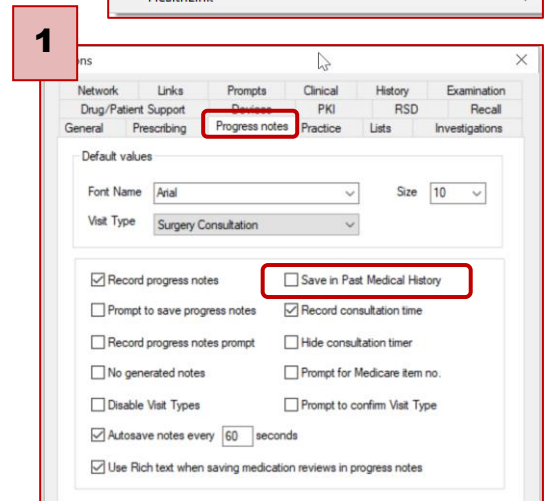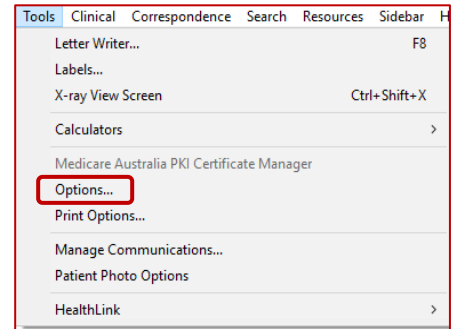# Summary Sheet

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** > **Clinica**l tab

2. Tick '**Mandate entering a reason(s).....**'

1. Select **Tools** > **Options**
2. **Prescribing** tab > **Tick 'Reason for medication'**
3. **Prescribing** tab > **untick 'Save in PMH'**