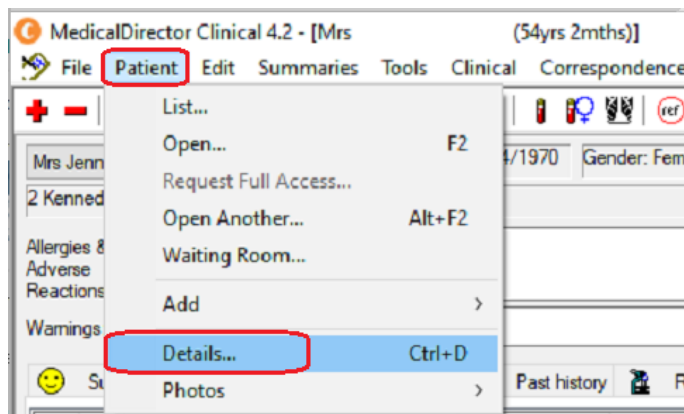


Medical Director – Data Cleansing

Ethnicity, Indigenous status recording

To record ethnicity/country of origin and Indigenous status:

1. In the Patient's file, select **Patient** then **Details**.



2. Update patient details then **Save**.

Patient Details

Pt. Details Allergies/Adverse Reactions/Warnings Family/Social Hx Notes Smoking Alcohol Personal Details

Title: Mrs Single Name Head of Family

First Name: Jennifer Middle Name: Surname: Andrews Known as: Jennifer

Date of Birth: 20/04/1970 Gender: Female Transgender

ATSI: **Neither Aboriginal nor Torres Strait Islander**

Ethnicity:

Medicare No: 3500 26512 1 Medicare Expiry: Pension No: DVA No: Validate Safety Net No: Record No: IHI No: IHI Record Status: IHI No Status:

Pension Status: None Pension/HCC Full DVA Limited DVA

Contact Details: Residential Postal Preferred Mailing Address Residential Postal

Address: 2 Kennedy Road City/Suburb: Bundaberg Postcode: 4670

Default phone number to be displayed: Home Work Mobile Phone: E-mail: andrews.jennifer@hcn.samplesdb.com.au Preferred Contact: Letter Do not send SMS

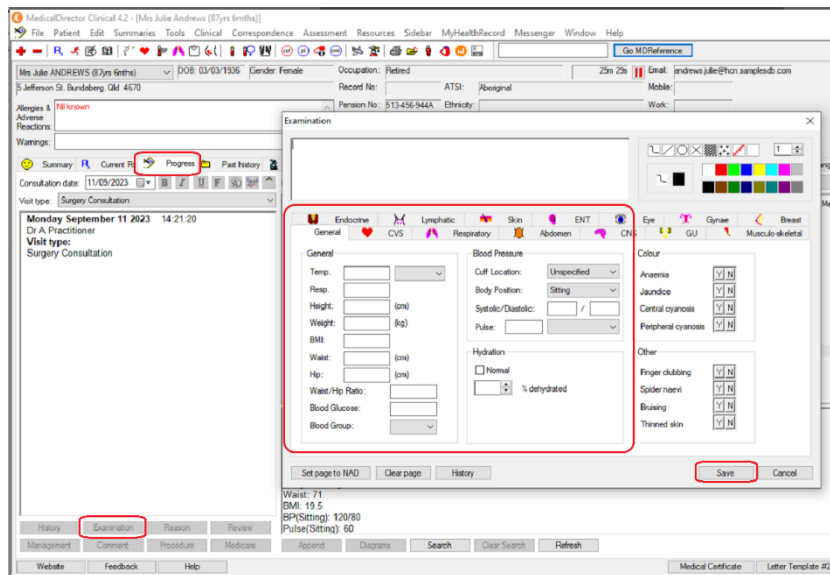
Update address for all family members Auto-capitalise names

Height, Weight, Waist, BMI, BP

There are three (3) options for documenting Observations/Measurements:

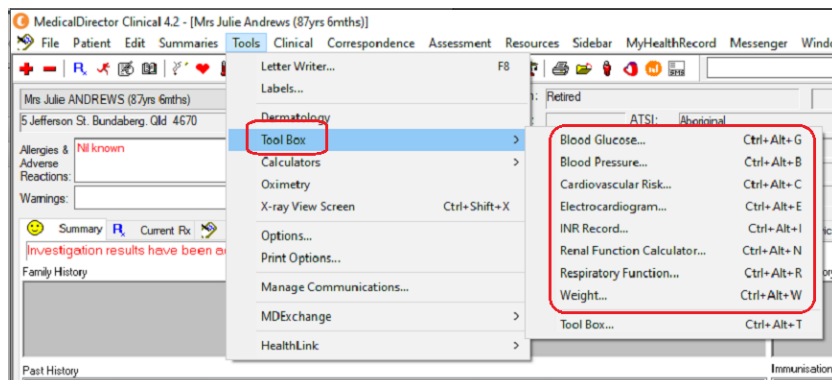
Option 1.

