



General Practice Divisions - Victoria

General Practitioner Register (GPR)

Division Web Maintenance Manual

February 2001 (Amended November 2003)

General Practice Divisions - Victoria

General Practitioner Register

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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 online functionality for Victorian Divisions of General Practice. 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

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	
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:

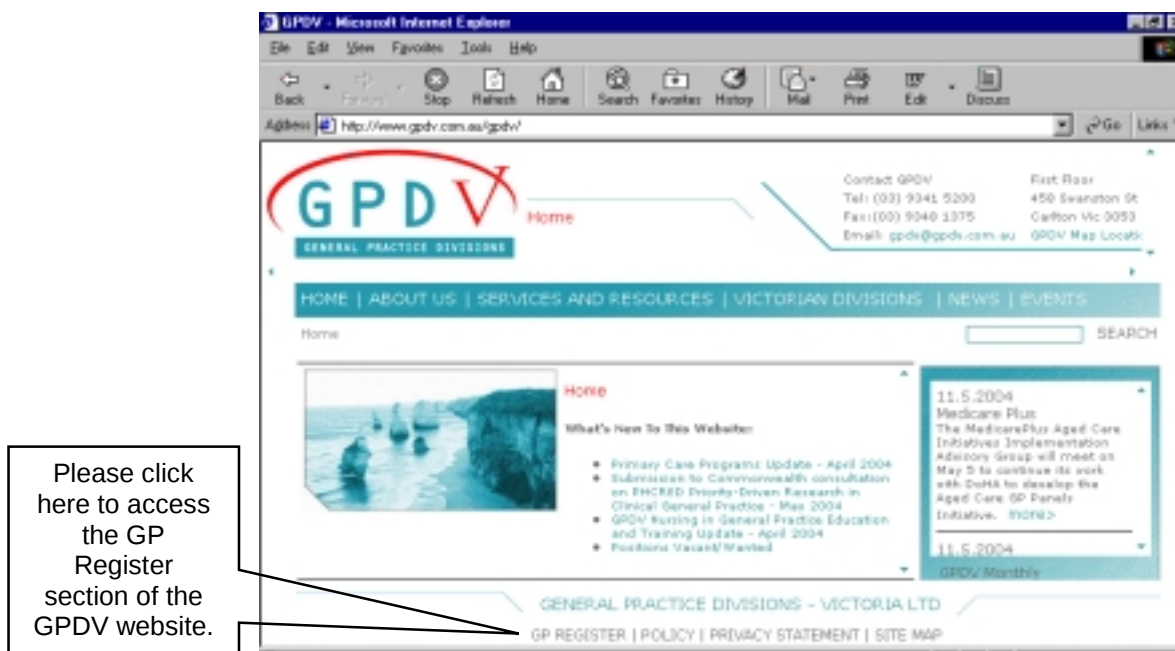
Field	Max	Notes
Code	10	Assigned by GPDV
Name	80	Name of Practice
Address Line 1	60	
Address Line 2	60	
Suburb	30	Suburb, town, city or locality
State	4	ACT, NSW, NT, QLD, SA, TAS, VIC, WA
Postcode	4	
Contact	30	Contact person at Practice
Telephone	20	
Fax	20	
Mobile	20	
E-mail	60	
Status	30	
Preferred 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

1. Go to www.gpdv.com.au.
2. Click on the GP Register menu located on the bottom index of the GPDV home page. As indicated in the screen below.

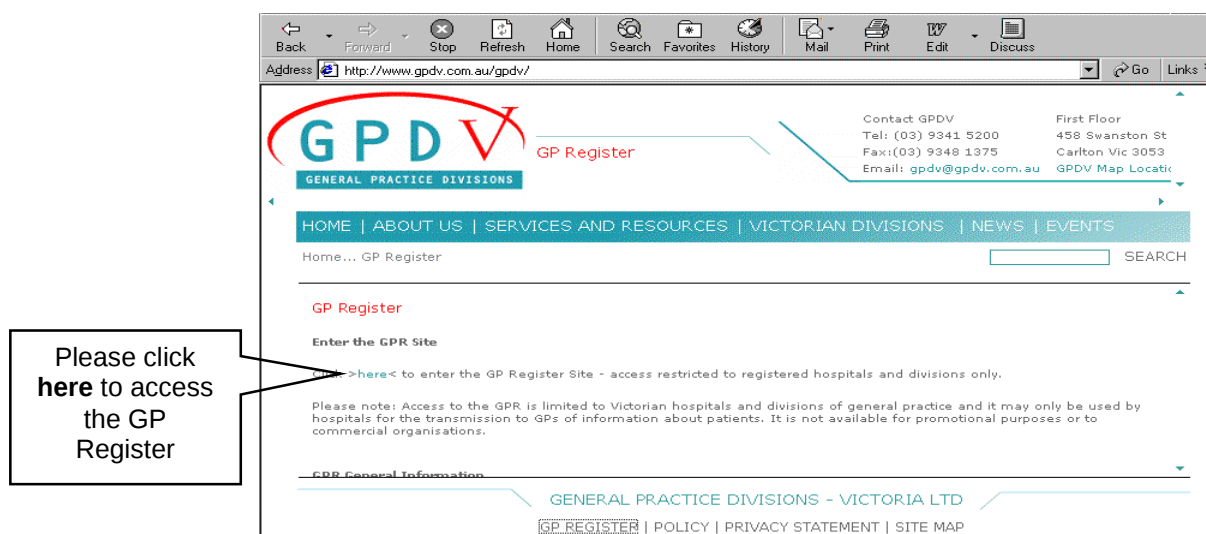


The GP Register (GPR) resource section of the website is depicted in the screen below. To enter the secured section of the GPR, click here to enter the **GP Register Site**.



Please note:

Access is restricted to registered hospitals and divisions only.



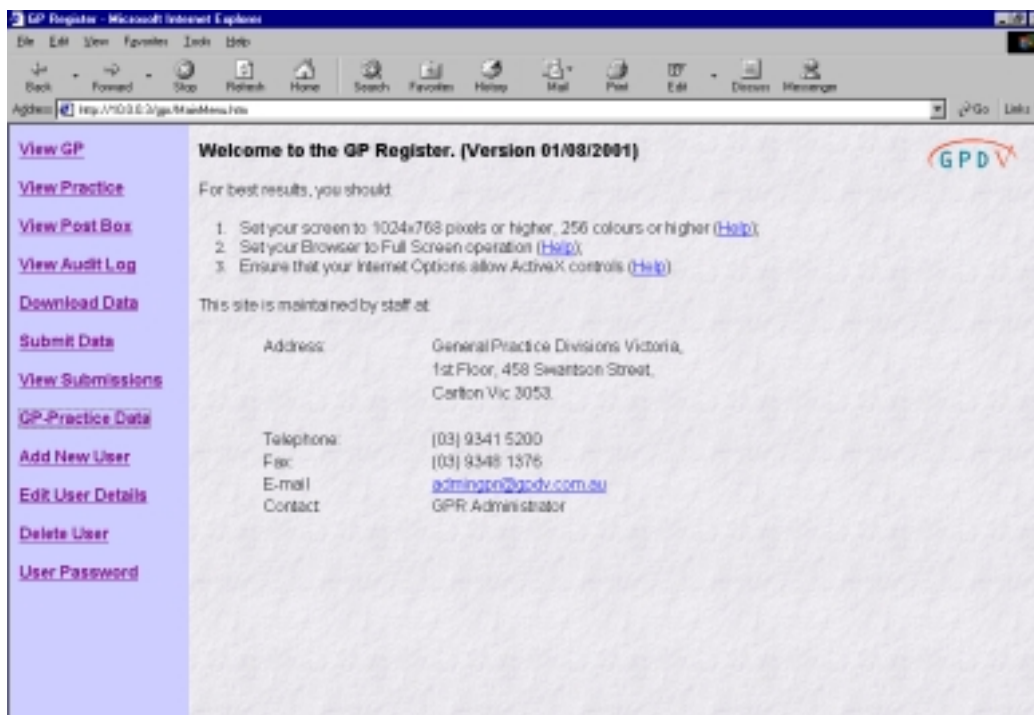
The following screen will appear. Click on the red button that reads: **Click this button to Log-In to the GP Register.**



The next screen will ask you to Log in to the GPR using your Division Subscriber and User Codes and Password.

The screenshot shows the 'GP Register - Log In' screen. It has three input fields labeled '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.

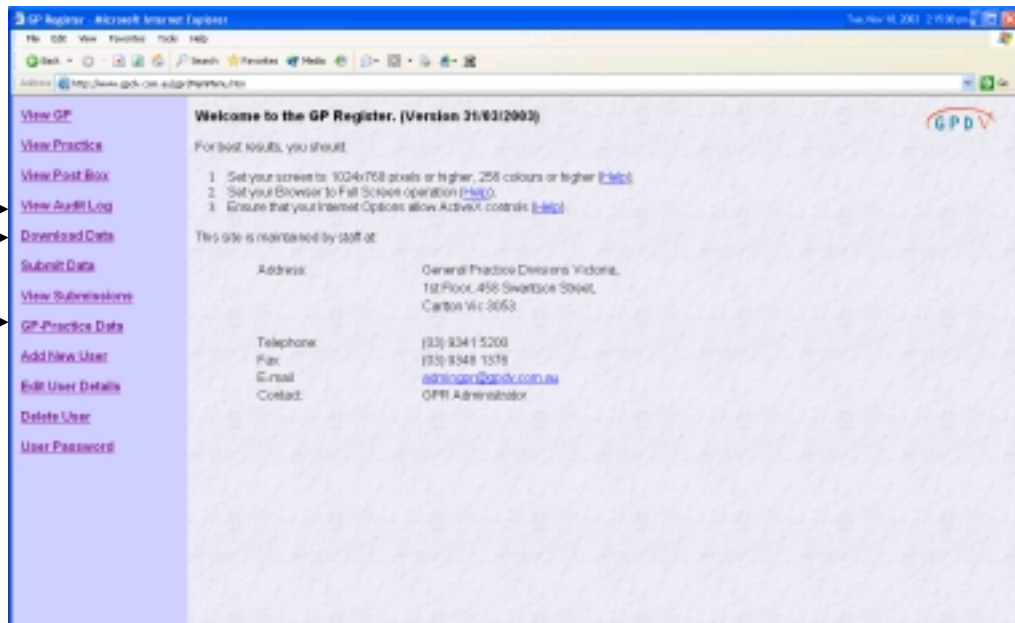


1.4 Main Menu Options

The following menu items are available for divisions to utilise:

