

How to guide Data cleansing using Medical Director Software



Acknowledgement

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NQPHN acknowledges the Aboriginal and Torres Strait Islander peoples as Australia's First Nation Peoples and the Traditional Custodians of this land. We respect their continued connection to land and sea, country, kin, and community. We also pay our respect to their Elders past, present, and emerging as the custodians of knowledge and lore.

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How to inactivate patients

Bulk inactivation

a. Ensure no patient files open

- **b.** From main menu, click 'Search' > 'patients'
- c. Tick "Not seen since" > Enter a date > click 'search'

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Age less than or equal to:	Not Stated	© No	O No O Tes	Aborginal	ander	
Occupation 🔹	Female Intersex/Other	Qther demog	raphic criteria	Aboriginal and	nd Torres Strait Islander riginal nor Torres Strait Islande	
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- a. Select Patient > Search Patient (or press F2).
- **b.** Locate the patient whose record you wish to flag as inactive as seen below.

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				Search on phone number				
ane	Age Gender	Chat Number	Addess		Phone Number			
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A SHARE WITH A REAL	25m F		\$1 Walace Street.	Bundaberg #610				
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Andrews, Saeha	11ym F		2 Kennedy Road, B	unclaberg 4570				
c[

- c. Select the patient and then click "Edit". The Edit Patient Details window will appear.
- d. From the Status drop-down menu select 'Inactive'.
- e. Click 'save' to confirm

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¹<u>https://www.medicaldirector.com/help/</u>

To activate inactive patients²

1. Select Patient > Search Patient (or Press F2). The Search Patient window appears.

AND Erter patient s	iumame, chart number or pho	Include inacti	ve patient of Kin and Emergency Contact art number one number	
Name	Age Gender	Chat Number	Address	Phone Number
Anderson, David	Glym M		61 Wallace Street, Bundaberg 4670	
Inderson, Penny	25ym F		61 Walace Street, Bundaberg 4670	
Andrews, Anna	20yrs F		2 Kennedy Road, Bundaberg 4670	
Andrews, Fred	96ym M		3 Takalvan Street, Bundaberg 4670	0450501502 (Home)
Indrews, Graham	19yra M		2 Kennedy Road, Bundaberg 4670	2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 -
Andrews, Heather	55yrs F		234 George Street. Bundaberg 4670	
Andrews, Jennifer	49ym F		2 Kennedy Road. Bundaberg 4670	
Indrews, John	50ym M		2 Kennedy Road, Bundaberg 4670	
Andrews, Julie	83ym F		5 Jefferson St. Bundaberg 4670	
Andrews, Maureen	95ym F		314 Hope Street, Bundaberg 4670	
Andrews, Melissa	15yrs F		2 Kennedy Road, Bundaberg 4670	
Andrews, Sasha	11ym F		2 Kennedy Road. Bundaberg 4670	
(<u>)</u>				

- 2. Tick the "Include inactive patient" check box to display the inactive patient.
- **3.** Locate the patient whose record you wish to reactivate.
- 4. Within the Select Patient window, select the patient and then click "Edit". The Edit Patient Details window appears.

a sa	igle Name First na		Made	(and the second s	Summer	Known as		Date of be		Genders		Transpende			
Mr	John		Michae	6	ANOREWS	John	1	17/06/195	5	Male	1.	0			
Statu	#:				Medicare No:		-	Depty	late:		Me	dcare Gender			
Activ	e			100	3500 26512 1		1	31/10/	1017		1 19	12 12			
Regu	lar practiti	omer;			If the patient	(s name is diffe	ment	on the M	dcare	Card					
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Sb	State: QLD Postcode:				et 4670	Ser	da	15							
_							_				_				

5. From the Status drop-down menu select Active.

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6. Click "Save" to confirm. This patient is made active.



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From the main screen > Patient > Select "Open" > in Search, click on inactive check box to display the inactive patient.

