



General Practice Divisions - Victoria

General Practitioner Register (GPR)

General Information Manual

February 2001 (Revised June 2002)

General Practice Divisions - Victoria**General Practitioner Register****Contents**

1. INTRODUCTION.....	3
2. VIEW GP.....	6
3. VIEW PRACTICE.....	9
4. VIEW POST BOX.....	10
5. VIEW AUDIT LOG.....	10
6. DOWNLOAD DATA.....	11
7. SUBMIT DATA.....	13
8. VIEW SUBMISSIONS.....	13
9. GP-PRACTICE DATA.....	13
10. ADD NEW USER.....	14
11. EDIT USER DETAILS.....	15
12. DELETE USER.....	16
13. USER PASSWORD.....	17

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 and Ageing (DoHA). The software for the GPR was developed by Dr. Leonard Whitehouse of Computer Applications Management Pty. Limited under contract to GPDV.

This General Information Manual provides an overview of the operation of the GPR. Please direct inquiries and/or comments to admingpr@gpdv.com.au.

We welcome your comments and feedback.

Bill Newton
CEO
General Practice Divisions – Victoria

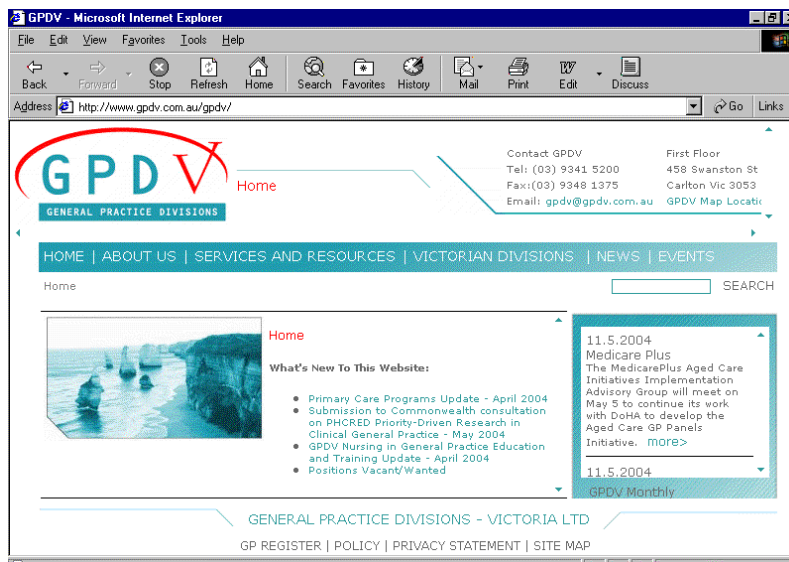
General Practice Divisions - Victoria General Practitioner Register (GPR)

1. Introduction

The General Practitioner Register (GPR) is a comprehensive computer system used by GPDV to maintain a database of GPs in Victoria. The system runs on a network of personal computers within GPDV and is accessible to users via the World Wide Web.

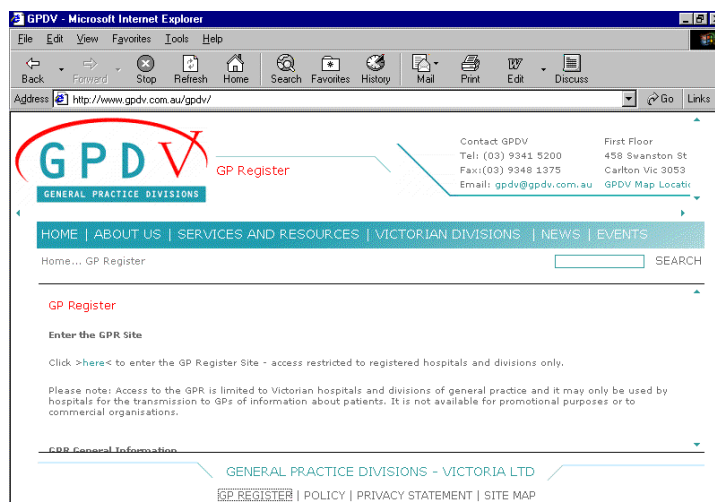
This manual describes the facilities provided for accessing the system via the Internet.

