



Doctors in Secondary Schools

GP Clinic procedure to setup and select School Visits within Patient Management Systems

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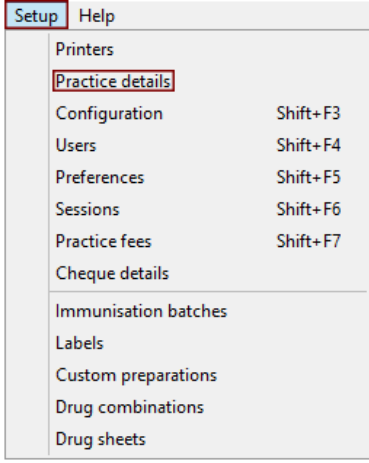
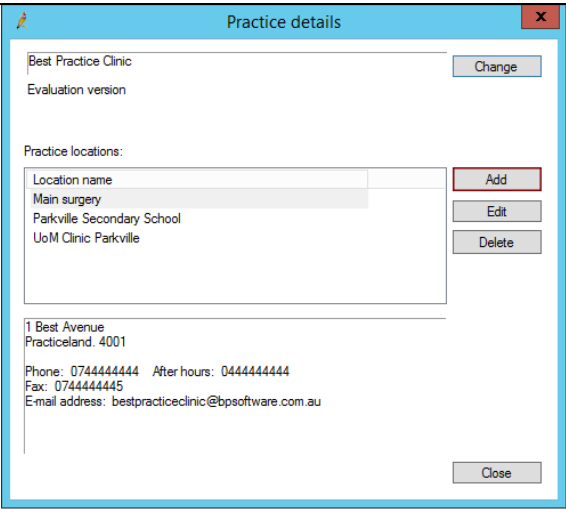
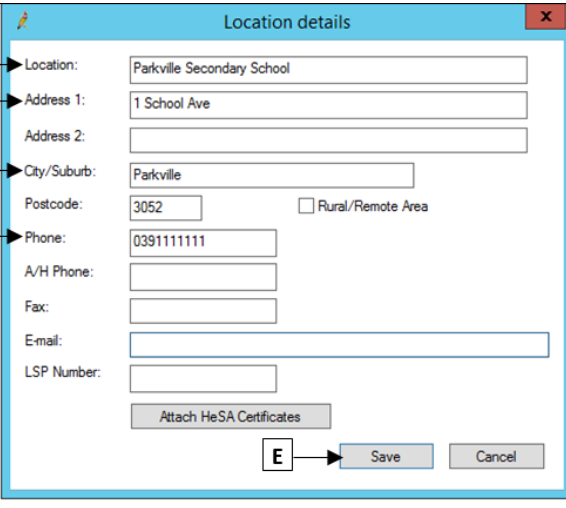
Overview

This document will outline how to setup the following Patient Management Systems (PMS) to be able to record doctor visits within each system. The way it is setup and documented depends upon the capability of the system, the below table outlines the PMS that will be documented and the method being used.

Patient Management System Name	School Visit recording and identification front end	School Visit recording and identification database ([table Name].[Field Name])
Best Practice	Practice > Location Login selecting Location	Visits.Location
Medical Director	Clinical Record > Visit Type Record against patient Progress Visit Type	MD_Progress.Visit_Type_ID
Genie	User Preferences > Practice Site	Transaction.ServiceSite
ZedMed	Practice details > Branch User selected Branch	CRS_Encounter.Clinic_Code
Communicare	Place and Mode User selected Place and Mode	PAT_ENCOUNTER_VIEW.ENC_MODE_NO and PAT_ENCOUNTER_VIEW.ENC_PLACE_NO
MedTech	Clinical Record > Visit Type Record against patient Visit Consult Type	Encounter.ConsType

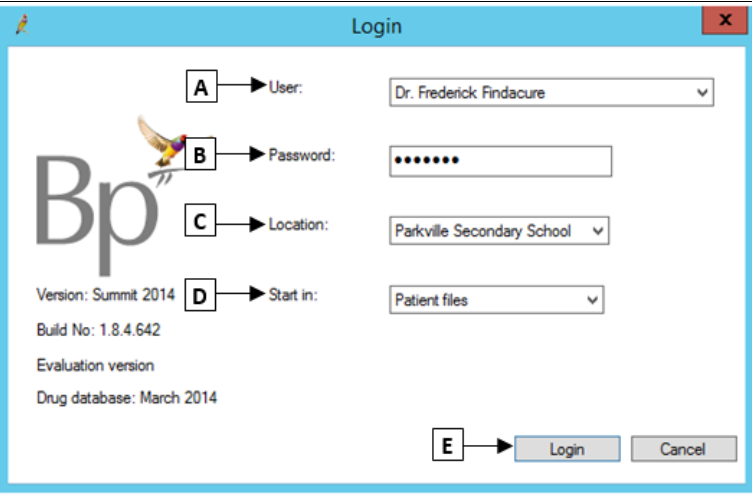
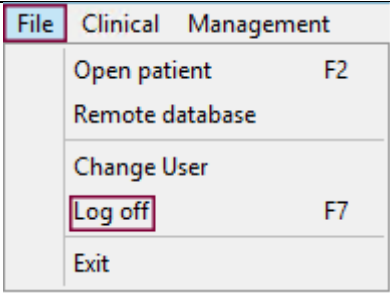
Best Practice - Setting up a new Practice Location

This section outlines how to setup a Practice with multiple locations if this is not already setup.