Enter patient s	umanie, chart number or pho	V Include inact	ve patients of Kin and Emergency Contact art number ione number	
Name	Age Gender	Chart Number	Address	Phone Number
Anderson, David	64ya M		61 Walace Street, Bundaberg 4670	
Anderson, Penny	25ym F		61 Wallace Street. Bundaberg 4670	
Andrews, Anna	20yrs F		2 Kennedy Road, Bundaberg 4670	
Andrews, Fred	56ym M		3 Takalvan Street, Bundaberg 4670	0450501502 (Home)
Andrews, Graham	19yrs M		2 Kennedy Road. Bundaberg 4670	
Andrews, Heather	55yra F		234 George Street, Bundaberg 4670	
Andrews, Jennifer	49yrs F		2 Kennedy Road, Bundaberg 4670	
Andrews, John	50ym M		2 Kennedy Road, Bundaberg 4670	
Andrews, Julia	83yra F		5 Jefferson St. Bundeberg 4570	
Andrews, Maureen	35yra F		314 Hope Street. Bundaberg 4670	
Andrews, Melasa	15ym F		2 Kennedy Road, Bundaberg 4670	
Andrews, Sasha	11ym F		2 Kennedy Road, Bundaberg 4670	
•				
Status: Active	OK D	AH	lew Delete Fill	Mana

How to merge patient records in Clinical³

Warning: It is highly recommended that you perform a backup of your Clinical data before commencing any work on your data. A patient merge cannot be reversed. When merging patient records, it is essential that you are diligent when selecting and confirming the records to be merged.

Steps

- a. Select Patient > Open
- **b.** The Select Patient from List window appears
- c. Locate and select one of the two patient records (the primary patient) you wish to merge.

Medical Director	Select patient Summe or Rec	to morge and Number SM	1		710	>
CLINICAL	Nane	Edenal ID	Source	D 0.8	Gender	Address
	Swith, Jack	SMITJACK		01/01/1970	M	123 Clone Court, Bu
	Smth. John	SMITJOHN		01/01/19/0	м	123 Clove Court, B
6000	¢					,
3232	Yew Denog	nghica				

d. Click on Merge > The Merge Patients wizard appears.

Note: The patient's External ID number, Date of Birth, and Address are listed to assist with identification.

- e. Select the second patient to merge from the list.
- f. Select the patient that you wish to keep.
- g. Click Next > you are prompted to confirm that you are ready to merge to the patient records.
- h. To complete the merge process> Click finish

Merge Patients	the local data and the local data	Conservation of Conservation	- 8-
Medical Director	Ready! Are plo, early you want to marge these pe Click the Nicel button to start the marge p	darta ³ recess	
2728		ack Next 3	Cancel

³ https://www.medicaldirector.com/help/

Note:

(Optional) Use the Source field to see where the secondary patient record has come from. This assists you in determining exactly which patient record you need to keep. The following options may be present:

Billing - If the second patient has come from a billing package.

External - If the second patient was imported from another file (perhaps from another surgery).

Locum - If the second patient was imported using a third-party locum service.

Medical Director Clinical - If the second patient was originally created in Clinical.

Pathology - If the second patient was created automatically upon importing Investigation Results; if you import results for a patient that doesn't exist in your patient database, Clinical will automatically add the patient to the Patient Database.

View demographics button to open a window of more-detailed demographic information for the selected patient.

How to record allergies

- a. From the patient file, Double click on Allergies/Adverse Reactions.
 - » If the patient has no "No Known Allergies/Adverse Reactions < Tick this option.
 - » If the patient has known Allergies > Click add > Add Allergy / Adverse Reaction > Choose one of the following:

Search by Drug / By Class / Other

> Describe the nature of the reaction > indicate the type of reaction > Indicate the Severity of the reaction

> Click Ok, then > Click Save

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How to record height, weight, waist, and blood pressure

a. To record Weight, Height, Waist and Blood Pressure from the patient file: Go to Weight Tab > Click on Weight Calculator > Record Measurements: Height, Weight, BMI, Waist, Hip > then Click Save



