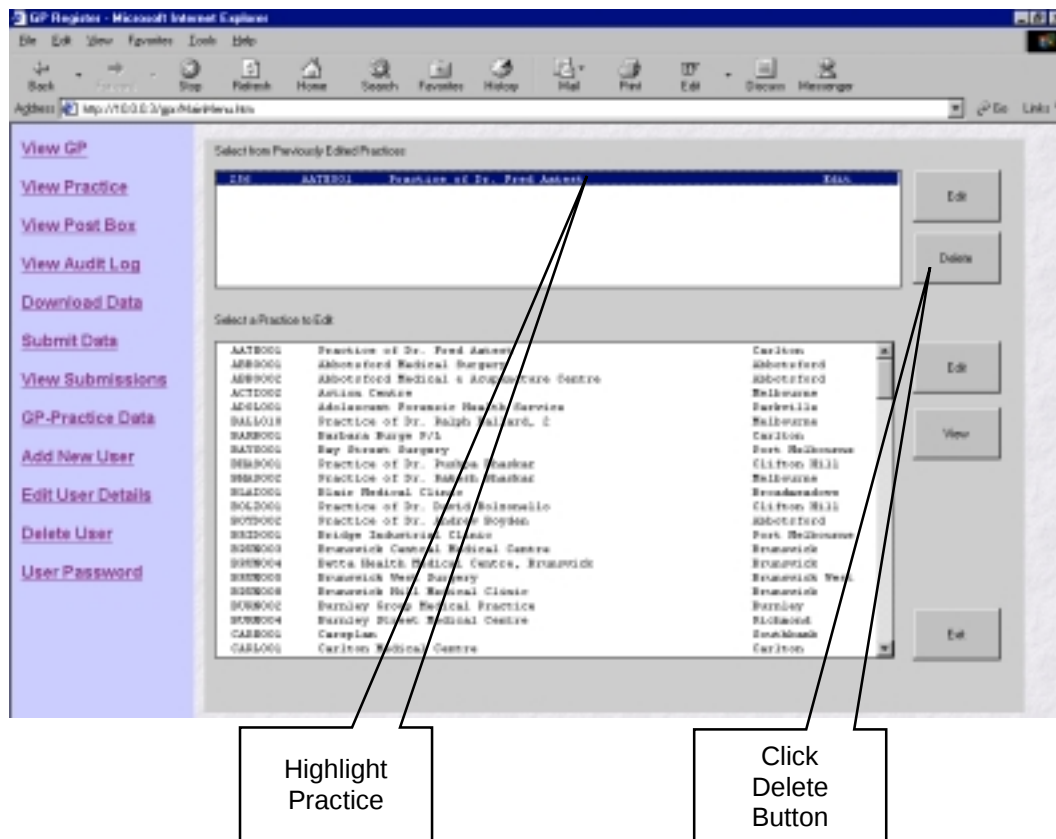
When all required changes have been completed:

- Click the **Save** button to save the modified record in the Web Practice table.
- The changed record may be viewed, changed again or deleted.

Click the **Exit** button to exit the screen without saving any changes you may have made.

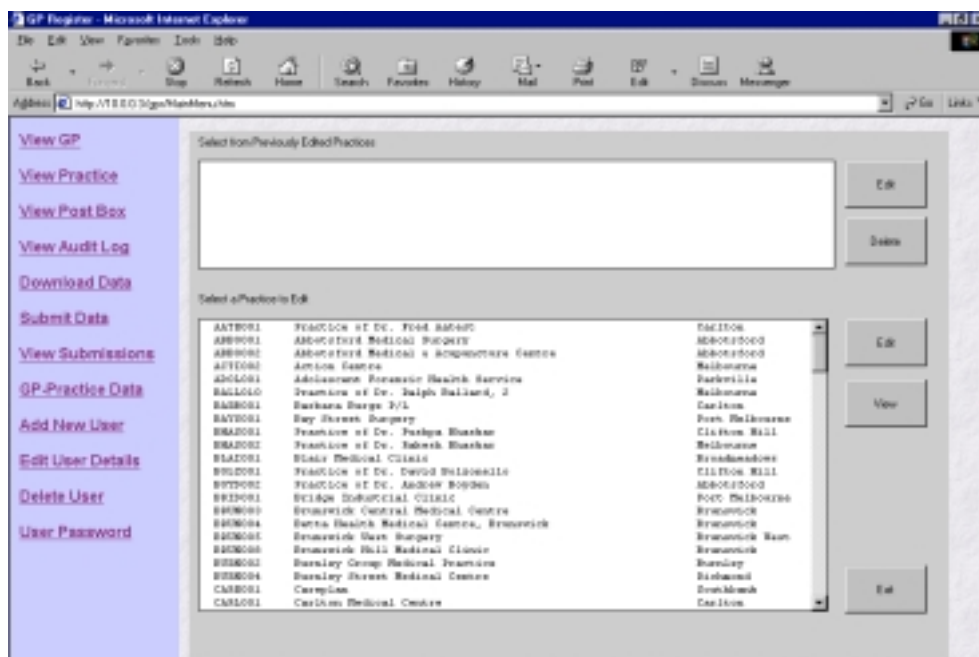
2.9.2 Delete a Previously Edited Practice

