



MedicalDirector[®]
CLINICAL

Correspondence Management with MedicalDirector Clinical

This guide presents the various methods for importing correspondence into MedicalDirector Clinical, and helps you establish which method best suits your Practice's workflow.

The information contained herein is an overview designed to be used in conjunction with the MedicalDirector Clinical Help file, which provides detailed information about correspondence management beyond the scope of this guide.

Which Workflow Meets the Needs of your Practice?

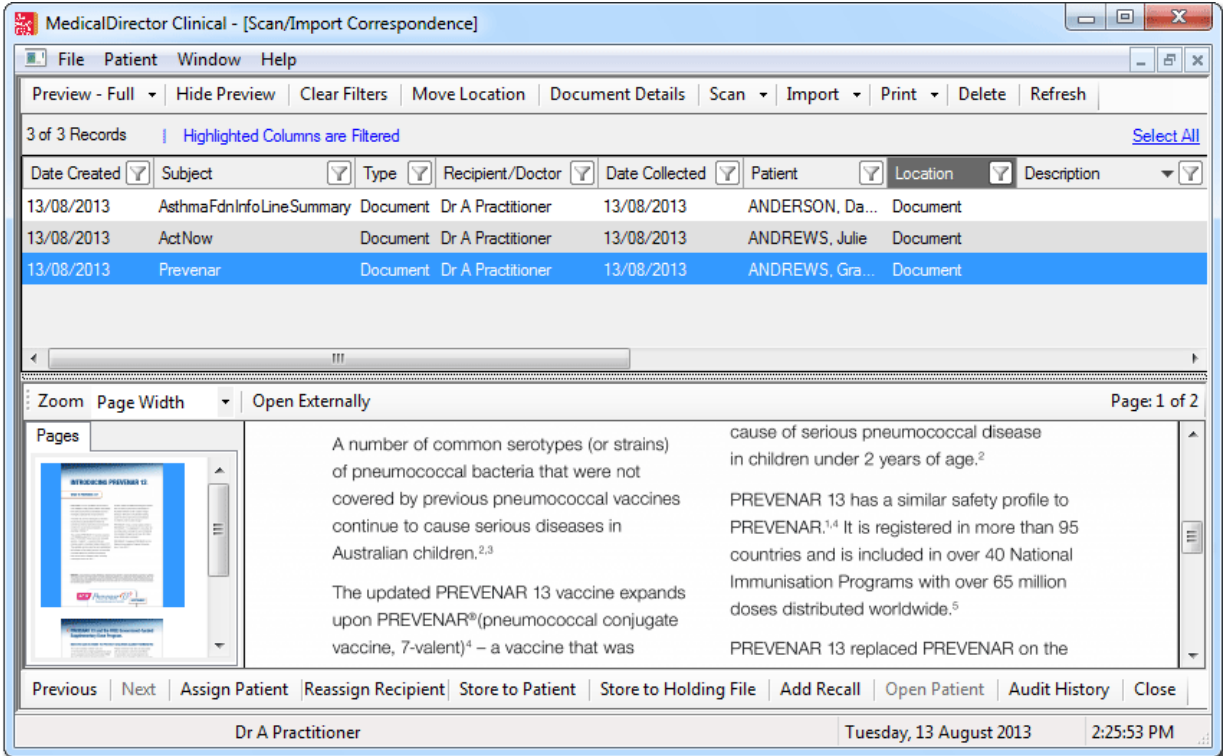
Check which workflow is applicable to your practice before using MedicalDirector Clinical 3.15 or later.

<input type="checkbox"/>	Workflow 1 (page 3)	<p>Workflow 1 – via Scan/Import Correspondence window (Store to Patient)</p> <ol style="list-style-type: none"> 1. Patient’s paper-based results (Pathology, Radiology, Pap Test etc.) are reviewed and stamped by practitioners. 2. Practice staff scan/import these documents in bulk, and store results within the patient’s record via Document Holding Bay (<i>pre MD 3.14</i>).
<input type="checkbox"/>	Workflow 2 (page 5)	<p>Workflow 2 – via Patient’s Clinical Window</p> <ol style="list-style-type: none"> 1. Patient’s paper-based results (Pathology, Radiology, Pap Test etc.) are reviewed and stamped by practitioners. 2. Practitioner or practice staff scan/import these documents and store the results <i>directly to the patient’s clinical record</i>.
<input type="checkbox"/>	Workflow 3 (page 7)	<p>Workflow 3 – via Scan/Import Correspondence Window (Store to Holding File – Manual Transfer)</p> <ol style="list-style-type: none"> 1. Patient’s paper-based results (Pathology, Radiology, Pap Test etc.) not review yet by the practitioner are scanned/imported by practice staff that have a minimum level of ‘Basic’ security access. 2. Practitioner reviews and actions the scanned/imported results before storing to the patient’s clinical record.
<input type="checkbox"/>	Workflow 4 (page 9)	<p>Workflow 4 – via Scan/Import Correspondence Window (Store to Holding File – Automatic Transfer)</p> <ol style="list-style-type: none"> 1. Patient’s paper-based results (Pathology, Radiology, Pap Test etc.) not review yet by the practitioner are scanned/imported by practice staff that have a minimum level of ‘Basic’ security access. 2. Practitioner reviews and actions the scanned/imported results before storing to the patient’s clinical record.
<input type="checkbox"/>	Workflow 5 (page 11)	<p>Workflow 5 – via the Holding File</p> <ol style="list-style-type: none"> 1. Patient’s paper-based results (Pathology, Radiology, Pap Test etc.) not review yet by the practitioner are scanned/imported by practice staff that have a minimum level of ‘Limited’ security access. 2. Practitioner reviews and actions the scanned/imported results before storing to the patient’s clinical record.