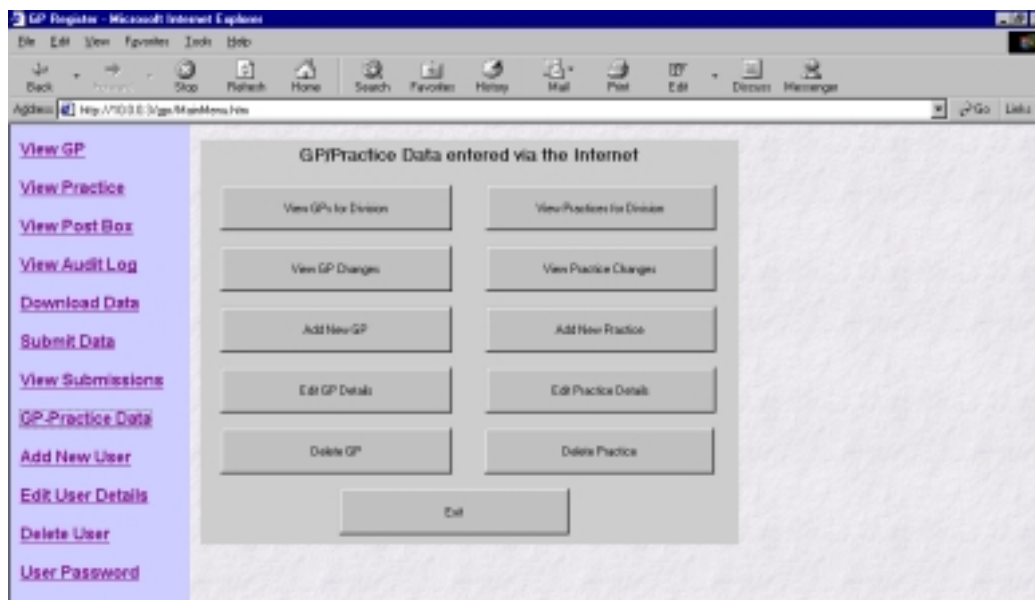
- View Audit Log
- Download Data (Options 7, 8 and 9)
- GP-Practice Data (Divisions will mainly use this menu.)

These menu options are available to divisions.



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 Sections 2.3 and 2.8 of this manual.

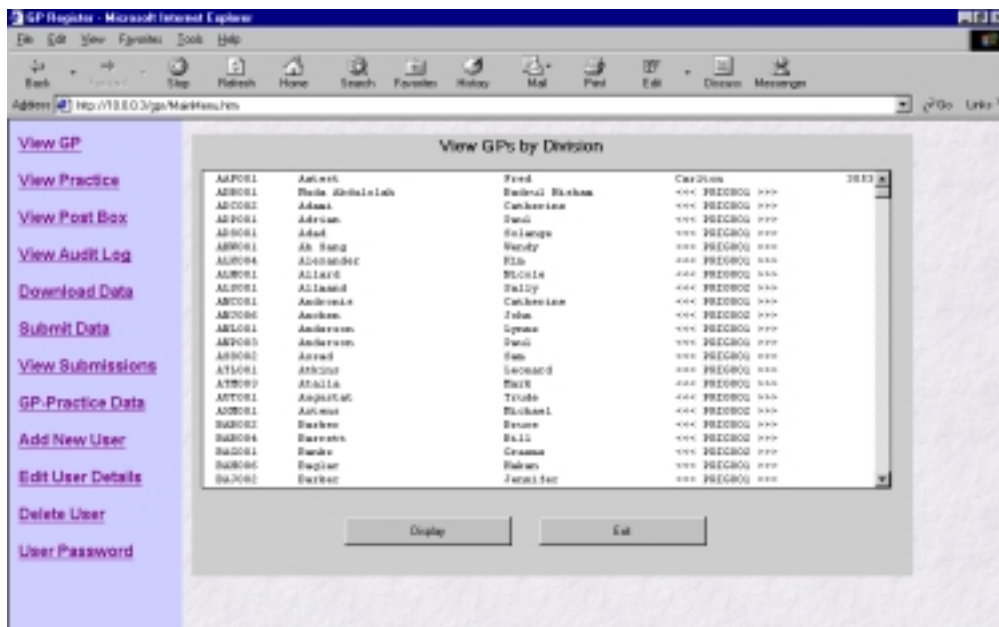
When you change an existing GP/Practice, the system creates a copy of the GP/Practice record in the Web GP/Practice table and displays a screen to allow you to enter/change the details of the GP/Practice, as described in Sections 2.4 and 2.9 of this manual.

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 Sections 2.5 and 2.10 of this manual.

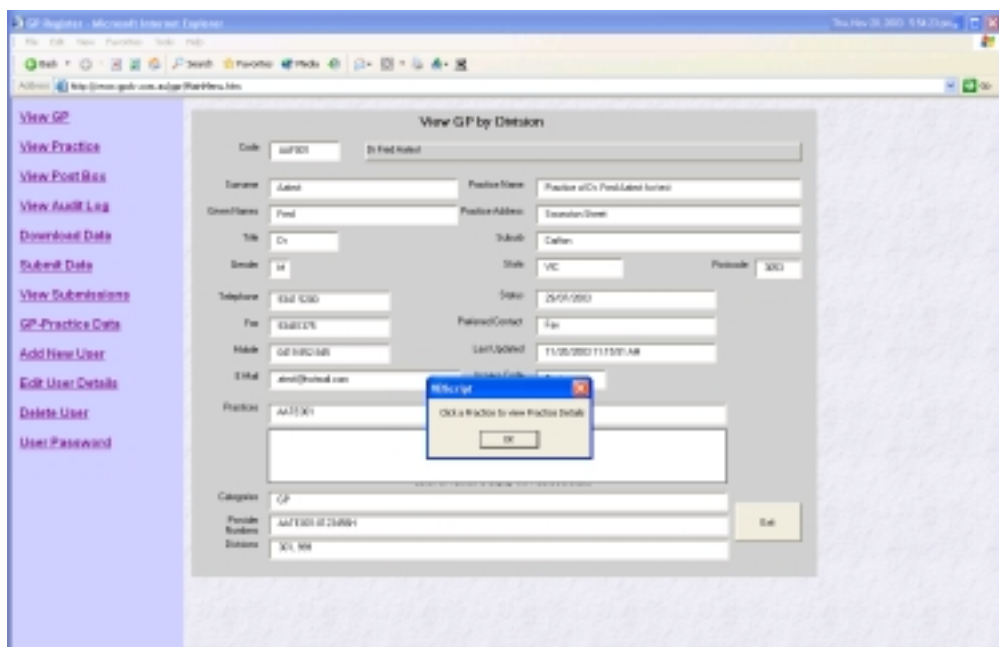
At regular intervals during the day, GPDV staff will process the information in the Web tables. They follow procedures for checking and validating the information you have entered and, if it is correct, transfer it to the GPR. Records with errors are returned to you via the Audit facility described in Section 3.

2.1 View GPs for Division

Under the **GP- Practice Data** menu, 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, by highlighting a record and then click the **Display** button. The following screen depicts how the contact details will be displayed.



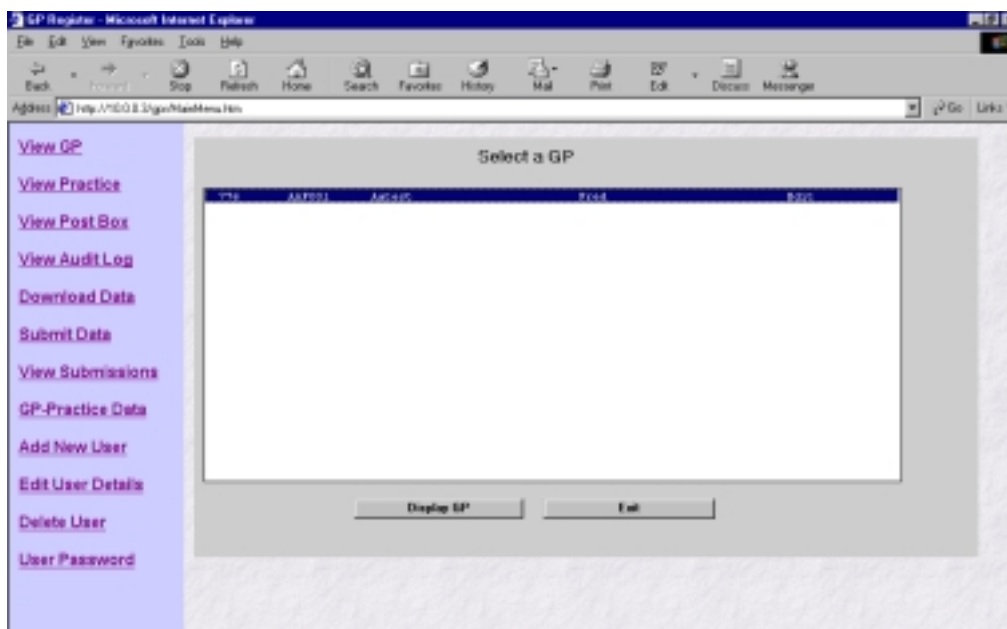
Please note:

1. A warning will come up each time a user wants to view a GP, this is to remind the user that they can view practice details by selecting the Practice Name.
2. This screen is read only and the record can not be edited from here.

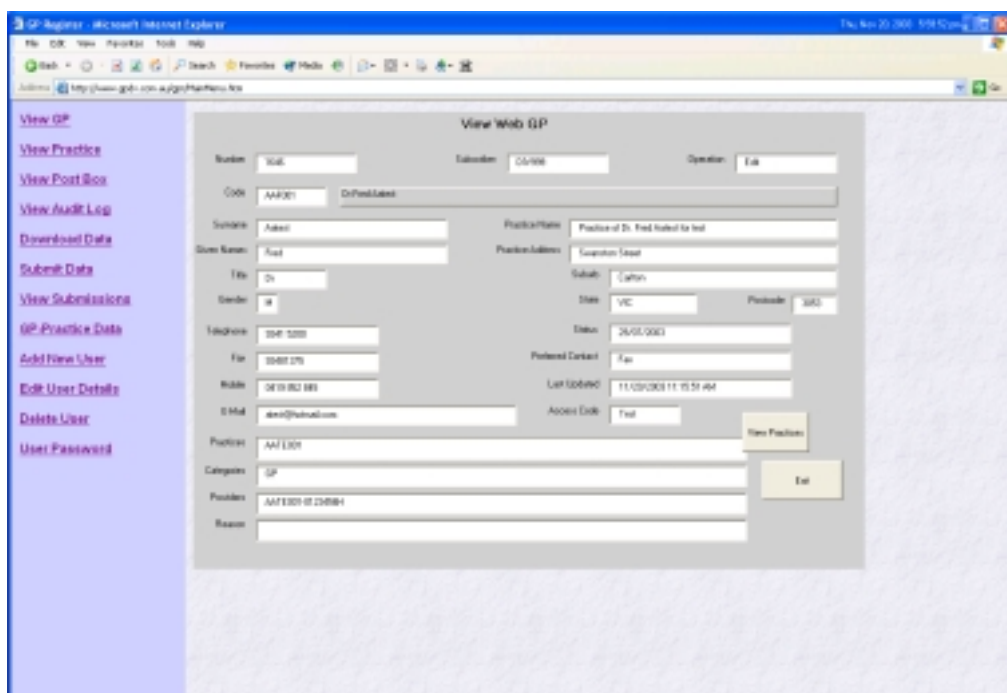
To exit this screen click the **Exit** button.

