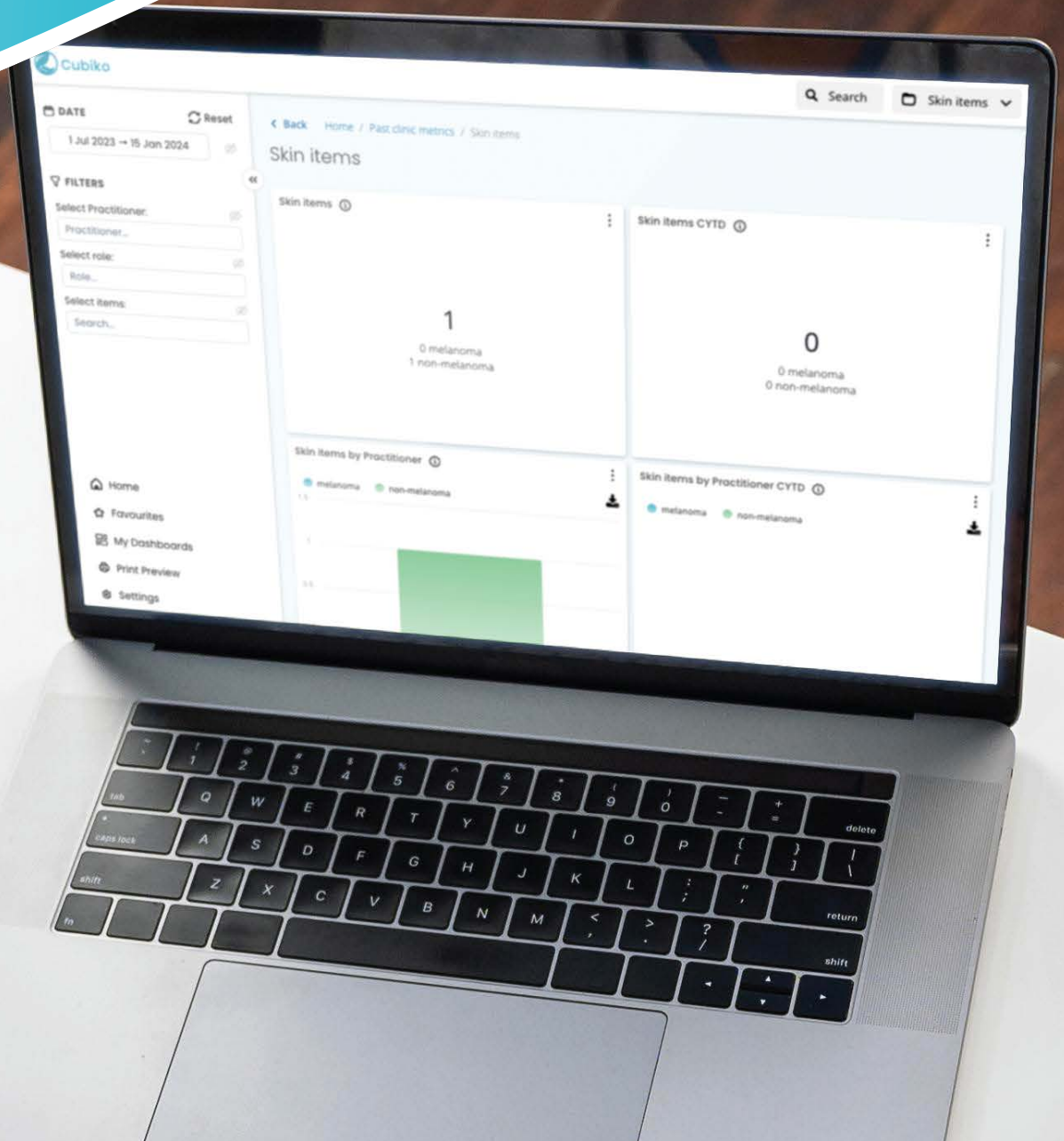




# Using Cubiko to maximise your excision workflow

How you can incorporate and use Cubiko data to support skin excisions in your practice.



# Using Cubiko to maximise your excision workflow

This document acts as a guide on how you can incorporate and use Cubiko data to support skin excisions in your practice.

## Appointment Management

Utilising your practice data to track your progress and to plan ahead.

