

# *Bp Premier* SUMMIT 2025

Please take a seat,  
your session starts soon.

## Acknowledgement of Country

Best Practice Software acknowledges the Traditional Custodians of Country throughout Australia and recognise their unique cultural and spiritual relationships to the land, waters, and seas and their rich contribution to society. We pay our respects to ancestors and Elders, past, present, and emerging.

Best Practice Software respects Māori as the tangata whenua and Treaty of Waitangi partners in Aotearoa New Zealand.

Right: Ginmine design from corner, radiating outwards.  
Designed for the Bp Bundaberg Operations Hub Mural Project, 2021

Artist: Nicole Wone

Addresses themes of: Evolution – Adaptation of Universe and traditional Indigenous beliefs across the globe.

Beginning of time, darkness. Movement in the cosmos. Rainbow Serpent – Creation being. Ancestral lineage without our DNA





# *Bp Premier* SUMMIT 2025

**Lais Miyasava**

The Onboarding and Offboarding  
Process

# The Onboarding & Offboarding Process

## Lais Miyasava

Lais is one of our most experienced and friendly trainers at Best Practice and has been helping users learn how to efficiently use Bp Premier for the last 4 years. With a diverse background from different sectors including customer service, project management, and education, Lais is passionate about empowering people with knowledge to help them achieve their full potential.



