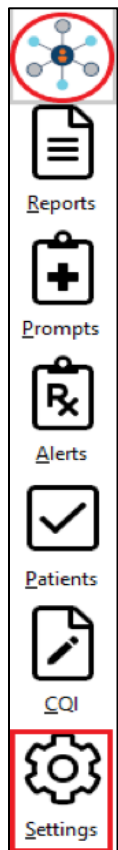


Primary Sense Desktop - Navigation Guide

Click on the Primary Sense icon on the bottom toolbar to view the Primary Sense sidebar.



This side bar appears when the icon is clicked

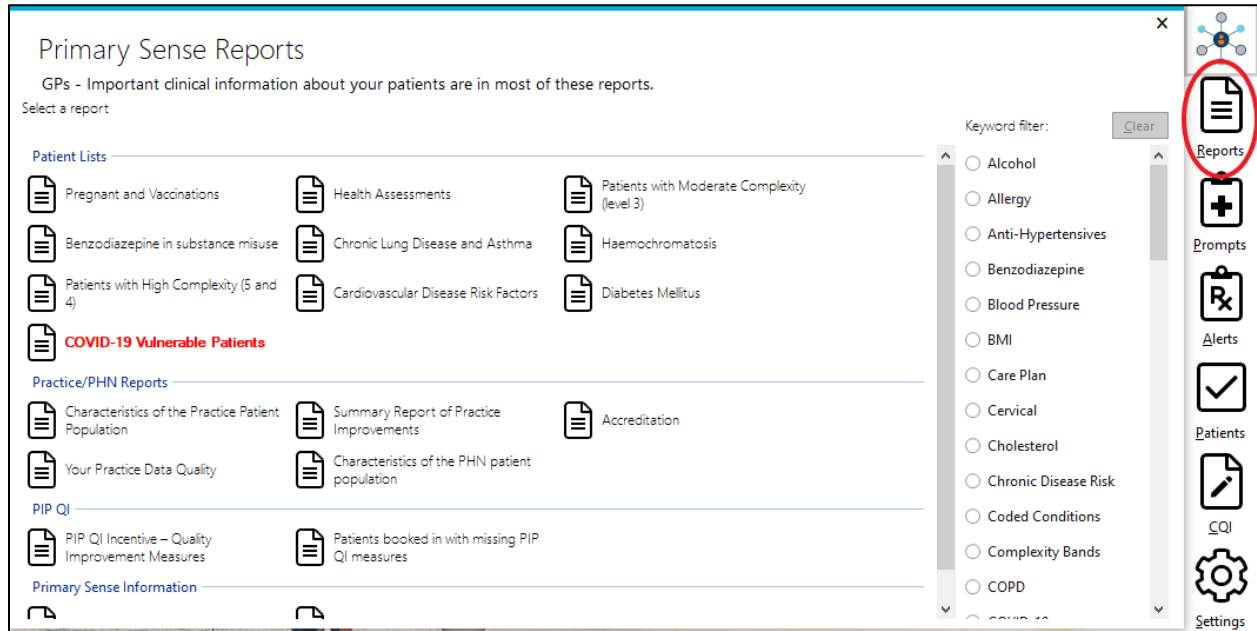
By right clicking on **Settings** - all options are visible (see right). Some options take you to the Primary Sense™ website

↑↓	Hide Primary Sense	F2
📄	Reports	F3
📋	Prompts	F4
📄	Alerts	F5
☑	Patient Opt In / Out	F6
📄	CQI Templates	F7
📊	Primary Sense Performance	F8
⚙	Settings	
☑	Verify Settings	
?	Help	F1
👉	Websites	▶
📥	Check for Update	
ℹ	About	
✕	Exit	

