Bp Premier
SUMMIT 2025

Please take a seat,
your session starts soon.

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

Learning Objectives

1. Describe 5 underused features in Bp Premier that can significantly improve internal communication.
2. Apply practical strategies to configure and use Bp Premier.
3. Recognise the importance of structured documentation and digital communication pathways for meeting clinical governance and accreditation requirements.
4. Implement change management principles to lead a team-wide shift toward using Bp Premier more effectively.
5. Access and use downloadable tools and templates to support training, onboarding, and ongoing process improvement using Bp Premier

Systematic Efficiencies

When used systematically with trained processes, Bp Premier isn't just a tool – it's the key to better clinical governance and efficiency.

Bp *Premier*
SUMMIT 2025

Using Bp to Improve Team Communication

Marg Windsor & Katrina Otto

Train IT Medical
Competence with Confidence

1. Inbox
2. Contact Notes
3. Actions
4. Messaging
5. To-Do List

Using Bp to Improve Team Communication

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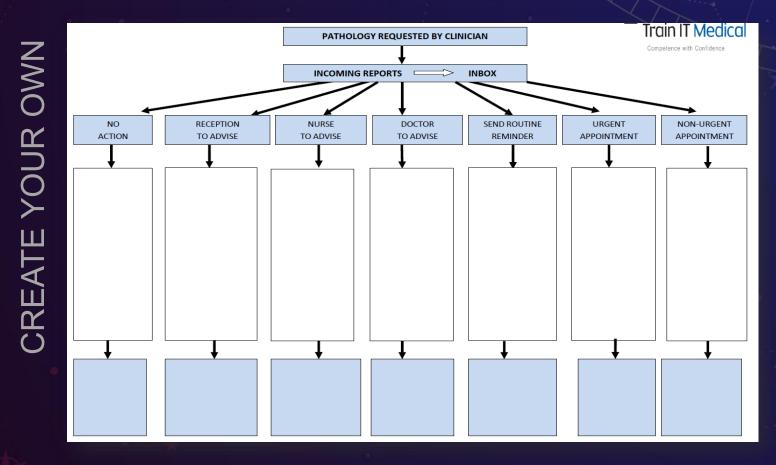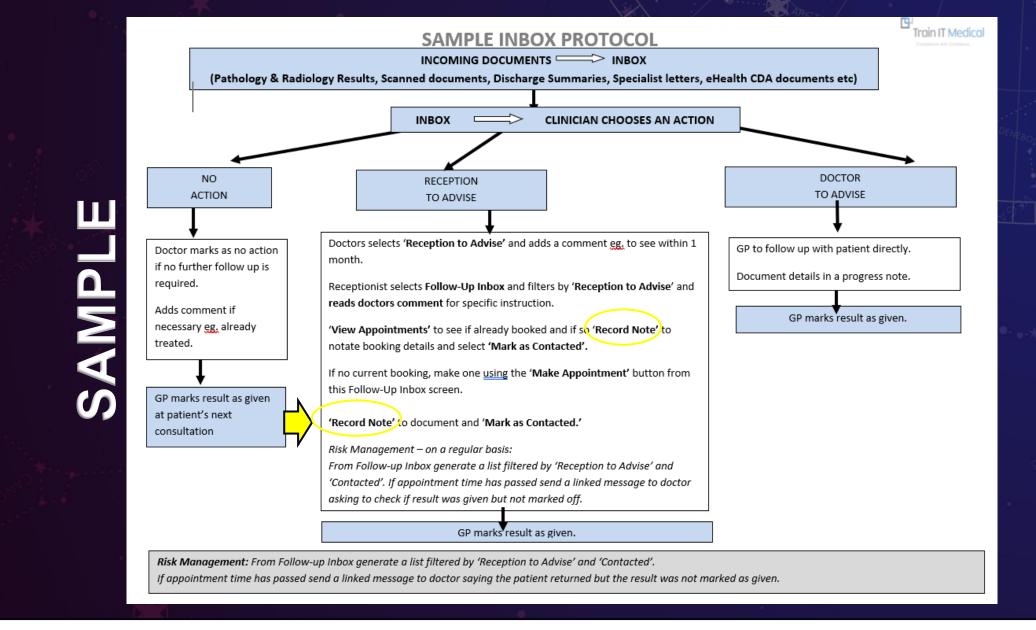
Clarity, People, Protocols & Documentation