The first step in this workflow is to set up an appointment type in your Practice Management Software (PMS) and name the appointment type 'Excision' so that you can easily track and manage the skin excision appointments in your practice.

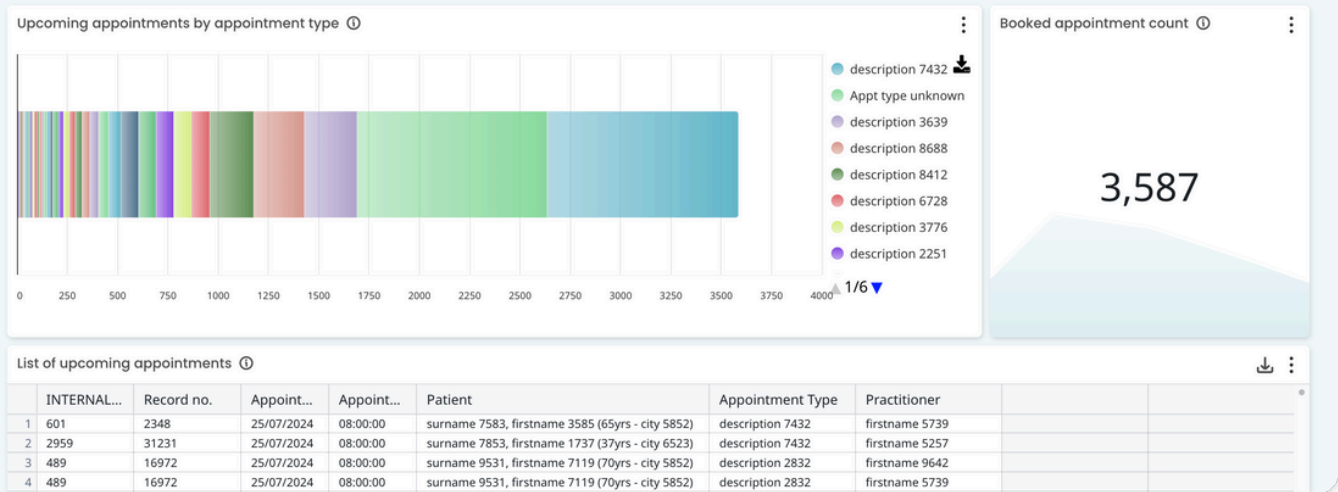


Track the number of excision and procedure appointments in your Practice, with Cubiko's **Appointment Count** metric. You can do this by filtering to your 'Excision' appointment type in the Appointment Type filter.

Tracking the number of excision appointments can give you an overview of the number of excisions your clinic is doing over a period of time. This can assist you in determining nurse support for excisions and budgeting for surgical equipment.

## Day sheet by appointment type and date

Default view will show all appointments for the past 14 days and the next 14 days. Use the below filters to select certain dates.



Then use Cubiko's **Appointment Day sheet by Appointment Type** to gain insights into to appointments from the past 14 days, and the next 14 days.

The default view on this page will show all appointments for the past 14 days and the next 14 days. However, you can still use the filters to select specific dates.

We suggest doing weekly checks on the appointments that occurred in the previous 14 days. This will help you ensure that all results have come back and give you the opportunity to audit that all patient tracking for procedures have been recorded.

You can then use this metric to look forward over the next 14 days to easily see all future excision appointments scheduled in. Allowing you to ensure that you have adequate nurse coverage, that procedure instruments are set up and enough excision packs on hand.

## Billing and Item Number Management

Utilising your practice data to track your use of Skin Items and Billings.

To assist in the billing and item number management for your Excision procedures, we suggest setting up a customer excision item number 'Excision to Hold' with a value of \$0.00 in your PMS for tracking and holding whilst waiting for pathology.