Run your Internet Browser (Microsoft Internet Explorer 5 or greater — Netscape is not supported) and connect to the GPDV Web Site by entering <http://www.gpdv.com.au>. The following screen will be displayed.



The GPDV Web Site provides information about the services offered by General Practice Divisions Victoria (GPDV). You can use the web site to update your knowledge of GP activities in Victoria.

Clicking the menu item GP Register at the bottom of the GPDV home page provides access to the GPR. The following brief description of the GPR is displayed.



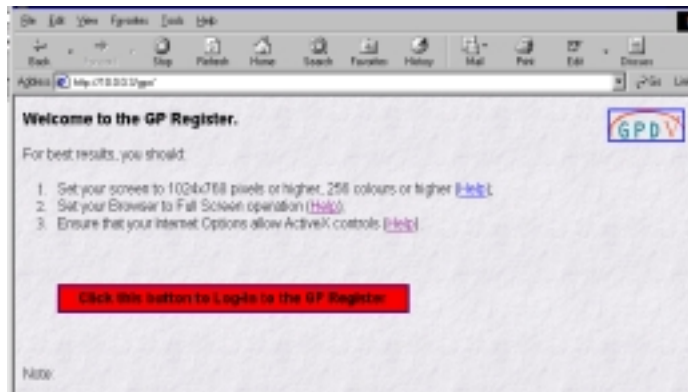
Please note the references to the contract conditions for the use of the GPR and file transfer formats provided for downloading register data.

Click the word [here](#) to access the GPR. Adjust your browser for best performance of the GPR by setting your screen resolution to 1024 × 768 pixels or higher and 256 colours or higher. To do this you must:

- Locate your PC's "Display Properties", to do this please do the following:
 - Place cursor on desktop screen on your PC
 - Right mouse click (on the desktop)
 - On the menu select "Properties"
 - Select the "Settings" tab
 - Change your "Screen Resolution" or "Desktop Area" to 1024 x 768 pixels (by moving the slide bar across to the right)
 - Select the OK button

If you experience any problems please contact your IT support person

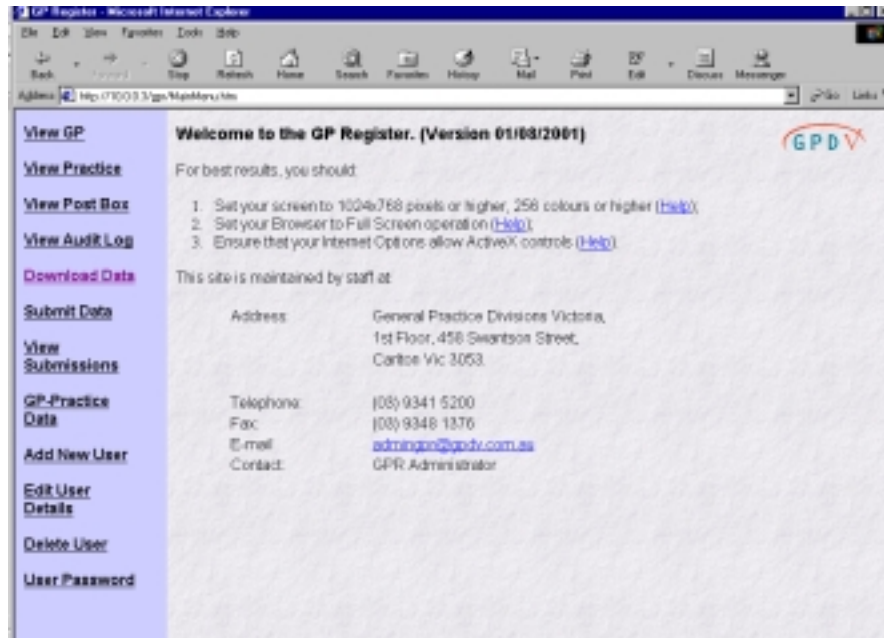
Click the red button to log in to the GPR.