To delete a previously edited item, highlight the item and click the **Delete** button.



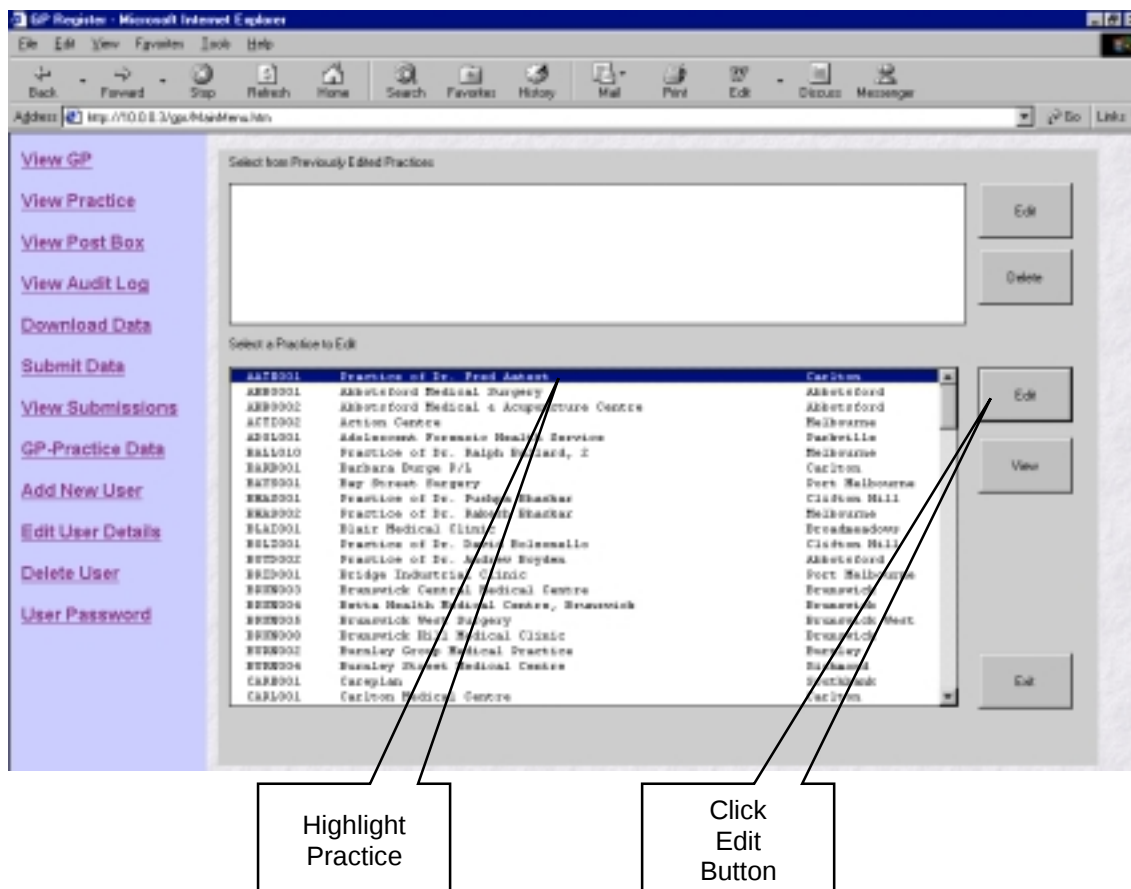
The highlighted item (number 256) is deleted from the Web Practice table and will be omitted from the list of previously edited Practices when the Edit Practice screen is displayed, as follows.