1. On Patient's **Progress** section, select **Examination**, enter measurements then **Save**.



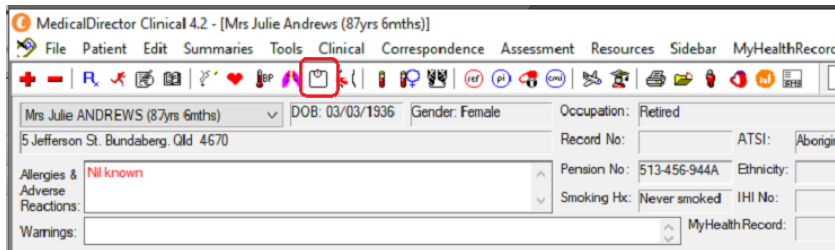
Option 2.

1. Open Patient file, click on **Tools**, then select **Tool Box**.
You can access both **Blood Pressure** and **Weight** sections via the Tool Box.

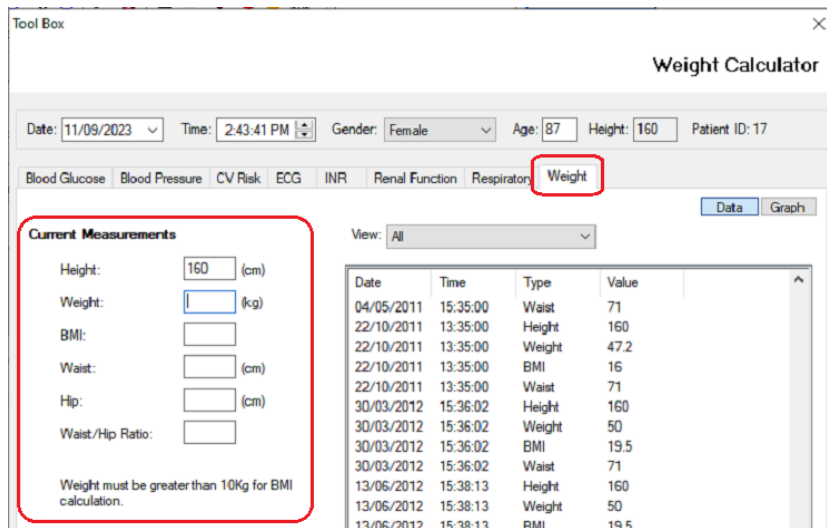


Option 3.

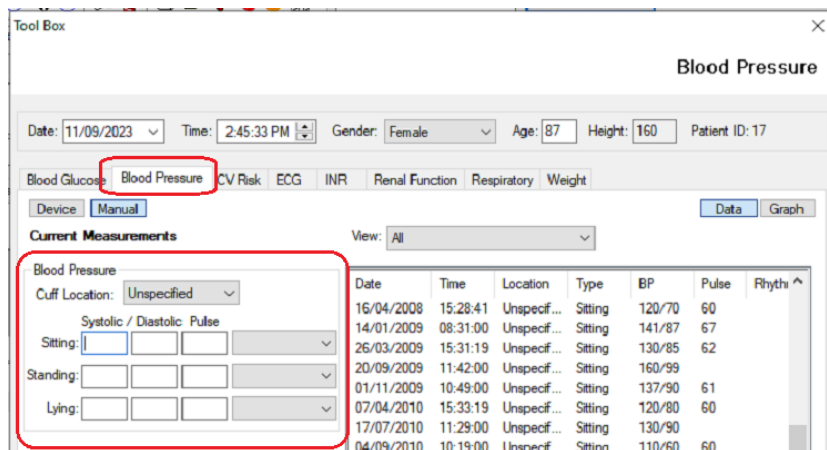
1. Open Patient File and click on the **Scales** Icon.