Access to the GPR is restricted to registered users. The registration process is explained in the description provided above. Registered organisations and users are issued with codes and passwords to allow entry to the GPR as follows.

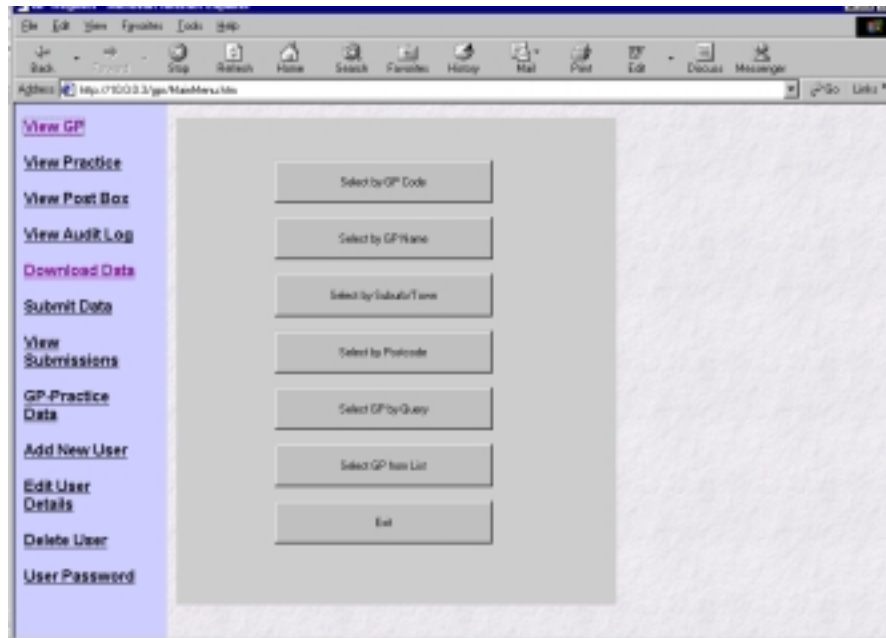
A screenshot of the 'GP Register - Log In' screen. It features three input fields: 'Subscriber Code:', 'User Code:', and 'Password:'. Below these fields are two buttons: 'OK' and 'Exit'.

Enter your details into the Log-In Screen and click the **OK** Button.



2. Click the GPR menu items to access facilities within the GPR.
View GP

Click **View GP** to select and view GP information from the GPR. You may then choose to view GPs by code, name, suburb, post code, query or list.



To optimise performance of the GPR for users with dial-up modems, the system requires you to select the starting character of the required code, name, etc.



The selected GPs are displayed in the following screen. You can view the full list by scrolling with your mouse at the top or bottom of the list.