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. Once GPDV have validated the changes you have made the GP record will no longer be displayed in this screen.



Highlight an entry and click **Display GP** button to view the record. The record will be displayed as follows:



Please note:

1. This screen is read only and the record can not be edited from here.
2. If the user wishes to make another change to the same record you can do so by using the **Edit GP Details** and then **Select from Previously Edited GPs**.

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:

The screenshot shows a web browser window with the URL <http://www.gpr.vic.gov.au/gpr/EnterNewGP.asp>. The page title is "GP Register - Microsoft Internet Explorer". The form is titled "Enter New GP" and contains the following fields:

- Number: 1001
- Subscriber: 01000
- Code: New
- Status: [dropdown menu]
- Last Updated: 11/05/2003 0:08:16 PM
- Access Code: 01000
- Categories: [dropdown menu]
- Provider Notes: [text area]

There are three buttons at the bottom: "Add/Another", "Add", and "Exit".



Please note:

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
Status	Assigned by GPDV
Last Updated	Assigned by the System
Access Code	Assigned by the System
Categories	Automatically be assigned to GP

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

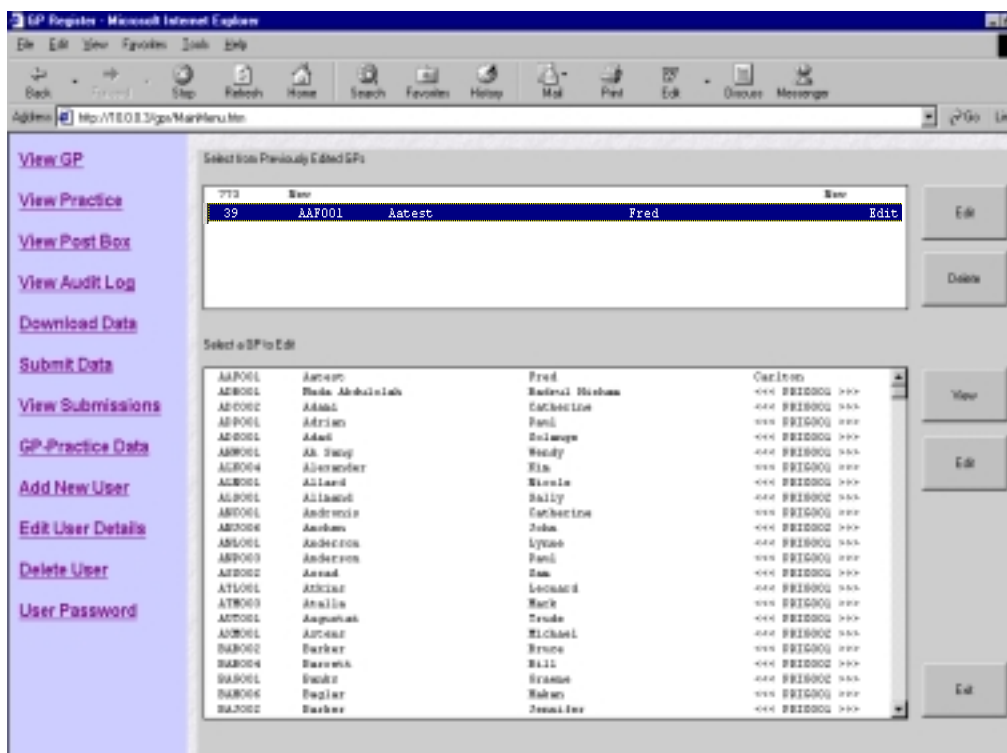
- Click the **Add** button to save the modified record in the Web GP table.
- The new record may be viewed, edited or deleted.

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 on the **GP-Practice Data** menu item located on the left hand index. Then select **Edit GP Details** button. 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.

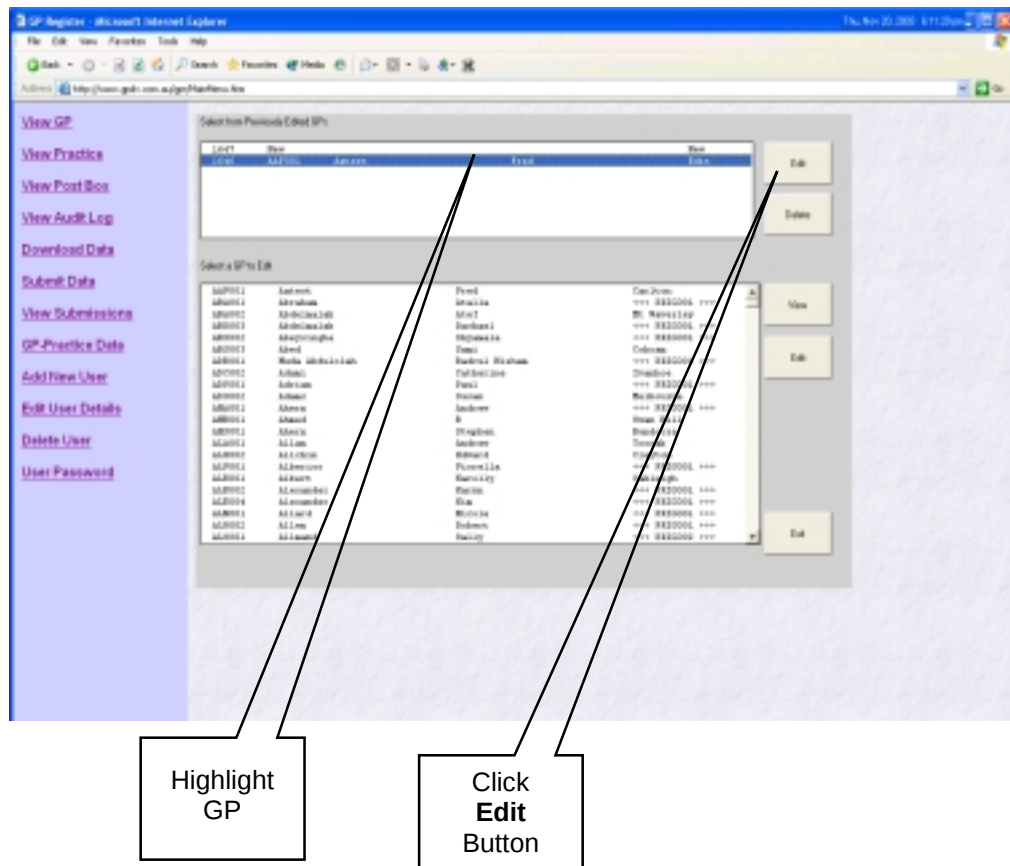


Please note:

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 will be displayed as follows:

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



Please note:

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
Status	Assigned by GPDV
Last Updated	Assigned by the System
Access Code	Assigned by the System
Categories	Automatically be assigned to GP

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.



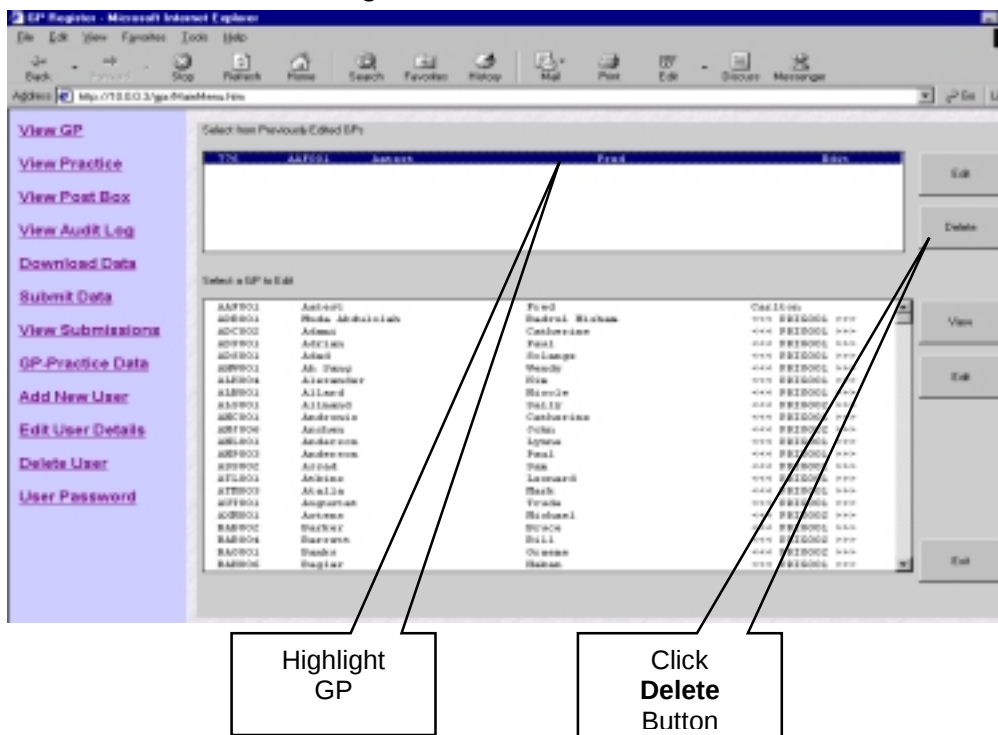
Please note:

If a GP practices at more than one practice and you are unsure of the Practice Code, you can enter the Practice Name in the **Practices** field, separating each practice name with a coma.

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 click on the **GP-Practice Data** menu item located on the left hand index. Then select **Edit GP Details** button. Two lists are displayed, as shown in the following screen.

