

Quality Improvement Activity

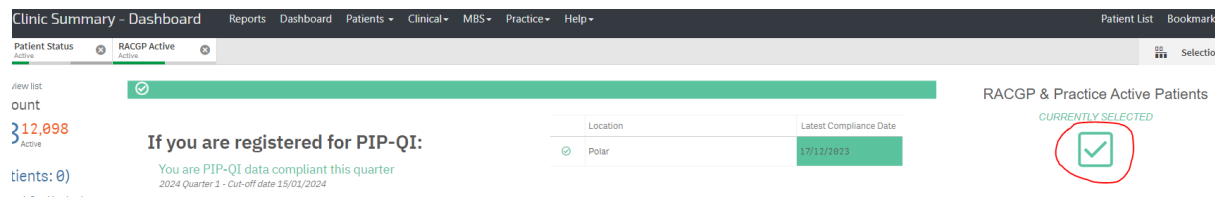
Improving the Coding of Intellectual Functioning Disability Diagnoses



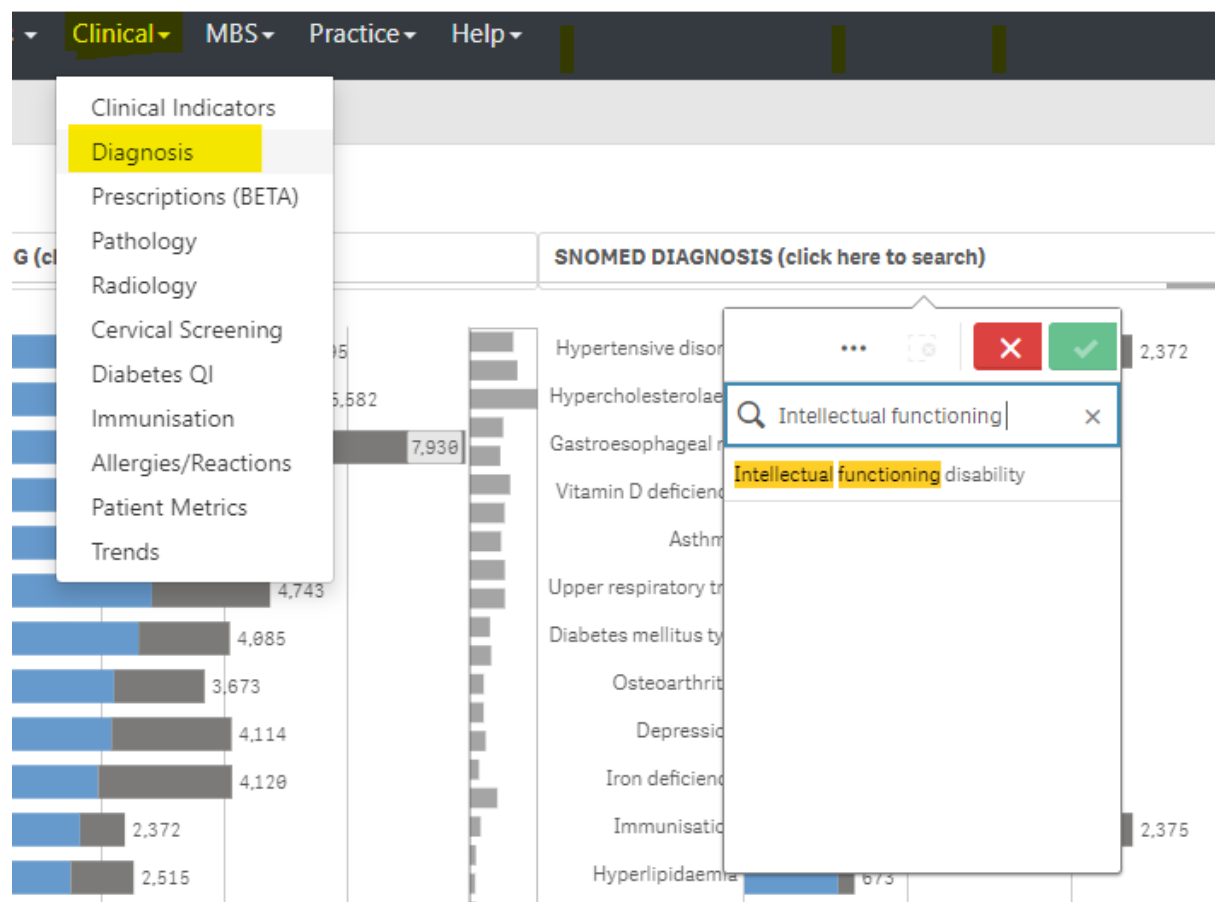
****Before starting, please ensure all persons involved have a thorough understanding of the definition of intellectual disability. This can be found [here](#).**

