Practice Manager access to QRME QuickBase is vital in the delivery of efficient service and information between Training Sites, Educators and QRME. This manual gives a simple overview of its basic functions.

QRME QuickBase for Practice Managers

Brief user manual for Practice Manager use of QRME QuickBase

QRME 86 099 537 461 28 Apr 2014

QRME QuickBase for Practice Managers

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1. Introduction

This manual has been developed to provide assistance for Practice Managers working with facilities that provide training for QRME registrars in the use of QRME's database, QRME QuickBase. It will explain access to the database, basic functions and the submission of Activity Data Sheets for the provision of financial assistance to training posts towards costs associated with hosting and training a Registrar.

2. Location

The database is web-based and can be accessed via the URL: http://qrme.quickbase.com

QuickBase can be accessed by most common web browsers and has a mobile interface for use on tablets and iPhones.

3. Access

If your Practice Manager doesn't have access, please request access by contacting the QRME office on 4638 7999. Only one login per training site is available.

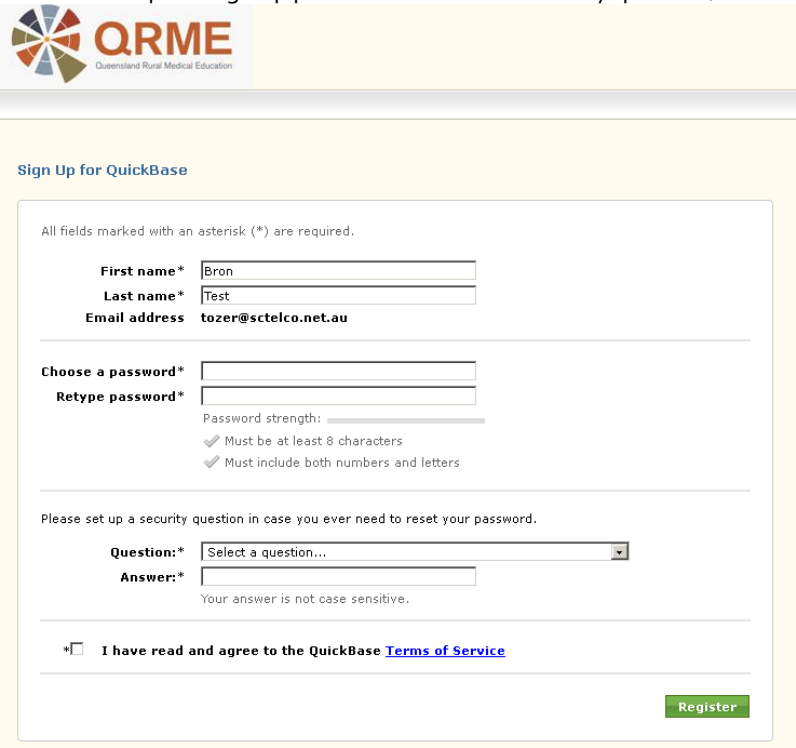
Password Creation

Access is set-up with an invitation email sent from our database administrator. When this is received, please follow instructions to create a password. The username will be the Practice Manager's email address.

- Email sent from **b.chandler @ qrme.org.au (via QuickBase)**

GO TO THIS APP IN QUICKBASE

- Click Green Link: **Open QRME Production**
- Complete sign up process and create a security question/answer combination.

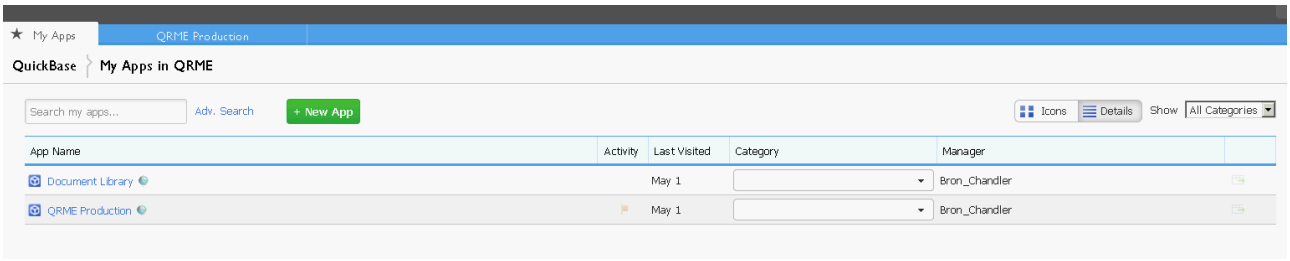


- You should now see the QuickBase My Apps Page

4. QuickBase My Apps

This page contains all the QuickBase applications that you have access to.

