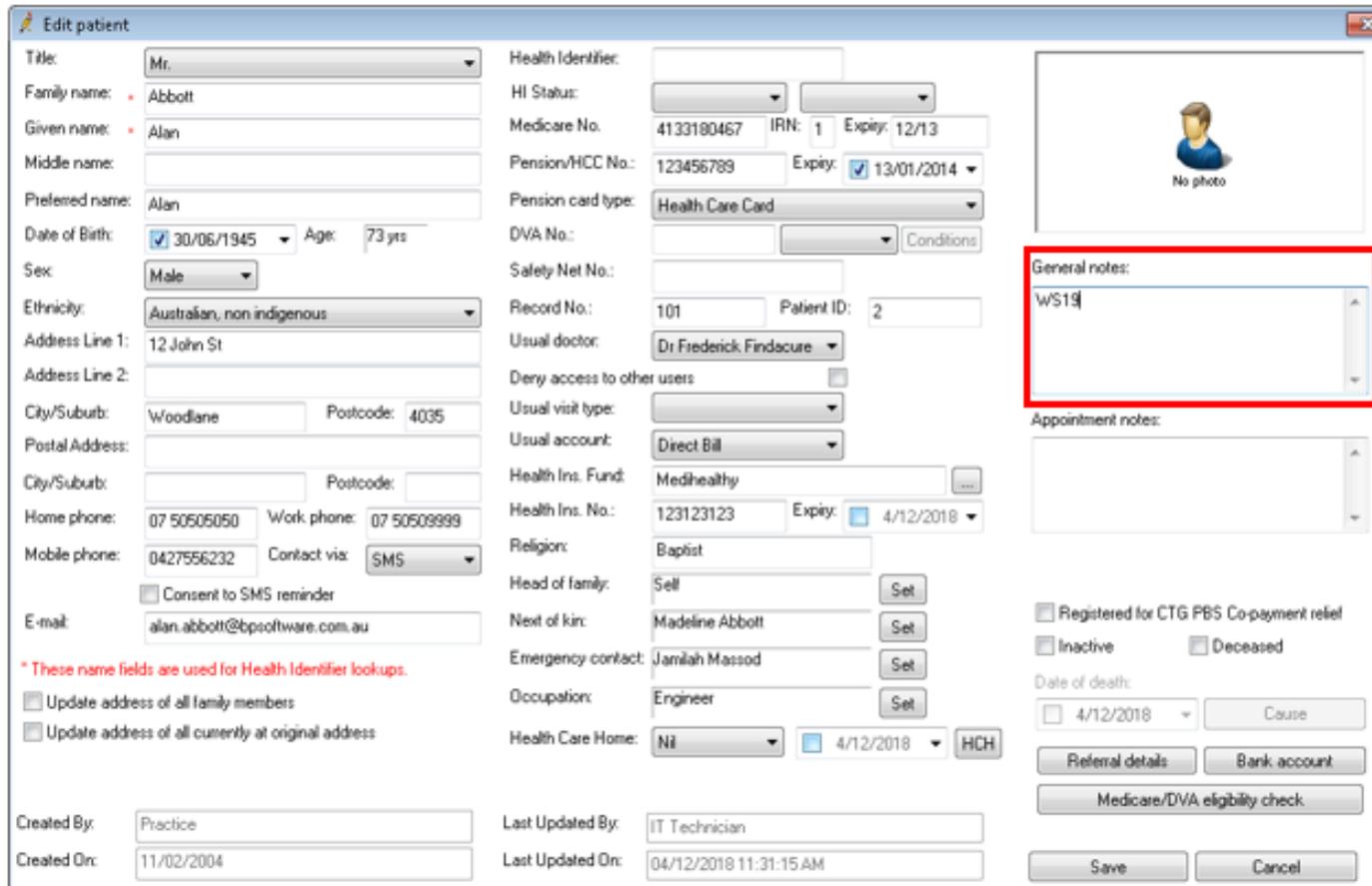# 13. Best Practice: How to keep track and enrol patients in the Winter Strategy

Part one: Enrolling the patient in Best Practice

1. Once you have received the patients consent form and patient survey you can enrol the patient into the Winter Strategy 2019.
2. Go to the patient's demographics page. Type in the General Notes 'WS19'.

Part two: Populating a list of patients enrolled in WS19

This list will show all of the patients enrolled in the winter strategy. It will assist you to commence the baseline audit.