Workflow 1 – Via the Scan/Import Correspondence Window (Store to Patient)

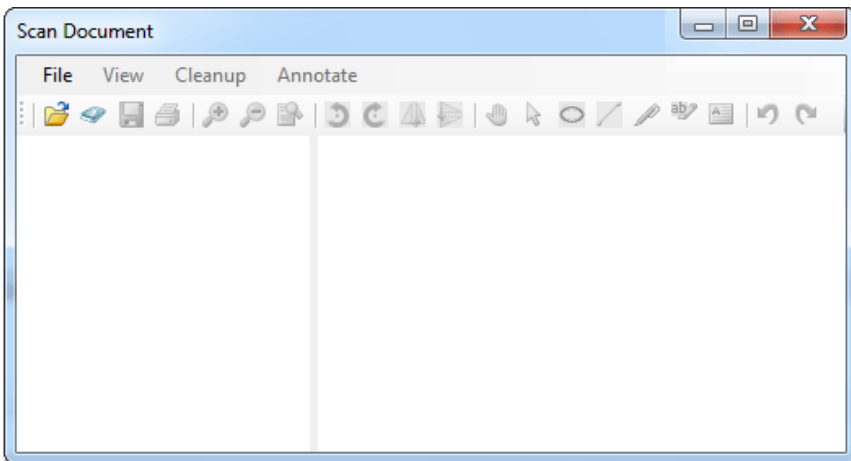
The Scan/Import Correspondence Windows is available to all users.

1. Log into MedicalDirector Clinical as *any user*, select **File > Scan/Import Correspondence**. The **Scan/Import Correspondence Window** appears. When opening this window, the default view is filtered to display *only* those items scanned or imported by the user currently logged into MedicalDirector Clinical. To display items scanned/imported by *all* users, click the **Clear Filters** button.

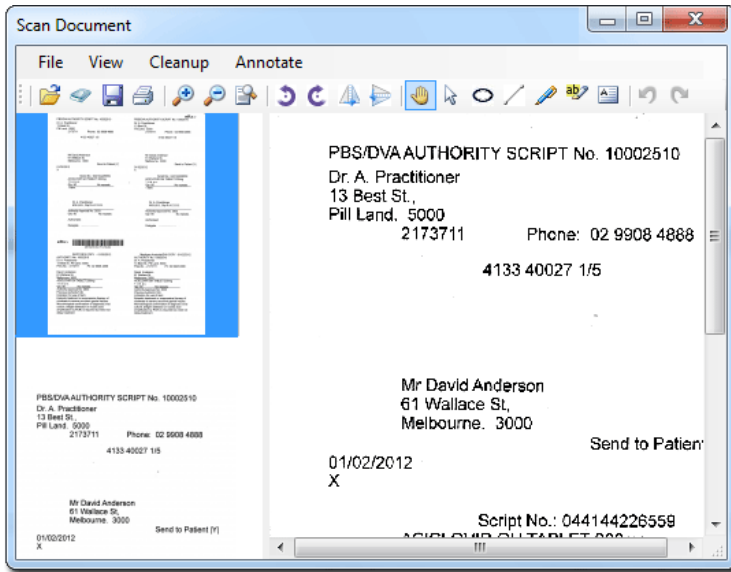


Please see 'The Scan/Import Correspondence Window' in the MedicalDirector Clinical Help for detailed information about this window.

2. Choose whether to import or scan a document by clicking the associated button in the upper tool bar;
 - If you choose to import a document, you will be asked to select a document to import. Skip to Step. 6.
 - If you choose to scan a document, the scanning utility will appear. Continue now to Step 3.
3. If you have chosen to perform a scan, your third-party scanning software will be called upon. It is with this software you perform the scan, after which you will be returned to MedicalDirector Clinical and presented with the Scan Document window.

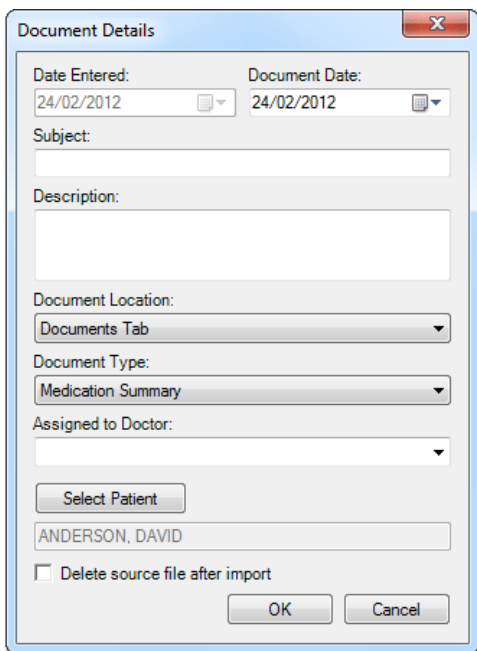


- Upon completing the scan you will be able to see a preview of the scan you have conducted, along with all the other scans you have added to this document. Each thumbnail on the left-hand side of this window represents a page that you have either scanned or imported into this document. The example below shows that the current document consists of two scanned pages. From here you can delete pages, rearrange pages, and add annotations.