Note that Item number 256 has been omitted from the list of previously edited items.



2.9.3 Edit a Practice

To edit a Practice, select the Practice from the second list and click the *lower* **Edit** button.



The selected Practice is copied to the web Practice table and the following screen is displayed to allow you to make your required changes.

You may now enter changes into the Practice record.

Note that certain fields are locked and changes to their values will be rejected. The following fields are pre-defined:

Number	Assigned by the System
Subscriber	Your Subscriber Code
Operation	Automatically defaults to Edit
Code	Practice Code assigned by GPDV

When all required changes have been completed:

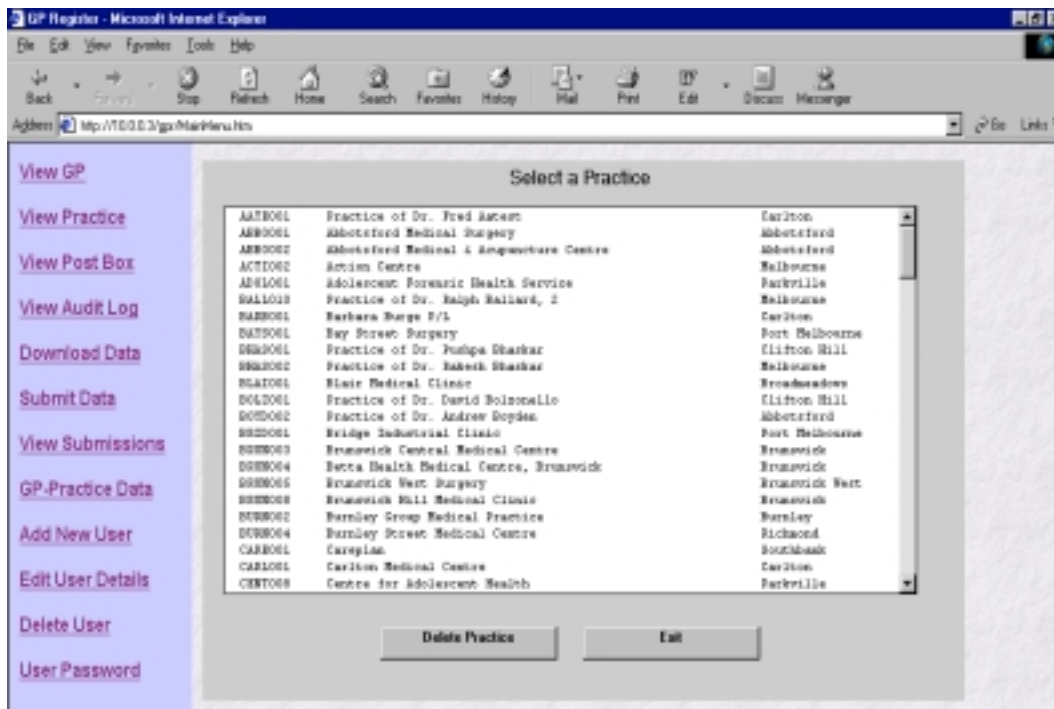
- Click the **Save** button to save the modified record in the Web Practice table.
- The changed record may be viewed, changed again or deleted.

Click the **Exit** button to exit the screen without saving any changes you may have made.

In both cases, the edited record is included in the list of previously edited Practices as follows.

2.10 Delete Practice

Click **Delete Practice** on the GP-Practice menu to select and view Practices to be deleted. The following screen shows all of the Practices in your Division.



- Highlight the Practice to be deleted and
- click the **Delete Practice** button.
- The system will then display the details of the Practice to be deleted. This will allow you to check and confirm that the Practice is to be deleted.

The Practice's details are displayed in the following screen.