View GPs by Code

000001	000001	000001	000001	000001
000002	000002	000002	000002	000002
000003	000003	000003	000003	000003
000004	000004	000004	000004	000004
000005	000005	000005	000005	000005
000006	000006	000006	000006	000006
000007	000007	000007	000007	000007
000008	000008	000008	000008	000008
000009	000009	000009	000009	000009
000010	000010	000010	000010	000010
000011	000011	000011	000011	000011
000012	000012	000012	000012	000012
000013	000013	000013	000013	000013
000014	000014	000014	000014	000014
000015	000015	000015	000015	000015
000016	000016	000016	000016	000016
000017	000017	000017	000017	000017
000018	000018	000018	000018	000018
000019	000019	000019	000019	000019
000020	000020	000020	000020	000020
000021	000021	000021	000021	000021
000022	000022	000022	000022	000022
000023	000023	000023	000023	000023
000024	000024	000024	000024	000024
000025	000025	000025	000025	000025
000026	000026	000026	000026	000026
000027	000027	000027	000027	000027
000028	000028	000028	000028	000028
000029	000029	000029	000029	000029
000030	000030	000030	000030	000030
000031	000031	000031	000031	000031
000032	000032	000032	000032	000032
000033	000033	000033	000033	000033
000034	000034	000034	000034	000034
000035	000035	000035	000035	000035
000036	000036	000036	000036	000036
000037	000037	000037	000037	000037
000038	000038	000038	000038	000038
000039	000039	000039	000039	000039
000040	000040	000040	000040	000040
000041	000041	000041	000041	000041
000042	000042	000042	000042	000042
000043	000043	000043	000043	000043
000044	000044	000044	000044	000044
000045	000045	000045	000045	000045
000046	000046	000046	000046	000046
000047	000047	000047	000047	000047
000048	000048	000048	000048	000048
000049	000049	000049	000049	000049
000050	000050	000050	000050	000050
000051	000051	000051	000051	000051
000052	000052	000052	000052	000052
000053	000053	000053	000053	000053
000054	000054	000054	000054	000054
000055	000055	000055	000055	000055
000056	000056	000056	000056	000056
000057	000057	000057	000057	000057
000058	000058	000058	000058	000058
000059	000059	000059	000059	000059
000060	000060	000060	000060	000060
000061	000061	000061	000061	000061
000062	000062	000062	000062	000062
000063	000063	000063	000063	000063
000064	000064	000064	000064	000064
000065	000065	000065	000065	000065
000066	000066	000066	000066	000066
000067	000067	000067	000067	000067
000068	000068	000068	000068	000068
000069	000069	000069	000069	000069
000070	000070	000070	000070	000070
000071	000071	000071	000071	000071
000072	000072	000072	000072	000072
000073	000073	000073	000073	000073
000074	000074	000074	000074	000074
000075	000075	000075	000075	000075
000076	000076	000076	000076	000076
000077	000077	000077	000077	000077
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000080	000080	000080	000080	000080
000081	000081	000081	000081	000081
000082	000082	000082	000082	000082
000083	000083	000083	000083	000083
000084	000084	000084	000084	000084
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000094	000094	000094	000094	000094
000095	000095	000095	000095	000095
000096	000096	000096	000096	000096
000097	000097	000097	000097	000097
000098	000098	000098	000098	000098
000099	000099	000099	000099	000099
000100	000100	000100	000100	000100

Display Exit

Information recorded for the selected GP is displayed as follows.

View GP by Code

Code: Dr Glen Davis

Surname: Address 1:

Given Names: Address 2:

Title: Suburb:

Gender: State: Postcode:

Telephone: Status:

Fax: Preferred Contact:

Mobile: Last Updated:

E-Mail: Access Code:

Practices:

Categories:

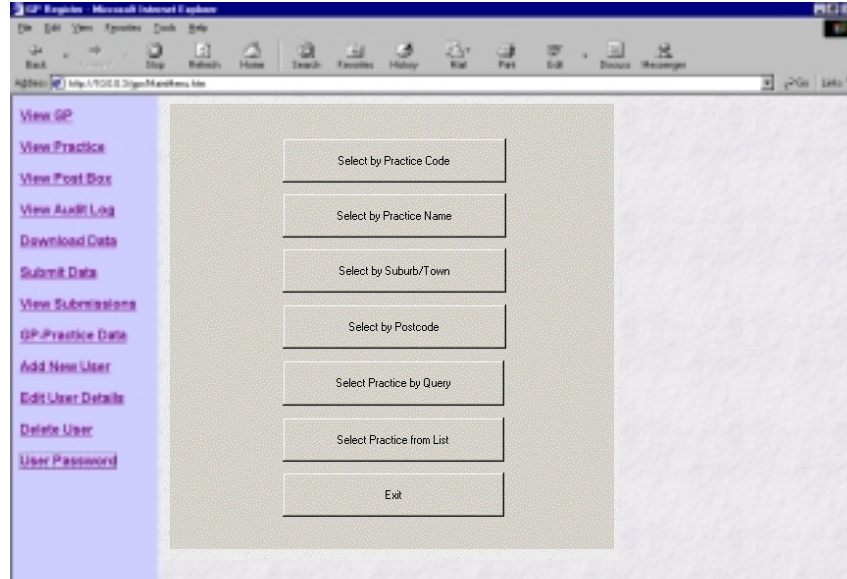
Provider Numbers:

Exit

Click the Exit button to return to the previous screen.