<p>1. Log into Best Practice with a user that has 'Allow Access' permissions to the Configuration Section</p>	
<p>2. From the BP main window select from the menus at the top 'Setup > Practice details'</p>	
<p>3. The Practice Details window will be displayed, select the 'Add' button to the right of the 'Practice locations:' list</p>	
<p>4. On the 'Location Details' window enter in the following details as a minimum:</p> <ol style="list-style-type: none"> Location Address 1 City/Suburb Phone Select the 'Save' button 	
<p>5. On the 'Practice Details' window, select the 'Close' button. BP will close and you are now ready for users to login with the new Practice Location</p>	

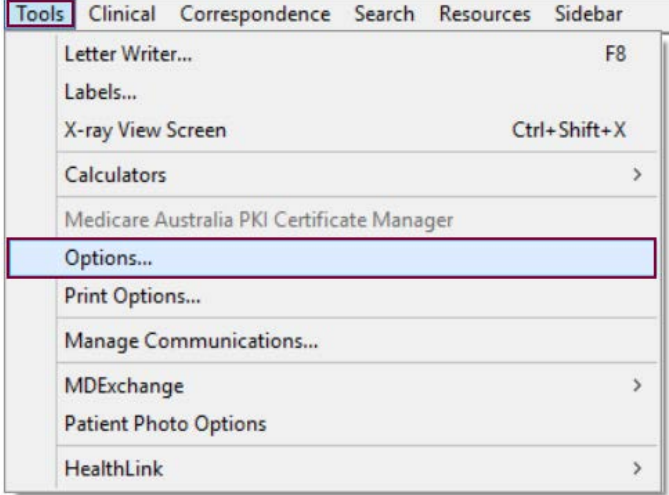
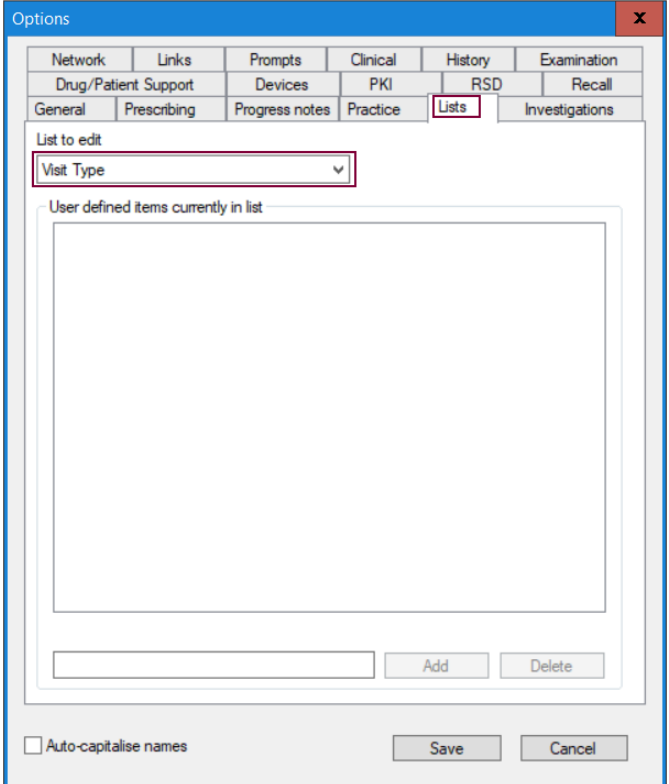
Best Practice - Doctor logging in with the new Practice Location

This section outlines how to log into Best Practice once a new location has been setup

<p>1. Double click onto the Best Practice icon</p>	
<p>2. On the Login window do the following:</p> <ol style="list-style-type: none"> Select the required 'User' from the dropdown list Enter in your 'Password' Select the required 'Location' from the dropdown list Select the required 'Start in' window from the dropdown list Select the 'Login' button 	
<p>3. You are now logged into the selected location and user. All records added will be recorded against this location and user.</p>	
<p>Please Note: To change locations you will need to select 'File > Log Off' from the menu, or press 'F7' on the keyboard.</p>	

Medical Director - Setting up a new Visit Type

This section outlines how to setup a new visit type that will be used from the patients clinical record progress notes tab.

<p>1. Log into MD with a user who has permissions to access the 'Tools menu and Options setup'</p>	
<p>2. Select from the menu at the top 'Tools > Options'</p>	 <p>The screenshot shows a 'Tools' menu with the following items: Letter Writer... (F8), Labels..., X-ray View Screen (Ctrl+Shift+X), Calculators, Medicare Australia PKI Certificate Manager, Options... (highlighted with a red box), Print Options..., Manage Communications..., MDEXchange, Patient Photo Options, and HealthLink.</p>
<p>3. On the 'Options' window select the 'Lists' tab and then select 'Visit Type' from the 'List to edit' dropdown menu</p>	 <p>The screenshot shows the 'Options' window with the 'Lists' tab selected. The 'List to edit' dropdown menu is set to 'Visit Type'. Below the dropdown is a large empty box for 'User defined items currently in list'. At the bottom, there are 'Add' and 'Delete' buttons, and a 'Save' button. The 'Auto-capitalise names' checkbox is unchecked.</p>