View GP
View Practice
View Post Box
View Audit Log
Download Data
Submit Data
View Submissions
GP-Practice Data
Add New User
Edit User Details
Delete User
User Password

Delete Practice

Code: AATE001 Name: Practice of Dr. Fred Astair

Address 1: Swanton Street Contact: Deb
Address 2: Telephone: 9341 5280
Suburb: Carlton Fax: 9341 5226
State: VIC Postcode: 3053 Mobile: 0419 852 945
Status: 08/04/2002 Email: Division: 301
Prev Contact: Fax Last Updated: 4/6/02 11:18:47 AM
Prev Principal: Access Code: Test
Categories: GP
Reason: Delete Exit

Confirm that this is the practice to be deleted.

Note before deleting the practice the **Reason** field must be filled in to indicate why the practice is being deleted (ie. practice has changed location, practice folded, etc.).

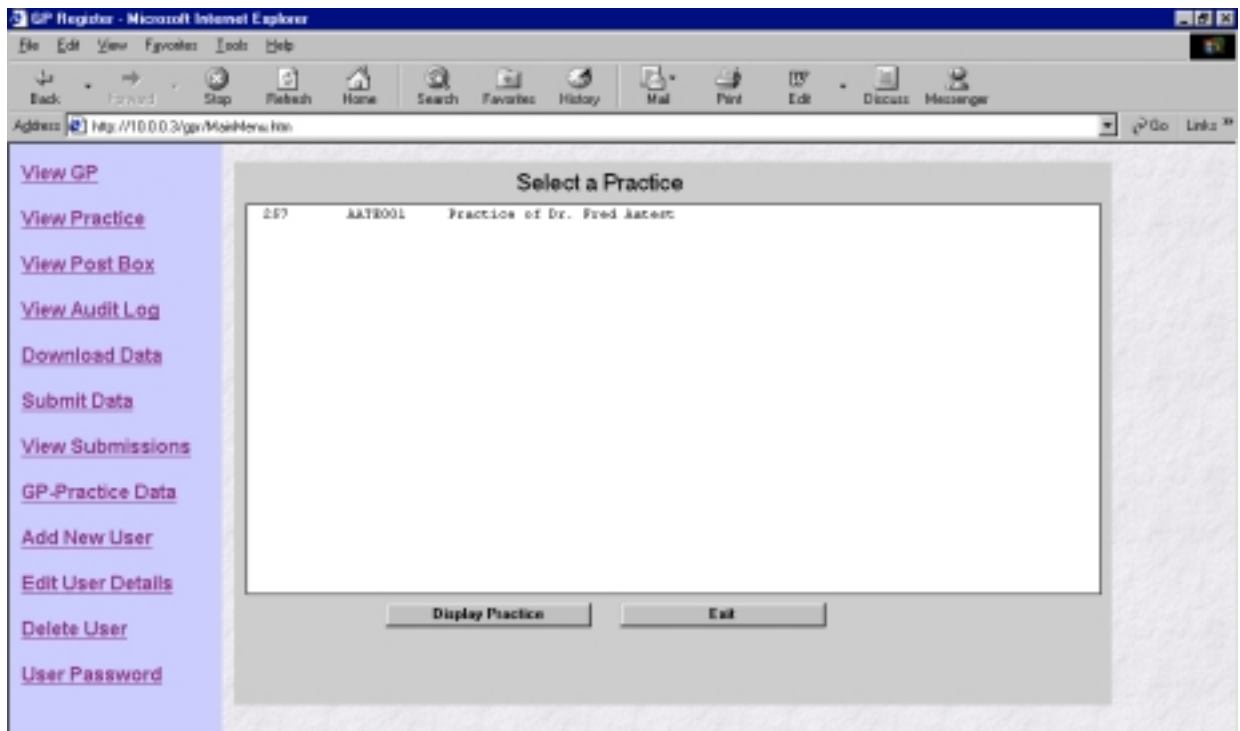
- Click the **Delete** button to delete the Practice, or
- Click the **Exit** button to exit without deleting the Practice.