CREATE YOUR OWN

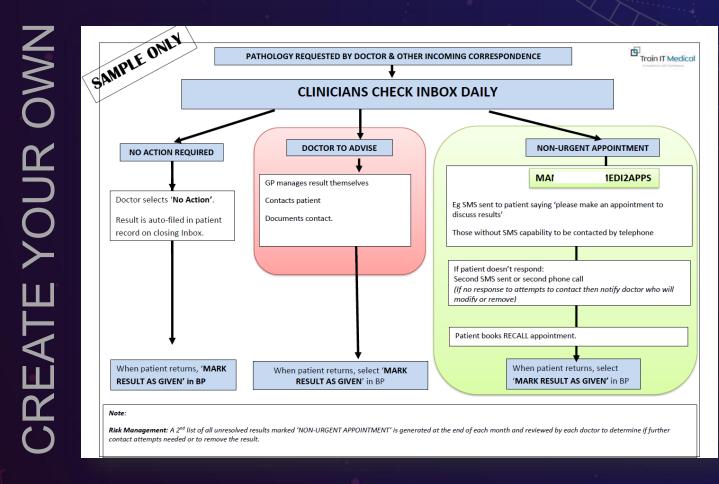SAMPLE

Assess your practice system for risk & efficiency

CREATE YOUR OWN

Contact Notes – team communication & audit trail

- Accessible across Bp

- Track contact status

- Reception staff can see who has been trying to contact the patient.

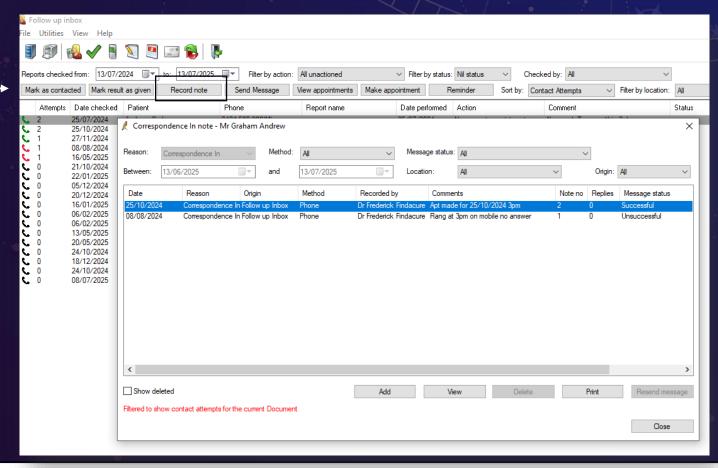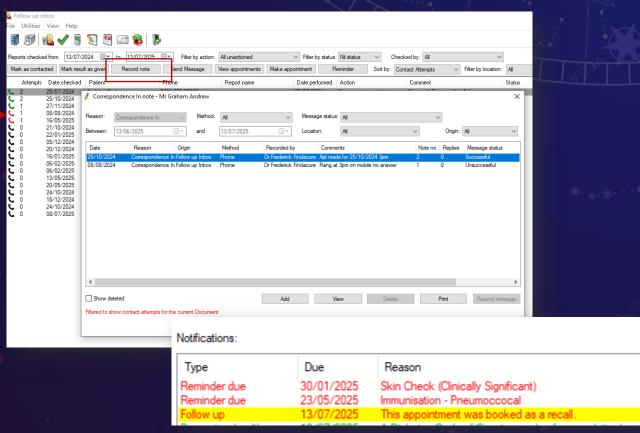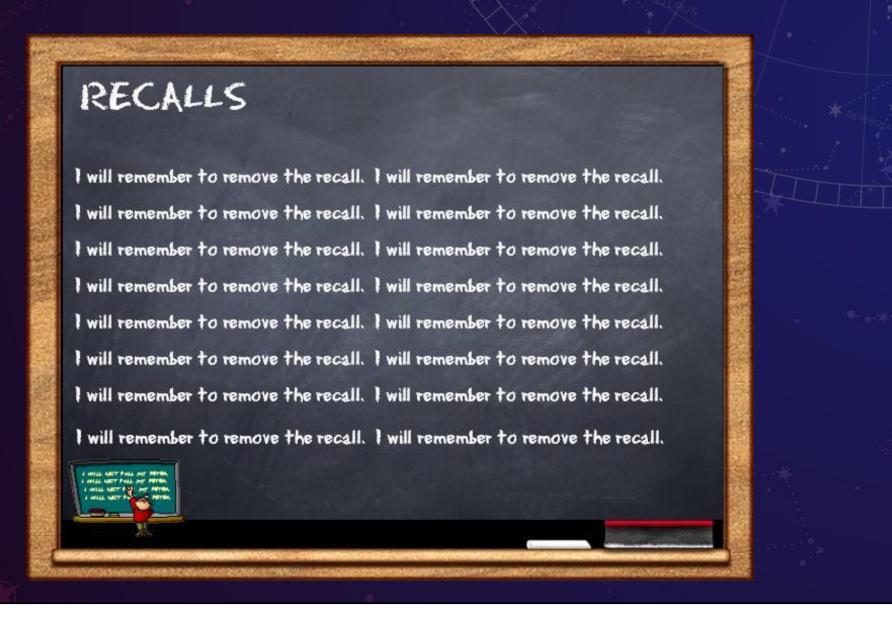# Contact Notes – team communication & audit trail