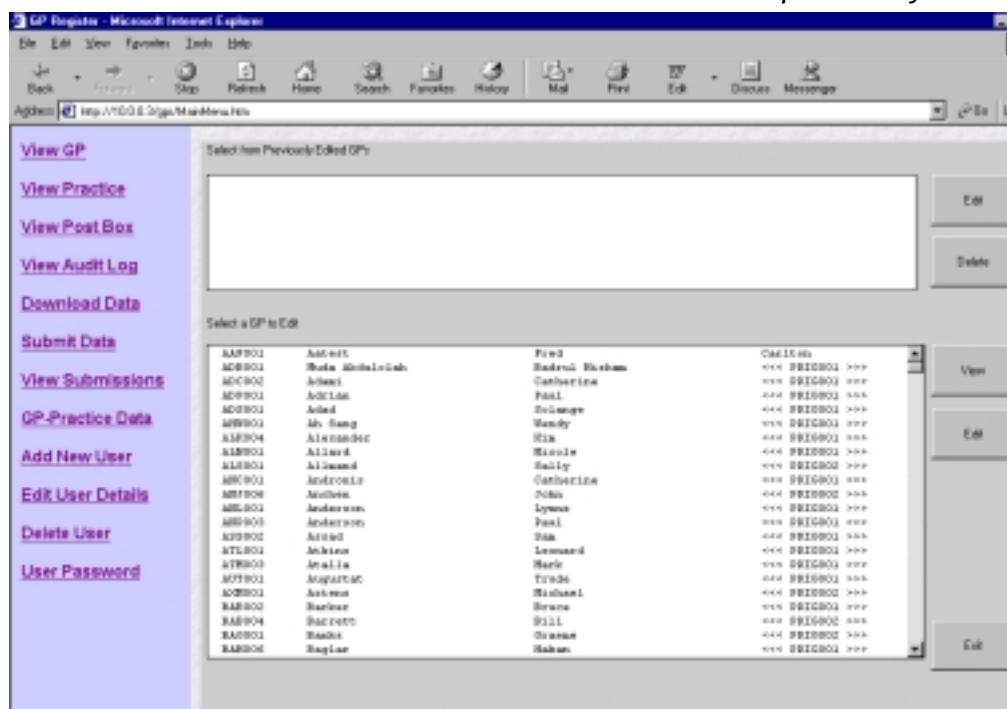


Highlight the item and click the **Delete** button. The highlighted item (number 776) is deleted from the Web GP table and is omitted from the list of Previously Edited GPs (This means GPDV will not receive changes). The Edit GP screen will now appear as below.



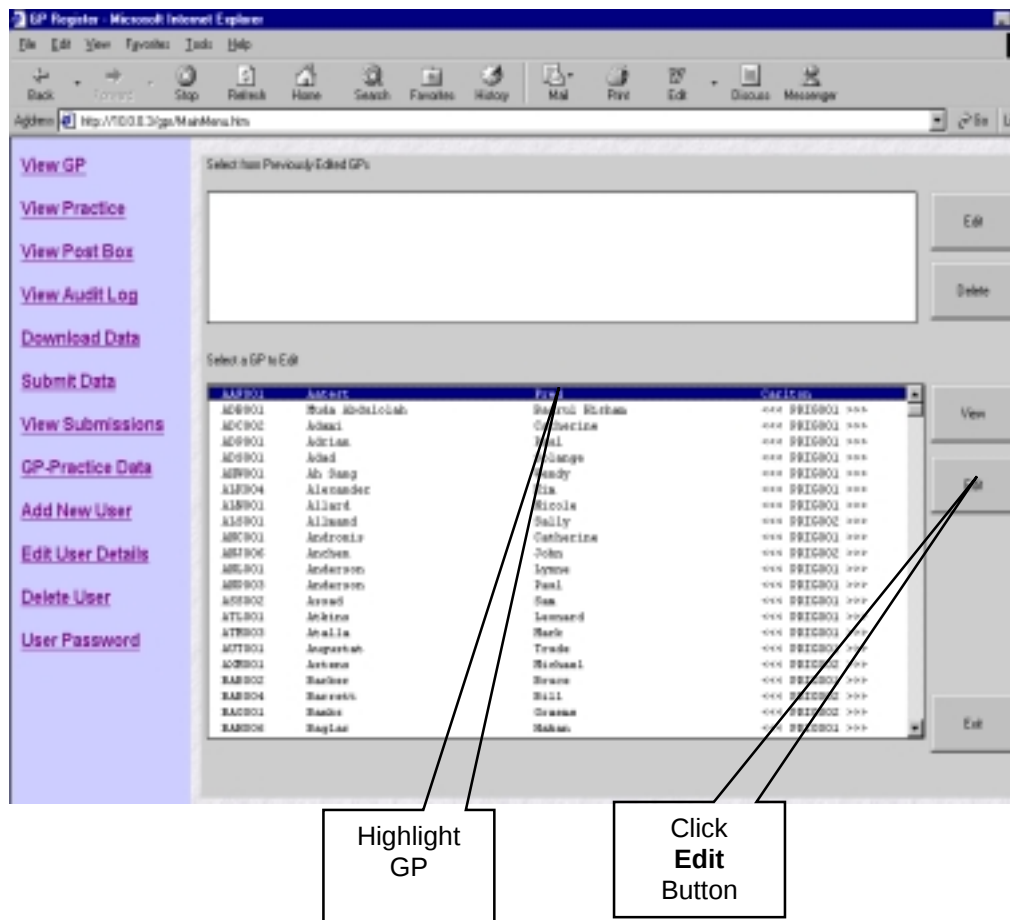
Please note:

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 following screen is displayed to allow you to make any required changes to the GP record.

You may now enter your changes into the GP Record.



Please note:

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
Status	Assigned by GPDV
Last Updated	Assigned by the System
Access Code	Assigned by the System
Categories	Automatically be assigned to GP



Please note:

1. 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")
2. If a GP practices at more than one practice and you are unsure of the Practice Code, you can enter the Practice Name in the **Practices** field, separating each practice name with a coma.

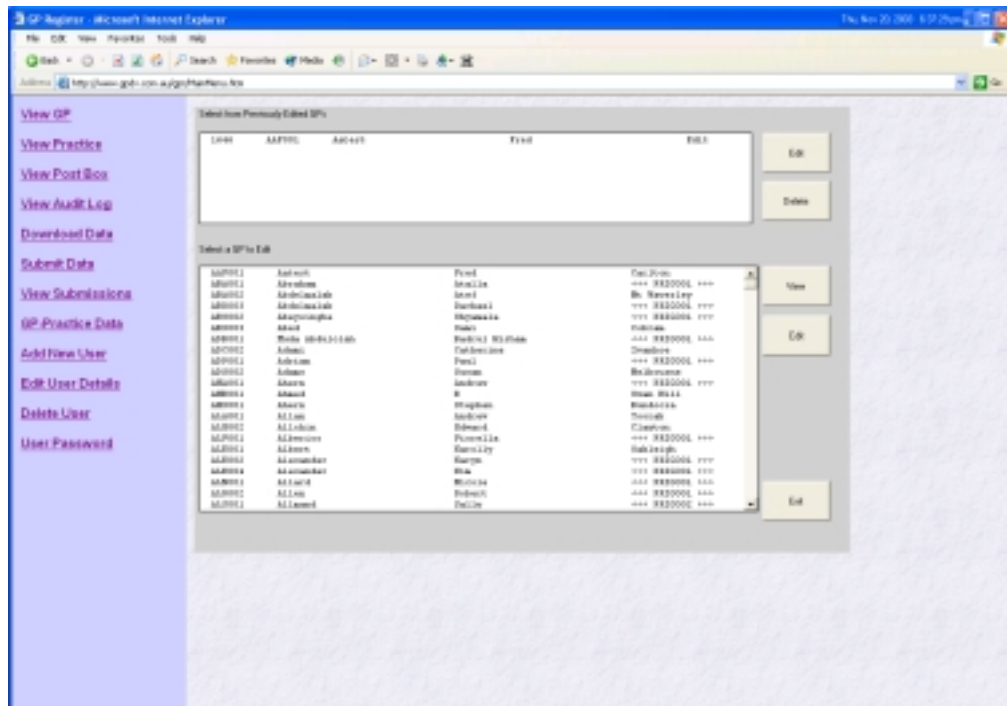
When all required changes have been completed:

- 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.

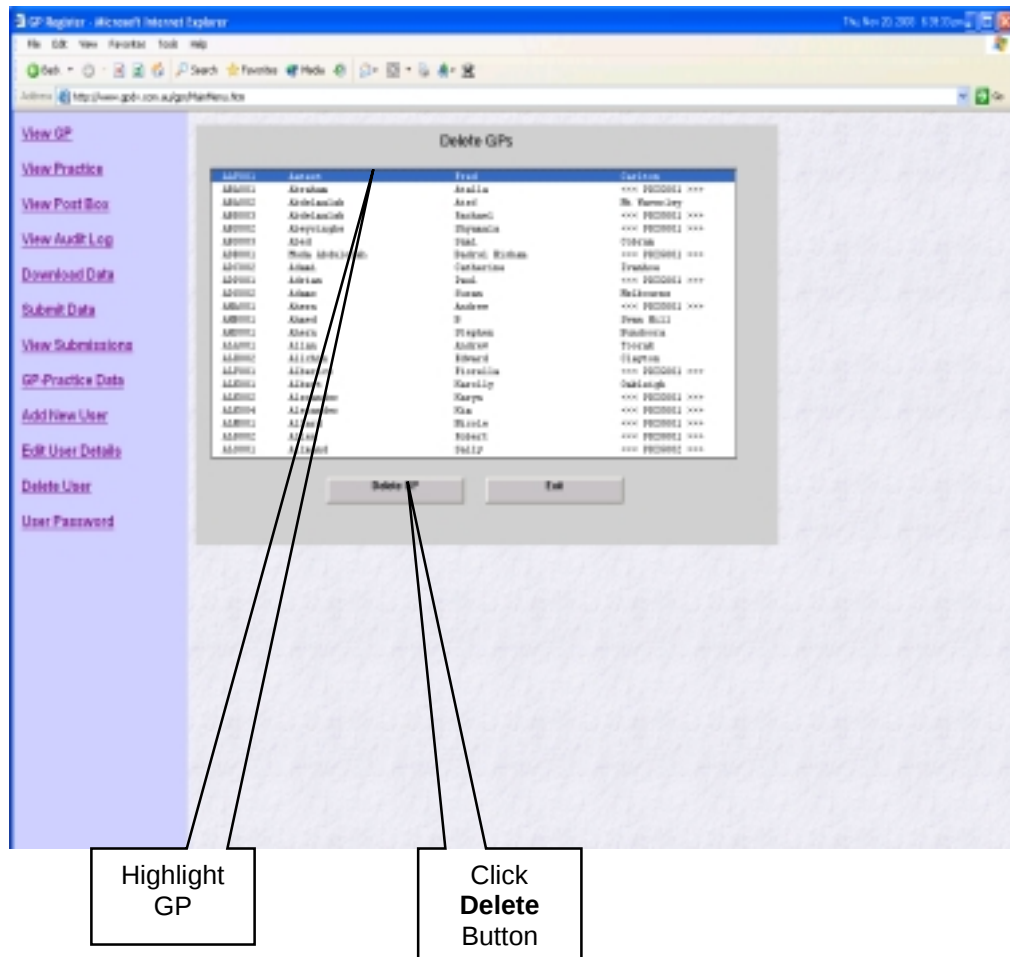
In both cases, the edited record is included in the list of previously edited GPs as follows:

Record Number 1646 is the newly edited GP record, shown in the top list as follows:



2.5 Delete GP

Click on the **GP-Practice Data** menu item located on the left hand index. Then select **Delete GP** button 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 it is the correct GP record 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: A47022 On First Sailed

Name: John Address 1: Practice at Co. Prod. Label for test

Surname: Address 2:

Given Name: Fred Suburb:

Title: Dr State: VIC Postcode: 3000

Gender: M Status:

Telephone: 044 1234 Preferred Contact:

Fax: 0444 1234 Last Sailed: 11/08/2003 11:00:00 AM

Mobile: 0470 222 444 Access Code: Test

E-Mail: john@practice.com

Practice: A47022

Category: GP

Provider Number: A47022-01234567

Business: 001 123

Password:



Please note:

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.