1. Patient report 1: Establish Initial Benchmark – how many patients with Intellectual Functional Disability are coded in CIS

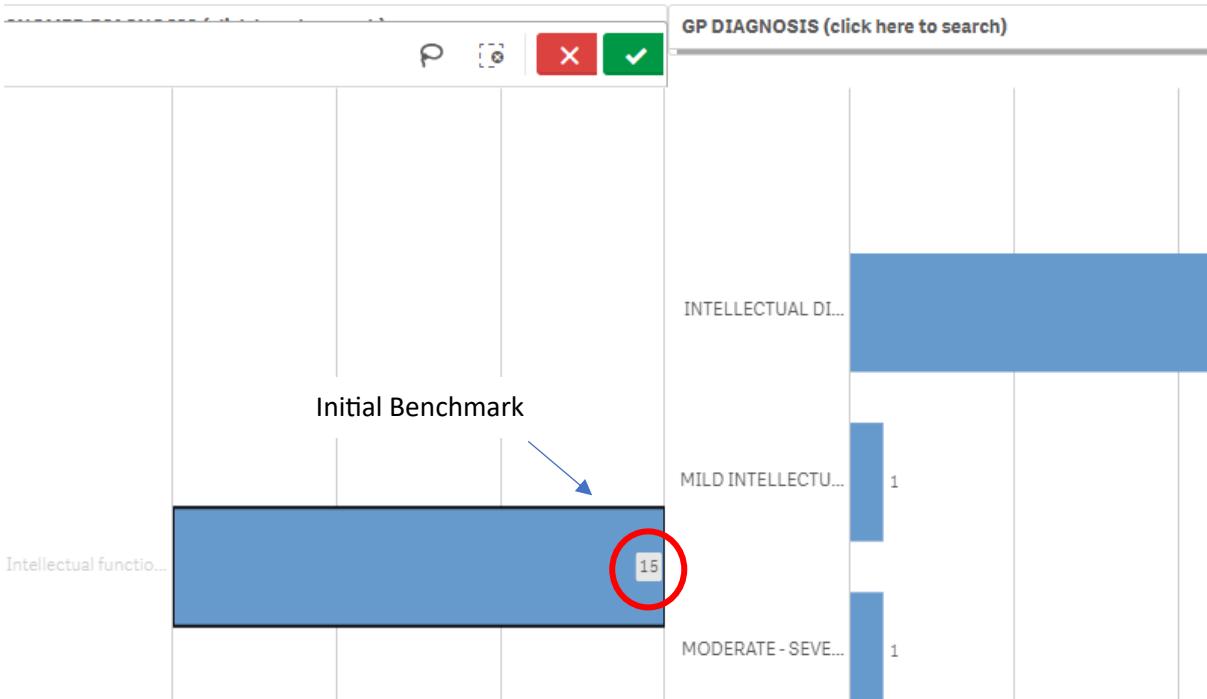
- Log into the POLAR software
- Navigate to the Reports tab > Web Reports
- Select Clinic Summary module
- Click 'Patient Status' on the lefthand side bar and select for 'Active' patients.



