

Note: Adhering to these general rules will increase the quality of your data

AIMTracking file –Considerations for Inputting Data

When is it appropriate to input zeros versus leaving the yellow fields blank for each improvement measure?

Measure (units)	When inputting ZERO is appropriate	When leaving a field BLANK is appropriate
Third Next Available Appointment (days)	Same day access is available	Data was not collected (e.g. the clinic was closed)
Demand (timeslots)	There was no Demand for the day (i.e. no one was booked for an appointment today or in the future)	Data was not collected (e.g. the clinic was closed)
Supply (timeslots)	The provider is not available to see patients for the day (e.g. day off, working on non-patient related duties)	Leaving Supply blank to signify data wasn't collected should be rare as this data is often filed or saved within the clinic's scheduling system
Activity (timeslots)	The provider did not see patients for the day (e.g. day off, working on non-patient related duties, all scheduled patients no showed)	Leaving Activity blank to signify data wasn't collected should be rare as this data is often filed or saved within the clinic's scheduling system
No Shows (%) * Because No Show Rate is a percentage you MUST collect 2 values for this measure to be calculated and graphed – # of No Show Patients / # of Total Patients Booked	Zero patients no showed out of all the patients scheduled for an appointment. e.g. 0 No Shows / 20 Total Patients = 0 % No Shows	Data was not collected (e.g. the clinic was closed) ** Do NOT record 0/0 for these instances**
Panel/Caseload (patients)	There are no patients on a provider's panel or the provider doesn't have a caseload	Data was not collected
Continuity (%) * Because Continuity is a percentage you MUST collect 2 values for this measure to be calculated and graphed – Total visits by panel patients to their own provider / Total visits by panel patients to the clinic	None of the patients who belong to a provider's panel were seen by that provider within the month of interest – i.e. the patients were seen by other providers in the clinic e.g. 0 Visits to Own / 200 Total Clinic Visits = 0 % Continuity	Data was not collected

If you have any questions about this document or about data entry in general, please contact the AIM Measurement Support Team at measurement@albertaaim.ca