- Choose **QRME Production**



5. Practice Manager Home Page

The **Practice Manager Home Page** is your main page for accessing data. If you are able to, please bookmark this page. This page is made up of 2 main areas: **Navigation Ribbon** and **Reports.**

Navigation Ribbon

The **Navigation Ribbon** panel allows a Practice Manager to choose options **Activity Data Sheets , Expense Claims, Training Site Placement Requirements, Practice Subsidy Invoices** or to return to the **Home Page**.

Activity Data Sheets

Activity Data Sheets option lists all Activity Data Sheets submitted by the Practice Manager and allows the Practice Manager to add new Activity Data Sheets.

Expense Claims

Expense Claims are not often used by Practice Managers, but if attendance is required at a QRME workshop or similar, you may use this form for claiming reimbursement of costs. The Expense Claims option in the Navigation Ribbon gives a list of expense claims submitted by the Practice Manager and the opportunity to add new ones.

Training Site Placement Requirements

Training Site Placement Requirements option lists all Placement requirements submitted for your training site. New Placement Requirements may be added.

Practice Subsidy Invoices

Practice Subsidy Invoices option lists all Invoices generated by QRME.

Reports

The **My Registrars** list is a report drawn from the training units being undertaken by registrars at a Training Site. It includes details about the training time and gives the Practice Manager an indication of how many reports have

been submitted during the term: Supervisor Feedback Reports, Training Advisor Reports, MiniCEX Reports, ECT Feedback Reports & Activity Data Sheets.

Within the report is a button to add an Activity Data Sheet for the Training Unit Term for each registrar.

The **ECT Visits** report & **PGPPP Site Visits** report list visits that have occurred and will occur in the training site. Each report contains a link to Feedback provided by the Medical Educator Visitor.

6. Activity Data Sheets

While teaching payments are aligned with the Registrar training plan and should generally coincide with Week 4, Week 13, Week 26 it is preferred if the Activity Data Sheets can be submitted monthly as this ensures data is accurate, payments are being made regularly and part-time registrars are more easily catered for.

Add Activity Data Sheet

1. Go to Practice Manager Home page
2. View the My Registrars Report, if this is large, click on the **Full Report** option to load the report into its own page.
3. Locate the registrar for whom you wish to add the Activity data sheet
4. Select the correct training unit term
5. Click the Appropriate **Add Activity Data Sheet** button

Entering Data

The data fields for the online form have been taken from the paper version. If further clarification of the data fields is required, please advise QRME.

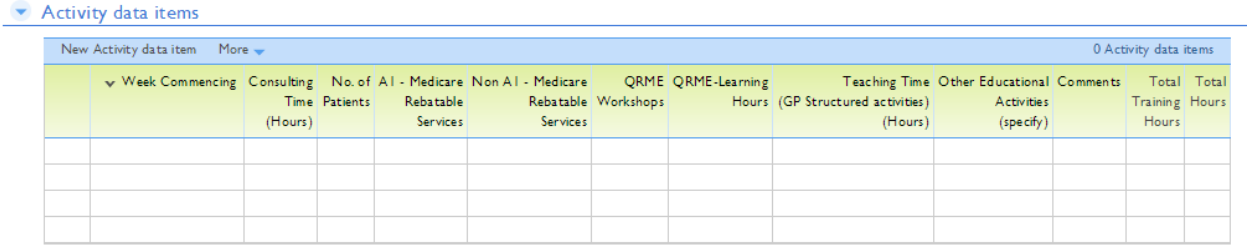
Once all the relevant data has been entered by the Practice Manager (see below), save the form for the verification process to be completed.

