

Summary Sheet

Configuring user options to help maintain data quality

Individual users can change their default settings 'Options' in MedicalDirector Clinical to assist with data collection & quality.

Changing default option so that 'Reason for Contact' does not automatically add to 'Past Medical History':

- 1. From the **main screen** (not from within a patient record), select the **Tools** menu
- 2. Select **Options** from the drop-down list.
- 3. Select the Progress Notes tab.
- 4. Untick 'Save in Past Medical History' & Save. (NB. If reason for contact is a new diagnosis it will need to be added to the Past History list).

Mandating 'Reason for Contact' & 'Reason for Medication':

Mandating 'reason for contact' & 'reason for medication' means a prompt will appear when the patient record is closed if this information has not yet been entered.

- 1. Select Tools > Options > Clinical tab
- 2. Tick 'Mandate entering a reason(s).....'
- 1. Select Tools > Options
- 2. Prescribing tab > Tick 'Reason for medication"

Tools Clinical Correspondence Search Resources Sidebar

Clinical

Save in Past Medical History

Prompt to confirm Visit Type

Medicare Australia PKI Certificate Manager

Ctrl+Shift+X

Size 10 V

Letter Writer...

Calculators

Print Options.

Drug/Patient Suppor

Prescribing

☑ Record progress notes
□ Prompt to save progress notes

Disable Visit Types

Autosave notes every 60 seconds

Use Rich text when saving medication reviews in progress notes

Manage Communications...
Patient Photo Options
HealthLink

Labels... X-ray View Screen

3. Prescribing tab > untick 'Save in PMH'