## Billings on hold

List of billings on hold ⓘ

	Invoice da...	Age (days)	Invoice ...	Patient	Practitioner	MBS Item
1	Totals:					
2	10/07/2024	29	469639	surname 3259, firstname 7813 (54yrs -	firstname 3792	Item 36
3	10/07/2024	29	469651	surname 3637, firstname 7813 (0yrs -	firstname 9535	Item 36
4	10/07/2024	29	469726	surname 6463, firstname 1737 (0yrs -	firstname 6664	Item 23
5	15/07/2024	24	470175	surname 9267, firstname 9782 (0yrs -	firstname 6664	Item 91891
6	17/07/2024	22	470665	surname 3637, firstname 7813 (0yrs -	firstname 9535	Item 91891
7	24/07/2024	15	471459	surname 3637, firstname 7813 (0yrs -	firstname 9535	Item 23
8	24/07/2024	15	471483	surname 8646, firstname 1737 (0yrs -	firstname 6664	Item 23
9	29/07/2024	10	471820	surname 2976, firstname 1816 (0yrs -	firstname 5739	Item 36
10	29/07/2024	10	471907	surname 8892, firstname 7813 (43yrs -	firstname 5739	Item 36
11	31/07/2024	8	472154	surname 2222, firstname 7376 (0yrs -	firstname 9535	Item 23
12	31/07/2024	8	472197	surname 8646, firstname 1737 (0yrs -	firstname 6664	Item 23
13	02/08/2024	6	472476	surname 1987, firstname 1816 (72yrs -	firstname 9625	Item 10990, Item 10990, Item 30071, Item 30071
14	02/08/2024	6	472521	surname 5691, firstname 3916 (0yrs -	firstname 9535	Item 36
15	05/08/2024	3	472595	surname 3864, firstname 7376 (68yrs -	firstname 3219	Item 10990, Item 30071
16	06/08/2024	2	472890	surname 2782, firstname 7786 (55yrs -	firstname 4576	Item 721
17	07/08/2024	1	473058	surname 6898, firstname 9621 (56yrs -	firstname 5918	Item 10990, Item 10990, Item 721, Item 723, Item
18	07/08/2024	1	473041	surname 8327, firstname 4874 (54yrs -	firstname 4576	Item 10990, Item 23, Item 30071, Item 75870

Billings on hold ⓘ

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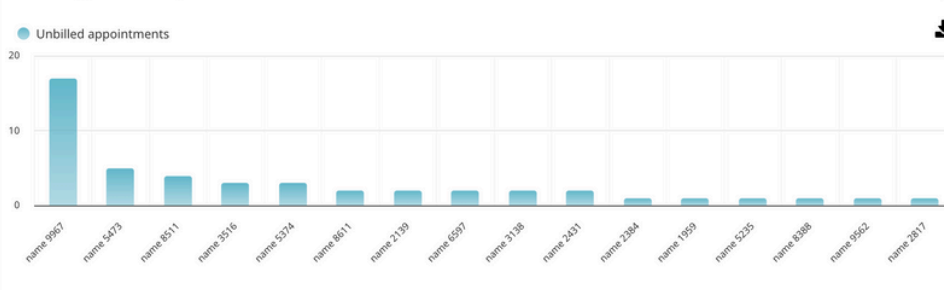
9 days old on average

You can then use Cubiko's **Billings on Hold** metric for an overview of all 'Excision to hold' accounts. You can utilise this data to cross check the results with your appointment day sheet to see what is still outstanding, to follow up results and process the skin excision item number.