Primary Sense Desktop - Navigation Guide

1. Reports

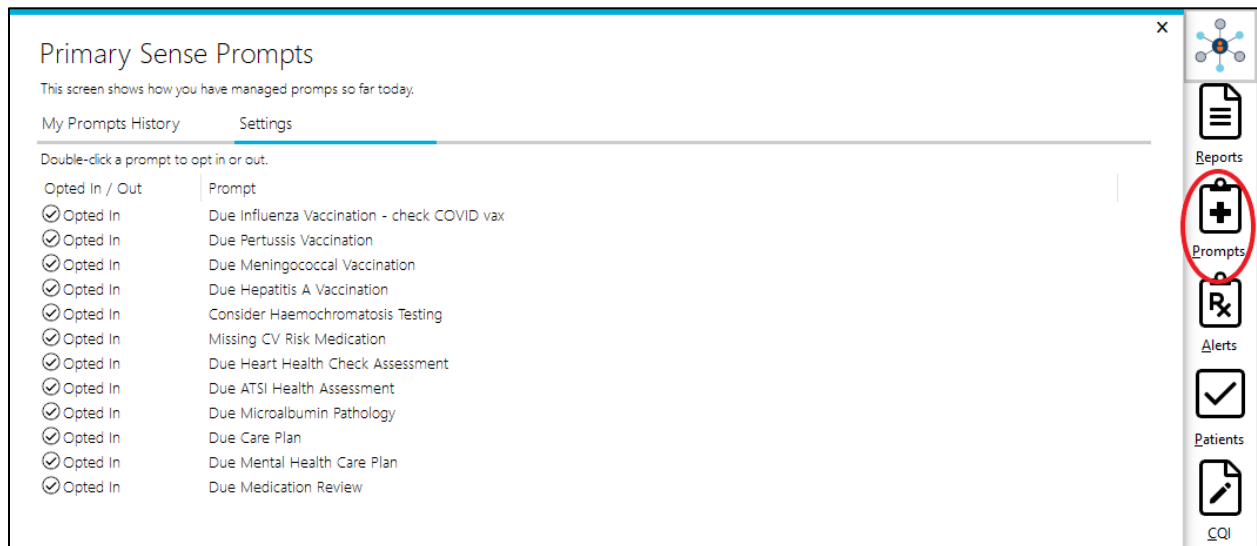
For more details: *Using Reports in Primary Sense Desktop*



The screenshot shows the 'Primary Sense Reports' window. The main content area is titled 'Primary Sense Reports' and includes a sub-header 'GPs - Important clinical information about your patients are in most of these reports.' Below this, there is a 'Select a report' section with several categories: 'Patient Lists', 'Practice/PHN Reports', 'PIP QI', and 'Primary Sense Information'. Each category contains several report icons with titles. A 'Keyword filter' sidebar is on the right, listing various medical conditions like Alcohol, Allergy, Anti-Hypertensives, etc. On the far right, a vertical navigation bar contains icons for Reports, Prompts, Alerts, Patients, CQI, and Settings. The 'Reports' icon is circled in red.

2. Prompts

For more details: *Using Prompts in Primary Sense Desktop*



The screenshot shows the 'Primary Sense Prompts' window. The main content area is titled 'Primary Sense Prompts' and includes a sub-header 'This screen shows how you have managed prompts so far today.' Below this, there are tabs for 'My Prompts History' and 'Settings'. A table lists prompts with 'Opted In / Out' status. On the far right, a vertical navigation bar contains icons for Reports, Prompts, Alerts, Patients, and CQI. The 'Prompts' icon is circled in red.

Opted In / Out	Prompt
Opted In	Due Influenza Vaccination - check COVID vax
Opted In	Due Pertussis Vaccination
Opted In	Due Meningococcal Vaccination
Opted In	Due Hepatitis A Vaccination
Opted In	Consider Haemochromatosis Testing
Opted In	Missing CV Risk Medication
Opted In	Due Heart Health Check Assessment
Opted In	Due ATSI Health Assessment
Opted In	Due Microalbumin Pathology
Opted In	Due Care Plan
Opted In	Due Mental Health Care Plan
Opted In	Due Medication Review

Primary Sense Desktop - Navigation Guide

3. Alerts

For more details: [Managing Medication Safety Alerts](#)


Primary Sense Alerts


This screen shows how you have managed alerts so far today.


My Alerts History Settings


Double-click an alert to opt in or out.