- Accessible across Bp

- Track contact status

- Reception staff can see who has been trying to contact the patient.

- See all contact notes from main screen > View > Contact Notes.

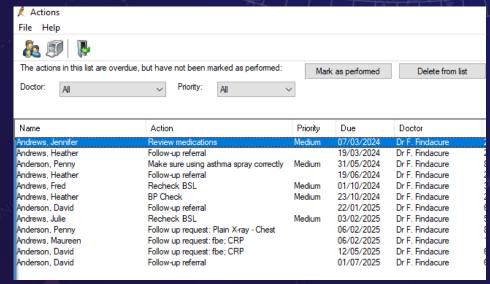- Appointments made from Follow-Up Inbox are highlighted in yellow to help GP →'Mark as Given'

Actions

1. Actions are your internal practice reminder eg recheck Bp next visit.

2. Can be ticked as 'clinically significant' eg Follow-up Referral.

3. Check your own list regularly.
   Main Screen > Clinical > Actions > Filter by own name & priority.

4. Use 'Delete' button if action was non-clinical eg ask about overseas trip.

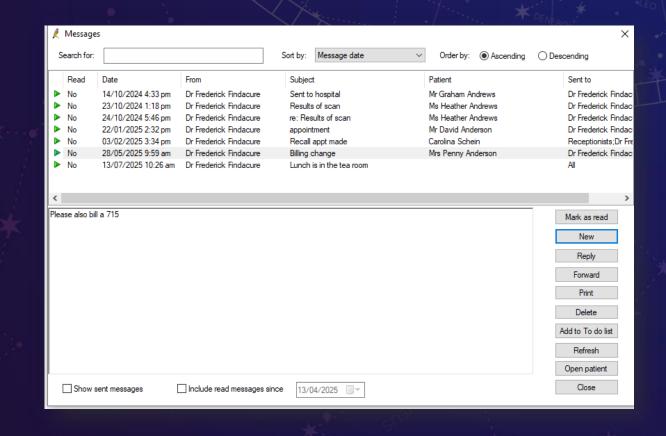5. Use 'Mark as performed' button if clinical eg Recheck BSL.

Messages – F8

1. 'Link to patient' can help with speed and ensure correct patient record is accessed.

2. Utilities > Patient Messages from within patient record to access history of all linked messages.

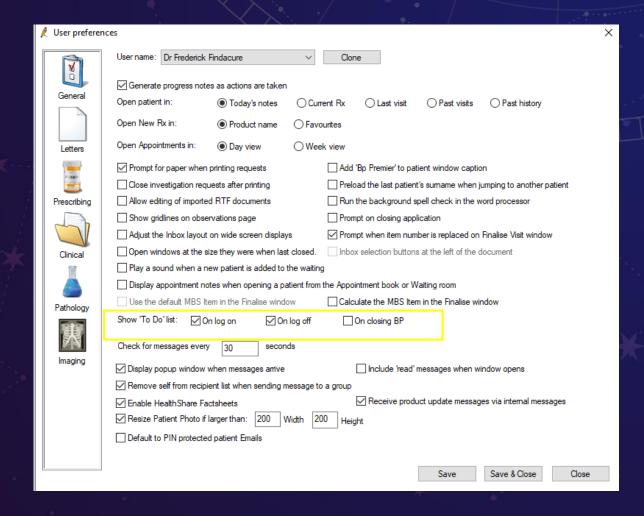3. Design your practice system for 'Groups' eg nurses, receptionists.

To Do List

Popup reminders for yourself!

With gratitude

katrina@trainitmedical.com.au

margwindsor@westnet.com.au

www.trainitmedical.com.au

courses.trainitmedical.com.au

Katrina & Marg