If you elect to delete the Practice:

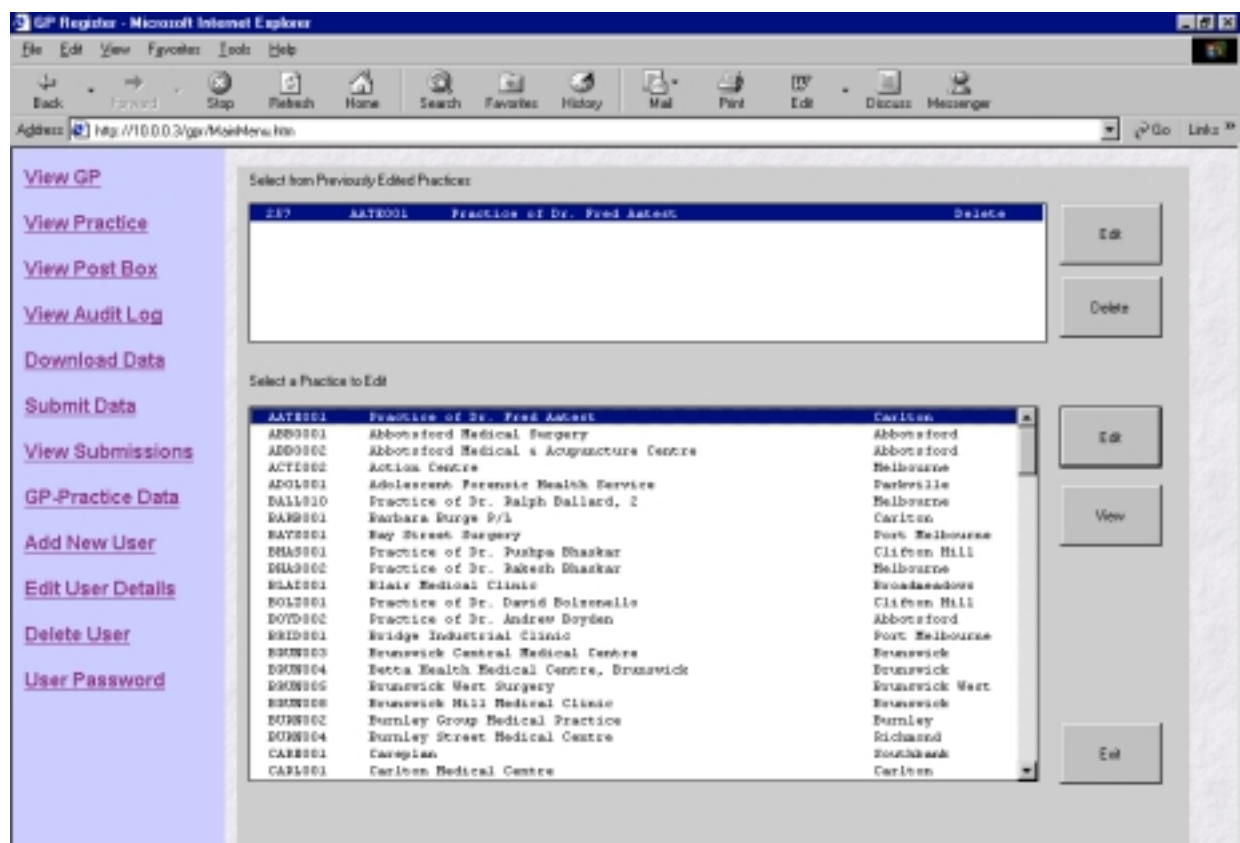
- The Practice record is copied to the Web Practice table and marked as a record to be deleted.
- The record will be deleted from the GPR by GPDV staff when the Web Practice table is processed.

The following shows the deleted entry in both the View Web Practice and Edit Practice screens.

