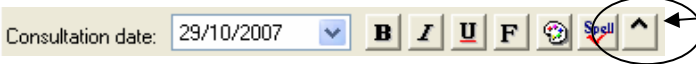



1a. Entering Patient and Clinical Information in Medical Director - ADVANCED

Progress Notes	
Inbuilt progress notes shortcuts	<p>Refer to Shortcuts page. These can be used in addition to coding.</p> <p>Patient Screen → Progress notes → Type A: → Press spacebar or enter on your keyboard → Assessment will appear</p>
Examination Tab	<p>Patient Screen → Progress notes → Examination Tab → e.g. eye tab → left eye → Redness: Y, Discharge: Y, Visual Field: ✓ → Save. Notice that the progress notes have been filled.</p>
Drawing tools	<p>MD Patient Screen → Progress Notes Tab → Examination → e.g. respiratory → click on the cross-hatch drawing tool → click and drag across affected area → Save</p> <p>To access a drawing from a previous visit, click on the visit in which the drawing was created → right hand side of the progress notes screen → click on the Diagrams button</p>
Management tab for commonly used phrases	<p>MD Patient Screen → Progress Notes Tab → Management → Add to list → type text → type shortcut name that is not a real word (optional) → tick the box 'Available to Other' if you think other staff would like to use it → Save</p> <p>In progress notes → type the shortcut and press space bar / enter OR click Management and "insert into notes".</p> <p>If you have typed a great text block in progress notes, copy (Highlight text → Ctrl C) and paste (Ctrl V) it into management using right click options.</p>
Examples	<ul style="list-style-type: none"> • PFR – Panadol, fluid and rest • SBE - Self Breast Exam technique taught to patient • DEB - Serial debridement of plantar wart after destruction by posalfin ointment. Review in 1 week • DUO - Clean/Debride wound and apply a Duo Derm dressing • LIQN - Applied Liquid Nitrogen to warts. Minimum of x4 freeze thaw cycles. Natural history post freezing explained. R/V prn • REV - Patient presents for review of investigations taken at previous consult. All tests unremarkable. Patient reassured and given general health preventive advice • ROS - Patient presents for removal of sutures. Wound cleaned, sutures removed. Supportive tape applied to wound edges
Advanced – Adding shortcuts with carets ^	<p>Carets provide a stopping point for the insertion of variable details into 'shortcuts' such as left, right, dosage, etc.</p> <p>Patient Screen → Progress Notes Tab → Management → Add to list → type text → include carets ^ (Shift + 6) where you might have variable information → type shortcut name that is not a real word (optional) → tick the box "available to others" if you think they would like to use it → Save</p>

<p>Using shortcuts with carets ^</p>	<p>In progress notes → type the shortcut and press space bar / enter OR click Management and “insert into notes”. Place cursor at the start of the sentence → Use F5 to move between carets (or click on the icon on the formatting toolbar – MD3)</p> 
<p>Examples</p>	<ul style="list-style-type: none"> • AST - Patient presented with audible wheeze and clear signs of asthma. Gave patient ^ puff of ^. Asthma Care plan and patient handouts given and explained. Patient advised to return for review in ^ weeks • CERT - Clinic certificate supplied for ^ days off work • HDMD - Presents for house dust mite desensitisation. Dose: ^mL of Bottle ^ given by s/c injection. Patient observed for 20mins. Review ^ weeks • POLL - Presents for Pollen desensitisation. Dose: ^mL of Bottle ^ given by s/c injection. Patient observed for 20mins. Review in ^ weeks
<p>Pathology</p>	<p>Patient Screen → pathology icon  or Shift F4</p> <p>Save a new “Clinical Details” type: Choose a test → type a “clinical detail” into Selected box → tick “save text to list” → select print. Only after printing the printing will it save to the list</p> <p>Set a “Clinical Details” type to appear at the top of the list: Choose a test → type a “clinical detail” into Selected box and add an asterisk in front of it (e.g.*nausea) → tick “save text to list” → select print. Only after printing the printing will it save to the list, and with an asterisk will appear at the top of the list</p> <p>Setup Favourites: bottom left of pathology screen → click “setup favourites” → Type names of 10 favourite items</p> <p>View pathology requests: have all requests returned to your practice?</p> <p>MD2 Main Screen → Files → Outstanding Requests</p> <p>MD3 Main Screen → Investigations → Outstanding Requests</p>
<p>Lists</p>	<p>Main Screen or Patient Screen → Tools → Options → Lists → Add a dose (e.g. 2 Puffs) → this will appear when adding medications.</p> <p>Other list types are also available e.g. frequency (of dose), instructions (for taking medication), Pathology (to add to available tests), Radiology (to add to available tests) and address book categories.</p>
<p>Recipes</p>	<p>For patients taking herbal remedies, Chinese herbs or other medications not listed as a medication in Medical Director</p> <p>MD Patient Screen → Clinical → recipes → add → save.</p> <p>You will now be able to find this recipe when clicking Rx, and add it so that it appears in patients list of medications</p>