Wentworth Healthcare

Blue Mountains | Hawkesbury | Lithgow | Penrith

How to Guide:

Data Cleansing Using Medical Director Software

Wentworth Healthcare Limited (ABN 88 155 904 975) provider of the Nepean Blue Mountains PHN.

phn NEPEAN BLUE MOUNTAINS

An Australian Government Initiative

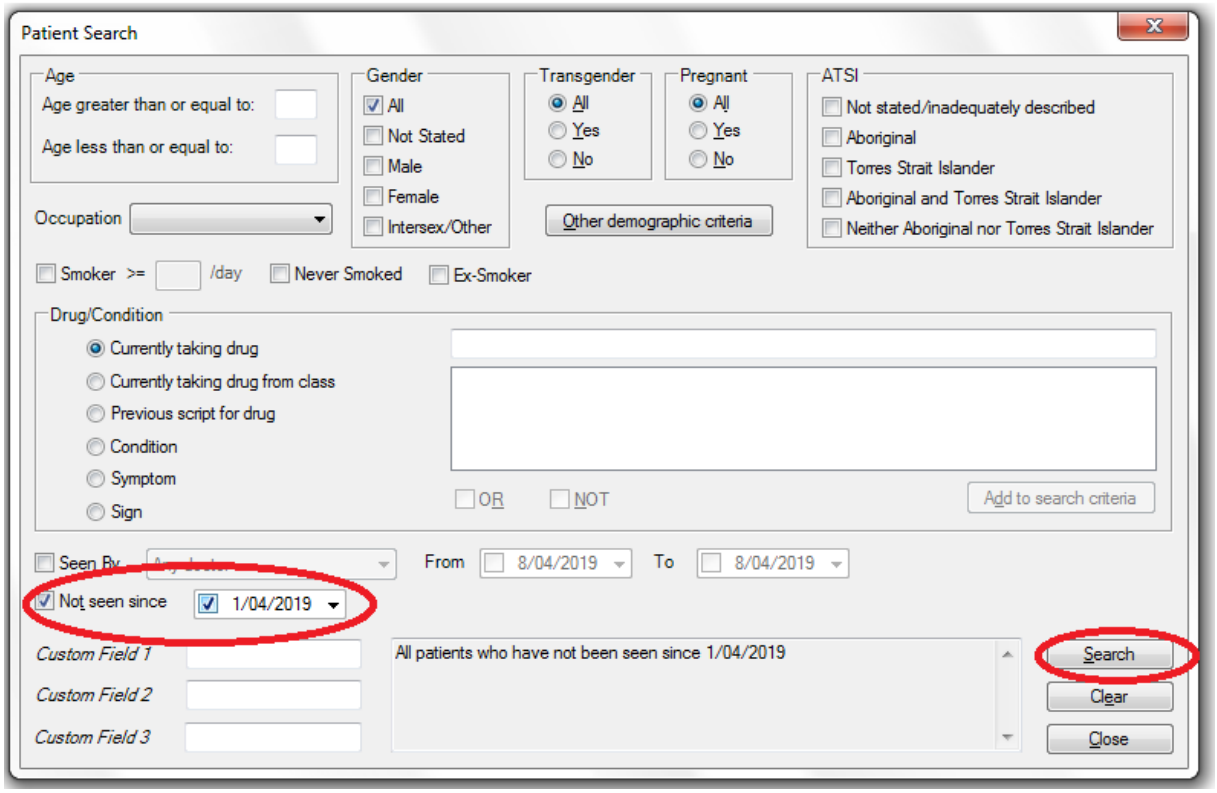
How to Inactivate Patients

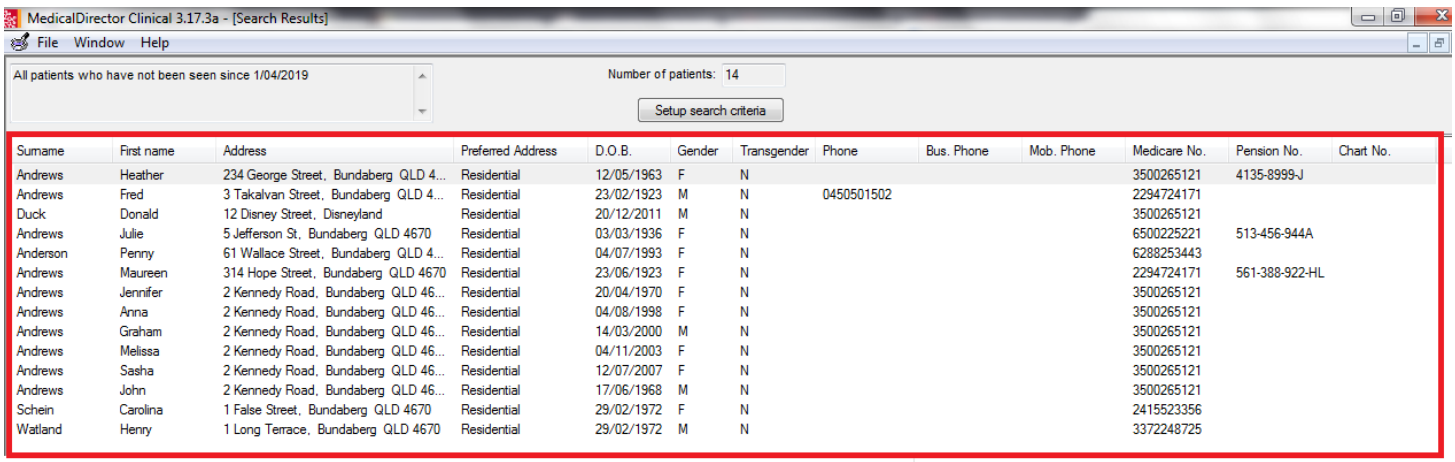
1. Bulk inactivation

a) Ensure no patient files open

b) From main menu, click ‘Search’ > ‘patients’

c) Tick “Not seen since” > Enter a date > click ‘search’



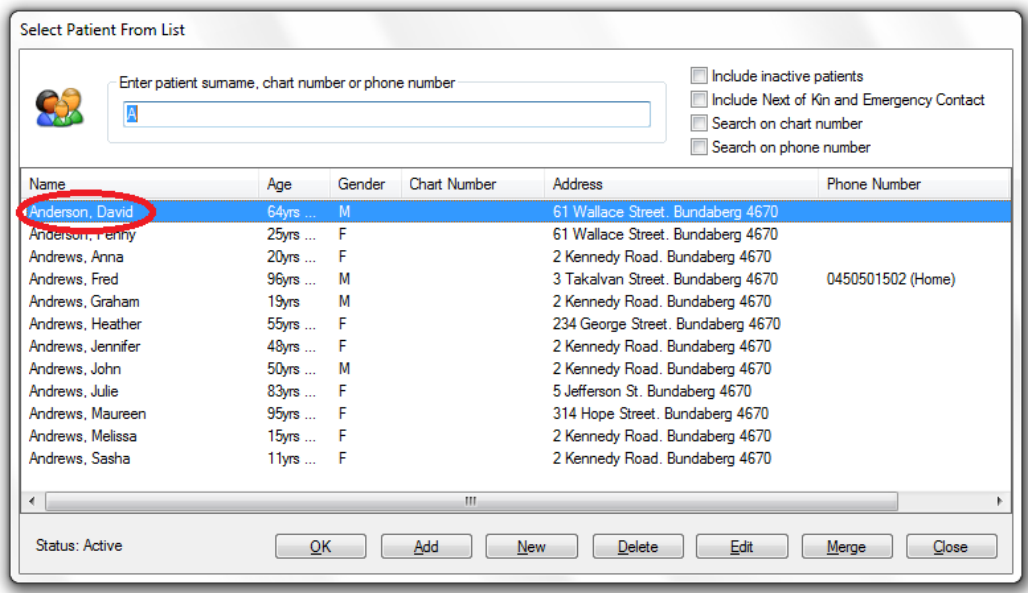


Surname	First name	Address	Preferred Address	D.O.B.	Gender	Transgender	Phone	Bus. Phone	Mob. Phone	Medicare No.	Pension No.	Chart No.
Andrews	Heather	234 George Street, Bundaberg QLD 4...	Residential	12/05/1963	F	N				3500265121	4135-8999-J	
Andrews	Fred	3 Takalvan Street, Bundaberg QLD 4...	Residential	23/02/1923	M	N	0450501502			2294724171		
Duck	Donald	12 Disney Street, Disneyland	Residential	20/12/2011	M	N				3500265121		
