

Cleaning up Recall Lists in Medical Director:



Open Medical Director Maintenance from the desktop Database Tasks/Medical Director Clinical/Merge Clinical Lists/You will need to login and have access to the maintenance programs to continue.





Recall List	~	
Rems	tems DAD	
PAP	PAP	
Replace:	With:	
atus		

This is where you can link recall reasons that are either misspelt, incorrect, or there are too many recall reasons that are the same from the practice staff continuing to add new recall reasons. Ensure the reason is in "patient speak" as this is what will appear on letters and SMS recalls. See screen shot below where you can replace and tidy up the reasons without losing the recall. Choose the item and the one you wish to link it to then change and okay. Encourage GPs to stick to the list and not to add new recall reasons unless appropriate.

Merge Clinical Lists				\times
Show Clinical List for:				
Recall List	~			
Items		Items		
PAP		PAP SMEAR		
PAP SMEAR				
Replace:		With:		
PAP		PAP SMEAR		
Det.				
Status				
Change			C	ок

Linking free text reasons for visit with coded reasons for visit:



Open Medical Director Maintenance from the desktop Database Tasks/Medical Director Clinical/Diagnosis Coder/You will need to login and have access to the maintenance programs to continue.

MedicalDirector Maintenance			🖽 Diagnosis Coder	×
MedicalDirector Maintenance Ele <u>Used</u> <u>U</u>	Care Plan List Edd Manage Communic	Carlos	15 Diagnosis Coder The box on the left contains all the uncoded diagnoses in the past history database. To code a diagnosis. highlight in the list on the left, then use the list on the right to find the closest matching diagnosis. Is the Link' build not to attach the code for that diagnosis to the code denty on the right, or use the Correct build not no attach the code for that diagnosis to the code denty on the right, or use the diagnosis to the left, that on the right, e.g. if there is a simple mission of the left, this diagnosis is to the code denty on the right, or use the diagnosis to the left to that on the right, e.g. if there is a simple mission diagnosis, and is not automatically applied to future entries into this database! Is the diagnosis Is the diagnosis in a automatically applied to future entries into this database! Is deal Code Sone Bum Is the diagnosis </td <td>×</td>	×
Logged In - MD Live Data (EQCA160129-09)HCNSQL07) 7/07/2011	7	2:27 PM	Link Correct OK	

Select the un-coded diagnosis from the left side and link it with the coded reason on the right hand side, correct then ok. See screen shot.

Making patients inactive (bulk inactivation)

In Medical Director not in, a patient file go to Search/Patients

Med	dicalDi	rector Clin	ical 3.1	7.1						
)pen	File	Patient	User	Tools	Clinical	Corresponde	ence	Search	F	
pen	File	Patient	User	Patien Asthr Diabe Immu Pap T Pregr Presc Recal	ma etes Regist unisation fest Result nancy List. rription		ence	Searcu		
				Influe	enza 'At Ri	sk'				
Patient S	search									;
Age gr Age gr Age les	eater than ss than or stion	or equal to:		All Not Stated Male Female Intersex/Other	Transgen All Yes No Transgen Other d	Pregnant		ot stated/inadeq poriginal pres Strait Island poriginal and Tor either Aboriginal	uately d ler res Stra nor Ton	escribed it Islander es Strait Islander
	Condition	/day	vever smoke	ed Ex-Si	moker					
	Currently Currently Previous Condition Symptom	r taking drug r taking drug from s script for drug n n	class							
) Sign			0	R NOT				Add to	search criteria
Seer	n By An seen since	v doctor	14	From	7/07/2017	✓ To 7/07/20	017 🗸			
Custom	Field 1			All patients w	ho have not beer	seen since 7/07/2014	- G		^	Search
Custom	Field 2									Clear
Custom	Field 3								\sim	Close

Patients not seen since put in your date range i.e. go back 2 years or whatever is appropriate for your practice and then search once the list is generated check the contents of the window and then inactivate patients this will not delete patients it will create an inactive status they can be made active again but only one by one.

I patients with	io have not been s	een since 7/07/2017		Number of	patients:	5	
		Ŷ		Se	tup search	criteria	
Sumame	First name	Address	Preferred Address	D.O.B.	Gender	Transgend	er Pi
Anderson	David	61 Wallace Street, Bundaberg QLD 4	Residential	04/01/1955	М	N	
Anderson	Penny	61 Wallace Street, Bundaberg QLD 4	. Residential	04/07/1993	F	N	
est	Test	1 Test Street, Box Hill VIC 3128	Residential	01/01/1982	F	N	
impson	Bart	18 Prospect Street, Box Hill	Residential	01/01/2000	M	N	
andrews	John	2 Kennedy Road, Bundaberg QLD 46.	. Residential	17/06/1968	м	N	

Doctors please mark results as notified add recalls update or delete recalls and when adding Pap smear results please add them to the Pap test record by right clicking on the result and Copy to Record Pap Test Result (see below)

MedicalDirecto	or Clinical 3.17.1 - [Holdi Patient Action Wind	ing File] dow Help					
Preview - Full	Hide Preview Clea	r Filters Move L	ocation Docume	nt Details Scan • Import •	Print	Print Lis	it • [
of 8 Records	Highlighted Columns a	re Filtered					
Date Collected	Date Requested	Result Y	Patient	Subject	▲ 🏹 De:	scription	Y F
15/02/2013	15/02/2013		ANDERSON, David	E/LFT (MASTER)			D
9/04/2004	9/04/2004		ANDREWS, Ma	Filter by this Value			D
15/02/2013	15/02/2013		ANDERSON, D	Filter by this value			D
27/02/2013	27/02/2013		ANDREWS, Jul	View			D
20/02/2013 20/02/2013 A 13/02/2013 13/02/2013 A		ANDREWS, Jul	Document Details			D	
		ANDREWS, Juli Move Location				D	
5/02/2013	6/02/2013		ANDREWS, Jul	Delete			D
30/01/2013	30/01/2013 30/01/2013 ANDR		ANDREWS, Jul	Print			D
				Print To			
				Action			
¢				Reassign Patient			
Rame: X-RAY	HIP K		^	Assign Recipient			
Address: 2 False Street BRISBANE, 4000 D.O.B.: / / Sex: F				Open Patient Co'v to 'Record Pap Test Result'			
						Complete:	Final
Medicare No: 6692620703 IHI No:				View Signature			
Lab. Reference Date Request	e: 04-5951909-25T-0 ed: 09/04/2004		y Ser	nder/Provider: DDI		1	

When checking the holding file Doctors Update Medications from Discharge summaries, specialist letters or results

From the holding file, highlight the patient then open patient add RX RX + Prescibed elsewhere. Update new history items if needed.



Update patient gender



Open Medical Director Maintenance from the desktop Database Tasks/Common/You will need to login and have access to the maintenance programs to continue. A wizard will open click next



Then select Update patient gender this will update missing gender information by linking it to the patients title (Mr,Mrs etc..)