Training Details

1. Enter Registrar name
2. Select the appropriate Training Unit (this may require re-selection after the registrar is chosen)

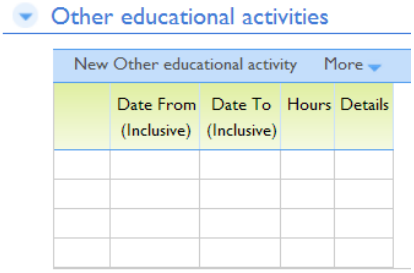
Activity data items

1. Enter data into this editable table by double-clicking into the correct cell of the table.
2. Data fields are as follows:
    a. Week commencing (always starts on a Monday and ends on a Sunday)
    (note: use the date picker to select the date)
    b. Consulting Time (Hours)
    c. Number of Patients
    d. A1 – Medicare Rebatable Services
    e. Non A1 – Medicare Rebatable Services
    f. QRME Workshops
    g. QRMe-Learning Hours
    h. Teaching Time (GP Structured Activities)
    i. Other Educational Activities (specify)
    j. Comments
    k. Total training hours
    l. Total hours



Other Educational Activities

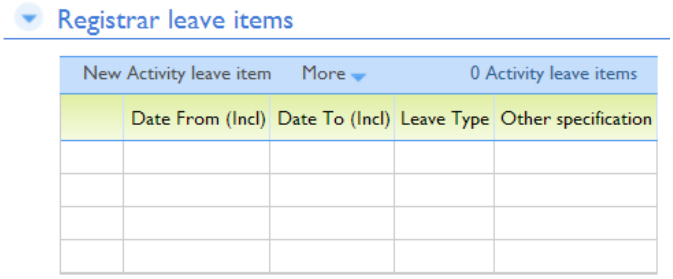
1. Enter data into this editable table by double-clicking into the correct cell of the table.
2. This information is an explanation of the Other Educational Activities mentioned in the Activity Data Item table.
3. The total of these hours MUST add up to the amount listed in the **Activity Data Item** table, **Other Educational Activities** column.



4. Data fields are as follows:
    a. Date From (Inclusive)
    b. Date To (Inclusive)
    c. Hours
    d. Details

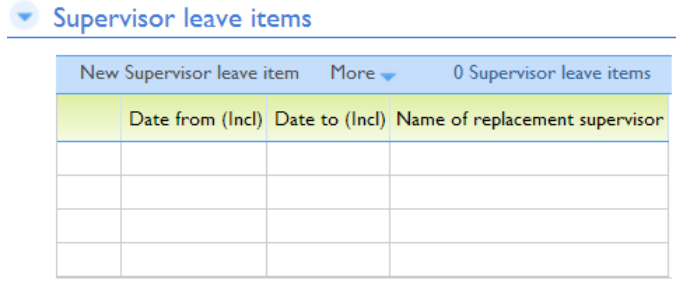
Registrar Leave Items

1. Enter data into this editable table by double-clicking into the correct cell of the table.
2. This table is for noting when the registrar has taken leave
3. Data fields are as follows:
    a. Date From (Inclusive)
    b. Date To (Inclusive)
    c. Leave Type
    d. Other specification



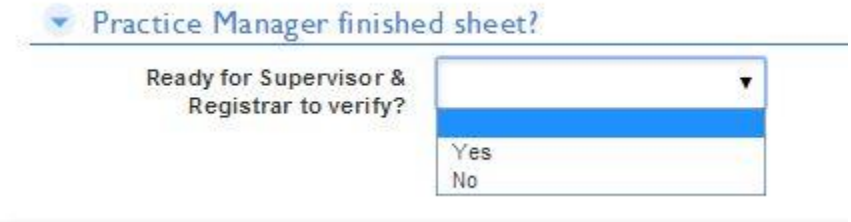
Supervisor Leave Items

1. Enter data into this editable table by double-clicking into the correct cell of the table.
2. This table is for noting when the supervisor has taken leave and who has taken over the registrar's supervision.
3. Data fields are as follows:
   a. Date From (Inclusive)
   b. Date To (Inclusive)
   c. Name of replacement supervisor



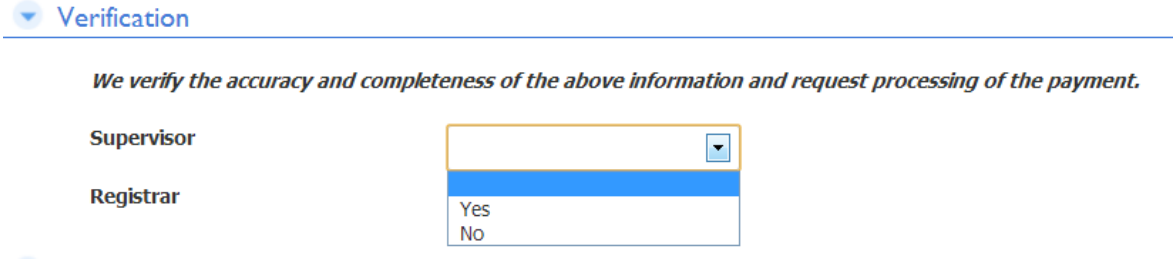
Is the Sheet ready for Supervisor & Registrar to verify?