GP Clinic procedure to setup and select School Visits within Medical Director

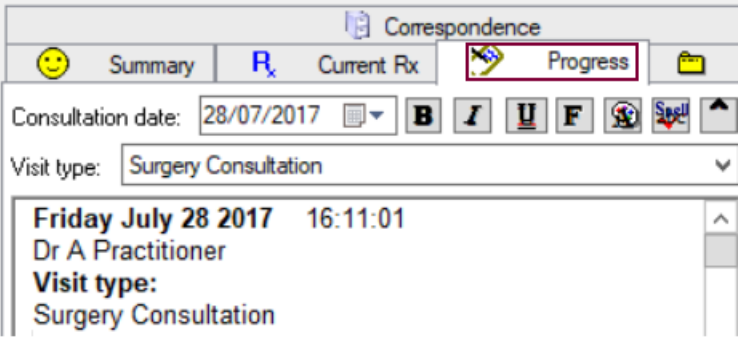
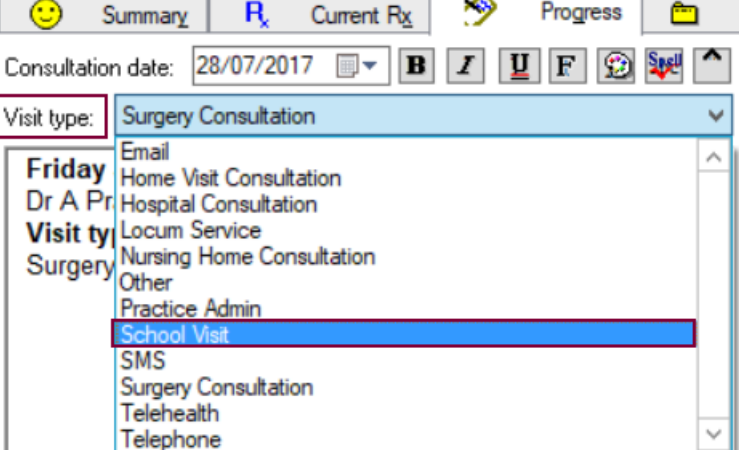
4. Enter in **'School Visit'** into the text box at the bottom of the **'User defined items currently in list'** box and select the **'Add'** button.

Please Note: The **'Add'** button will not become dark gray active until you have entered in the new visit type to add

5. Once the new visit type **'School Visit'** is shown in the **'User defined items currently in list'** select the **'Save'** button

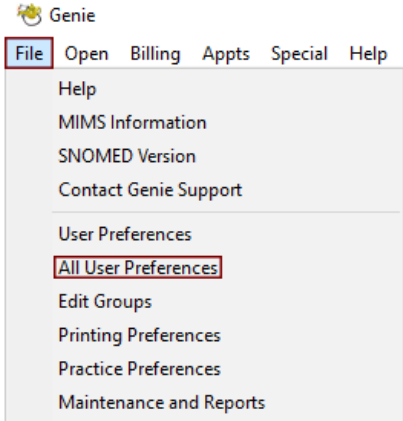
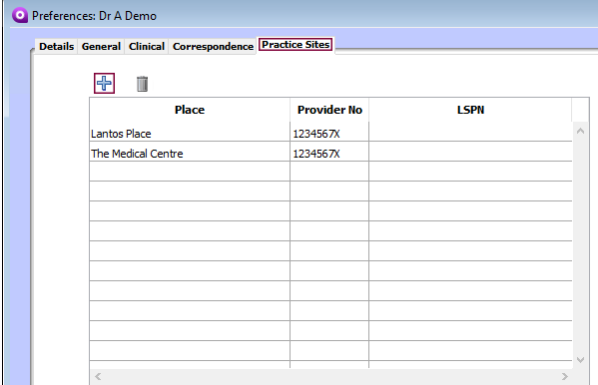
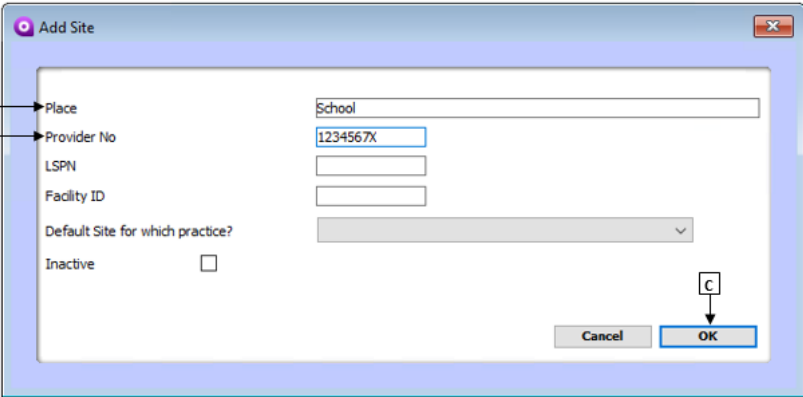
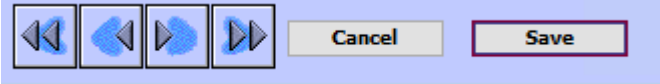
Medical Director - Doctor recording a patient clinical record as a School Visit type

This section outlines how to record a patient’s visit under the progress notes as a school visit, visit type.