- Navigate to the "Clinical" tab.
- select "Diagnosis" > **SNOMED diagnosis**
- **Search for Intellectual Functional disability**



- Record Initial Benchmark – how many patients with Intellectual Functional Disability are coded in CIS
- Select Intellectual Functional Disability bar chart and generate a patient list

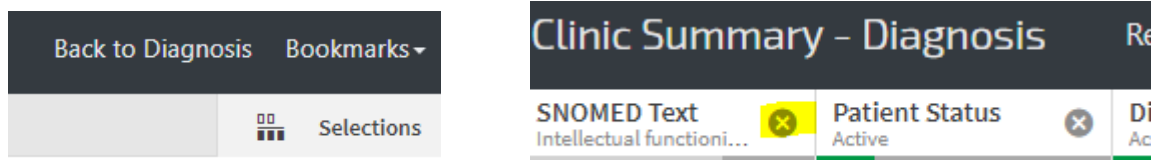


- Export to Excel and Filter by provider

A screenshot of the POLAR Clinic Summary - Patient List interface. The top navigation bar includes 'POLAR', 'Clinic Summary - Patient List', 'Reports', 'Dashboard', 'Patients', and 'Clinical'. Below the navigation bar is a filter bar with four filters: 'Diagnosis Active' (Active), 'Patient Status' (Active), 'SNOMED Text' (Intellectual functio...), and 'RACGP Active' (Active). Each filter has a green bar and a close button. Below the filter bar is an orange button labeled 'Export to Excel'. Below the button is the heading 'PATIENT LIST'. Below the heading is a table with columns: 'Patient ID', 'First Name', 'Last Name', 'DOB', 'Patient Age', and 'Gender'. Each column has a search icon.

2. [Patient Report 2: Search for Specific Diagnoses \(which may present with co-occurring IFD\)](#)

Return Back to Diagnosis page and remove Intellectual Functional Disability filter by clicking on x



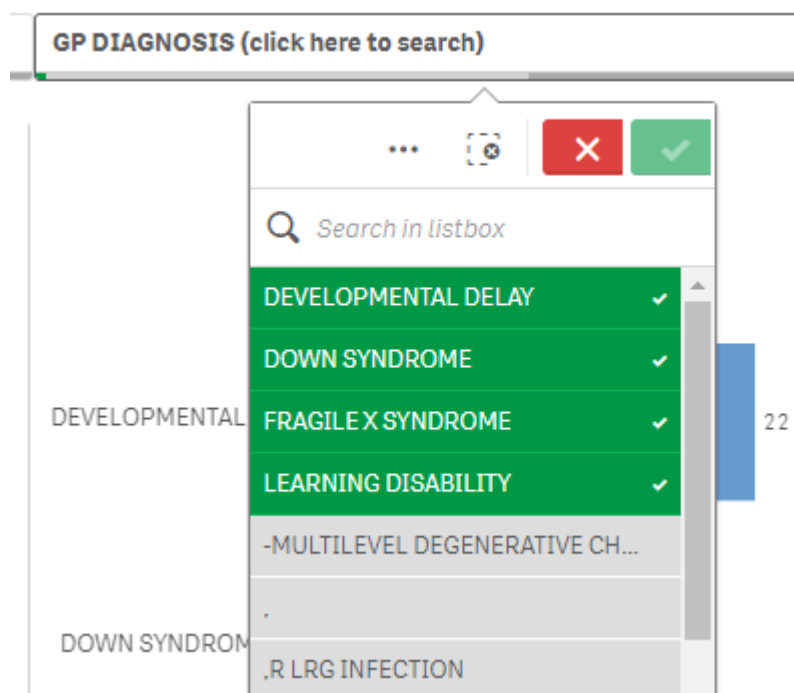
In the **GP Diagnosis** tab, search for each of the following diagnoses individually:

- Prader-Willi Syndrome
- Williams Syndrome
- Angelman Syndrome
- Down Syndrome
- Fragile X Syndrome
- Foetal Alcohol Spectrum Disorder

Continue searching but this time for age-related diagnoses:

- Global Developmental Delay (Ages 7-100) **
- Developmental Delay
- Learning Disability

****[DSM-5, this diagnosis is set aside for children under the age of 5 when clinical severity point cannot be consistently evaluated during early childhood.](#)**



Step 3: Export Patient List from POLAR

- Select all the diagnoses under the GP tab
 - Click the "Patient List" button on the top-right corner.
 - Export the patient list to an Excel spreadsheet.
- Compare patient lists from Step 1 and Step 2 and remove patients from list 2 who are already correctly coded with IDF
- **Within the document identify the most appropriate GP for each patient.**

Step 4: Staff Meeting Preparation

Prepare for all staff meeting. GROW service navigators and CESPHN digital health officers can help support the practice through each of these steps and can attend the staff meeting if required.