3. View Practice

Click **View Practice** to select and view Practice information from the GPR.



These facilities are similar to those described for GPs in Section 2 above.

4. View Post Box

This facility has been developed for divisions of general practice only and is unavailable to hospital users.

5. View Audit Log

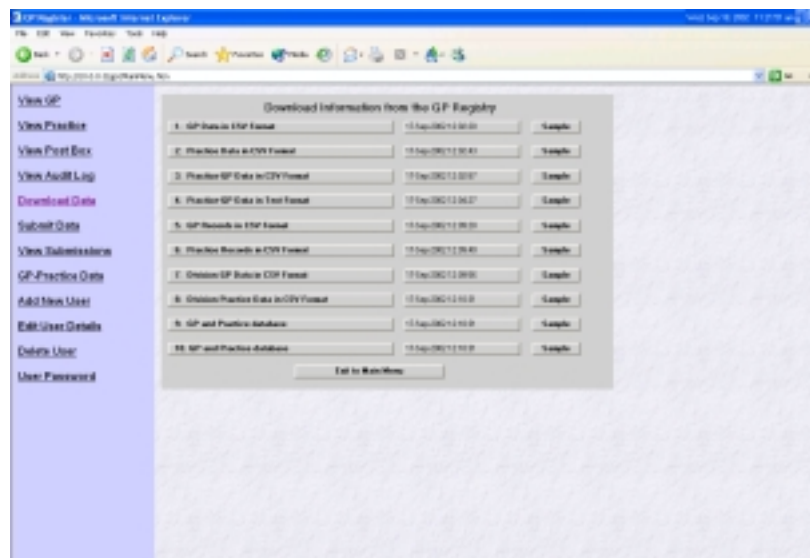
This facility has been developed for divisions of general practice only and is unavailable to hospital users.

6. Download Data

The download facility has been designed for hospitals to download GPR records as a file. This then enables the hospital to import the downloaded file directly into their existing IT systems. The files have been setup in different formats to be compatible with the different IT systems that are used within Victorian Hospitals.

Before downloading any of these files please contact your IT support person to find which file best suits your hospital IT system. If you require further explanation please contact Scott Bennett at GPDV (s.bennett@gpdv.com.au).

Click **Download Data** to select information to download to your system. Authorised hospitals have access to download options **1,2,3,4,5,6** and **10**. Download options **7, 8** and **9** are available to divisions of general practice only.



This screen displays the name and type of the download, the date the data was last uploaded by GPDV and a sample of the specified format.

The user can click on either the **Name and Type** button to download the file or check to see what the format will look like by selecting the **Sample** button.

GPDV will ensure that these files are updated on a regular basis with the latest information. This will be done on a monthly basis.

Click on the Name and Type button to download the file. As an example, **1. GP Data in CSV Format** will be displayed as follows:

ID	Name	Type	Gender	Date of Birth	Practice Name	Address
1	Dr. John Smith	GP	M	15/01/1950	Practice 1	123 Main St, Melbourne
2	Dr. Jane Doe	GP	F	20/03/1965	Practice 2	456 Oak St, Sydney
3	Dr. Michael Brown	GP	M	10/07/1970	Practice 3	789 Pine St, Perth
4	Dr. Sarah White	GP	F	05/11/1975	Practice 4	101 Cedar St, Adelaide
5	Dr. David Black	GP	M	18/05/1980	Practice 5	202 Birch St, Brisbane
6	Dr. Emily Green	GP	F	22/09/1985	Practice 6	303 Elm St, Hobart
7	Dr. James Hall	GP	M	01/12/1990	Practice 7	404 Maple St, Darwin
8	Dr. Olivia King	GP	F	14/02/1995	Practice 8	505 Willow St, Cairns
9	Dr. Noah Lee	GP	M	28/06/2000	Practice 9	606 Poplar St, Townsville
10	Dr. Sophia Miller	GP	F	10/08/2005	Practice 10	707 Spruce St, Bundaberg