2. Select **Weight**, enter patient's height, weight, waist, and BMI measurements then **Save**.



3. Open the **Blood Pressure** tab and enter patient's Blood Pressure then select **Save**.

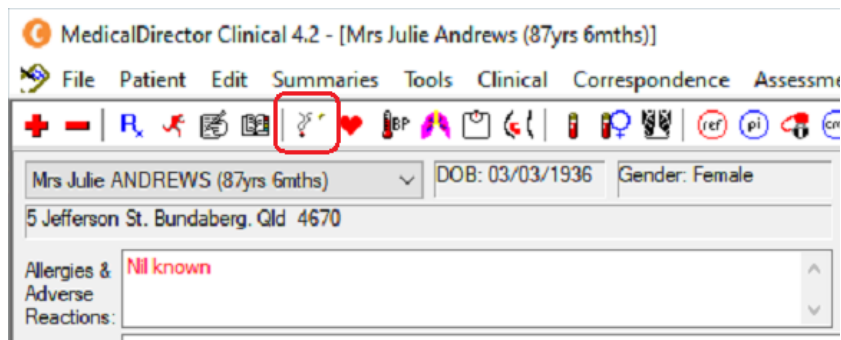


Smoking and Alcohol

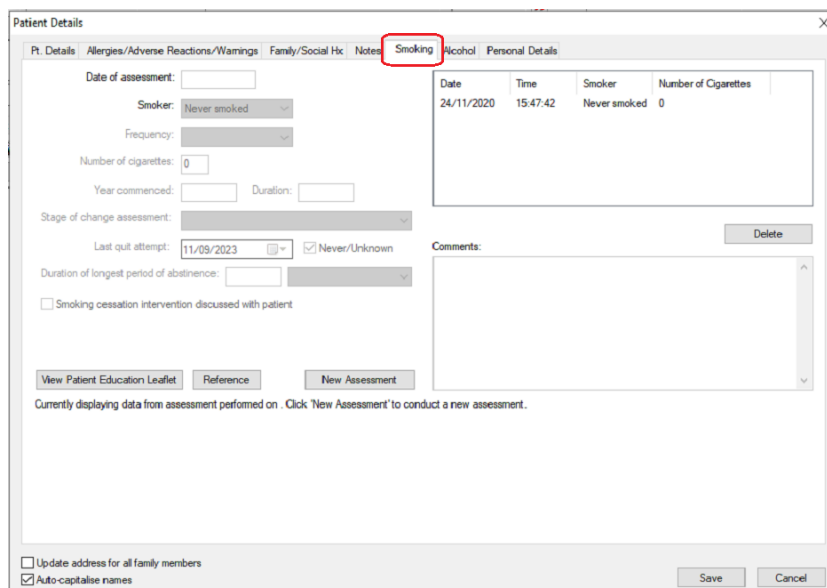
There are two (2) options for recording smoking and alcohol details:

Option 1.

1. Click on **Smoking icon**



2. You can access both **Smoking** and **Alcohol** sections.



Patient Details

Pt. Details | Allergies/Adverse Reactions/Warnings | Family/Social Hc | Notes | Smoking | **Alcohol** | Personal Details

Date of assessment: 12/04/2005

Audit-C Assessment

1. How often do you have a drink containing alcohol?
 Never Monthly or less 2-4 times a month
 2-3 times a week 4 or more times a week

2. How many standard drinks containing alcohol do you have on a typical day?
 1 or 2 3 or 4 5 or 6
 7 to 9 10 or more

3. How often do you have six or more drinks on one occasion?
 Never Less than monthly Monthly
 Weekly Daily or almost daily

Audit-C Total Score: 0
 In men a score of 4 or more and in women a score of 3 or more is considered positive, optimal for identifying hazardous drinking or active alcohol use disorders. The guidelines to reduce health risks from drinking alcohol provide further assessment and treatment options.

Patient concerned about drinking?
 Yes No Don't know

Currently displaying data from assessment performed on 12/04/2005. Click 'New Assessment' to conduct a new assessment.