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							W	/eight Calculat
ate: 9/04/20	19 • Tim	12 29 20	PN 👳	Gender: Female	•]	Age: 55	Height: 170	Patient ID: 3
lood Glucose	Blood Pressure	CV Risk	ECG	INR Renal Fun	cton Respi	story Weig	0	
			_			-		Data Graph
Current Measu	urements			Vew At			•	
Height:	17	(cm)				10000	-	
	1		~ I.	Date	Time	Туре	Value	
Weight:	1.	-(kg)		24/02/2011	10:51:00	Weight	57.9	
DMI:				24/02/2011	10:51:00	BMI	20	
				24/02/2011	10:51:00	Wait	81	
Weist:		(cm)		10/05/2011	15:56:57	Height	170	
1000		10.0		10/05/2011	15:56:57	Weight	56	
Mp:		(cm)		10/05/2011	15:56:57	BMI	19.4	
Weist/Ho	Ratio:			10/05/2011	15:56:57	Waist	80	
	_			22/10/2011	13:35:00	Height	170	
				22/10/2011	13:35:00	Weight	57.2	
Weight mu	at be greater th	an 10Kg for	BMI	22/10/2011	13:35:00	BMI	19.8	
carculation				22/10/2011	13:35:00	Waist	81	
				12/07/2012	09:09:00	Height	170	
				12/07/2012	09:09:00	Weight	58	
				12/07/2012	09.09.00	BMI	20.1	
				12/07/2012	09:09:00	Waist	81	
				18/02/2013	15:44:59	Height	170	
				18/02/2013	15:44:59	Weight	55	
				18/02/2013	15:44:59	BMI	19.0	
				18/02/2013	15:44:59	Waist	81	
				10/04/2013	15 55 58	Height	170	8
				10/04/2013	15.55.58	Weight	55	
				10/04/2013	15.55.58	BMI	19.0	
1000 - 20				10/04/2013	15:55:58	Wast	81	-

b. To Records Blood Pressure, Click on Blood Pressure Tab > Insert Manual or get BP readings from device > Click Save.

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Date: 9/04/2019 - Time: 12:29:20 PM	Gender: Female	•	Age: 55	Height	170	Patient II	5:3
Blood Glucose Blood Pressure CV Risk ECG	INR Renal Fun	ction Res	piratory We	ight			
Device Manual	- 10 C					Dete	Graph
Current Measurements	View: Al						
	1						
Bood Pressure	Date	Time	Location	Type	BP	Pulse	Rhyth ^
Cuff Location: Unspecified -	07/08/2005	11-11-00	Instant	Cition	130/80	82	
Systolic / Diastolic Pulse	07/12/2006	09-13-00	Lineneof.	Sting	110/50	82	
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	19/05/2007	11-15-00	Inneril	Siling	130/90		
Standing:	14/01/2008	08-31-00	Unspecif	Sting	130/90		
Luna	+ 14/04/2008	08-31-00	Unspecif	Siting	120/70		
-1-4-	14/01/2009	08 31 00	Unspecif	Siting	141/87	87	
	20/09/2009	11.42.00	Unspecif	Sting	160/99	- 20	
	01/11/2009	10:49:00	Unspecif	Sitting	137/90	81	
	27/04/2010	15:57:47	Unspecif	Sitting	120/75	60	
	17/07/2010	11:29:00	Unspecif	Sitting	130/90	00	
	04/09/2010	10:19:00	Unspecif	Stting	110/60	60	
	07/10/2010	13:33:00	Unspecif	Stting	115/70	68	E
	11/11/2010	10:24:00	Unspecif	Sitting	120/70	60	
	30/12/2010	09:24:00	Unspecif	Stting	110/70		
	04/01/2011	17:31:00	Unspecif	Sitting	120/90	60	
	24/02/2011	10:49:00	Unspecif_	Sitting	120/80	60	
	24/02/2011	10:51:00	Unspecif	Stting	130/85	60	
	10/05/2011	15:56:57	Unspecif	Sitting	120/80	60	
	22/10/2011	13.35.00	Unspecif	Sitting	120/80	60	
	12/07/2012	09:09:00	Unspecif	Sitting	115/85	60	
·	18/02/2013	15:44:59	Unspecf	Sitting	120/80	60	
			10			_	

How to enter a coded diagnosis

To add in a coded diagnosis in Past History

The following steps demonstrate how to Inactive patients with bulk Inactivation.