Click the **Sample** button to display a sample of a specified format, e.g. Format 1, as follows:

1. Sample GP Data in CSV Format

```

"Text",0,"All GP Data as at 14-Sep-2020 11:02:00"
"SE8801",1,"Brown", "Edward", "Dr", "M", "11 Queen Street", "", "Ainslie", "VIC", "3210",
"1988 1174", "9088 8874", "", "", "14/07/2000", "Male", "30/04/2001"
"SE8801",1,"ALT0001"
"SE8801",1,"GP"
"SE8801",6,"164244", "ALT0001"
"SE8801",1,"164244", "Biliary", "Dr", "M", "Ruscoe Vale Regional Centre", "90 Gaffney Street",
"Ruscoe Vale", "VIC", "3604", "1644", "9083 3411", "9083 3181", "", "ruscoe@rc.vic.vic",
"11/07/2000", "Male", "20/04/2001"
"SE8801",1,"ALT0001", "HEIL001", "9450081"
"SE8801",1,"GP"
"SE8801",6,"164494", "HEIL001", "140404 ALT0001", "140404 PAR001"
"SE8801",1,"Wong", "Wong", "Dr", "M", "Ainslie Medical Centre", "90 Queen Street", "Ainslie",
"VIC", "3210", "3185 1712", "9088 8874", "", "", "14/05/08", "Male", "10/04/2001"
"SE8801",1,"ALT0001"
"SE8801",1,"GP"
"SE8801",6,"170170", "ALT0001"

```

[Back](#) [Main Menu](#)

7. Submit Data

Details of this facility are being finalised as at June 2002 and should become available in the near future.

It is recommended when hospitals come across an incorrect GP/Practice record or a GP/Practice that does not exist within GPR they can submit changes to GPDV by emailing details of the incorrect record to adminingpr@gpdv.com.au.

It is suggested that hospitals generate a list of GP changes periodically (weekly is suggested), then email the list to GPDV for verification and incorporation into the GPR.

The minimum fields that GPDV requires from the hospital for a given record is:

- GP Name
- Practice Address (street and suburb/town)
- Practice Phone Number

8. View Submissions

Details of this facility are being finalised as at June 2002 and should become available in the near future.

9. GP-Practice Data

This facility has been developed for divisions of general practice only and is unavailable to hospital users.

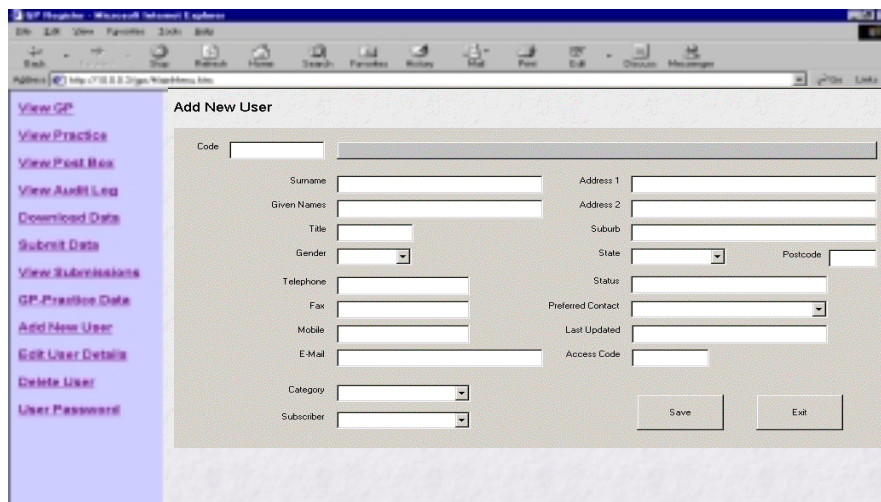
10. Add New User

Click **Add New User** to add a new user to your site. The following screen is displayed.