<p>1. Log into MD and open the required patients clinical record</p>	
<p>2. Select the ‘Progress’ tab</p>	
<p>3. Select ‘School Visit’ from the ‘Visit type:’ dropdown list</p>	
<p>4. Enter in the patients progress note and continue with the documenting and finalising of the consultation as per normal</p>	

Genie - Setting up a new Practice Site

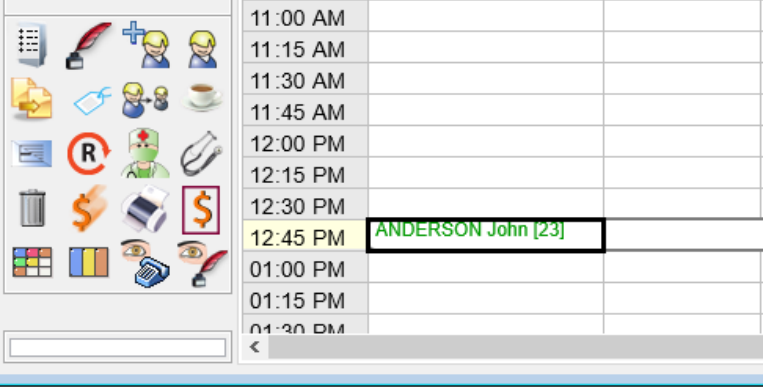
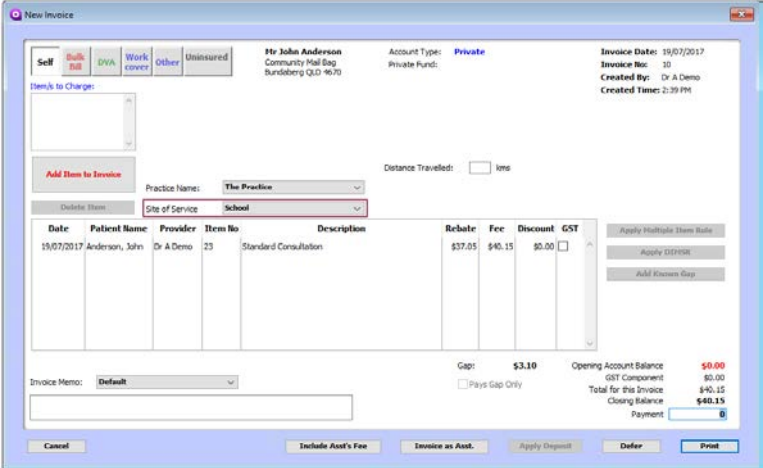
This section outlines how to setup a new User Preference Practice Site that will be used when invoicing a patient for the services provided during a School visit.

<p>1. Log into Genie with a user who has permissions to access the 'All User Preferences' under the File menu</p>	
<p>2. Select from the menu at the top 'File > All user Preferences'</p>	
<p>3. On the 'User Preferences' window double right mouse click onto the required 'User Name'</p>	
<p>4. Enter in 'Preferences:[Selected User Name]' window select the 'Practice Sites' tab, and select the blue 'Plus'</p>	
<p>5. On the 'Add Site' window enter in the following information as a minimum:</p> <ol style="list-style-type: none"> Place: As the name of the School Provider No: the select doctors provider number Select the 'OK' button 	
<p>6. Once the new site is shown in the 'Practice Sites' list of the Preferences select the 'Save' button</p>	



Genie - Receptionist recording a patient invoices as a School Site of Service

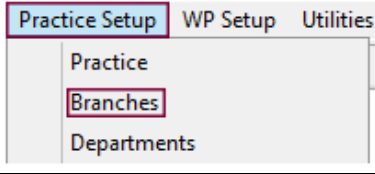
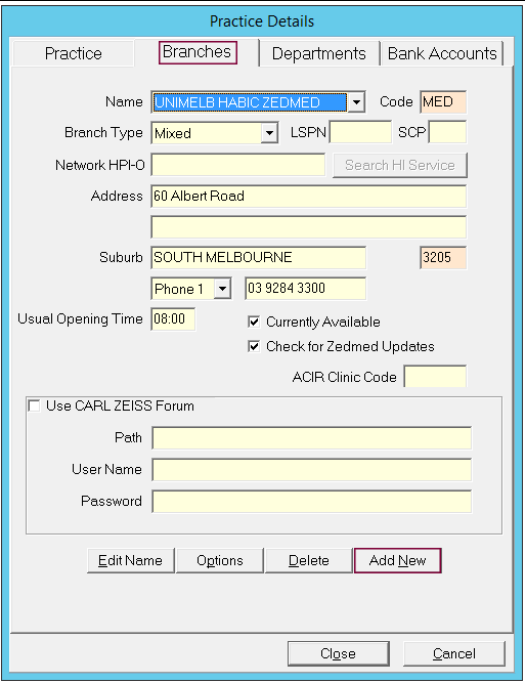
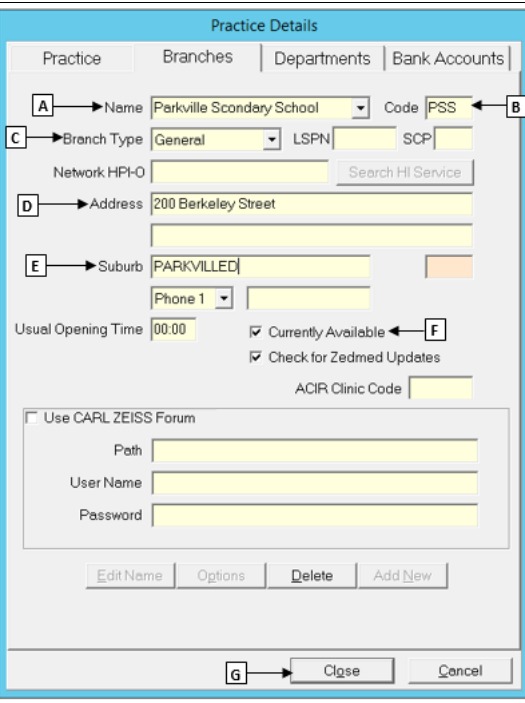
This section outlines how to record a patient's site of service as a School Visit on the patient invoice.

