Focus Area	Why improve this focus area?	QI Ideas "What" of the Action Plan	Resources
Data Quality	It can improve communication between healthcare professionals It also makes it easier for patients to understand their healthcare information Good data allows for efficient management of recalls and reminders and may be helpful for defending medico-legal claims It gives general practices a better understanding of their patient cohort.	 Developing policies and procedures. Providing education and training. This should begin during the induction of new staff, both clinical and administrative. Create a culture of good data quality. Creating a staff noticeboard for improvement activities, with reminders and graphs of progress etc 1. Considering KPIs for improving particular types of essential clinical data 2. Producing regular reports to show individual and practice progress towards the goal 3. Ensure all staff have sufficient time to update health records. For example, if required, provide brief gaps in daily appointment schedules for GPs to complete consultation notes. 	Clinical Audit Tools Cat4 – install Topbar – install and set up prompts Pen Recipe Data Cleansing GP Hub/PHN Exchange Patient/Clinic Resources Health Record Data Quality clip RACGP Practice level Strategies to improve data quality Standards for general practices, 5th edition Improving health record quality in general practice: How to create and maintain health records that are fit for purpose