- a. From patient file > go to Past history > Click on '+'
- **b.** From Condition > Pick up from list "coded diagnosis"

Ma Heisth	er ANDREWS (55prs 10etha) 🔹 D	12/05/1963 Gen	der Fenale	Occupation Scho	of Teacher		th 35r	58e 🔢
234 Georg	e Street, Bundaberg Gid 4670	Ph.		Fecord No.	ATSI	Nether Aborghum	nor Torres Strat Islan	der
Vergies & Idreme leactions Varrings	CAT HARE DUST MITE, GRASSES			Panakan No 4135 Smoking His 1900	-8999-J Etricat by Bill No MyHealthRecord	r		
		200						091
0	Summary R Current Rg	Progen	Past by	stoy 2 1	Indence Iea,its	Letten D	Discharge Documents	Clid scripts
Year 1305 2009 2009	Date Condition 10/02/05 ASTHMA 03/02/000 Lune briss 05/03/2009 URTI	z .		Ide Su w History Item Ver: 2715 Condition Plos from lat (coded) Free text (uncoded) Left BigHt connect	Cater Vis	y Contractual Ito 25-04-2015	Coded Yes nary	

How to add a coded diagnosis while adding a prescribed medication

Steps

The following steps demonstrate how to Inactive patients with bulk Inactivation.

- a. From patient file > Current Rx tab > Click on Reason for Medication >
- **b.** Pick from list (coded) > Select the reason for medication from the list >
- c. Save in Existing Past Medical items > Click Ok

et sonst Authorby No. Approval No. Authorby indicatio 202/2013 202/2013		Ret script Pleason for medication 83/10/2006 INR 83/10/2006 Hypertension
Reason for Medical	on .	
Enter Reason for	ledication	Easting Past Medical Hatory Items
Pick train list is	Adeci Venteriori Hyportension "White Cost" Hyportension - Borderline Hyportension - Controlled Hyportension - Labled Hyportension - Lable Hyportension - Lable Hyportension - Lable Hyportension - Lable Hyportension - Halgmant Hyportension - Rotel 	Condition Blood Pressure high Hypetension Hysterectomy & 830 - Abdomi
Correction Correct	enti Confidential Summary enti	
	-	

Note: when the condition is not in the list, select the condition that closest match and use the comment box to fill in details.

To avoid duplicate conditions in past history while prescribing medications

From main screen, Tools > Options > Select Prescribing tab > Untick "Save in past medical history" & untick "Preselect Save as reason for contact" > Save.

0	Promots D	nug/Patient Support	Devices	PKI	RSD	Recal	
General	rrescribing	Practice	Lists	Investig	ations	Network	
V Ch	eck pregnancy (code	Prescribe	max. repe	ats for limit	ed drugs	
V Co	mpliance check	on opening file	Prescribe	max. repe	ats for regu	alar drugs	
Co	mpliance check	on printing ecript	Show The	rapeutic (Group warn	ing	
V De	fault scripts to lin	mited duration	Routinely	check for	drug intera	ctions	
E Sa	ve in Past Medic	al History	Dosage or	n scripts in	Latin		
V Ma	ark authority Scrip	pts 'Send to patient'	💟 Display pri	nter and c	omplance	icons	
Ro	ute of administra	stion compulsory	Dosage or	n summari	es in Latin		
Pre Pre	e-select 'Save as	s Reason for	Eapse changes saves Prog. Note				
Co	ntact' when givir	ng an Rx Diagnosis	Frable NF	S RADAR	R		
Prompt	s other medication		Route of a	administrat	ion (prescr	(bing)	
Prompt	s other medication ibiotic/Influenza	prompt	Route of a	administrat administrat	ion (prescr ion (summ	(bing) aries)	
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Prompt And Ant Lim	s other medication ibiotic/Influenza ited duration elap dication spelling	prompt pse	Route of a Route of a Route of a Reason fo Reason fo	idministrat idministrat ir deletion/ ir medicati	ion (prescr ion (summi /cessation on	ibing) aries)	
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