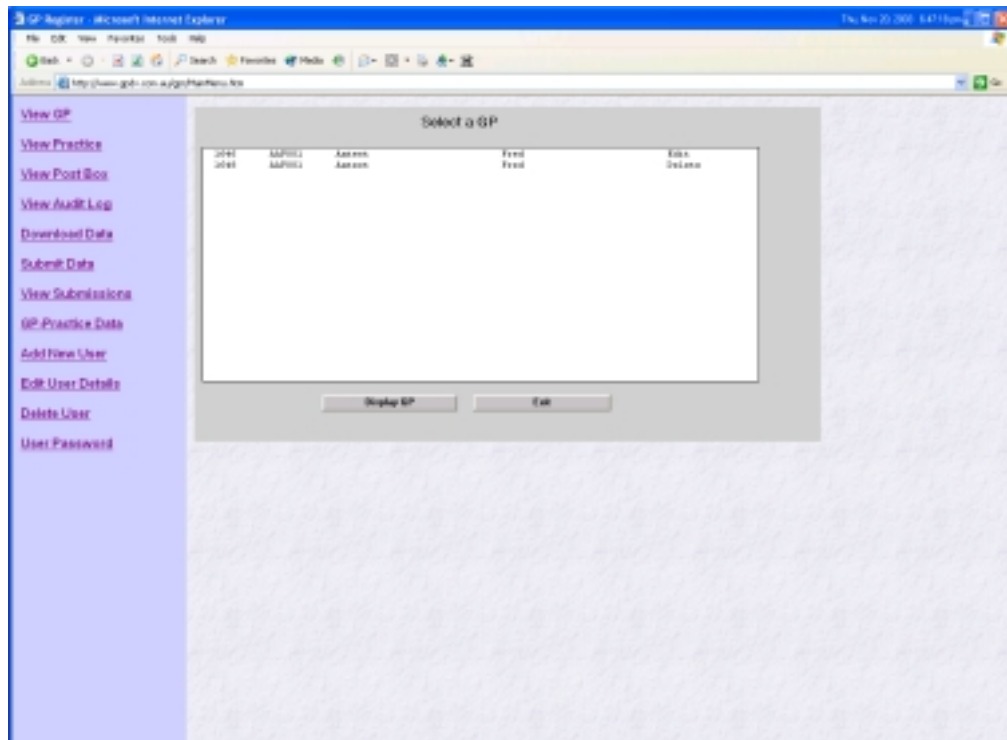
If you elect to delete the GP:

- The record will not be deleted from the GPR until GPDV staff confirm with the GP practice, that the GP is no longer practicing.

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

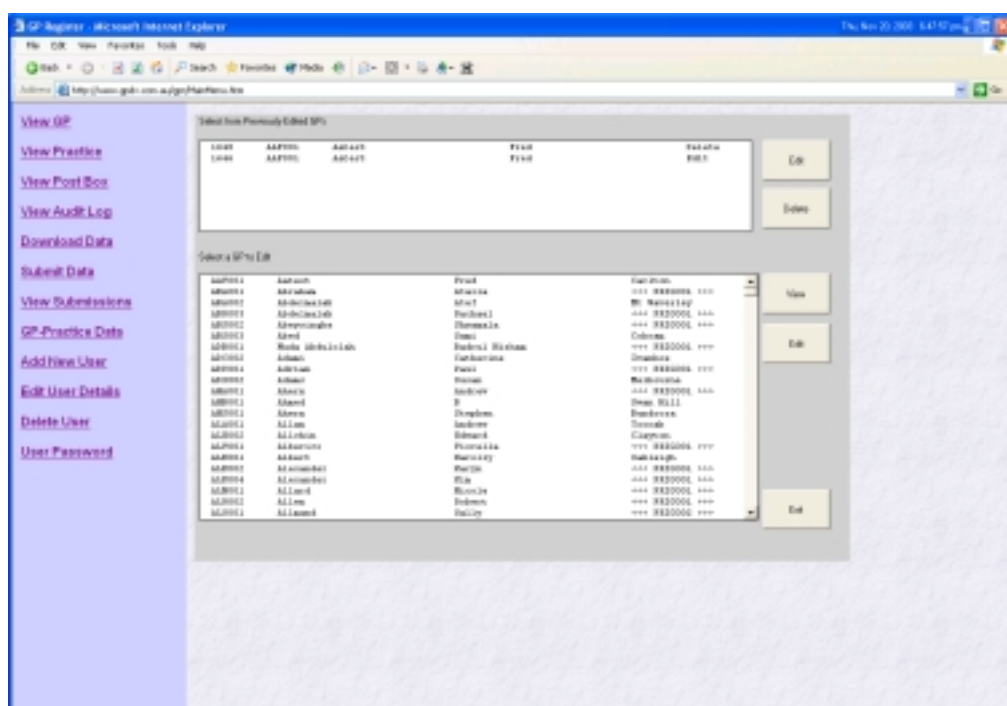
View Web GP screen

Click on the **GP-Practice Data** menu item 1648 located on the left hand index. Then select **View GP Changes** button. The following screen will be displayed:



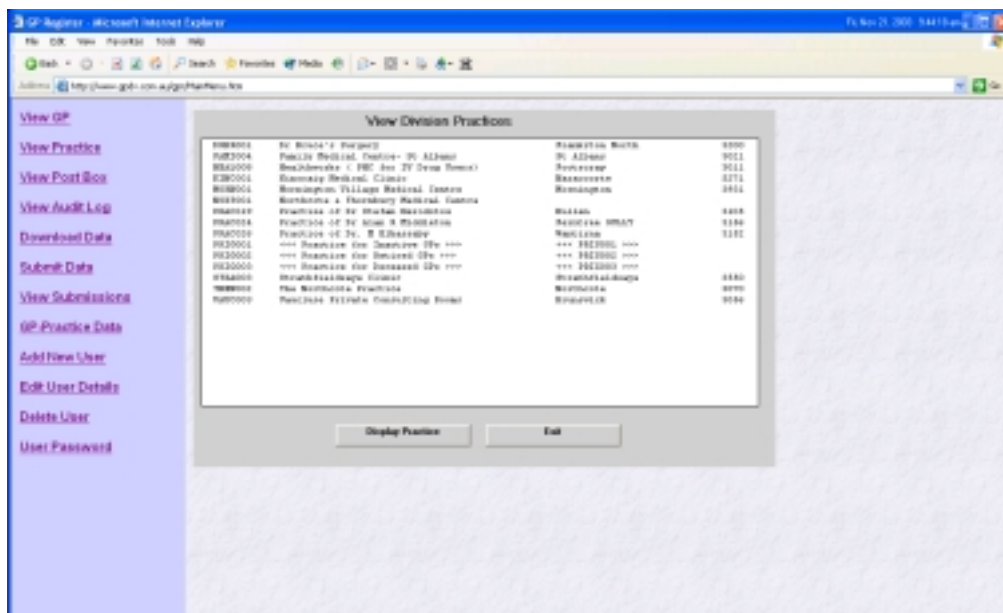
Edit GP screen

Click on the **GP-Practice Data** menu item 1648 located on the left hand index. Then select **Edit GP Details** button. The following screen will be displayed:

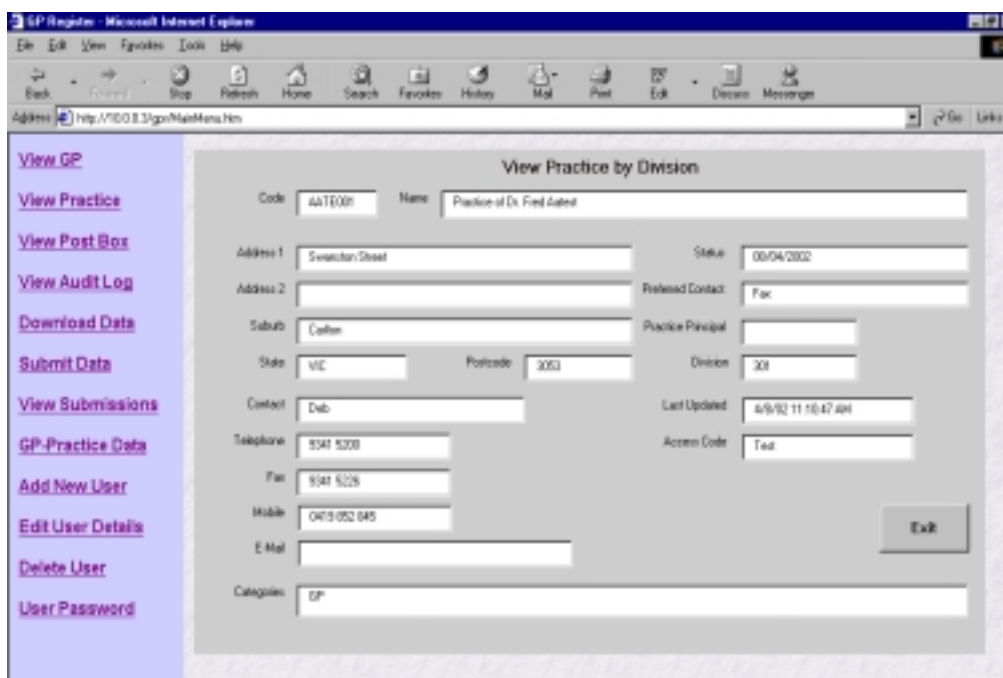


2.6 View Practices for Division

Click on the **GP-Practice Data** menu item located on the left hand index. Then select **View Practices for Division** button to view Practices for your division. The following screen displays all practices located in the users division.



