



REGISTER ANALYSIS SPREADSHEET - PRACTICE REPORT

This spreadsheet has eight sheets in it. A description of each sheet is given below.

CONTENTS

The contents page identifies all the sheets in the spreadsheet. From here, there are clickable links to each sheet, although not to those with graphs.

1. DEDUCTIONS SUMMARY

This gives a summary of FFS deductions for the practice for the current month.

This sheet summaries the amount of FFS deductions (GST inclusive) since the practice's register has been processed through Karo.

First Contact Care Summary for This Month

This shows the First Contact Care (FCC) calculation for this month. It takes the FCC, adds GST, and then subtracts FFS deductions to show the balance for the month. Some of the monthly variation is due to claiming patterns rather than visiting patterns.

Additional Low Cost Payment

This shows the additional monthly low cost payment that the Ministry of Health is paying to your practice this month if you have met the eligibility criteria (low fees).

Deductions History by Date of Deduction

This information shows trends over time, such as seasonal and others, for example

- use of after-hour clinics
- using doctors in another area e.g. when on holiday

Some of the monthly variation is due to claiming patterns rather than visiting patterns.

This information can inform management decisions e.g. longer opening hours. You may also observe other practice's speed in administering their claiming processes. See Graph on next sheet in this document to see this information visually.

2. DEDUCTIONS GRAPH

This shows graphically the amount of FFS deductions per month, for a maximum of 24 months.

It is useful for you to track trends. The length will be shorter if you have not yet had your register processed by Karo for a complete two years.

3. THIS MONTH'S DETAIL

This sheet lists the details of all FFS deductions for the practice for the given month

Patients Matched against current register

These patients have made a visit to another medical practice. Repeat visits to another practice may mean they have moved to that other practice. You may want to contact them to ask them if this is the case if they still wish to be enrolled with your service. It also shows the day of the week - lots of weekend visit possibly indicate visits to after-hours clinics. It also shows the Date of the Last Visit (DLV) with you. You may want to compare the Date Last Visit with the information on the Six Months Total sheet.

NOTE: If you have not yet been with your PHO for a full six months or alternatively your PHO has not had its data processed by Karo for a full six months then this data cannot yet be prepared.

Patients Matched against previous register

The patients in this table have already moved elsewhere. You do not need to take any action.

4. THIS MONTH'S TOTALS

This shows the current months FFS deductions for current patients grouped by patient.

The table shows the total dollar amount that has been claimed for each patient. It shows the highest total at the top. You should use this check in conjunction with the next sheet.

5. SIX MONTH TOTALS

This table shows the total visits and total amount of deductions for each patient over the last six months.

For comparison it also shows in the last column the total amount of First Contact Care funding for six months (it is based on the current quarter funding). Follow the instructions as for Sheet 3 - This Month's Details. It also shows the Date Last Visit to help you work out what to do.

6. VISIT NUMBERS

This table shows the actual numbers of visits by month, eliminating the issues around the time claims were made.

It shows the number of visits to other practices where a casual GMS claim has been, in each month.

This information is based on patient behaviour, not practice administration processes. Trends that may possibly show here are flu or a norovirus outbreak in your community.

7. VISIT NUMBERS GRAPH

This is a graph of the information in the previous sheet. This shows the pattern of FFS visits for your PHO over time - this eliminates the claiming patterns effects.