<p>1. Log into Genie, ensure you are in the appointment book for the correct doctor and select required patients appointment</p>	
<p>2. Select the '\$' icon, on the left icon menu of the appointment timeslots</p>	
<p>3. On the 'New Invoice' window, ass the item/s to be charged as per normal, including selecting the required billing type of the patient</p>	
<p>4. Once the required item/s have been added to the invoice, ensure the 'Site of Service' has the required School name selected from the dropdown list</p>	
<p>5. Finalise the invoice as per your normal process</p>	



ZedMed - Setting up a new Branch

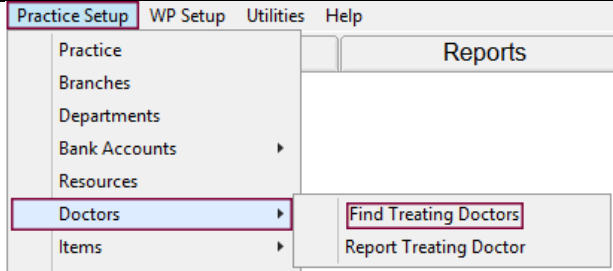
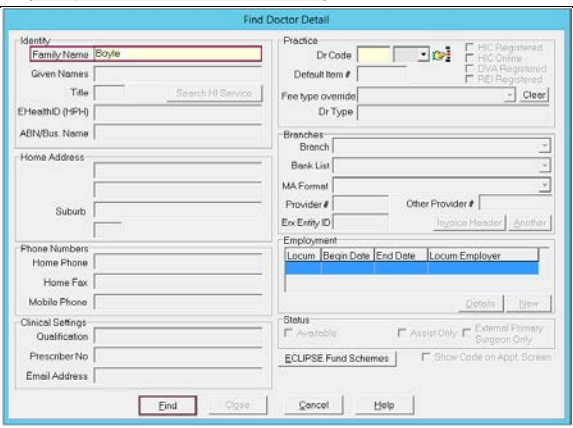
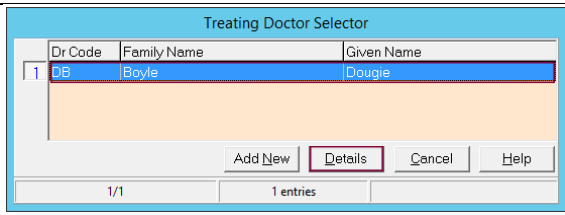
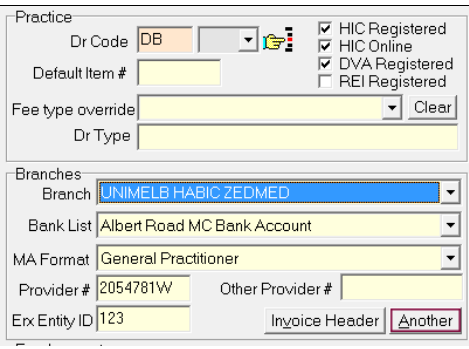
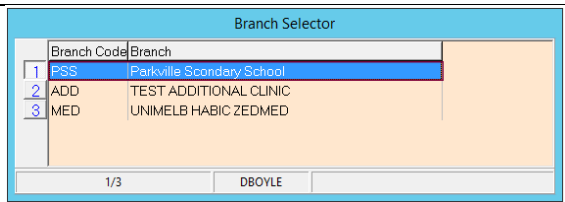
This section outlines how to setup a new Branch for a practice that has multiple locations.

<p>1. Log into ZedMed with a user that has access to 'Branches' under the 'Practice Setup' menu</p>	
<p>2. From the ZedMed main window select from the menus at the top 'Practice Setup > Branches'</p>	
<p>3. On the 'Practice Details' window, 'Branches' tab select the 'Add New' button.</p>	
<p>4. The 'Branches' tab will clear all details, enter in the following information as a minimum:</p> <ol style="list-style-type: none"> Name: The name of the School Code: 3 characters assigned to the School name Branch Type: Select the required type from the dropdown list Address: enter the address of the school Suburb: enter in the suburb of the school Ensure the 'Currently Available' tick box is selected Select the 'Close' button to save the details 	



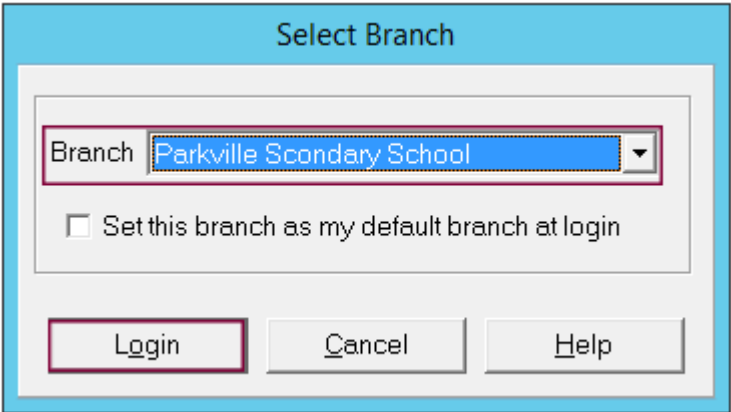
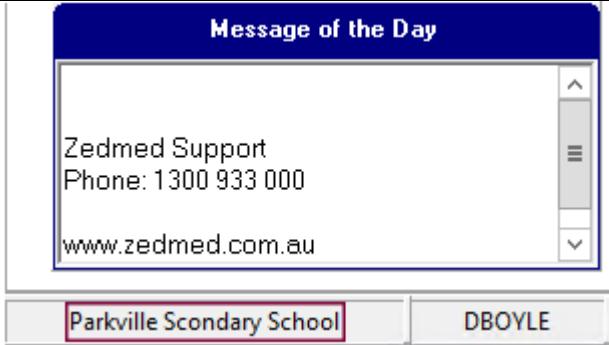
ZedMed – Allocating a branch to a doctor

This section outlines how to allocate a branch to an existing doctor's user account.