**NOTE:** This metric is available to our Best Practice software integration customers.

## Unbilled appointments

Unbilled appointments by Practitioner ⓘ



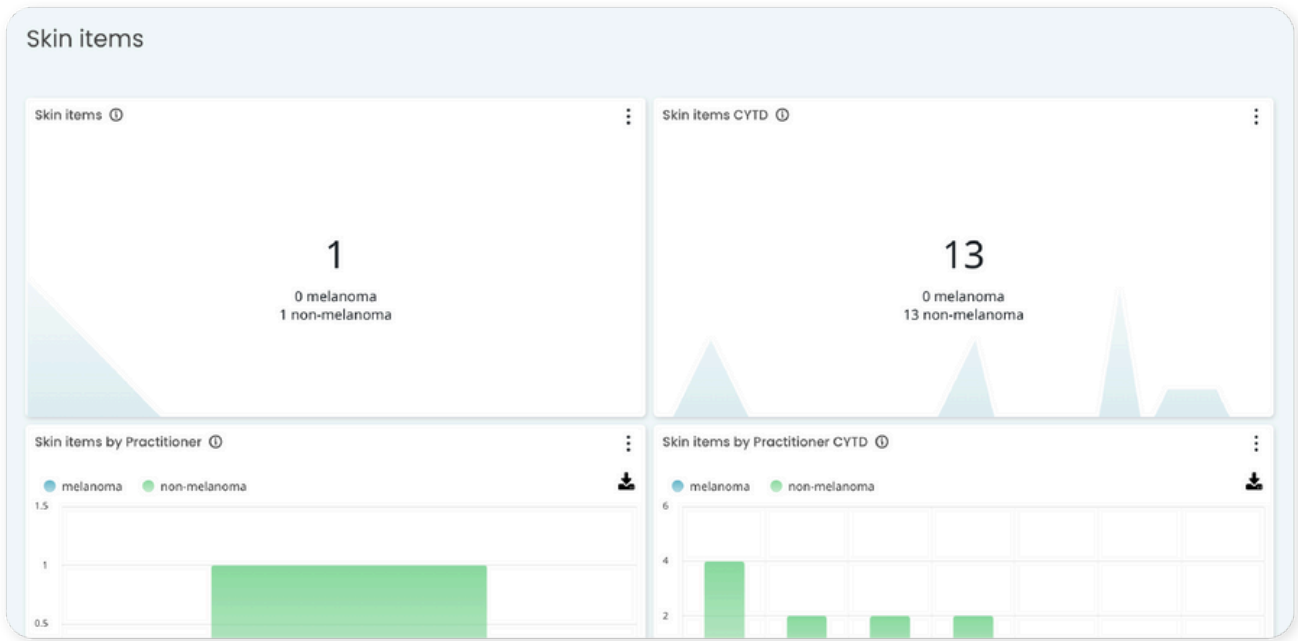
Unbilled appointments ⓘ

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List of unbilled appointments ⓘ

	INTERNAL...	Record no.	Date	Time	Patient	Practitioner	Appt type
1	2910	32089	31/07/2024	08:50:00	surname 5765, firstname 7813 (37yrs - city 7722)	name 2431	description 3639
2	1587	22106	31/07/2024	10:40:00	surname 5743, firstname 9682 (14yrs - city 5852)	name 2431	description 7432

You can then use the Cubiko's **Unbilled appointments** metric to look back and ensure that either an excision item number has been billed OR the "excision to hold" has been raised. Should no item be billed or held from the excision appointment it will be identified here.



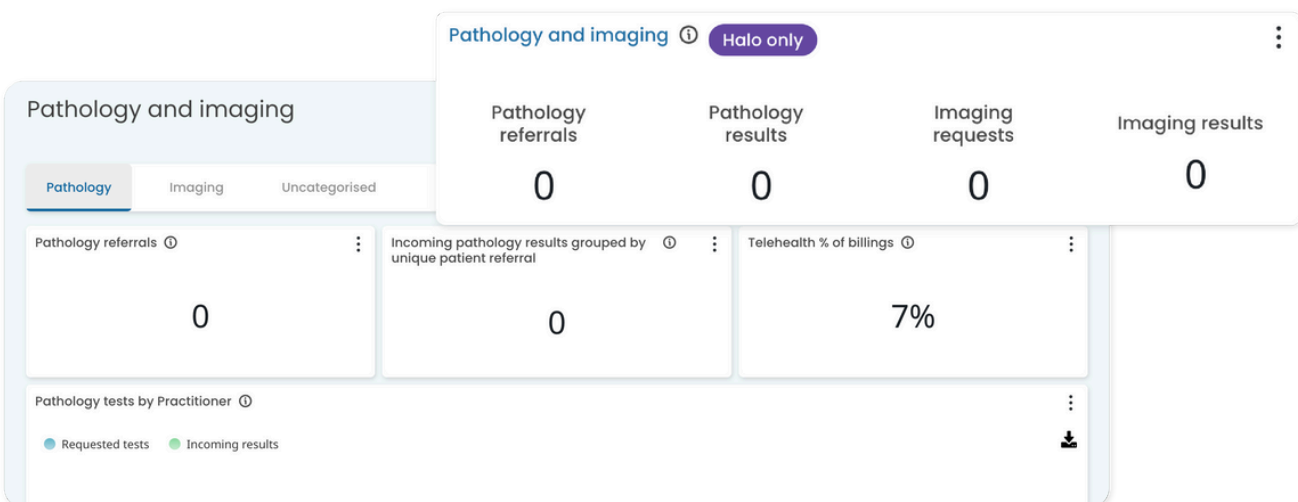
To gain further insight into the skin excisions performed in your Practice, you can refer to Cubiko’s metric **Skin Items** to track the total number of skin items billed by type (melanoma and non-melanoma).