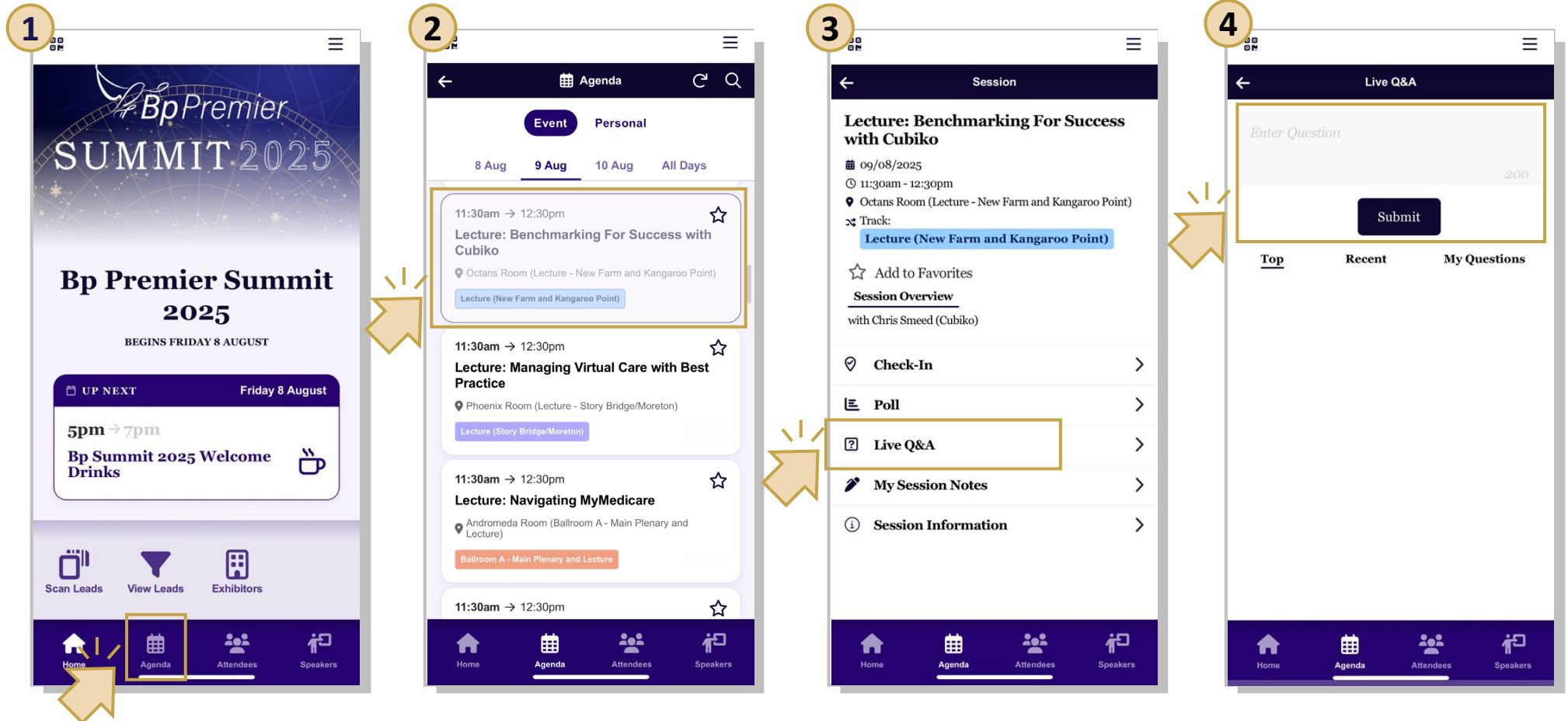


# BpPremier SUMMIT 2025

Ask any questions  
using The Event App



Download the app  
By scanning the QR code



A detailed background image of a celestial constellation map, likely a section of the night sky. It features various constellations such as Delphinus, Sagitta, Cygnus, and others, with stars connected by lines and labeled with names like Vega, Deneb, and Altair. The map is overlaid on a dark blue background with a subtle grid of lines.

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The Onboarding and Offboarding  
Process

# Login to Bp Premier

1




Best Practice



2

Login



Product: Bp Premier  
Version: Spectra SP1 Revision  
Edition  
Build No: 1.13.1.1078  
Site ID: 99989  
Drug database: July 2025

User: Dr Frederic

Password:

Location: Bundaberg Clinic

Start in: Main screen

3

Presenter to  
select relevant  
user and location

Password :  
samples

4



5

Bp Premier

File Clinical Management Utilities View Setup Help

Currently logged in: Dr Frederick Findacure

# What we'll be covering

- Onboarding recommended tasks
  - Using permissions to customise the level of access
  - Using preferences for customise workflows
- Offboarding recommended tasks
- Q&A



# Onboarding user

- Collate information about the user
  - First Name
  - Surname
  - Work phone (direct line)
  - Work email
  - Qualifications (if applicable)