<p>1. Log into ZedMed with a user that has access to 'Doctors' under the 'Practice Setup' menu</p>	
<p>2. From the ZedMed main window select from the menus at the top 'Practice Setup > Doctors > Find Treating Doctors'</p>	
<p>3. On the 'Find Doctor Detail' window, enter in the required Doctors surname into the 'Family Name' text box and press the 'Find' button.</p>	
<p>4. On the 'Treating Doctor Selector' window, select the required doctors name from the list and select the 'Details' button</p>	
<p>5. Once the 'Doctor Details' window is populated, select the 'Another' button in the 'Branches' section on the right of the details window.</p>	
<p>6. On the 'Branch Selector' window, select the required Branch and press the 'Enter' key on the keyboard.</p>	
<p>7. The new branch is now added to the 'Doctors Details' window, enter in all required information and press the 'Close' button to save the details</p>	

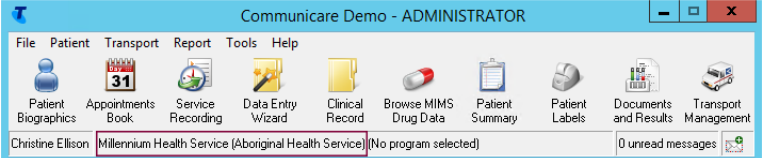
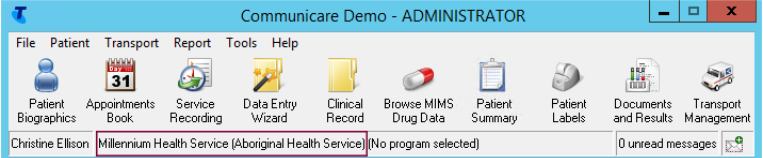
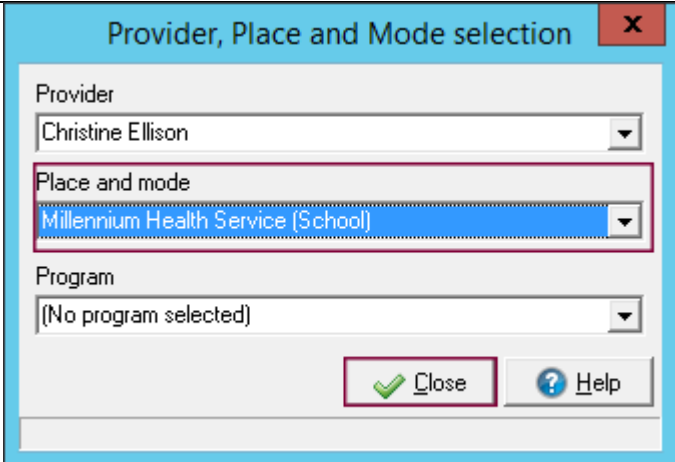
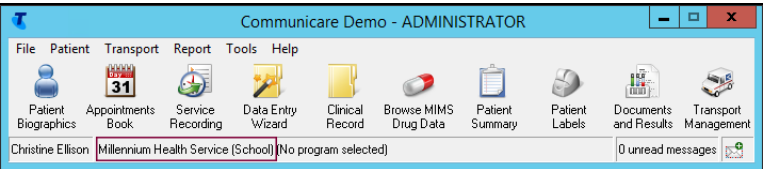
ZedMed - Doctor logging in with the new Practice Location

This section outlines how the user can change their Place and Mode once logged into ZedMed

1. Log into ZedMed as per normal	
2. On the ZedMed main window press the 'F3' button on your keyboard	
3. On the 'Select Branch' window, select name the school from the 'Branch' dropdown list and select the 'Login' button	
4. You will notice your branch has changed from your default branch to the School branch in the bottom left corner of ZedMed.	
5. Continue to use ZedMed as per normal and all patient visits will be logged as this selected site until you next login or change your site	

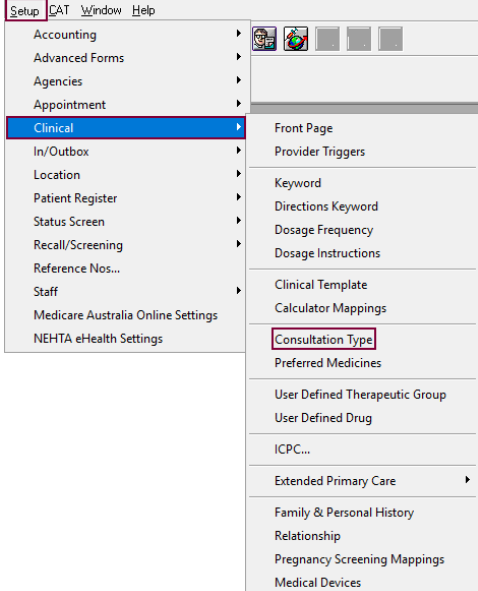
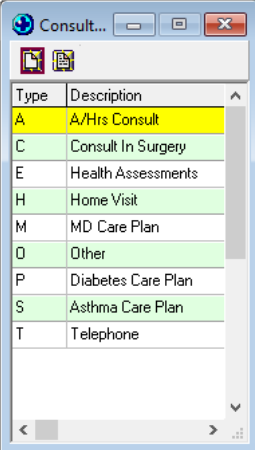
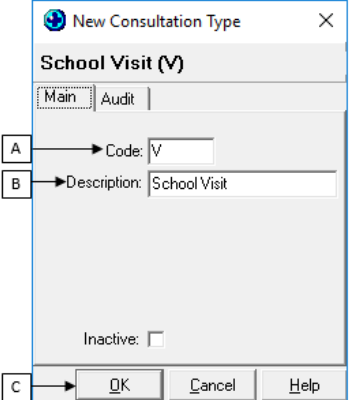
Communicare – User changing Place and Mode