For more information on how you can use Cubiko’s Skin Item metrics, please refer to our Knowledge Base article on **Skin items**.

## Pathology and Imaging

Leverage the Pathology metric to gain valuable insights into both outgoing pathology requests and incoming results. Within this tool, you can analyse the number of pathology requests and incoming results based on the Pathology Provider, offering a comprehensive view across the specified date range.

**NOTE:** This metric is available to our Best Practice software integration customers.

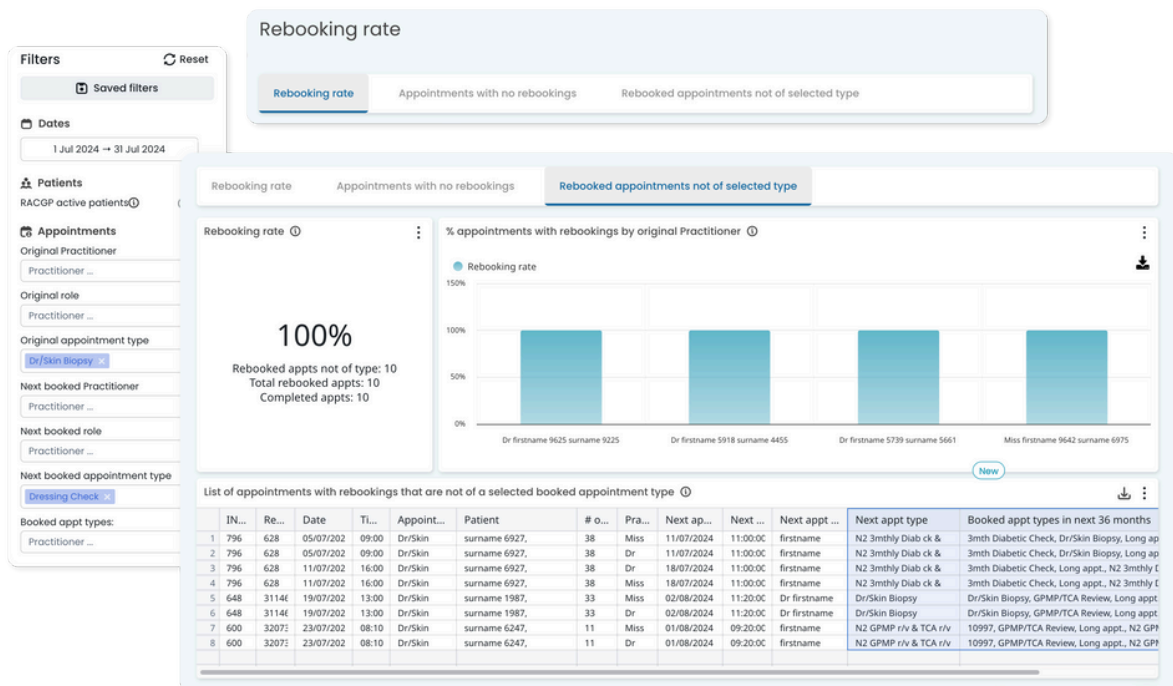


Utilise this tool to pinpoint primary providers for test referrals and monitor the correlation between the number of requests and received results, ensuring comprehensive result retrieval. Refer to the "List of pathology requests" table for a detailed overview of all requests. The "status" column indicates whether the result is pending (status: sent), partially returned, or fully returned. Organise the data by date to conduct audits, ensuring there are no outstanding requests without corresponding results.

Status	Pathology provider
Part returned	QML Pathology
Returned	Pathology Queensland
Sent	QML Pathology

## Rebooking rate

Identify patients who have had a skin check appointment but either do not have a future appointment scheduled or have booked a different type of appointment (e.g., excision, removal of sutures (ROS)). Reach out to these patients to schedule their annual skin check. Additionally, you can identify patients who have had a procedure, such as an excision, and ensure they have a follow-up appointment scheduled.



Refer to our [recall workflow](#) to keep a close eye on procedure results.

Please refer to our [My Dashboards templates](#) Knowledge Base article to add our Skin Excision Workflow Dashboard to your My Dashboards.