Please see the topic 'Scanning Documents' in the MedicalDirector Clinical Help for more information.

- Click the **Save** button to save the current document.
- The **Document Details** window appears. Enter details as desired. It is advisable to associate this document with a patient, and assign it to a doctor at this time also.



- Click the **OK** button to confirm and save the information. You will be returned to the Save/Import Correspondence Window.
- With the new record selected, click the **Store to Patient** button. The record will be removed from the Scan/ Import Correspondence window, and saved to the Patient's clinical window.

This concludes the steps for scanning/importing documents into the patient's record via the Scan/Import Correspondence window.

Workflow 2 – Via the Patient’s Clinical Window

This method is *not* available to users with ‘Basic’ access.

1. Within the patient’s Clinical Window, select either of the Correspondence, Results, Letters, or Documents tabs. You can import/scan from any of these tabs, and then move the resulting document between tabs if you wish. As the Correspondence tab displays a culmination of documents from other tabs, it will be used for the remainder of this example workflow.

The screenshot shows the MedicalDirector Clinical interface. At the top, there is a menu bar with options like Summary, Current Fix, Progress, Past history, Results, Letters, Documents, Old scripts, Imm., Pap Test, Obstetric, Correspondence, and MDEXchange. Below the menu bar is a toolbar with buttons for Preview - Full, Hide Preview, Clear Filters, Move Location, Document Details, Scan, Import, Print, Add, Delete, Search, Clear Search, Refresh, Send To PCEHR, and Remove From PCEHR. The main area displays a table of records with columns: Date Created, Subject, Description, Type, Notation, Comment, Recipient/Doctor, Date Collected, and Location. The record for 'MASTER FULL BLOOD CO...' is highlighted. Below the table, there is a detailed view of the selected record, including patient information (Start Patient: Andrews, Jennifer, 2 Kennedy Road, Bundaberg QLD 4670, Birthdate: 20/04/1970, Age: Y42, Sex: Female), lab reference (05-6372125), and the test results for 'FULL BLOOD EXAMINATION'.

Date Created	Subject	Description	Type	Notation	Comment	Recipient/Doctor	Date Collected	Location
26/08/2013	Photo	Photo of big toe	Document			Dr A Practitioner	26/08/2013	Document
22/08/2012	Photo	photo of a skin mark	Document			Dr A Practitioner	22/08/2012	Document
22/08/2012	E/LFT (MASTER)		Pathology	No action		DR A PRACTITIONER	17/08/2012	Result
22/08/2012	MASTER FULL BLOOD CO...		Pathology	No action		DR A PRACTITIONER	17/08/2012	Result
22/08/2012	MASTER IRON STUDIES		Pathology	No action		DR A PRACTITIONER	17/08/2012	Result
27/08/2010	PAP SMEAR		Pathology	No action		DR A PRACTITIONER	25/08/2010	Result

Start Patient : Andrews, Jennifer
2 Kennedy Road, Bundaberg QLD 4670
Birthdate: 20/04/1970 Age: Y42 Sex: Female
Telephone:
Your Reference :
Lab Reference : 05-6372125

MASTER FULL BLOOD COUNT
Lab. Reference: 05-6372125-CBC-0
Requested: 17/08/2012 Complete: Final
Performed: 17/08/2012
Demotown Pathology

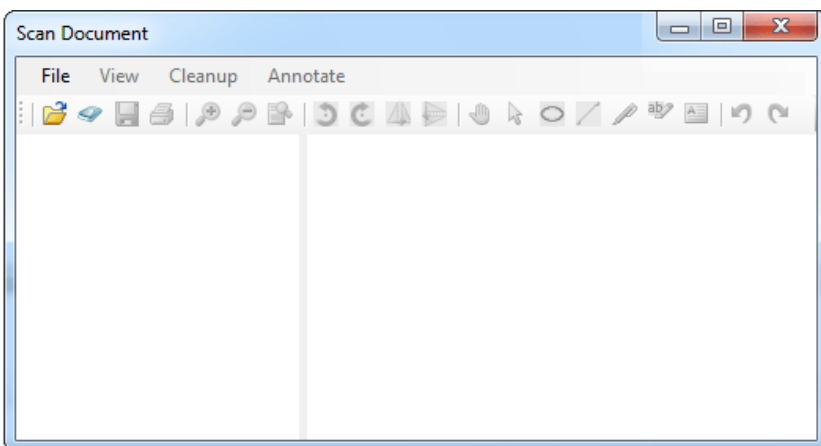
FULL BLOOD EXAMINATION

Haemoglobin	145	g/L	(115-160)
Red Cell Count	4.5	x10 ¹² /L	(3.6-5.2)
Haematocrit	0.38		(0.33-0.46)
Mean Cell Volume	94	fL	(80-98)

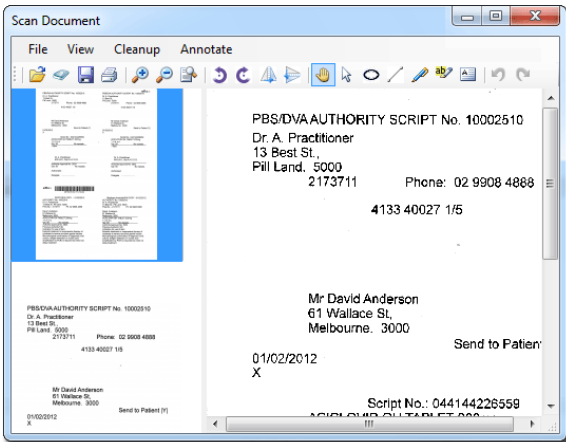
Previous Next Reassign Patient Assign Doctor De-notify Cumulative Results Action Add Recall View Signature Audit History

Please see 'Correspondence Tab' in the MedicalDirector Clinical Help for detailed information about this window.