This section outlines how the user can change their Place and Mode once logged into Communicare

<p>1. Log into Communicare as per normal</p>	 <p>The screenshot shows the Communicare Demo - ADMINISTRATOR main menu. The 'Place and Mode' dropdown menu is highlighted in red, showing 'Millennium Health Service (Aboriginal Health Service)' and '(No program selected)'. The status bar at the bottom shows 'Christine Ellison Millennium Health Service (Aboriginal Health Service) (No program selected)' and '0 unread messages'.</p>
<p>2. On the bottom middle of the Communicare menu window double right mouse click</p>	 <p>The screenshot shows the Communicare Demo - ADMINISTRATOR main menu. The 'Place and Mode' dropdown menu is highlighted in red, showing 'Millennium Health Service (Aboriginal Health Service)' and '(No program selected)'. The status bar at the bottom shows 'Christine Ellison Millennium Health Service (Aboriginal Health Service) (No program selected)' and '0 unread messages'.</p>
<p>3. On the 'Provider, Place and Mode selection' window, select name the required 'Place and Mode' from the dropdown list and select the 'Close' button</p>	 <p>The screenshot shows the 'Provider, Place and Mode selection' dialog box. The 'Provider' dropdown is set to 'Christine Ellison'. The 'Place and mode' dropdown is highlighted in red and set to 'Millennium Health Service (School)'. The 'Program' dropdown is set to '(No program selected)'. The 'Close' button is highlighted in red.</p>
<p>4. You will notice the Place and Mode has changed from your default Place and Mode to the School Mode in the bottom centre of Communicare.</p>	 <p>The screenshot shows the Communicare Demo - ADMINISTRATOR main menu. The 'Place and Mode' dropdown menu is highlighted in red, showing 'Millennium Health Service (School)'. The status bar at the bottom shows 'Christine Ellison Millennium Health Service (School) (No program selected)' and '0 unread messages'.</p>
<p>5. Continue to use Communicare as per normal and all patient visits will be logged as this selected site until you next login or change your site</p>	

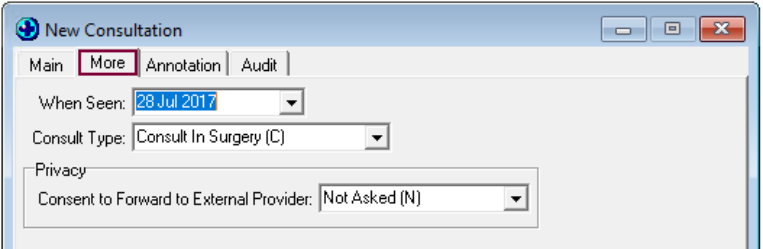
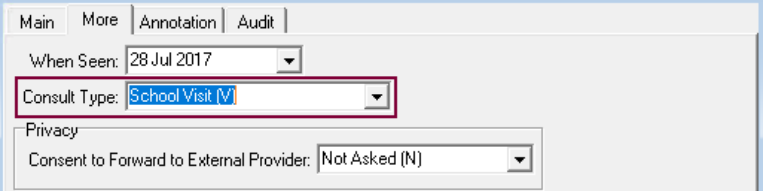
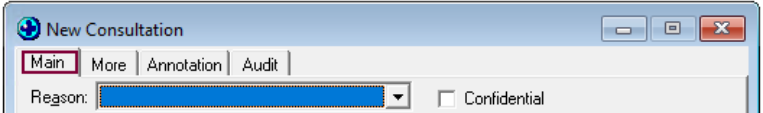
MedTech32 - Setting up a new Consultation Type

This section outlines how to setup a new consultation type that will be used from the patients clinical record more details tab.

<p>1. Log into MedTech32 with a user that has access to 'Setup' menu</p>	
<p>2. From the MedTech main window select from the menus at the top 'Setup > Clinical > Consultation Type'</p>	
<p>3. On the 'Consultation Type' window select the blank piece of paper 'Add New' button.</p>	
<p>4. On the 'New Consultation Type' window, enter in the following information:</p> <ol style="list-style-type: none"> Code: This is alpha character, that has not already been used i.e. V Description: Enter in 'School Visit' as the consultation visit type Select the 'OK' button to save the details 	