Once the sheet is completed and ready for verification by Supervisor and Registrar, the Practice Manager is to change the status to **Yes** and save the form. This will generate an email to the Registrar and the Supervisor.



Verification

The Supervisor and Registrar must each login in their own right and verify the Activity Data Sheet.

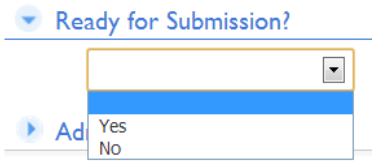


Once the registrar /supervisor have logged into QuickBase, they must select **Yes** or **No** and save the form.

When both parties are happy with the data, i.e. both have responded **Yes**, the Practice Manager can submit the **Activity Data Sheet**.

Submission

When the Activity Data Sheet is correct and ready for submission, Practice Manager must change the status to **Yes**. This alerts QRME to pay the training hours and create an invoice.



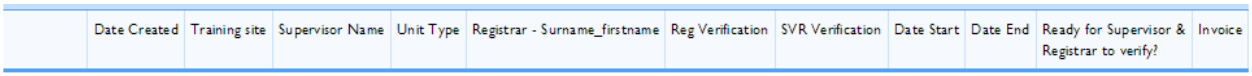
7. Invoicing

QRME will generate invoices for payments..

Locate invoices

Teaching Allowance Invoice

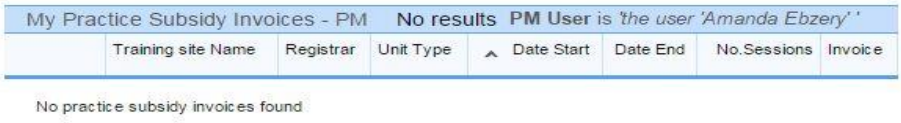
- To locate invoicing for each payment, view the My Activity Data Sheets report - (https://qrme.quickbase.com/db/bhzvi5j85?a=q&qid=7)



- Invoice files appear on the right-hand side of the report.

Practice Subsidy Invoice

- To view Practice Subsidy invoices, find the **Practice Subsidy Invoices** icon in the navigation ribbon and click it.



- A report can then be viewed listing all Practice Subsidies paid
- Invoice files appear on the right-hand side.

8. Reports available

My Registrars report

This report displays all training units that have been allocated to registrars at the Training Site. It includes a summary of all reports submitted for the registrar during the training time and an **Add Activity Data Sheet** option. https://qrme.quickbase.com/db/bgquqm49m?a=q&qid=123

My Activity Data Sheets

This report lists all the Activity Data Sheets submitted for the Training Site, includes the Invoice file from QRME for amounts paid. https://qrme.quickbase.com/db/bhzvi5j85?a=q&qid=7

My Remediation, Incident or Complaint Report

This report displays all the Remediation, Incident or Complaints that the Practice Manager has submitted. https://qrme.quickbase.com/db/bhmkdfhrt?a=q&qid=8

My Expense Claims report

This report displays all the expense claims that the Practice Manager has submitted.
https://qrme.quickbase.com/db/bhiscpdjy?a=q&qid=6

9. Emails generated

New Activity Data Sheet added - confirmation

Once an Activity Data Sheet is added, an email is sent to Practice Manager with a link to the Activity Data Sheet for future amendments, if required.

New Activity Data Sheet added – Supervisor verification

Once an Activity Data Sheet is noted as **Yes** for **Ready for Supervisor & Registrar to verify?,** an email is sent to the Supervisor to verify the hours.

New Activity Data Sheet added – Registrar verification

Once an Activity Data Sheet is noted as **Yes** for **Ready for Supervisor & Registrar to verify?,** an email is sent to the Registrar to verify the hours.

Activity Data Sheet – verification completed

Once an Activity Data Sheet is verified by Supervisor & Registrar, an email is sent to the Practice Manager to confirm the submission for forwarding to Finance at QRME for processing.

Activity Data Sheet – Ready for Submission

Once an Activity Data Sheet is marked by the Practice Manager as ready for submission, an email is sent to the Finance at QRME for processing.