The image shows a simple web form titled "Add New User". It contains a single text input field labeled "Enter User Code". Below the input field are two buttons: "New User" and "Exit".

Enter the code for the new user and click the **New User** button. The system checks that the code is not currently in use and displays the following screen to allow entry of user data.



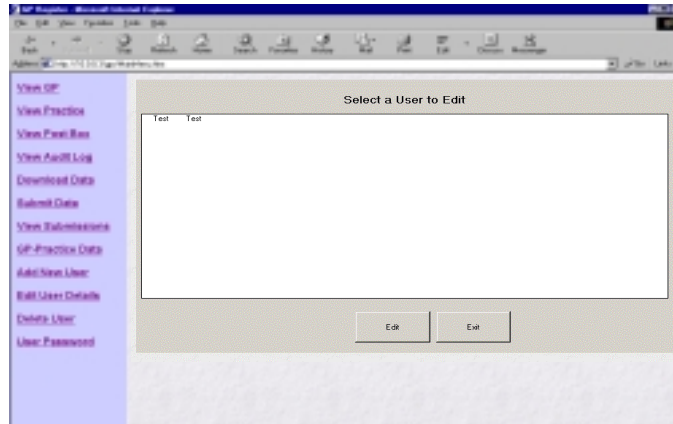
The image is a screenshot of a web browser displaying the "Add New User" form. On the left is a sidebar menu with links: View GP, View Practice, View Post Box, View Audit Log, Download Data, Submit Data, View Submissions, GP Practice Data, Add New User (highlighted), Edit User Details, Delete User, and User Password. The main form area is titled "Add New User" and contains the following fields: Code (text input), Surname (text input), Address 1 (text input), Given Names (text input), Address 2 (text input), Title (text input), Suburb (text input), Gender (dropdown menu), State (dropdown menu), Postcode (text input), Telephone (text input), Status (text input), Fax (text input), Preferred Contact (dropdown menu), Mobile (text input), Last Updated (text input), E-Mail (text input), Access Code (text input), Category (dropdown menu), and Subscriber (dropdown menu). At the bottom right of the form are "Save" and "Exit" buttons.

This facility is available only to the supervisor of a subscriber site (a hospital, division or other registered body). The supervisor may define additional users as required. User details may be modified or deleted entirely by the supervisor. Note that user passwords are entered separately as described in Section 13.

Enter the required details and click **Save** to register the user.

11. Edit User Details

Click **Edit User Details** to change a user at your site. This facility is available only to subscriber supervisors and lists users at a site as follows.



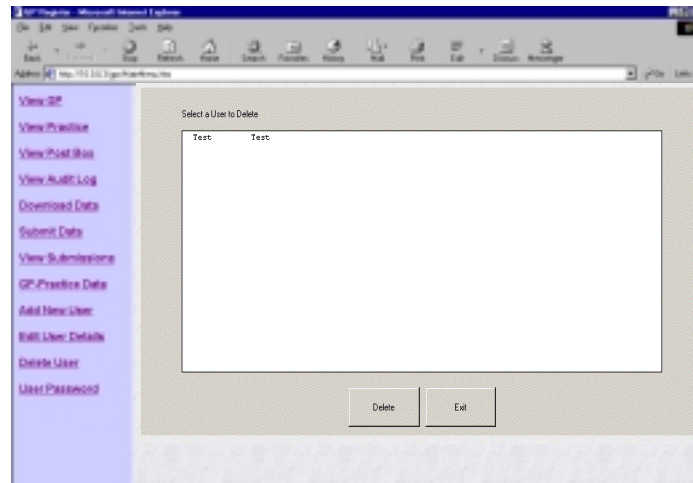
Select the required user and click the **Edit** button.