2. Choose whether to import or scan a document by clicking the associated button in the upper tool bar;
 - If you choose to import a document, you will be asked to browse to and select a document to import. Skip to Step. 6.
 - If you choose to scan a document, the scanning utility will appear. Continue now to Step 3.
3. If you have chosen to perform a scan, your third-party scanning software will be called upon. It is with this software you perform the scan, after which you will be returned to MedicalDirector Clinical and presented with the Scan Document window.

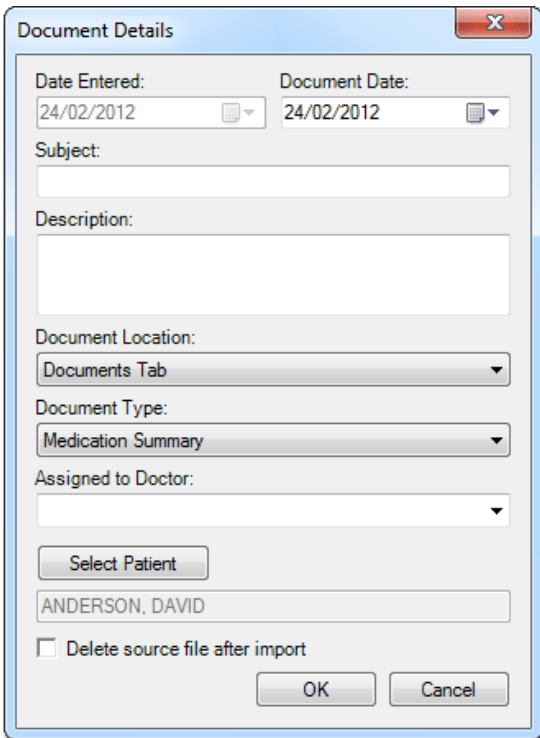


- You will be able to see a preview of the scan you have conducted, along with all the other scans you have added to this document. Each thumbnail on the left-hand side of this window represents a page that you have either scanned or imported into this document. The example below shows that the current document consists of two scanned pages. From here you can delete pages, rearrange pages, and add annotations.



Please see the topic 'Scanning Documents' in the MedicalDirector Clinical Help for more information.

- Click the **Save** button to save the current document.
- The **Document Details** window appears. Enter details as desired. The Subject and Document Type is required information. As you have scanned/imported this document within a specific patient's record, it is assumed that it belongs to this patient, and as such they will be selected by default, as shown in the following image. You can always associate it with another patient if you wish. It is advisable to assign this document to a practitioner at this time also.



- Click the **OK** button to confirm and save the information. You will be returned to the Clinical Record.

This concludes the steps for scanning/importing documents directly to the patient's record.

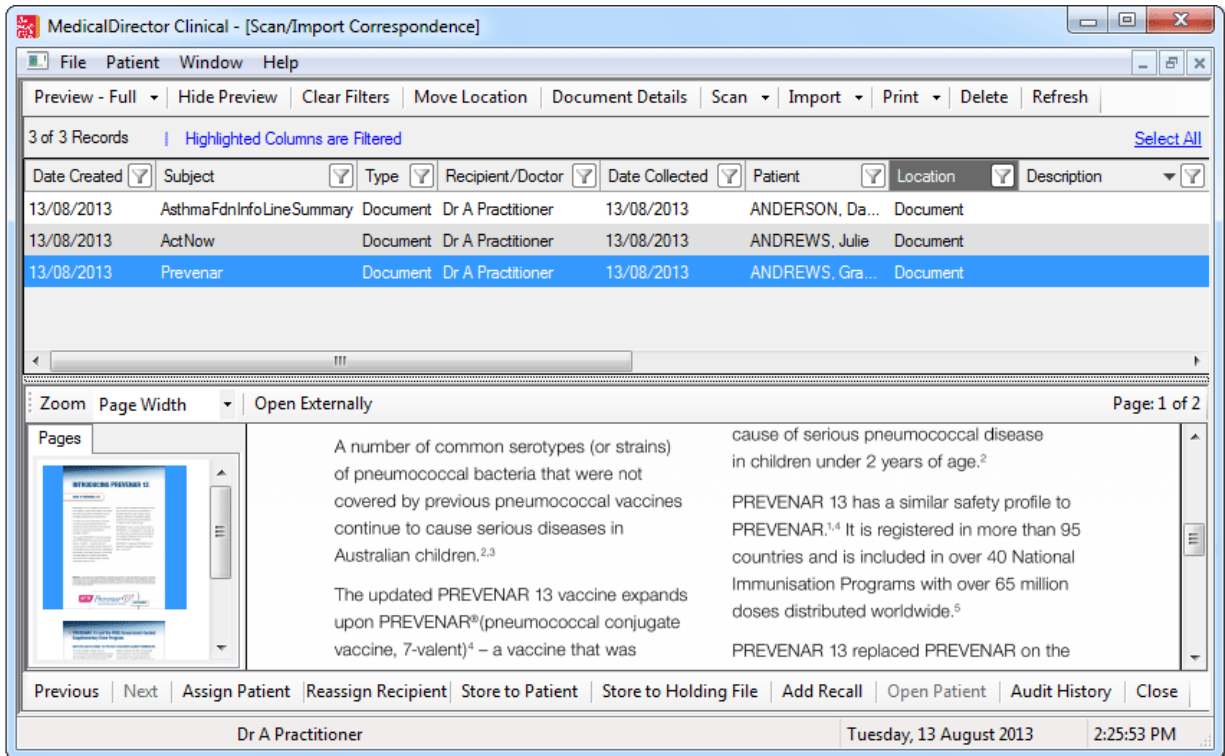
Workflow 3 – Via the Scan/Import Correspondence Window