- Inform whole of practice the following:
 - The importance of the activities. Relevant CPD training:
 - [Intellectual disability Health Care](#)
 - [Recalls and Reminders](#)- How far must you go? - how a good systems will protect you if a claim or complaint is raised due to recall failure.
 - [Risk, Privacy and communicating electronically](#), GROW training)
- Explain the steps taken to create the patient list.
- Discuss definition of [intellectual disability](#).
- Hand out list to GPs for each of them to clarify or correctly diagnosis their patients.
- Implore GPs to code patients with an 'intellectual disability' diagnosis when one is present.
- Provide insights into coding for [Global Developmental Delay/developmental delay and Learning Disability](#).
- Explain how to create recalls and reminders based on patient communication needs.
 - Create a 'reminder reason' within reminder tab. Decide as a practice what the reminder should be called and what adjustments the practice will make to communicating with these patients.
 - Do they require a phone call/unable to access written communication.
 - Does your written communication need to be tweaked so people with ID or ESL patients can easily understand?
 - Does the patient have a medical advocate and wish for communication to be directed to them?
- Discuss the second QI Activity- auditing annual health assessments and immunisation records.

GP Steps

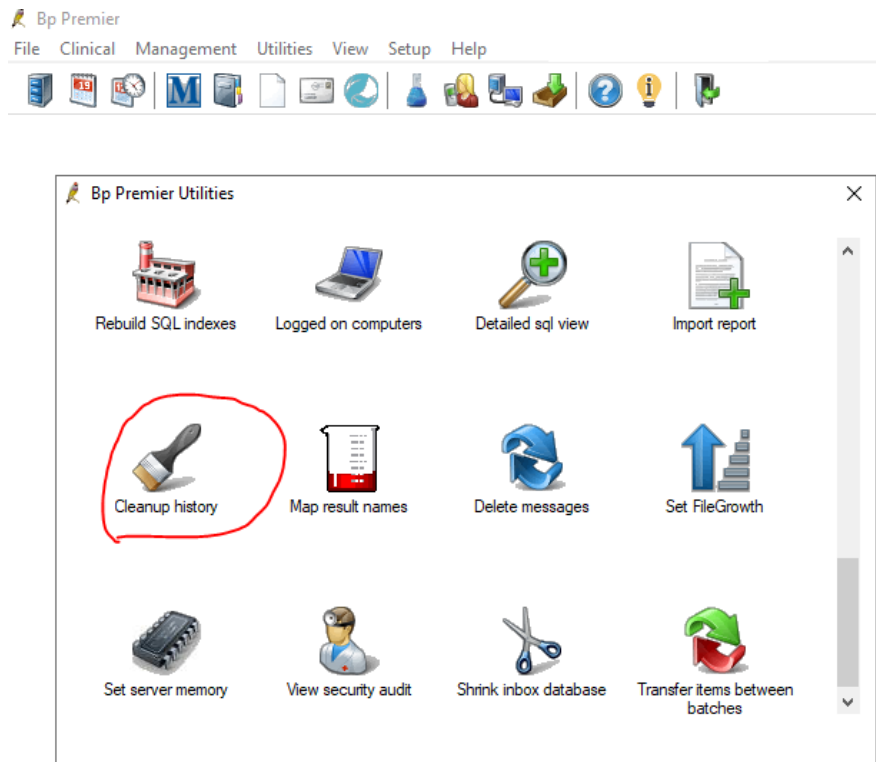
Step 1: Correct Coding

- Verify that the diagnosis of 'intellectual disability' is properly coded or entered into the patient's record.
- If necessary, search the patient's past medical history for any relevant information.
- **Ensure the diagnosis is not included in the patient's summary until the patient has consented.**

Best Practice Clean up uncoded Past History items

Step by step guide:

<https://kb.bpsoftware.net/bppremier/saffron/Database/UncodedItemsCleanup.htm>



Medical Director Diagnosis Coder

Step by step guide: https://www.medicaldirector.com/help/topics-maintenance/Diagnosis_Coder.htm?rhhlterm=uncoded%20disgnoses&rhsyns=%20