Opted In / Out	Alert
<input checked="" type="checkbox"/> Opted Out	Prescribing Azathioprine/Mercaptopurine without thiopurine methyltransferase testing (TPMT)
<input checked="" type="checkbox"/> Opted In	Prescription Metformin where latest eGFR < 30ml/min
<input checked="" type="checkbox"/> Opted In	Prescribing biological medication without lab tests within the last 6 months
<input checked="" type="checkbox"/> Opted In	Prescribing Immunosuppressive drugs without lab tests within the last 6 months
<input checked="" type="checkbox"/> Opted In	Prescribing an anti-platelet drug where there is a history of peptic ulcer or gastrointestinal bleed and no gastroprotection
<input checked="" type="checkbox"/> Opted In	Prescribing antipsychotic medication without lab test within the last 12 months
<input checked="" type="checkbox"/> Opted In	Prescribing a combined hormonal contraceptive where there is a history of migraine
<input checked="" type="checkbox"/> Opted In	Prescription of hypoglycaemics other than simple metformin in elderly patients (age>=75) with Hba1c < 7.0(53mmol/mol)
<input checked="" type="checkbox"/> Opted In	Prescription of fentanyl patch in non-cancer pain
<input checked="" type="checkbox"/> Opted In	Prescription of digoxin where latest eGFR < 45 ml/min
<input checked="" type="checkbox"/> Opted In	Prescribing a bisphosphonate medication for Osteoporosis where latest eGFR < 35 ml/min
<input checked="" type="checkbox"/> Opted In	Prescription of hypoglycaemics other than simple metformin in patients (age<=75) with Hba1c < 6.5 (48mmol/mol)




 Reports

 Prompts

 Alerts

 Patients

 CQI

4. Patients


For more details: [Desktop Patient opt in out Guide](#)


Primary Sense Patient Data Options


This screen allows you to configure patient data sharing options with the PHN. Hover over each column to see more explanation for that option.


and


Analyse data	Link data	Data for planning	Surname	First Name	Gender	Date of Birth
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANDERSON	David	Male	4/01/1955
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANDERSON	Penny	Female	4/07/1993
<input checked="" type="checkbox"/>			ANDREWS	Anna	Female	4/08/1998
<input checked="" type="checkbox"/>			ANDREWS	Fred	Male	23/02/1923
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANDREWS	Graham	Male	14/03/2000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANDREWS	Heather	Female	12/05/1963
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANDREWS	Jennifer	Female	20/04/1970
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANDREWS	John	Male	17/06/1968
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANDREWS	Julie	Female	3/03/1936
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANDREWS	Maureen	Female	23/06/1923