Store to Holding File – Manual Transfer

This workflow assumes you have the **Show Scan/Import Correspondence in Holding File** option *un-ticked*. This option is available via Tools > Options > Investigations tab.

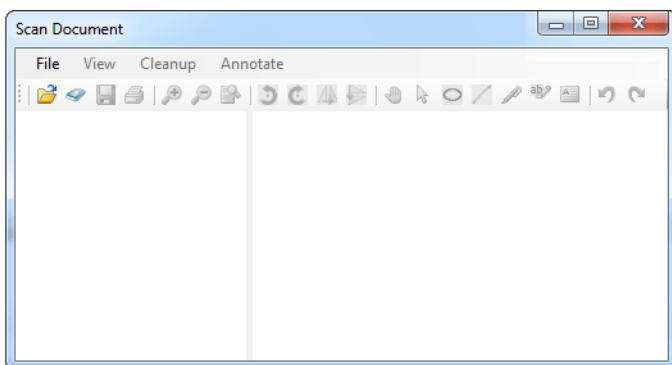
The **Scan/Import Correspondence window** is available to all users.

1. Log into MedicalDirector Clinical as *any user*, select **File > Scan/Import Correspondence**. The **Scan/Import Correspondence Window** appears. When opening this window, the default view is filtered to display *only* those items scanned or imported by the user currently logged into MedicalDirector Clinical. To display items scanned/imported by *all* users, click the **Clear Filters** button.

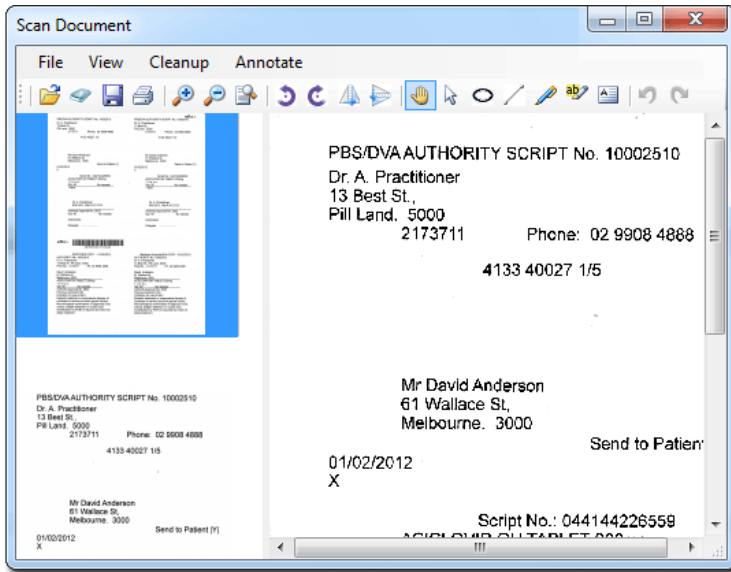


Please see 'The Scan/Import Correspondence Window' in the MedicalDirector Clinical Help for detailed information about this window.

2. Choose whether to import or scan a document by clicking the associated button in the upper tool bar;
 - If you choose to import a document, you will be asked to select a document to import. Skip to Step 6.
 - If you choose to scan a document, the scanning utility will appear. Continue now to Step 3.
3. If you have chosen to perform a scan, your third-party scanning software will be called upon. It is with this software you perform the scan, after which you will be returned to MedicalDirector Clinical and presented with the Scan Document window.



4. Upon completing the scan you will be able to see a preview of the scan you have conducted, along with all the other scans you have added to this document. Each thumbnail on the left-hand side of this window represents a page that you have either scanned or imported into this document. The example below shows that the current document consists of two scanned pages. From here you can delete pages, rearrange pages, and add annotations.



Please see the topic 'Scanning Documents' in the MedicalDirector Clinical Help for more information.

5. Click the **Save** button to save the current document.
6. The **Document Details** window appears. Enter details as desired. It is advisable to associate this document with a patient, and assign it to a doctor at this time also.

7. Click the **OK** button to confirm and save the information. You will be returned to the Save/Import Correspondence Window, where the new record is now available.
8. With the current result selected, click the **Store to Holding File** button. The result is removed from the Scan/Import Correspondence window and placed within the Holding File ready for the practitioner to action it.

This concludes the steps for scanning/importing result into the Scan/Import Correspondence window. Results added to MedicalDirector Clinical in this way will appear within the Holding File, ready to be actioned by a doctor, after which they will be removed from both windows, and stored within the patient's record.