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



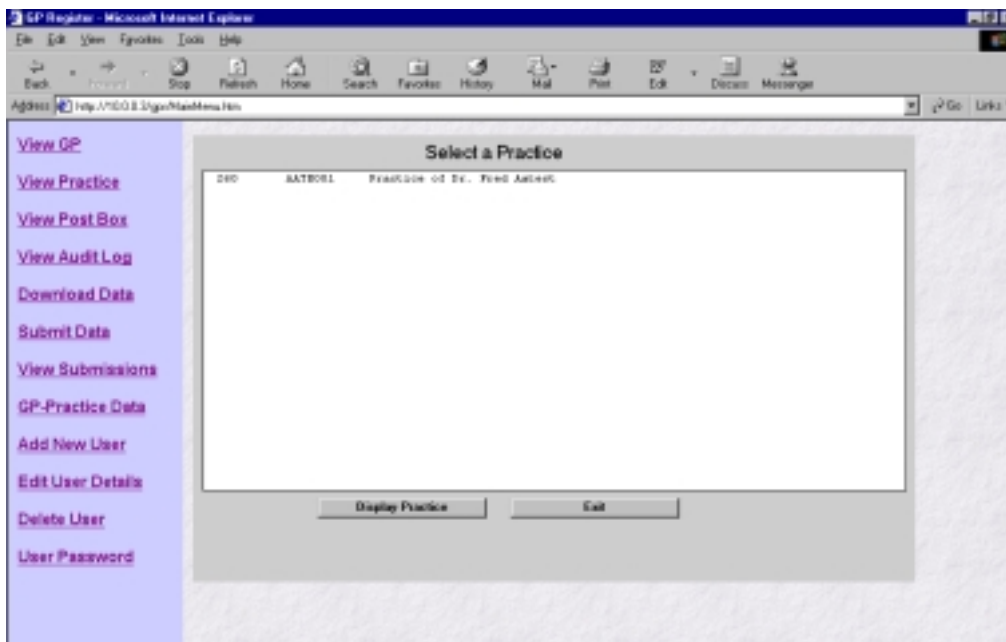
Please note:

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

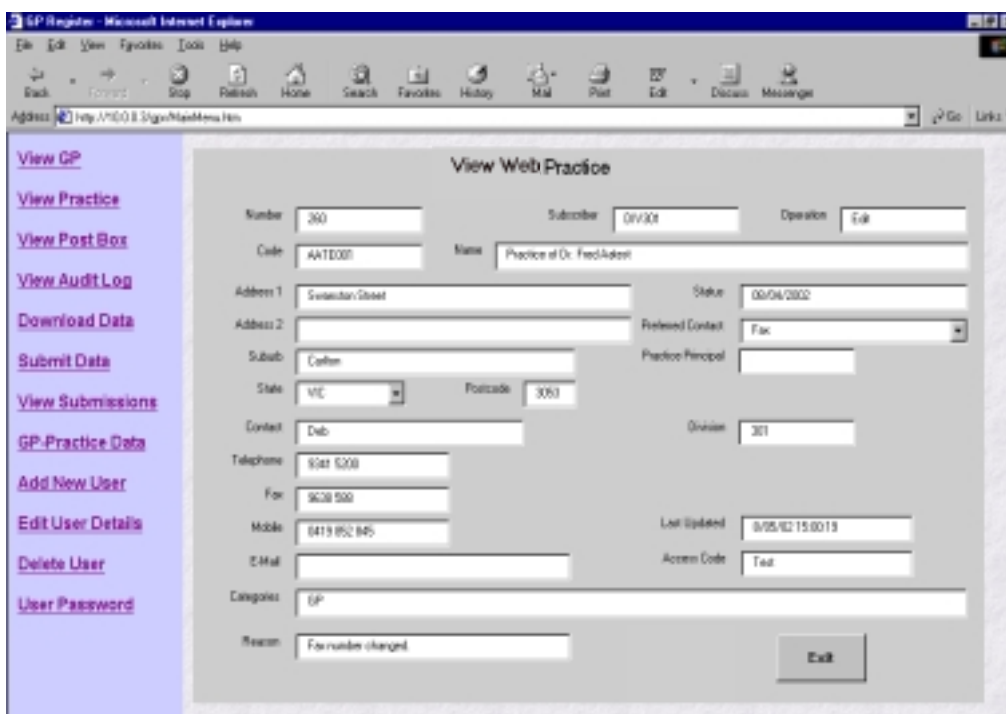
To exit this screen click the **Exit** button.

2.7 View Practice Changes

Click on the **GP-Practice Data** menu item located on the left hand index. Then select **View Practice Changes** button. The following screen displays all changes that your division has made to a practice, this will be cleared when GPDV have validated the changes you have made.



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 on the **GP-Practice Data** menu item located on the left hand index. Then select **Add New Practice** button. The following screen allows you to enter details of a new practice.



Please note:

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
Status	Assigned by GPDV
Division	Automatically assigned by the System
Last Updated	Automatically assigned by the System
Access Codes	Automatically assigned by the System
Categories	Automatically assigned by the System

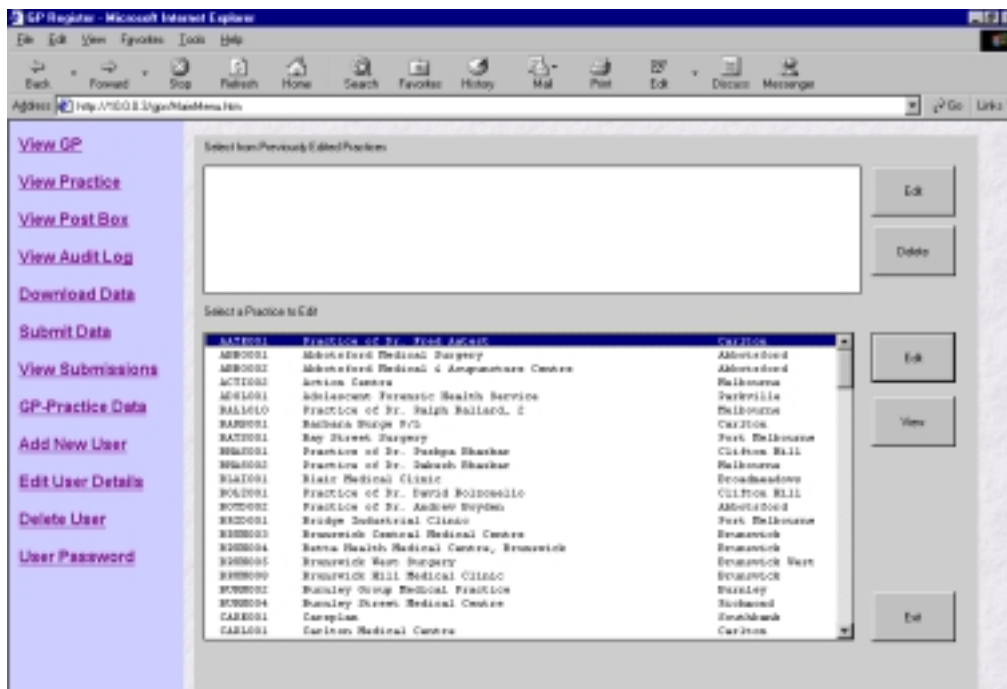
The **Reason** field must also be completed before the **Add** button has been selected. When all required entries have been completed:

- 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 on the **GP-Practice Data** menu item located on the left hand index. Then select **Edit Practice Details** button. The following screen allows you to select a Practice and edit the Practice details.



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.

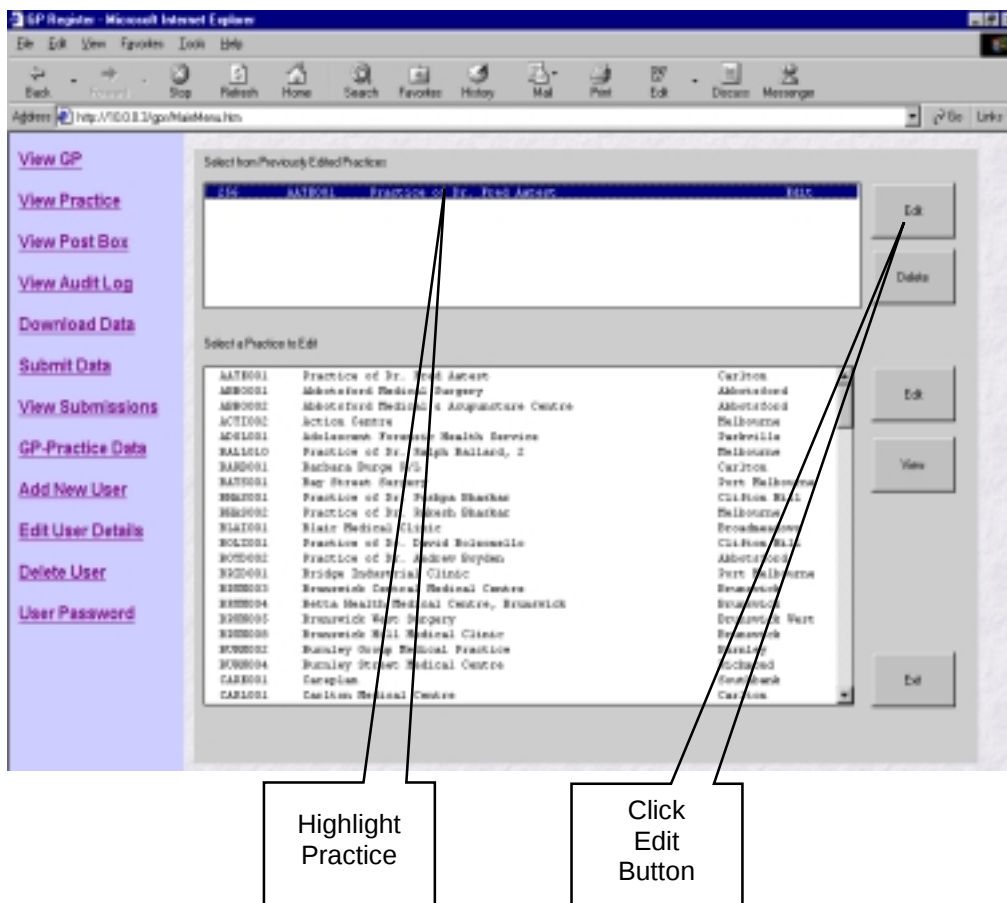


Please note:

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, Click on the **GP-Practice Data** menu item located on the left hand index. Then select **Edit Practice Details** button. The following screen allows you to highlight the entry and 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.