1. Go to the main page homepage in Best Practice. Click Utilities→Search.
2. Cut and Copy the below SQL script into the SQL Query Box:

SELECT *
FROM BPS_Patients
WHERE StatusText = 'Active'
AND InternalID IN (SELECT InternalID FROM PATIENTS WHERE OTHERNOTES LIKE
'WS19'
AND RECORDSTATUS = 1)
ORDER BY Surname, Firstname

-- Patients who have 'Other notes' matching specific term

3. Click 'Run Query'
4. A list of patients will appear, you are able to save or print the list. You can also save the query for the future if you click 'save query'.
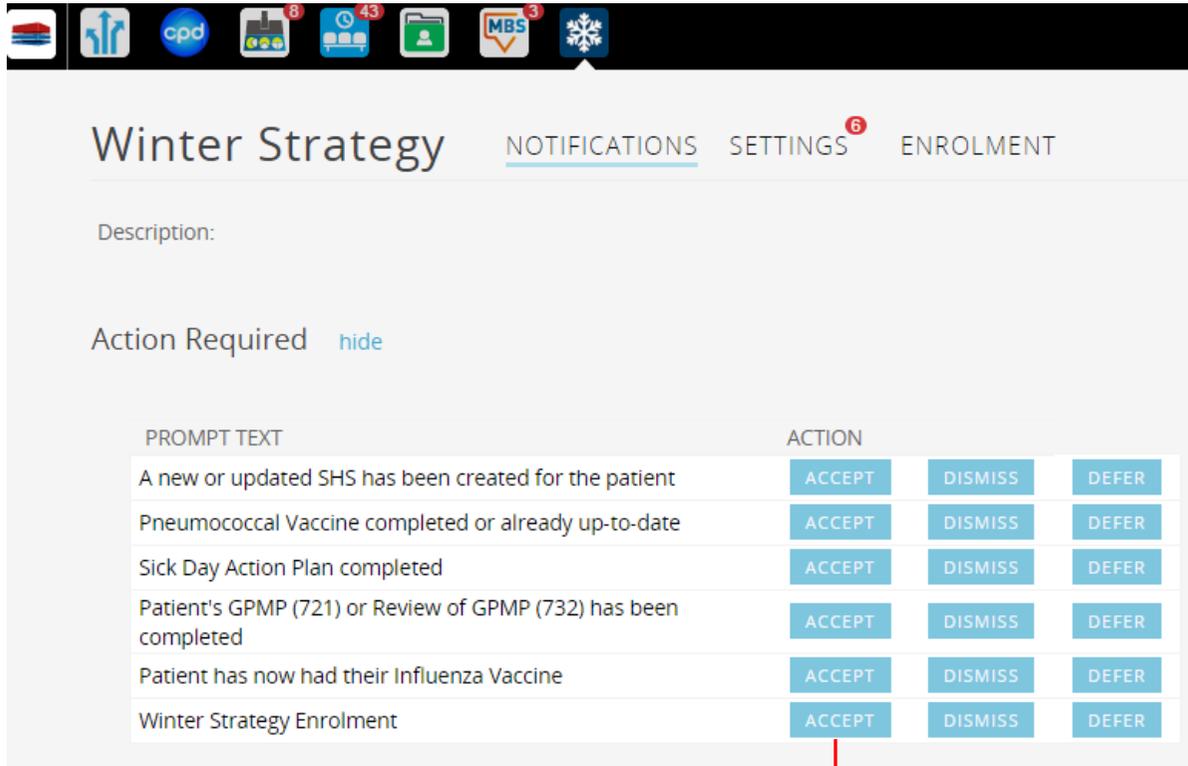
Part three: Enrolling patient in Topbar and marking off activities

Winter Strategy   NOTIFICATIONS   SETTINGS⁶   ENROLMENT

Description:

Action Required   hide

PROMPT TEXT	ACTION		
A new or updated SHS has been created for the patient	ACCEPT	DISMISS	DEFER
Pneumococcal Vaccine completed or already up-to-date	ACCEPT	DISMISS	DEFER
Sick Day Action Plan completed	ACCEPT	DISMISS	DEFER
Patient's GPMP (721) or Review of GPMP (732) has been completed	ACCEPT	DISMISS	DEFER
Patient has now had their Influenza Vaccine	ACCEPT	DISMISS	DEFER
Winter Strategy Enrolment	ACCEPT	DISMISS	DEFER

Press Accept to enrol the patient into the Winter Strategy
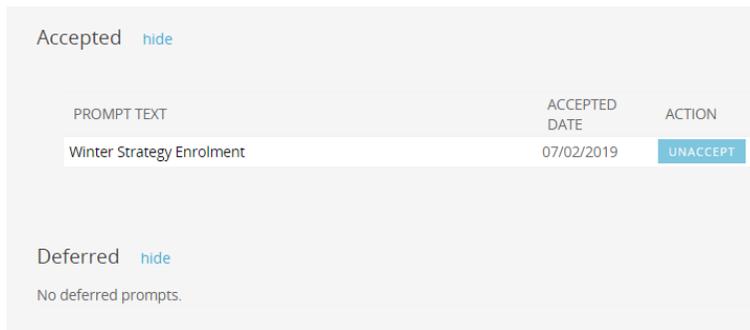
Accepted   hide