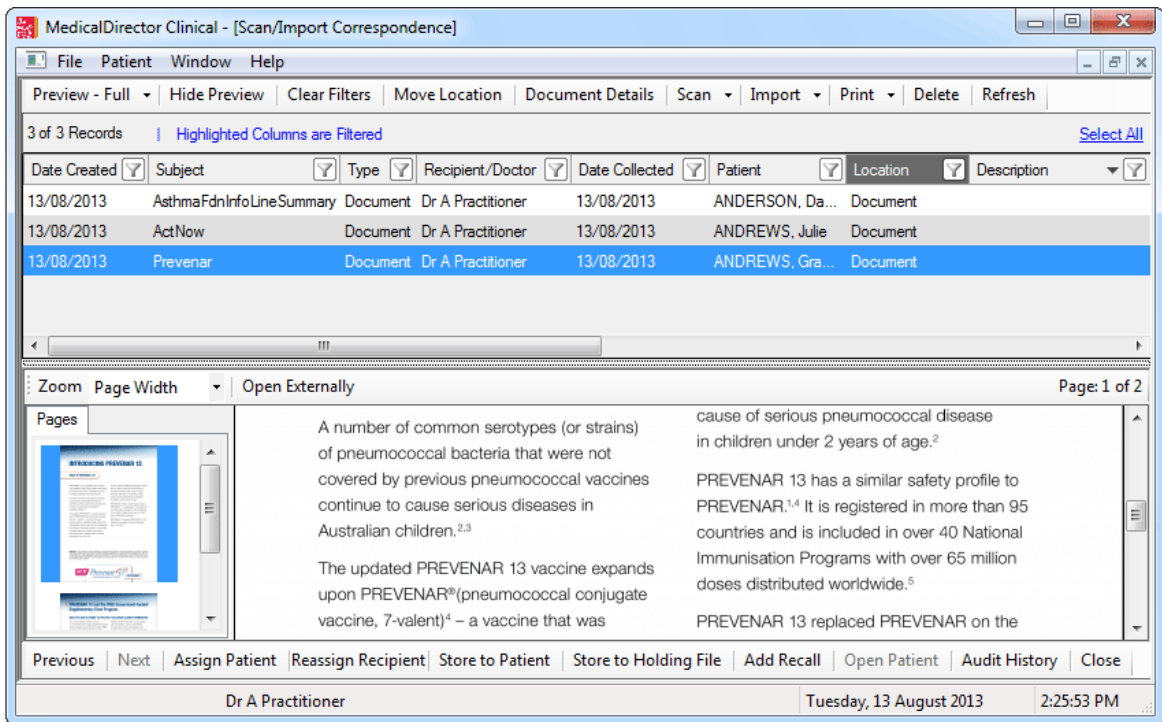
Workflow 4 – Via the Scan/Import Correspondence Window

Store to Holding File – Automatic Transfer

This workflow assumes you have the **Show Scan/Import Correspondence in Holding File** option *ticked*. This option is available via Tools > Options > Investigations tab.

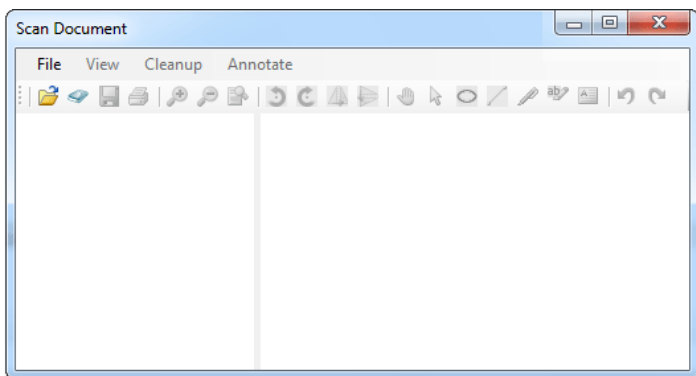
The **Scan/Import Correspondence window** is available to all users.

1. Log into MedicalDirector Clinical as *any user*, select **File > Scan/Import Correspondence**. The **Scan/Import Correspondence Window** appears. When opening this window, the default view is filtered to display *only* those items scanned or imported by the user currently logged into MedicalDirector Clinical. To display items scanned/imported by *all* users, click the **Clear Filters** button.

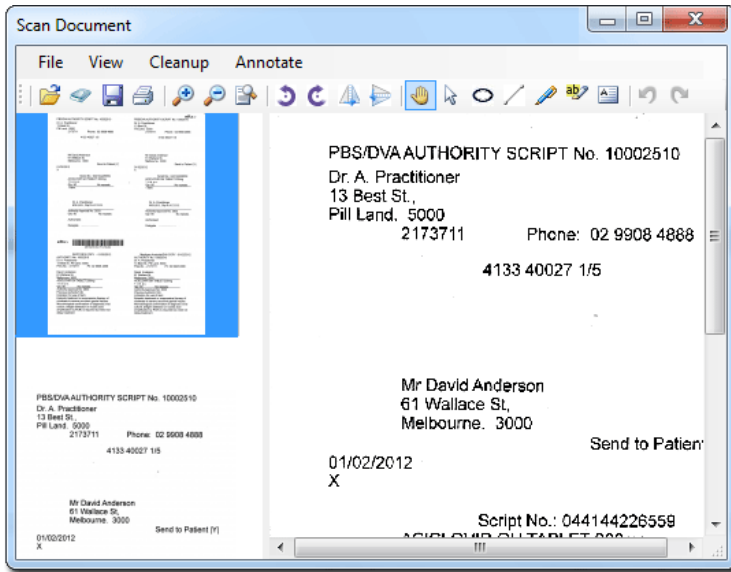


Please see 'The Scan/Import Correspondence Window' in the MedicalDirector Clinical Help for detailed information about this window.