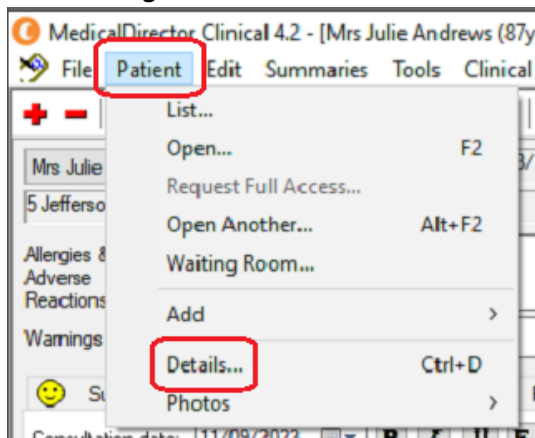
Update address for all family members
 Auto-capitalise names

Date	Time	Score	Concerns	Comments
12/04/2005	00:00:00	0	Don't know	No

3. Enter details and click **Save**.

Option 2.

1. The **Smoking** and **Alcohol** tabs can be accessed on the **Patient Details** screen.



2. **OR** by double clicking anywhere on patient details at the top part of the patient screen.

MedicalDirector Clinical 4.2 - [Mrs Julie Andrews (87yrs 6mths)]

File | Patient | Edit | Summaries | Tools | Clinical | Correspondence | Assessment | Resources | Sidebar | MyHealthRecord | Messenger | Window | Help

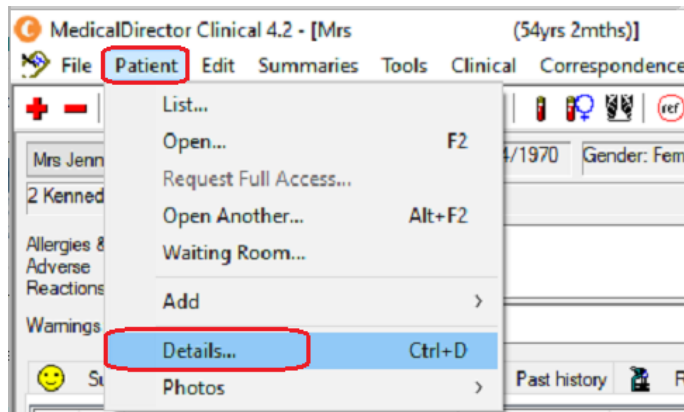
Mrs Julie ANDREWS (87yrs 6mths) | DOB: 03/03/1936 | Gender: Female | Occupation: Retired | 51m 37s | Email: andrew

5 Jefferson St. Bundaberg. Qld 4670 | Record No: | ATSI: Aboriginal | Mobile: |
 Allergies & Adverse Reactions: Nil known | Pension No: 513-456-944A | Ethnicity: | Work: |
 Warnings: | Smoking Hx: Never smoked | IHI No: | Home: |
 MyHealthRecord: | Rec

MyMedicare Registration

Update the medical file when a patient has completed registration for MyMedicare at your practice.

1. In the Patient's file, select **Patient** then **Details**.



2. Tick the check box "The patient is registered with the Practice for MyMedicare", then **Save**.

Patient Details

Pt. Details Allergies/Adverse Reactions/Warnings Family/Social Hx Notes Smoking Alcohol Personal Details

Title: Single Name Head of Family

First Name: Mr John Doe (50yrs 8mths)

Middle Name:

Surname:

Known as:

Date of Birth: Sex at Birth: Transgender

Gender Identity:

Pronouns:

ATSI:

Registered for CTG Co-Payment relief

Ethnicity:

Medicare No:

Medicare Expiry:

Pension No:

DVA No: Validate

Safety Net No:

Record No:

IHI No:

IHI Record Status:

IHI No Status:

Regular Practitioner:

Pension Status

None

Pension/HCC

Full DVA

Limited DVA

Contact Details

Residential Postal Preferred Mailing Address Residential Postal

Address:

City/Suburb: Postcode:

Default phone number to be displayed

Home Work Mobile

Phone:

E-mail:

Preferred Contact: Do not send SMS

Access Restriction

No Restriction

Users with Restricted Access Permission Only

Regular Practitioner Only

This patient is registered with this Practice for MyMedicare.

This patient has withdrawn consent to upload clinical documents to MyHealthRecord (except for prescription records and investigation requests).

This patient has withdrawn consent to upload de-identified clinical data to the MedicalDirector PIP QI data set.

This patient has withdrawn consent to upload de-identified clinical data to the MedicalDirector research data set.

Update address for all family members

Auto-capitalise names

For any further assistance, please contact your CQI officer
or email cqisupport@swsphn.com.au