View Web Practice screen

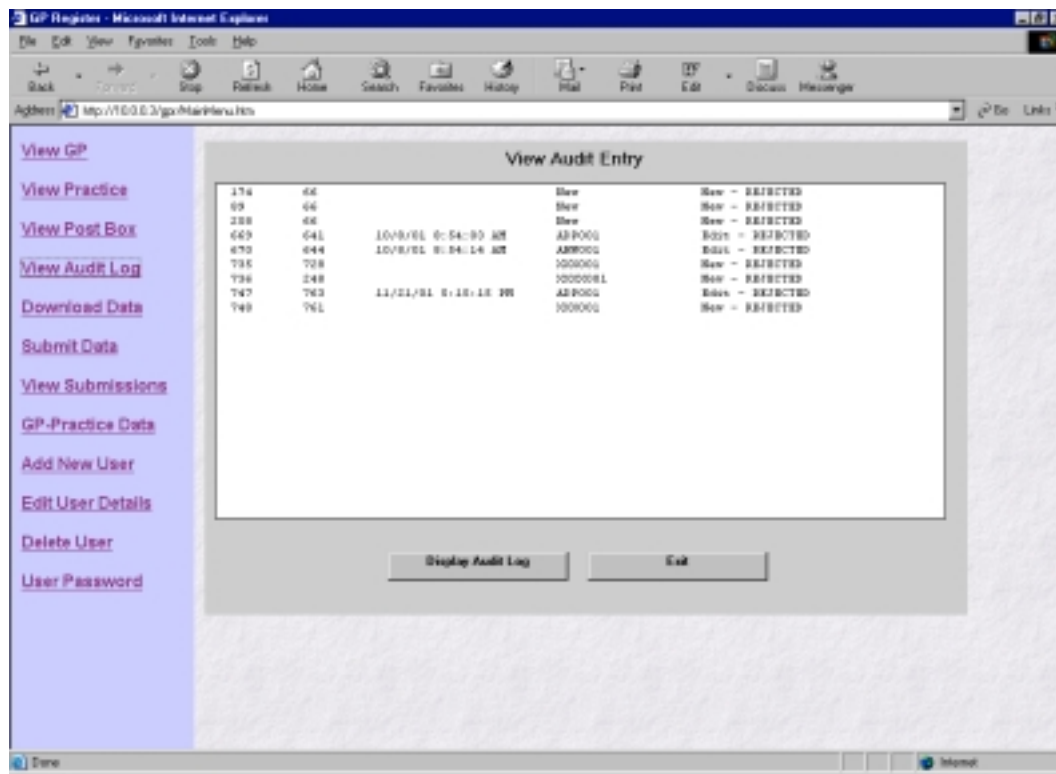


Edit Practice screen

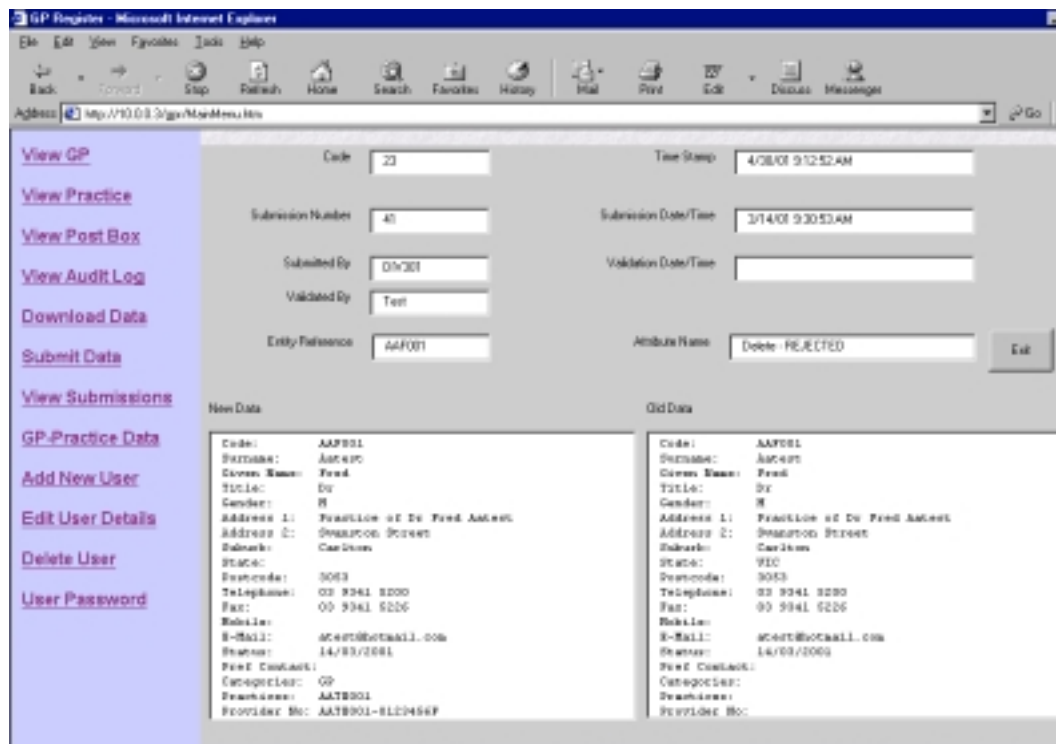


3 View Audit Log

Click **View Audit Log** to select and view information from your Audit Log.



