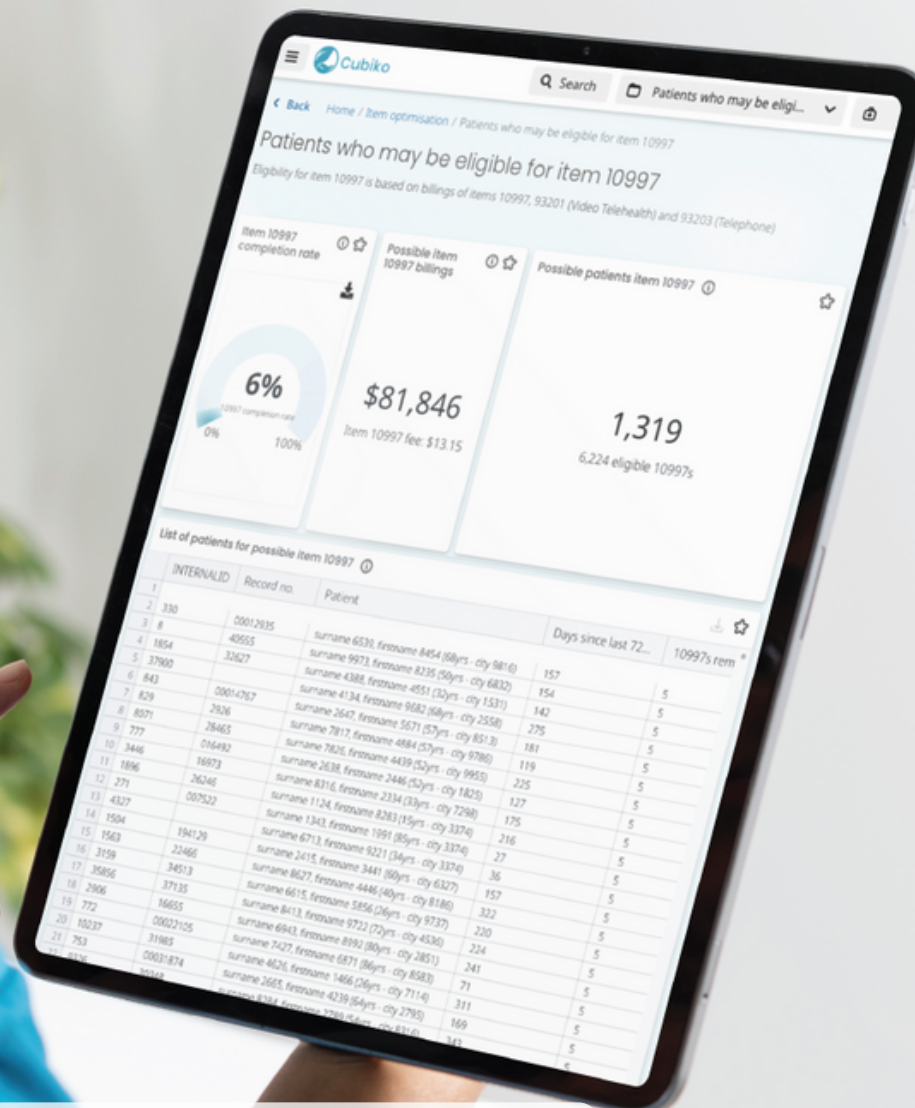




# Cubiko workflows for your Nursing team



**Please note:** At this stage, not all metrics are currently available for our MedicalDirector customers. The Cubiko team is hoping to make these metrics and insights available to you in the future.



This cheat sheet contains our list of suggested workflows that you can incorporate into your daily, weekly and monthly workflows.

## Tips and Tricks

Below are some of our Tips and Tricks to help you get the most out of your Cubiko data.

### Getting engaged with data

Engaging with data is key to ensuring that you and your team is on track to achieving your practice goals. You can ask your Cubiko Admin user to provide you with access to Cubiko to help you gain better insight into what's happening within certain areas of the practice. They can do this by deciding which Cubiko metrics you and other members in your team can access through Cubiko's [Viewer Settings](#).

We have written a detailed [Knowledge Base article](#) which outlines all of the cabinets we have within Cubiko and what permissions we suggest are granted to different roles within the Practice (reception, nurse, doctor etc).

### Resources

Cubiko has a wide [range of resources](#) that you can use in your practice daily. These resources are available for you to view and download on our website.