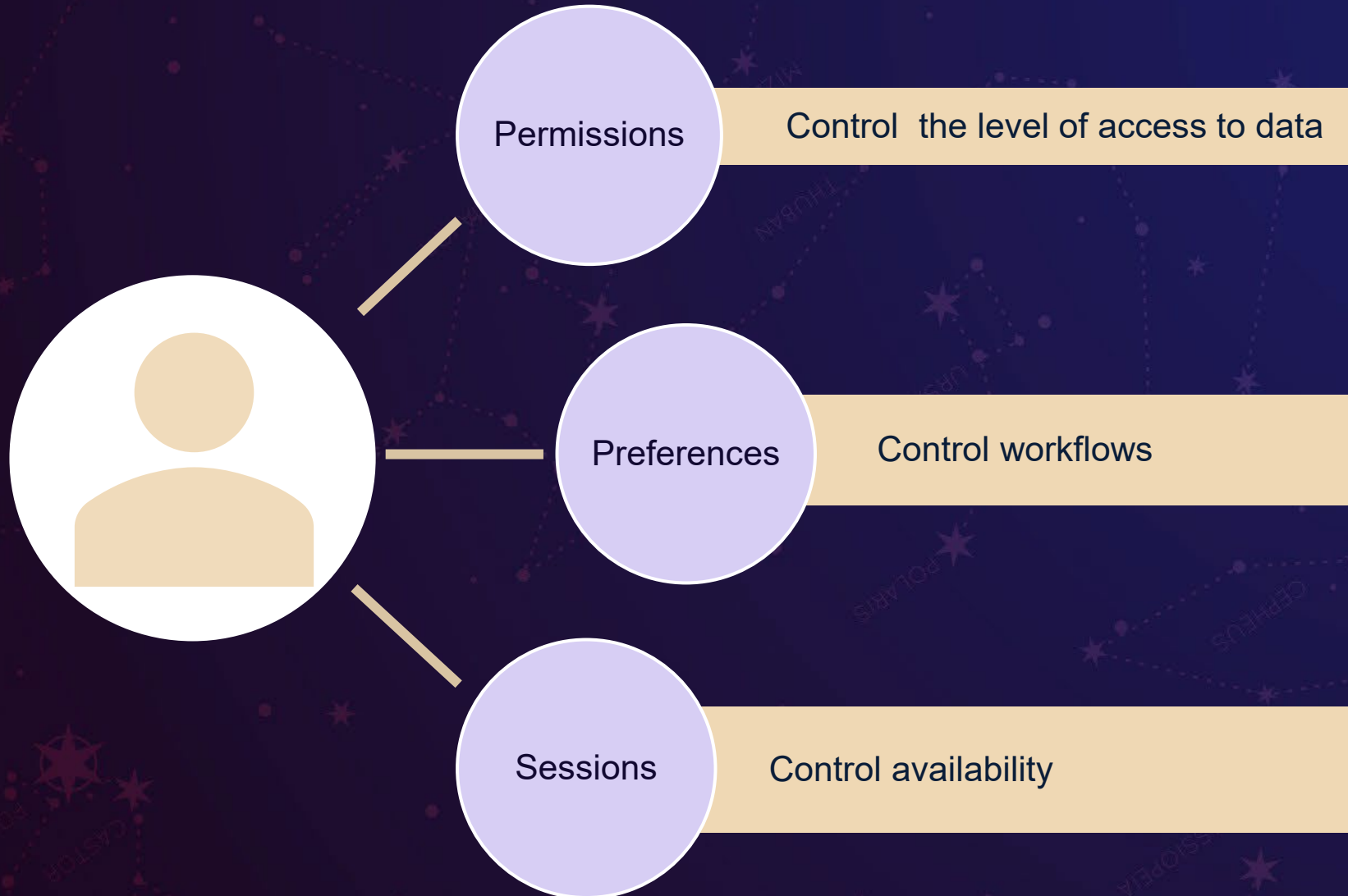
- **Providers**
  - Provider number
  - Prescriber number
  - AHPRA registration number
  - HPI-I (Healthcare Provider Identifier-Individual)
  - RACGP CPD number
  - ABN (if applicable)
  - Business Number (if applicable)



# Onboarding (Clinical users)

- Submit Medicare Forms or Update provider details in PRODA
- Registration with integrators
  - eRx (eScripts)
  - Payment Integrations
  - Secure Messaging (if applicable)
  - Pathology Laboratories (eOrdering)
  - Other integrations – AI Scribe, Online booking, Analytics

# Permissions, Preferences and Sessions



# Activity – Add New Provider

- 1) Create a new provider
- 2) Review and Update Permissions
- 3) Review and Update Preferences
- 4) Review and Update Sessions

- ✎ Can we copy settings from existing users?
- ✎ Can users configure their own preferences?

# Deactivate User

- Inactive users can still be included in reports
- You will not be able to create any new billings for deactivated users
- The deactivated provider's inbox will be visible if there are results in it
- Any reminders or recalls are linked to the patient and will still behave normally
- Ensure that the provider has no future appointments before deactivating



# Activity – User departure

- 1) [Provider] Assign end date to sessions
- 2) [Provider] Reallocate future appointments to other doctors

👉 How to look for future appointments?

# Activity – User departure

## User's last day

- 3) Change the password
- 4) [Provider] Complete patient handover | Update investigation reports allocation

## Post-departure

- 5) [Provider] Reconcile billing
- 6) Deactivate user

- 👉 Have all 3<sup>rd</sup> parties been notified?
- 👉 How to exclude the inactive user from reports?

# The User Lifecycle



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# Questions & Answers





Thank you for joining us!



**Our Bp Summit  
Presentations  
and Resources are available  
via our Knowledge Base**

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