Edit Practice Record

Number: 296 Subscriber: GPR/001 Operation: Edit

Code: AAT1000 Name: Practice of Dr. Fred/James

Address 1: Sevenson Street Status: 00/04/2002

Address 2: Preferred Contact: Fax

Suburb: Carlton Practice Principal:

State: VIC Postcode: 3053

Contact: Deb Division: 301

Telephone: 9341 5223

Fax: 9341 5226

Mobile: 9413 952 945 Last Updated: 5/5/02 11:53:29 AM

E-Mail: Access Code: Test

Categories: GP

Reason: Change of telephone number

Save **Exit**



Please note:

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
Status	Assigned by GPDV
Division	Automatically assigned by the System
Last Updated	Automatically assigned by the System
Access Codes	Automatically assigned by the System
Categories	Automatically assigned by the System

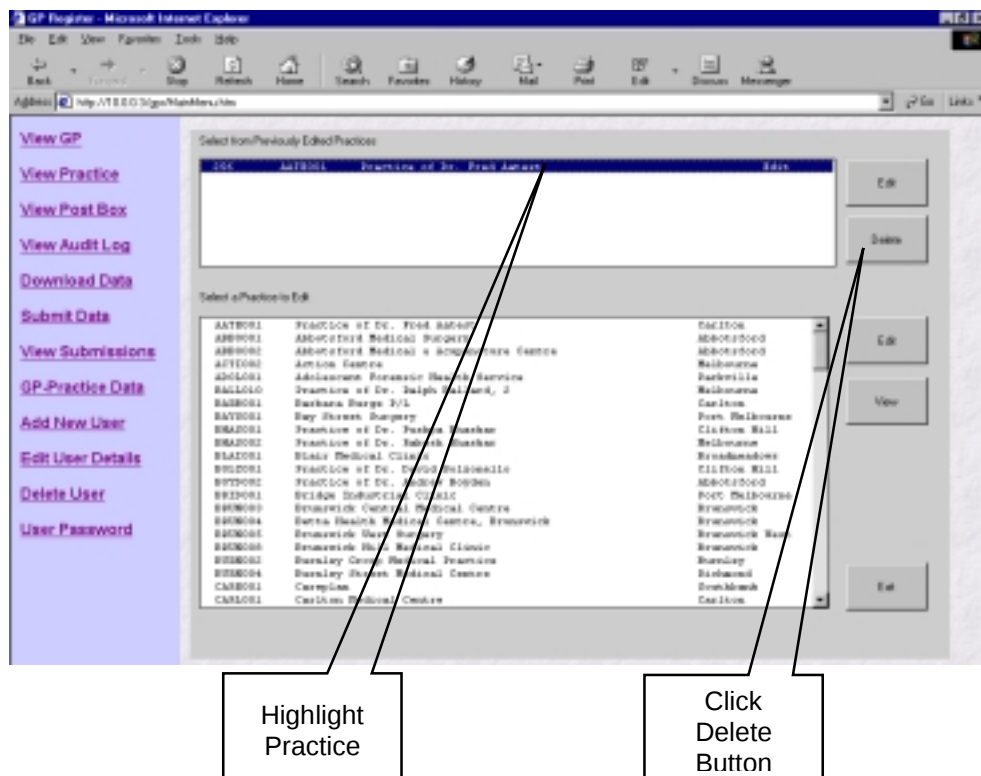
When all required changes have been completed:

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

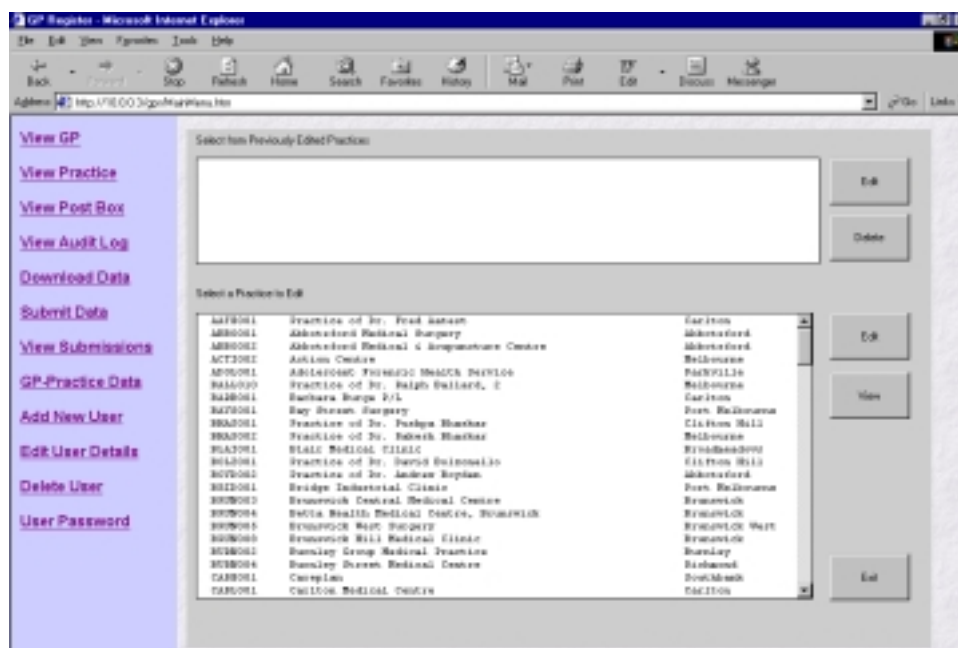
Click the **Exit** button to exit the screen without saving any changes you may have made.

2.9.2 Delete a Previously Edited Practice

To delete a previously edited item click on the **GP-Practice Data** menu item located on the left hand index. Then select **Edit Practice Details** button. The following screen allows you to highlight the Practice 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:

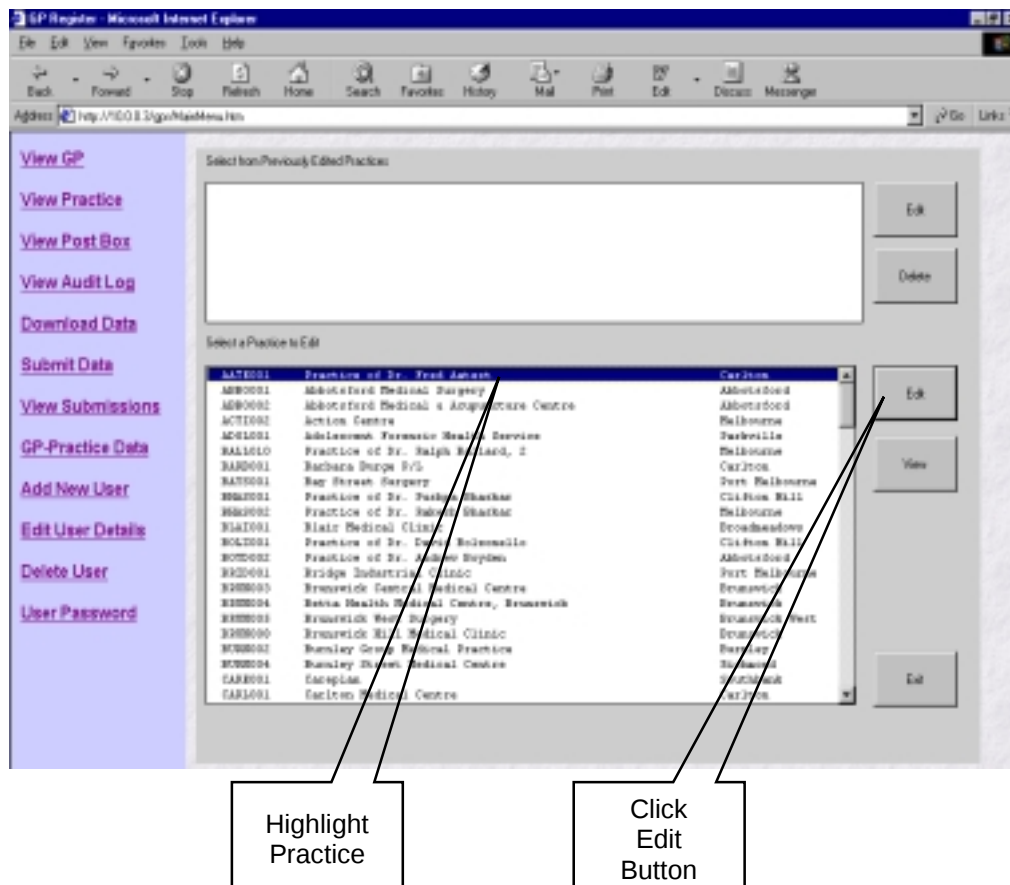


Please note:

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

2.9.3 Edit a Practice

To edit a Practice, click on the **GP-Practice Data** menu item located on the left hand index. Then select **Edit Practice Details** button. The following screen will appear.



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.

The screenshot shows a web browser window titled 'GP Register - Microsoft Internet Explorer'. The address bar shows 'http://192.168.1.100/asp/MenuMain.htm'. The left sidebar contains a list of links: 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, and User Password. The main content area is titled 'Edit Practice Record' and contains a form with the following fields:

- Number: 256
- Subscriber: GPV308
- Operation: Edit
- Code: AATE007
- Name: Practice of Dr. Fred Johnson
- Address 1: Seawatch Street
- Status: 00/04/2002
- Address 2:
- Preferred Contact: Fax
- Suburb: Carlton
- Practice Principal:
- State: VIC
- Postcode: 3053
- Contact: Deb
- Division: 301
- Telephone: 9347 5223
- Fax: 9347 5225
- Mobile: 0419 052 845
- Last Updated: 5/5/02 11:45:13 AM
- E-Mail:
- Access Code: Test
- Categories: GP
- Reason: Change of telephone number

At the bottom right of the form are two buttons: 'Save' and 'Exit'.



Please note:

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
Status	Assigned by GPDV
Division	Automatically assigned by the System
Last Updated	Automatically assigned by the System
Access Codes	Automatically assigned by the System
Categories	Automatically assigned by the System

When all required changes have been completed:

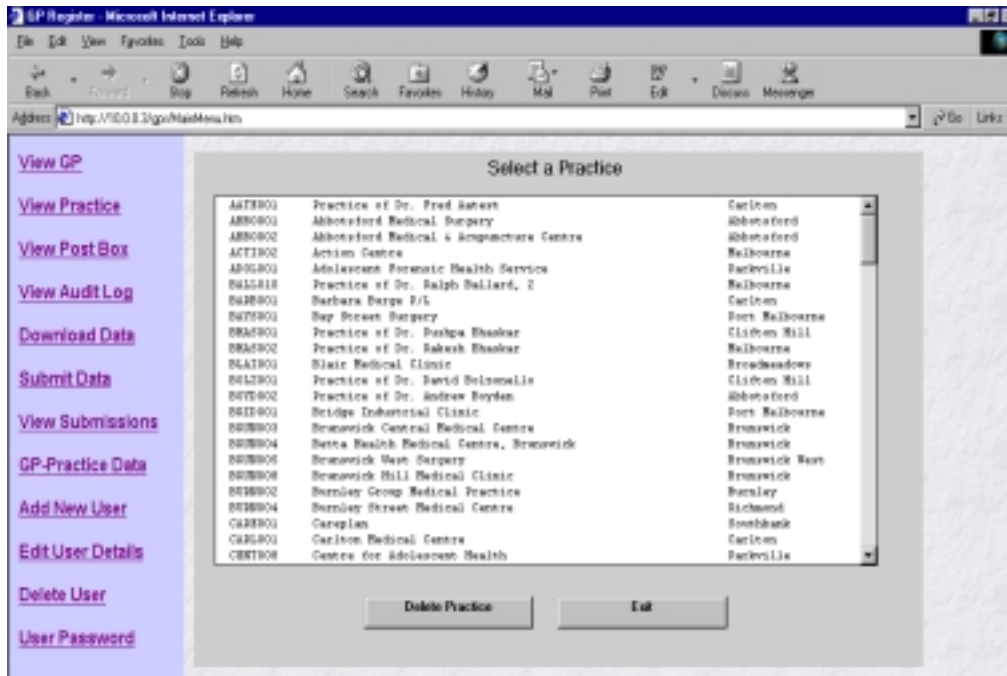
- Click the **Save** button to save the modified record in the Web Practice table.
- The changed record may be viewed, changed again or deleted.