We've worked closely with our Customer Success Team to create some great workflows to help you and your team get more out of Cubiko. We've broken these workflows down by Role within the practice and outlined the key metrics each member of your team should be looking through on a daily, weekly, and monthly basis.

You can view and download these workflows for your team below:

- [Cubiko for Practice managers, Practice Owner and management team workflow](#)
- [Cubiko for Reception team workflow](#)
- [Cubiko for Nurses team workflow](#)



## Support

We want to help you become a data-empowered practice by getting the most value out of Cubiko and your practice data. To help support you and your team our amazing Customer Success Team run regular webinars for each of the roles within a Practice (Reception, Nurses, and Practitioners). In these sessions they provide insight into how they can use and incorporate Cubiko into their daily workflow. Check out our [Knowledge Base article](#) for more information on these webinars and future webinar dates.



# Daily workflows for your Nursing team

Key metrics for nurses to look through on a daily basis.

## Possible service opportunities today

*Found in Today's clinic metrics*

See a list of patients who are coming in for an appointment for the current day who may be eligible to have certain service item numbers such as Health Assessments, GPMPs, 10997s, and vaccines completed.

## Recalls

*Found in Today's clinic metrics*

Gain a better understanding of your practice's recalls by seeing how many recalls are outstanding, breaking these recalls down by category type, and investigating how old these recalls are. These insights will give you an indicator of the performance of both your Practitioners and nursing team and how quickly the recalls are being followed up. Please note that we have excluded records where the test results were returned to the practice more than two years prior.

## Recall appointments to rebook

*Found in Today's clinic metrics*

Check patients who did not attend a recall appointment type and do not have a subsequent appointment booked or completed in the diary.

## Overdue reminders

*Found in Today's clinic metrics*

Use this list to follow up on reminders and also understand what portion of your reminders on this list are overdue and have not been marked as completed.

## QuickCheck

Use this metric daily to quickly and securely verify patient item eligibility. Results for QuickCheck searches are valid for 24 hours and appear within our **QuickCheck > Verified eligibility** tab for anyone with access to the QuickCheck cabinet to view. Results are also displayed in the individual doctor's My Cubiko dashboard.

**NOTE:** Cubiko QuickCheck is not included in the standard Cubiko Subscription; for more information on how to get started, please see [Getting started with QuickCheck](#) on our Knowledge Base.



# Weekly workflows for your Nursing team

Key metrics for nurses to look through on a weekly basis.

## Item eligibility

*Found in Item optimisation*

Once you have logged into Cubiko, navigate to **Clinic Optimisation**. From there, select the cabinet **Item Optimisation**. You will see different metrics here, highlighting the number of patients that may be eligible for a variety of item numbers, including Health Assessments and Chronic Disease Management items.

## Patient eligibility & upcoming appointments

*Found in Vaccination support: COVID-19 vaccine*

This cabinet provides metrics to help you deliver the COVID-19 vaccine to your community based on the current eligibility as advised by the Department of Health.

In an effort to help practices manage stock and plan ahead, we've added a tab to our COVID-19 vaccination support cabinet called Upcoming appointments.

You can now see a list of all your upcoming vaccination appointments over the next 4 weeks. Utilise this data to manage your stock, schedule staff, and easily see how many appointments you have left available for vaccine bookings.

## Patient eligibility & upcoming appointments

*Found in Vaccination support: Flu vaccine*

The Vaccination Support: Flu vaccine cabinet contains metrics to support your practice to deliver the influenza vaccination in your practice to your patients.

In an effort to help practices manage stock and plan ahead, we've added a tab to our Flu vaccine- vaccination support cabinet called Upcoming appointments.

You can now see a list of all your upcoming vaccination appointments over the next 4 weeks. Utilise this data to manage your stock, schedule staff, and easily see how many appointments you have left available for vaccine bookings.



# Monthly workflows for your Nursing team

Key metrics for nurses to look through on a monthly basis.

## Quality Improvement

*Found in Quality improvement*

Cubiko's Quality Improvement cabinet provides a tool for your practice team to use to participate in and complete Quality Improvement activities that are specific to your practice. Our Quality Improvement cabinets will allow you to review areas in your practice that may need improvement.

Quality improvement metrics for nurses:

- Quality improvement: Allergies/ADR
- Quality improvement: Item 699
- Quality improvement: 65+ influenza vaccine
- QIM 05: Proportion of patients with diabetes who were immunised against influenza
- QIM 06: Proportion of patients with COPD who were immunised against influenza
- QIM 10: Proportion of patients with diabetes with a blood pressure result
- QIM: 75+ health assessment