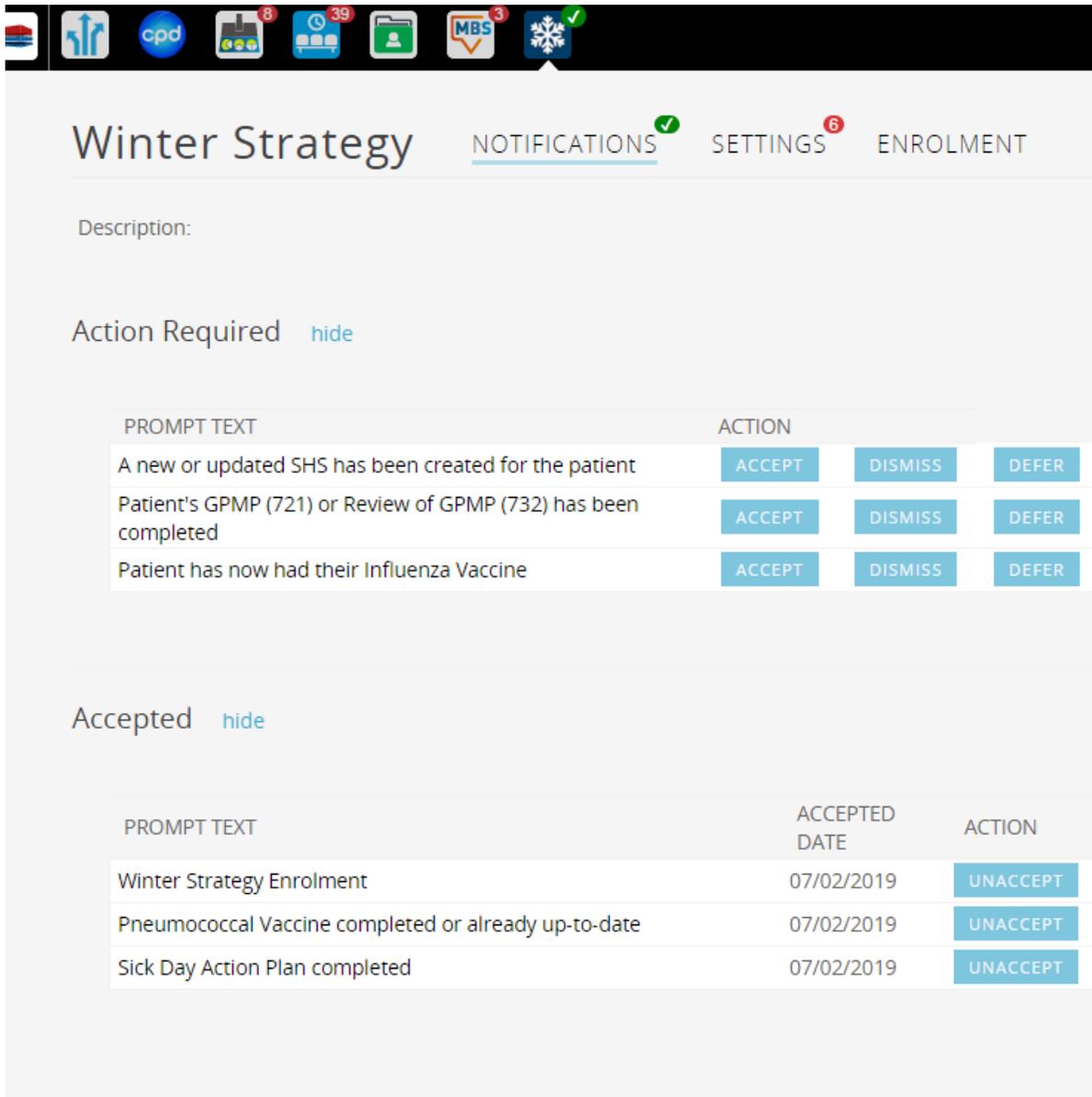| PROMPT TEXT	ACCEPTED DATE	ACTION
Winter Strategy Enrolment	07/02/2019	UNACCEPT

Deferred   hide

No deferred prompts.

Once the patient is enrolled a tick will appear on the Winter strategy Logo and 'Winter Strategy Enrolment' will appear under 'Accepted'

Once data has been sent to the PHN you can start to invite patients in for appointments and mark off activities.

Once you have completed the action click 'Accept', the completed actions will appear underneath 'Accepted'.

Please note: This will not 'write' to your clinical software. Additionally by completing the task in your clinical software will not automatically mark the action as 'Accept'. It will need to be entered in both.