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

To delete a Practice, click on the **GP-Practice Data** menu item located on the left hand index. Then select **Delete Practice** button. The following screen will appear.



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.

Confirm that this is the practice to be deleted.



Please 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:

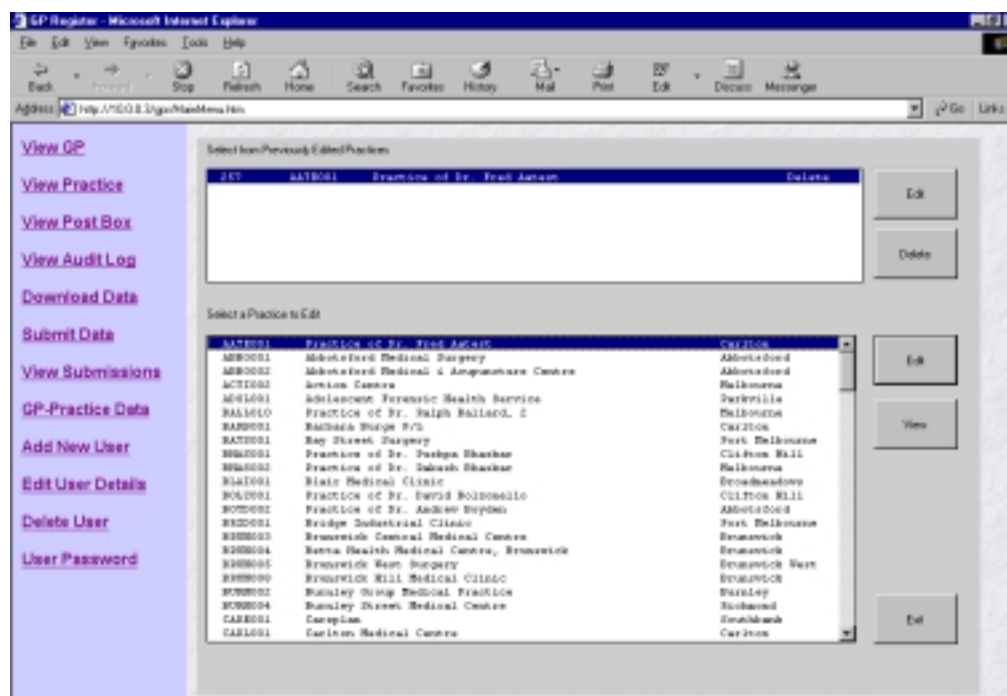
- The Practice record is copied to the Web Practice table and marked as a record to be deleted.
- The record will be deleted from the GPR by GPDV staff when the Web Practice table is processed.

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

View Web Practice screen

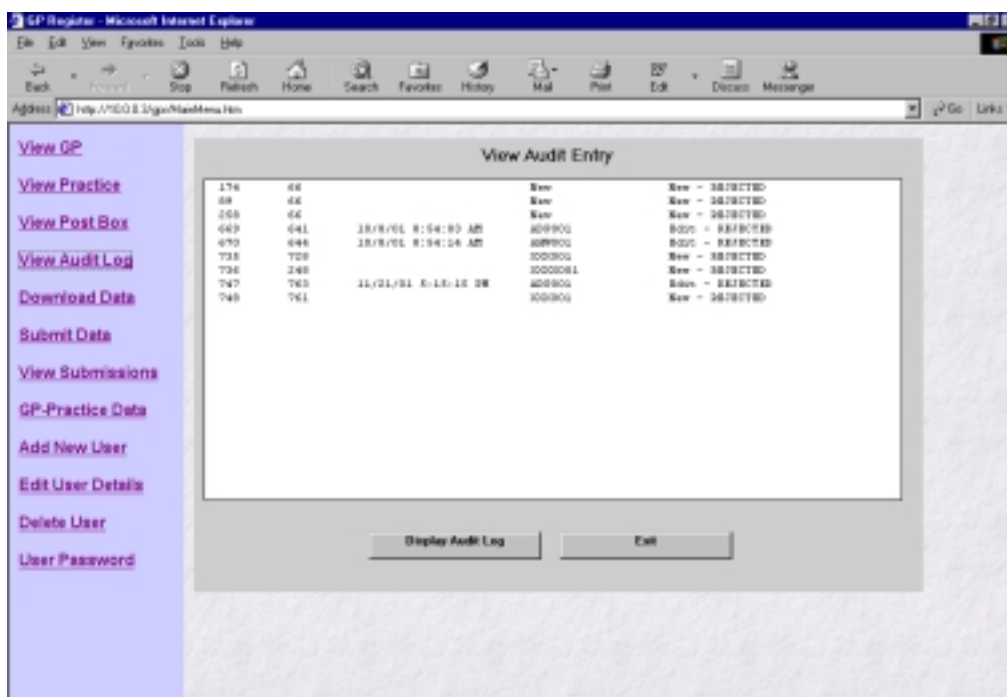


Edit Practice screen

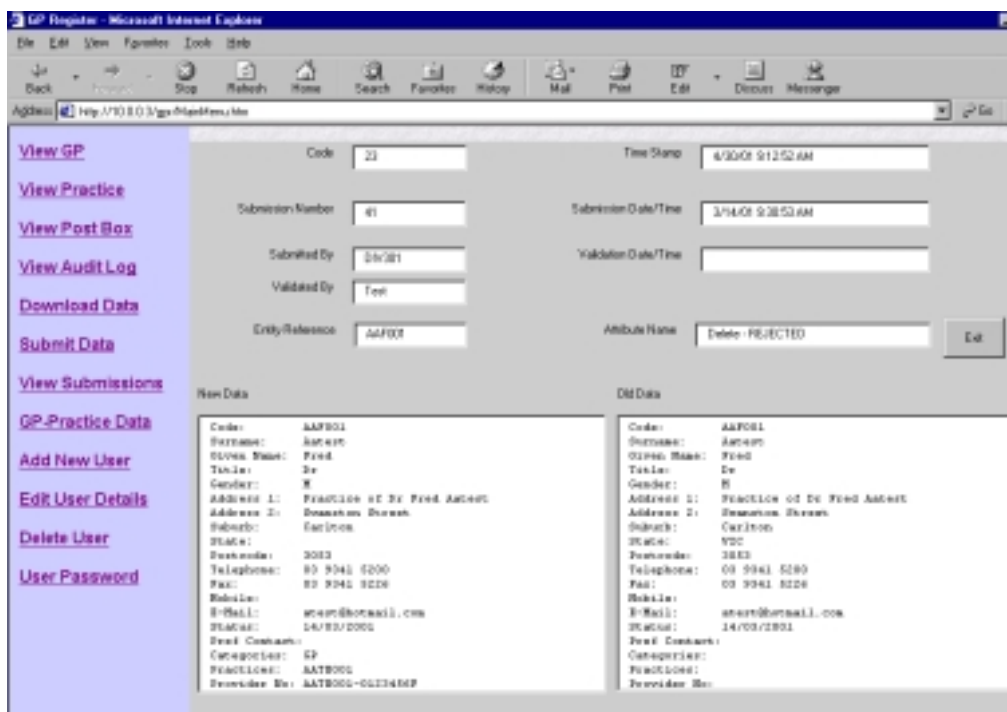


3 View Audit Log

Click **View Audit Log** menu item located on the left hand index to select and view information from your Audit Log, which list the history of transactions with GPDV.



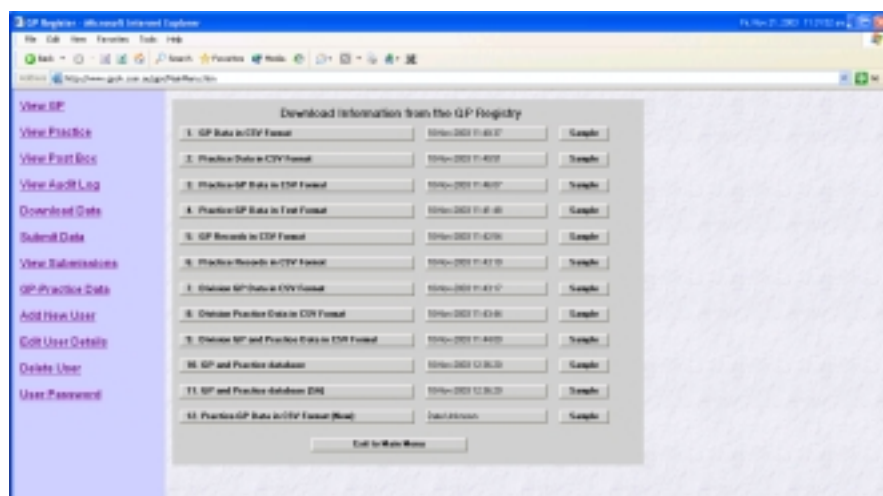
Select the Log Item to view and click **Display Audit Log**.



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

4 Download Data

Click **Download Data** menu item located on the left hand index to download all GP/Practice records for your division.



The three options that are available to divisions are:

7. Division GP Data in CSV Format
8. Division Practice Data in CSV Format
9. Division GP and Practices Data in CSV format

When you click on options 7, 8 and 9 the files will open within your browser, this is depicted as follows:

GP ID	Name	Address	GP Type	GP Address	GP Phone	GP Email	GP Fax	GP Mobile	GP Email	GP Fax	GP Mobile
1	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
2	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
3	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
4	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
5	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
6	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
7	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
8	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
9	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
10	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
11	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
12	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
13	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
14	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
15	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
16	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
17	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
18	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
19	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
20	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
21	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
22	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
23	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
24	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
25	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
26	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
27	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								
28	World T Solicitors Melbourne VIC	3805 3614 8555	3628 2009								

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
5. You can now manipulate the GP and Practice records and save the spreadsheet to an appropriate place.