2. Choose whether to import or scan a document by clicking the associated button in the upper tool bar;
 - If you choose to import a document, you will be asked to select a document to import. Skip to Step 6.
 - If you choose to scan a document, the scanning utility will appear. Continue now to Step 3.
3. If you have chosen to perform a scan, your third-party scanning software will be called upon. It is with this software you perform the scan, after which you will be returned to MedicalDirector Clinical and presented with the Scan Document window.

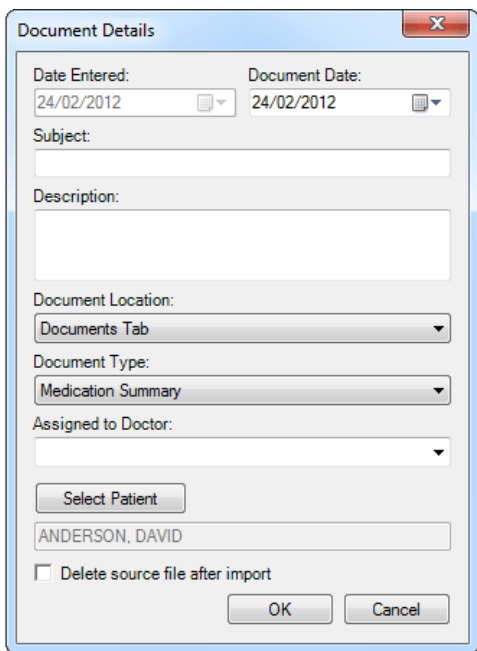


- Upon completing the scan you will be able to see a preview of the scan you have conducted, along with all the other scans you have added to this document. Each thumbnail on the left-hand side of this window represents a page that you have either scanned or imported into this document. The example below shows that the current document consists of two scanned pages. From here you can delete pages, rearrange pages, and add annotations.



Please see the topic 'Scanning Documents' in the MedicalDirector Clinical Help for more information.

- Click the **Save** button to save the current document.
- The **Document Details** window appears. Enter details as desired. It is advisable to associate this document with a patient, and assign it to a doctor at this time also.



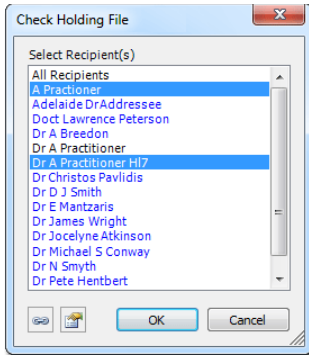
- Click the **OK** button to confirm and save the information. You will be returned to the Save/Import Correspondence Window, where the new record is now available. Note that this record will also be visible in the Holding File.

This concludes the steps for scanning/importing result into the Scan/Import Correspondence window. Results added to MedicalDirector Clinical in this way will appear within the Holding File, ready to be actioned by a doctor, after which they will be removed from both windows, and stored within the patient's record.

Workflow 5 – Via the Holding File

This is accessible to practitioners and users with Full Access where the 'Display Results to Staff' Investigations option is enabled.

1. Log into MedicalDirector Clinical as a practitioner, select **Correspondence > Check Holding File**. You will be prompted to select one or more practitioners whose results you wish to examine.



2. From this window select the practitioner(s) whose results you wish to examine:
 - Select a single practitioner by clicking their name, and then clicking the **OK** button to open the Holding File to display only their results. Alternatively you can double-click a name to select them and open the Holding File.
 - Select multiple practitioners by clicking each name. To deselect a name, simply click it again. Then, click the **OK** button to open the Holding File to display only the results of the selected practitioners.
 - Select all practitioners by clicking the All Practitioners option. Clicking the **OK** button then opens the Holding File to display results for all practitioners. Alternatively you can double-click the All Practitioners option to simultaneously select all practitioners and open the Holding File.

Note that, as making a selection from this window locks the results associated with the selected practitioner, it is recommended that you select only a specific practitioner, as selecting All Practitioner will prevent others from accessing any results whilst you have the Holding File open.

3. You will be presented with the **Holding File**.

Date Collected	Date Requested	Patient	Subject	Recipient/Doctor	Sender/Provider	Location	Type
27/02/2013	27/02/2013	ANDREWS, Julie	PROTHROMBIN ORAL ANTIC...	DR A PRACTITIONER	Demotown Pathology	Result	Pat
20/02/2013	20/02/2013	ANDREWS, Julie	PROTHROMBIN ORAL ANTIC...	DR A PRACTITIONER	Demotown Pathology	Result	Pat
15/02/2013	15/02/2013	ANDERSON, David	E/LFT (MASTER)	DR A PRACTITIONER	Demotown Pathology	Result	Pat
15/02/2013	15/02/2013	ANDERSON, DAVID	LIPID STUDIES	DR A PRACTITIONER	Demotown Pathology	Result	Pat
13/02/2013	13/02/2013	ANDREWS, JULIE	PROTHROMBIN ORAL ANTIC...	DR A PRACTITIONER	Demotown Pathology	Result	Pat
6/02/2013	6/02/2013	ANDREWS, JULIE	PROTHROMBIN ORAL ANTIC...	DR A PRACTITIONER	Demotown Pathology	Result	Pat