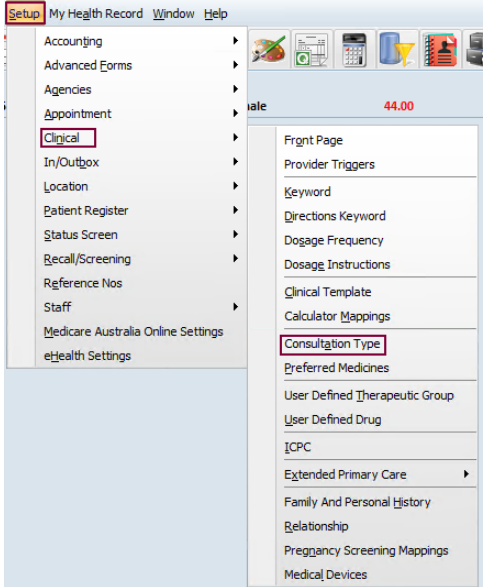
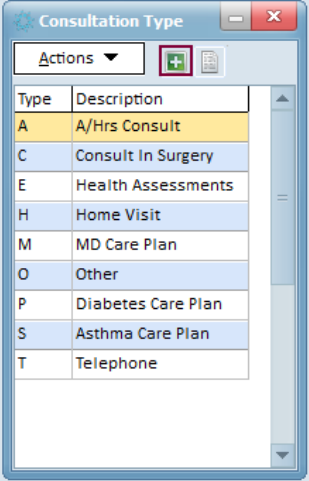
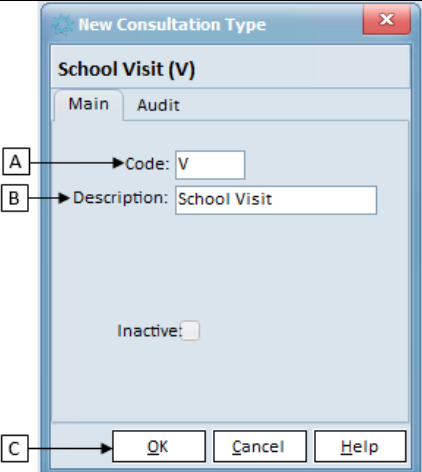
MedTech32- Doctor recording a patient clinical record as a School Visit Consultation type

This section outlines how to record a patient’s visit on a new consultation as a school visit, consultation type.

<p>1. Log into MedTech Evolution and open the required patients clinical record</p>	
<p>2. On the New Consultation window select the ‘More’ tab</p>	
<p>3. Select ‘School Visit’ from the ‘Consult Type:’ dropdown list</p>	
<p>4. Select the ‘Main’ tab and continue with the documenting and finalising of the patients consultation as per normal</p>	

MedTech Evolution - Setting up a new Consultation Type

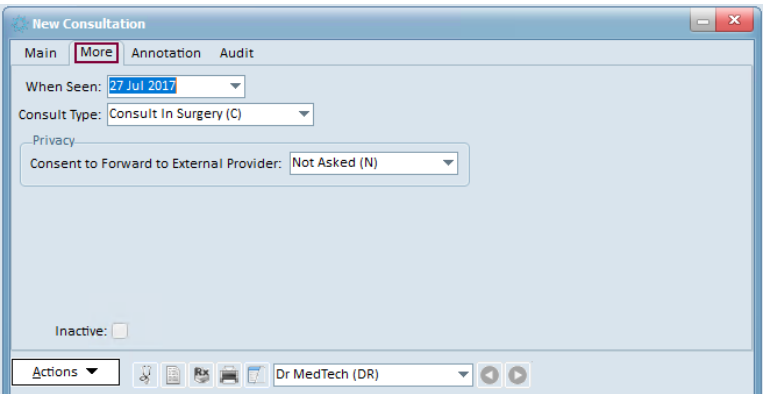
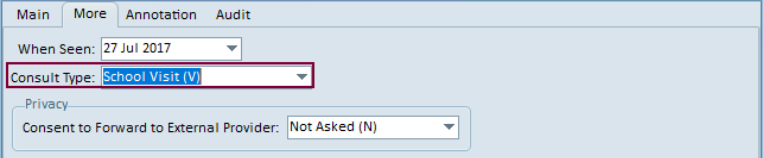
This section outlines how to setup a new consultation type that will be used from the patients clinical record more details tab.

<p>5. Log into MedTech Evolution with a user that has access to 'Setup' menu</p>																					
<p>6. From the MedTech main window select from the menus at the top 'Setup > Clinical > Consultation Type'</p>																					
<p>7. On the 'Consultation Type' window select the green 'Add New' button.</p>	 <table border="1" data-bbox="1038 1153 1289 1451"> <thead> <tr> <th>Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>A/Hrs Consult</td> </tr> <tr> <td>C</td> <td>Consult In Surgery</td> </tr> <tr> <td>E</td> <td>Health Assessments</td> </tr> <tr> <td>H</td> <td>Home Visit</td> </tr> <tr> <td>M</td> <td>MD Care Plan</td> </tr> <tr> <td>O</td> <td>Other</td> </tr> <tr> <td>P</td> <td>Diabetes Care Plan</td> </tr> <tr> <td>S</td> <td>Asthma Care Plan</td> </tr> <tr> <td>T</td> <td>Telephone</td> </tr> </tbody> </table>	Type	Description	A	A/Hrs Consult	C	Consult In Surgery	E	Health Assessments	H	Home Visit	M	MD Care Plan	O	Other	P	Diabetes Care Plan	S	Asthma Care Plan	T	Telephone
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<p>8. On the 'New Consultation Type' window, enter in the following information:</p> <ul style="list-style-type: none"> d. Code: This is alpha character, that has not already been used i.e. V e. Description: Enter in 'School Visit' as the consultation visit type f. Select the 'OK' button to save the details 																					



MedTech Evolution - Doctor recording a patient clinical record as a School Visit Consultation type

This section outlines how to record a patient’s visit on a new consultation as a school visit, consultation type.

<p>5. Log into MedTech Evolution and open the required patients clinical record</p>	
<p>6. On the New Consultation window select the 'More' tab</p>	
<p>7. Select 'School Visit' from the 'Consult Type:' dropdown list</p>	
<p>8. Select the 'Main' tab and continue with the documenting and finalising of the patients consultation as per normal</p>	