 Reports

 Prompts

 Alerts

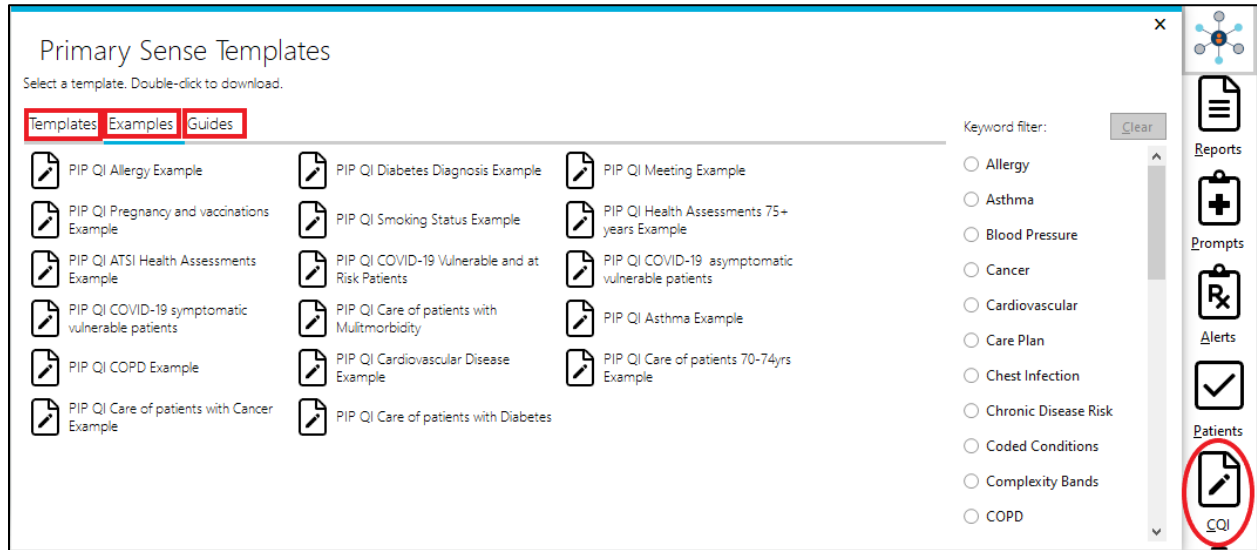
 Patients

 CQI

Primary Sense Desktop - Navigation Guide

5. CQI (Continuous Quality Improvement)

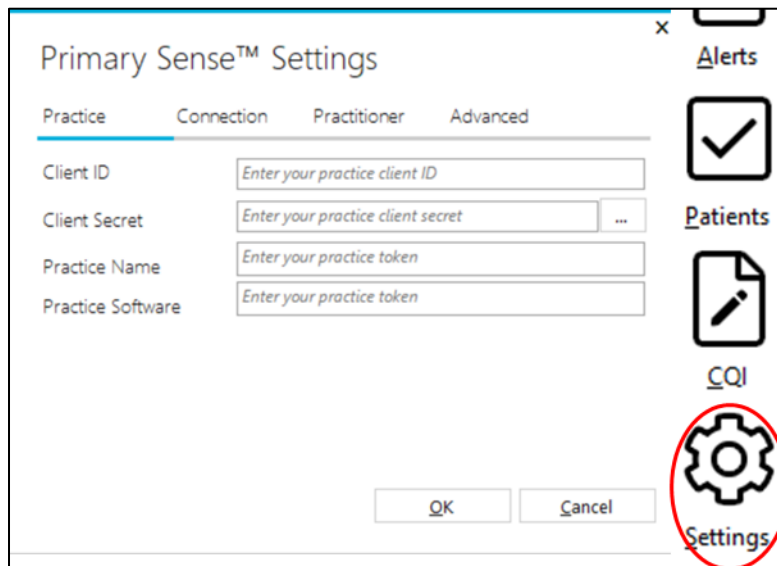
For more details: *Using CQI in Primary Sense*



6. Settings

This tab is used specifically during installation and set-up process. More details are available in the installation guides at:

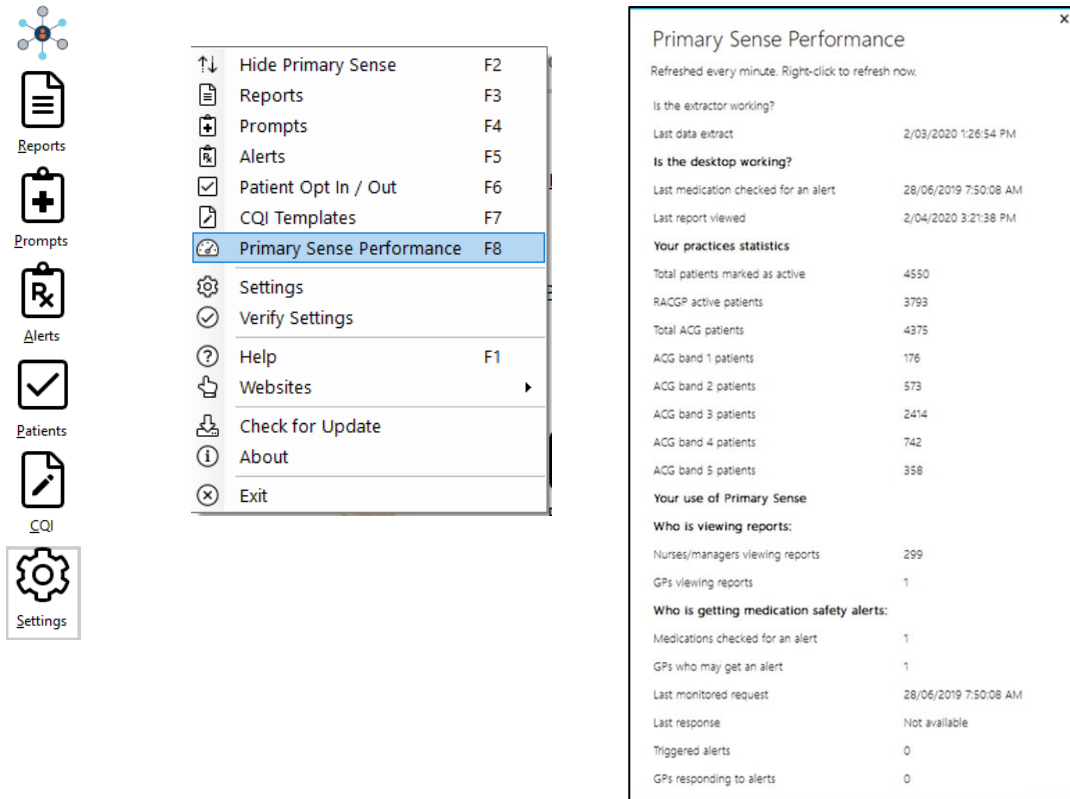
- <https://www.primarysense.org.au/resourcesandmanuals/best-practice>
- <https://www.primarysense.org.au/resourcesandmanuals/medical-director>



