

Conflict System Setup Guide

This guideline provides a step-by-step guide to assist Members in setting up an effective conflict system, including:

- (1) Automating a conflict system using specialised software or existing case management or accounting software with a conflict-check function;
- (2) Creating a searchable conflict system using Microsoft Word or Excel with tables, key headings, autosort, and search features;
- (3) Managing and maintaining an automated system, including creating new documents, indexing, and updating entries; and
- (4) Establishing a manual conflict system for smaller practices, using index cards, alphabetical filing, and maintaining a ledger of completed checks.

A reliable conflict system is essential to safeguard against potential conflicts of interest and to support the growth and integrity of a practice.

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