A screenshot of the GPR Register application window with the 'Edit User' form open. The left menu is the same as in the previous image. The 'Edit User' form contains the following fields: Code (Text), Surname (Text), Address 1 (Text), Given Names (Text), Address 2 (Text), Title (Text, set to 'Mr'), Suburb (Text), Gender (Text, set to 'M'), State (Text), Postcode (Text), Telephone (Text), Status (Text), Fax (Text), Preferred Contact (Text), Mobile (Text), Last Updated (Text, set to '2/7/00 4:34:43 PM'), E-Mail (Text), Access Code (Text, set to 'Test'), Category (Text), and Subscriber (Text). At the bottom right of the form are 'Edit' and 'Exit' buttons.

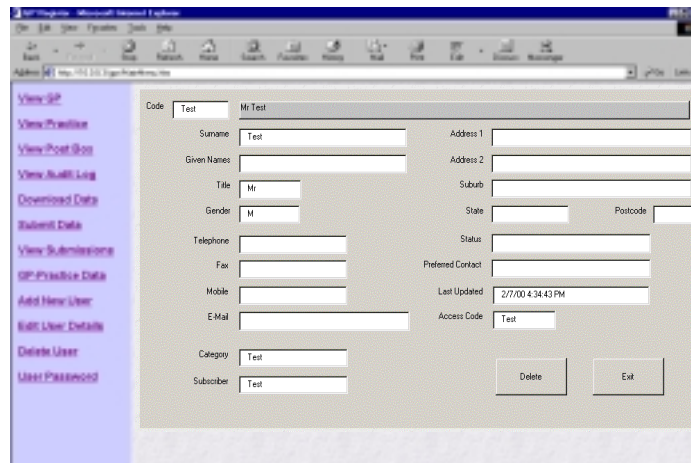
Make the required changes and click **Edit** to save the changes.

12. Delete User

Click **Delete User** to delete a user from your site. This facility is available only to subscriber supervisors and lists users at a site as follows.



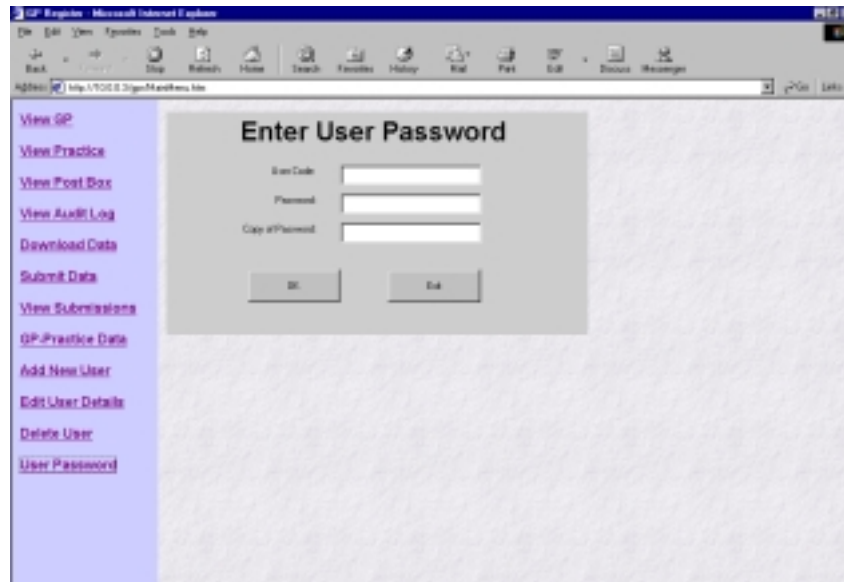
Highlight the user you wish to delete and then click the **Delete** button. The system displays the following screen to allow you to validate the deletion.



Click the **Delete** button to delete the User.

13. User Password

Click **User Password** to enter or change the password for a user at your site. This facility is available only to subscriber supervisors.



The screenshot shows a web browser window titled "GPR Register - Microsoft Internet Explorer". The address bar displays "http://192.168.1.100/gpr/register.htm". On the left is a vertical menu with the following 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 (which is highlighted). The main content area is titled "Enter User Password" and contains three input fields: "User Code", "Password", and "Copy of Password". Below these fields are two buttons: "OK" and "Exit".

Enter the required user code and then enter the password twice. The system checks that the user code exists and that the two passwords match. The system then changes the user's password as directed.