Primary Sense Desktop - Navigation Guide

7. Performance Dashboard

The Primary Sense Performance dashboard can be viewed by right-clicking the menu. The dashboard can be used to assist with CQI activities and review use of Primary Sense within the practice.



The image shows a vertical navigation menu on the left with icons for Reports, Prompts, Alerts, Patients, CQI, and Settings. A context menu is open over the Settings icon, listing options such as Hide Primary Sense, Reports, Prompts, Alerts, Patient Opt In / Out, CQI Templates, Primary Sense Performance (highlighted), Settings, Verify Settings, Help, Websites, Check for Update, About, and Exit. To the right, the Primary Sense Performance dashboard is displayed, showing a refresh rate of every minute and various status checks and statistics.

Primary Sense Performance
Refreshed every minute. Right-click to refresh now.

Is the extractor working?
Last data extract: 2/03/2020 1:26:54 PM

Is the desktop working?
Last medication checked for an alert: 28/06/2019 7:50:08 AM
Last report viewed: 2/04/2020 3:21:38 PM

Your practices statistics

Total patients marked as active	4550
RACGP active patients	3793
Total ACG patients	4375
ACG band 1 patients	176
ACG band 2 patients	573
ACG band 3 patients	2414
ACG band 4 patients	742
ACG band 5 patients	358

Your use of Primary Sense

Who is viewing reports:

Nurses/managers viewing reports	299
GPs viewing reports	1

Who is getting medication safety alerts:

Medications checked for an alert	1
GPs who may get an alert	1
Last monitored request	28/06/2019 7:50:08 AM
Last response	Not available
Triggered alerts	0
GPs responding to alerts	0

The dashboard will open. Data within the dashboard updates every minute.

For more details: *Primary Sense Performance Dashboard Guide*

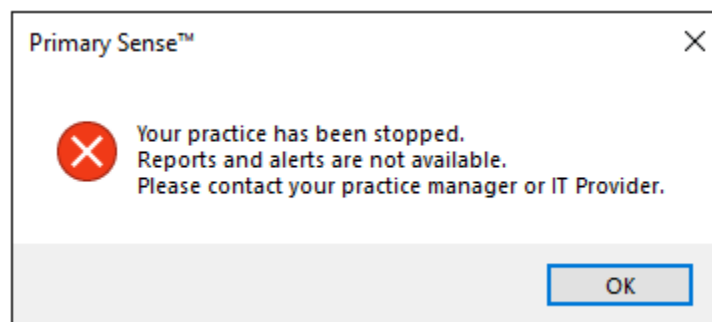
Primary Sense Desktop - Navigation Guide

8. Notifications

When a practice has not extracted data from the clinical software system via the Primary Sense extractor for more than 24 hours, the top three tiles will display in orange:



When the Primary Sense Extractor has stopped running, the top three tiles will display in red. Clicking the Reports or Alerts button will display a message:



If your desktop app is displaying with orange or red tiles, please contact your practice manager or IT provider to verify whether the extractor is running. If you need further support, please contact your PHN.