Start Patient : Anderson, David
61 Wallace St, BUNDBERG QLD 4670
Birthdate: 04/01/1955 Age: Y58 Sex: Male
Telephone: 07 4152 5555

Your Reference :
Lab Reference : 84-4687074

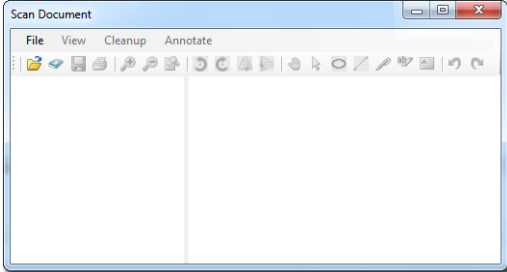
E/LFT (MASTER)
Lab. Reference: 84-4687074-25T-0
Requested: 15/02/2013 Complete: Final
Performed: 15/02/2013
Demotown Pathology

Test	Value	Unit	Reference Range
Sodium	138	mmol/L	(137-147)
Serum Potassium	4.5	mmol/L	(3.5-5)
Chloride	100	mmol/L	(96-109)
Bicarbonate	30	mmol/L	(25-33)
Other Anions	13	mmol/L	(4-17)
CL	13	mmol/L	(2-7)

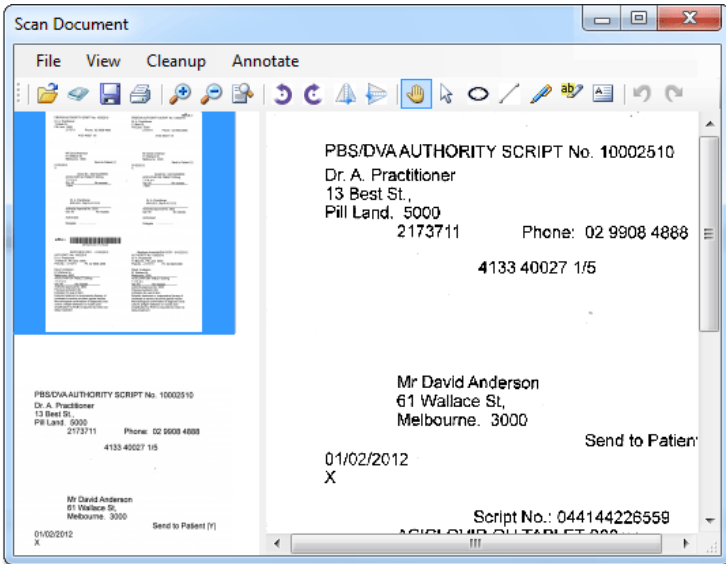
Previous | Next | Assign Patient | Assign Recipient | Action | No Action | Discuss | Return Urgently | Add Recall | Edit Patient | Open Patient | View Signature | Close

Dr A Practitioner 08:59:45 AM

4. Choose whether to import or scan a document by clicking the associated button in the upper tool bar;
 - If you choose to import a document, you will be asked to select a document to import. Skip to Step 7.
 - If you choose to scan a document, the scanning utility will appear. Continue now to Step 5.
5. If you choose to perform a scan, your third-party scanning software will be called upon. It is with this software you perform the scan, after which you will be returned to MedicalDirector Clinical and the Scan Document window.

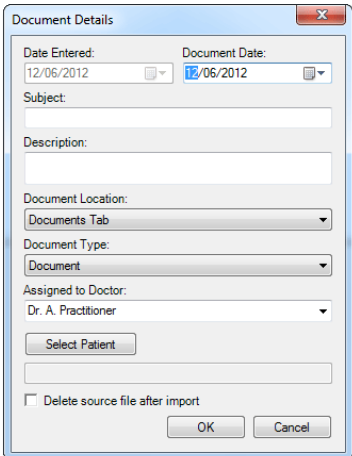


6. Upon completing the scan, you will be able to see a preview of the scan you have conducted, along with all the other scans you have added to this document. Each thumbnail on the left-hand side of this window represents a page that you have either scanned or imported into this document. The example below shows that the current document consists of two scanned pages. From here you can delete pages, rearrange pages, and add annotations.



Please see the topic 'Scanning Documents' in the MedicalDirector Clinical Help for more information.

7. Click the **Save** button to save the current document. The **Document Details** window appears. Enter details as desired. It is advisable to associate this document with a patient, and assign it to a doctor at this time also.





8. Click the **OK** button to confirm and save the information. You will be returned to the Holding File.

This concludes the steps for scanning/importing documents into the Holding File.

From within the Holding File, you can now;

- Associate a selected record with a different patient.
- Assign a selected record to a different practitioner.
- Modify a document's details.
- Action results/records.
- Add Recalls.
- Indicate on which tab within the Clinical Window a selected document should reside once saved to the patient's record.
- View the digital signature (if available) associated with any selected document.
- View an audit trail of modifications made to a selected record.

Please see 'The Holding File' in MedicalDirector Clinical Help for further information.

MedicalDirector Head Office
Level 5, 72 Christie Street,
St Leonards NSW, 2065
Tel: +61 2 9906 6633
Fax: +61 2 9906 8910
www.medicaldirector.com
A.B.N. 76 068 458 515
Copyright© 2016