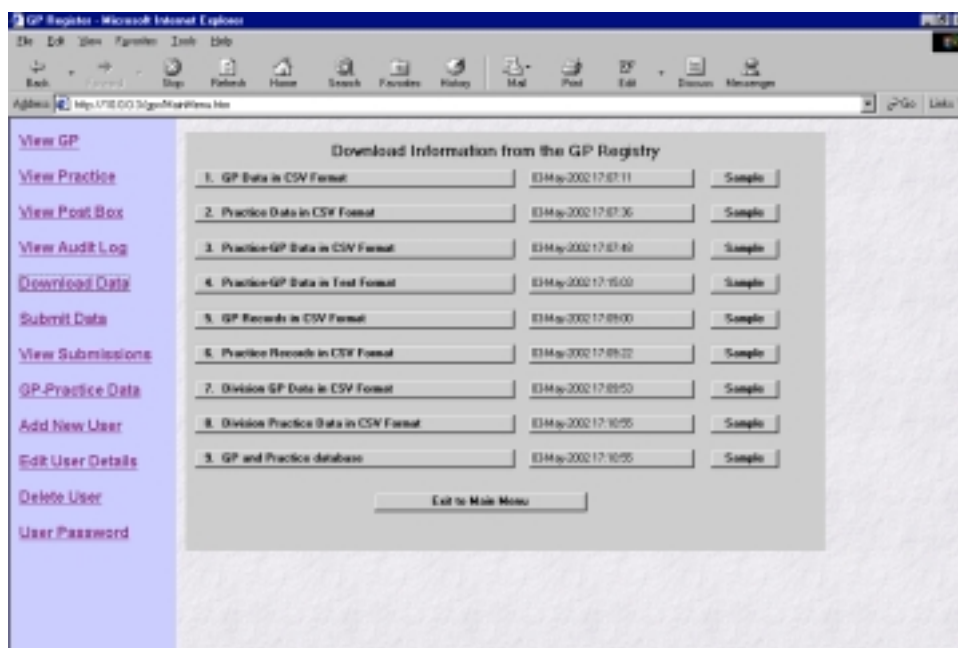
Select the Log Item to view and click **Display Audit Log**.



The log allows comparison with the new and the old data, and shows the status of the transaction.

4 Download Data

The following screen will appear when a division selects the **Download Data** option:



The two options that are available to divisions are:

7. Division GP Data in CSV Format
8. Division Practice Data in CSV Format

When you click on both options 7 and 8 the files will open within your browser, this is depicted as follows:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	GP	0	All GPs as at 03-May-2002 17:09:33											
2	AC-001	1	Acheson/Jack	Dr	M									
3	AC-001	2	WORLD01											
4	AC-001	3	GP											
5	AC-001	4	0163073-KWORLD01											
6	AHT001	1	Aham, Terence Dr		M									
7	AHT001	2	BELL005											
8	AHT001	3	GP											
9	AHT001	4	0198421-BELL005											
10	AL001	1	Aleksandrovskiy Dr		M									
11	AL001	2	ALB-001											
12	AL001	3	GP											
13	AL001	4	0366363-HALE001											
14	AL003	1	Alexandri/Kes	Dr	F									
15	AL003	2	VICA001											
16	AL003	3	GP											
17	AL003	4	2277671-VICA001											
18	ANL001	1	Anir, Lisa H. Dr		F									
19	ANL001	2	THEW001											
20	ANL001	3	GP											
21	ANL001	4	03803475-THEW001											
22	ANL001	1	Andros/Steven Dr		F									
23	ANL001	2	MACAD01											
24	ANL001	3	GP											
25	ANL001	4	0300088-MACAD01											
26	ANL001	1	Andrew/Jennifer Dr		F									
27	ANL001	2	DUND001											
28	ANL001	3	GP											

The easiest way to save these files is to do the following:

1. select the entire spreadsheet
2. copy the spreadsheet
3. open a new Excel Spreadsheet
4. paste into the new spreadsheet.