



My Cubiko Quick Reference Guide

My Cubiko is an individual summary page for the data-empowered Practitioner, providing you insights and analysis into your billings, patients, and diary.

Key Features

Daily, Weekly, and Monthly Reviews

- **Daily Review:** Actionable insights into service opportunities, urgent recalls, and unactioned items.
- **Weekly Review:** Monitor billing trends and key actionable items from the past 7 days.
- **Monthly Review:** Track billings and patient indicators, and benchmark against MBS data.

My Diary

Gain insights into diary utilisation, appointment metrics, and scheduling trends.

My Patients

Track patient recalls and unactioned inbox items to reduce risks and improve care. Here you can also track New Patient numbers and conversion rates.

My Billings

Use this page to gain further insights into key billing reports and your operations.

My CPD outcomes

Effortlessly measure outcomes and improve patient care with a library of CPD activities pre-approved by the RACGP and targeted insights from Cubiko.

Top Tips for Using MyCubiko

- **Filters:** Use the filters on the left to tailor your insights by date or other key metrics.
- **Zoom In:** Zoom in on graphs by selecting a section; reset with the Reset Zoom button.
- **Favourites and Dashboards:** Click the three dots above any metric to add it to your Favourites or include it in a custom Dashboard.

- **Search:** Use the search bar to quickly find metrics, or specific data using keywords or item numbers.
- **Download:** Click the download icon on graphs, tables, or metrics to export your data easily.
- **Pop-Out Window:** Select "Open in New Window" to expand the "Opportunities Today" table into a convenient sidebar for easier viewing.

Resources and Training

- **Need Help Tab:** Access the Knowledge Base directly in MyCubiko or via this link: [Knowledge Base](#).
- **Free Training Course:** Explore the Learning Hub for step-by-step guidance with our [Cubiko for Doctors Training Course](#). Note: A Cubiko login is required to access both.

Get Support

If you have questions or need assistance:

- Visit the Need Help tab.
- Contact our team at support@cubiko.com.au or via the support desk.