Andrews	Julie	5 Jefferson St, Bundaberg QLD 4670	Residential	03/03/1936	F	N				6500225221	513-456-944A	
Anderson	Penny	61 Wallace Street, Bundaberg QLD 4...	Residential	04/07/1993	F	N				6288253443		
Andrews	Maureen	314 Hope Street, Bundaberg QLD 4670	Residential	23/06/1923	F	N				2294724171	561-388-922-HL	
Andrews	Jennifer	2 Kennedy Road, Bundaberg QLD 46...	Residential	20/04/1970	F	N				3500265121		
Andrews	Anna	2 Kennedy Road, Bundaberg QLD 46...	Residential	04/08/1998	F	N				3500265121		
Andrews	Graham	2 Kennedy Road, Bundaberg QLD 46...	Residential	14/03/2000	M	N				3500265121		
Andrews	Melissa	2 Kennedy Road, Bundaberg QLD 46...	Residential	04/11/2003	F	N				3500265121		
Andrews	Sasha	2 Kennedy Road, Bundaberg QLD 46...	Residential	12/07/2007	F	N				3500265121		
Andrews	John	2 Kennedy Road, Bundaberg QLD 46...	Residential	17/06/1968	M	N				3500265121		
Schein	Carolina	1 False Street, Bundaberg QLD 4670	Residential	29/02/1972	F	N				2415523356		
Watland	Henry	1 Long Terrace, Bundaberg QLD 4670	Residential	29/02/1972	M	N				3372248725		

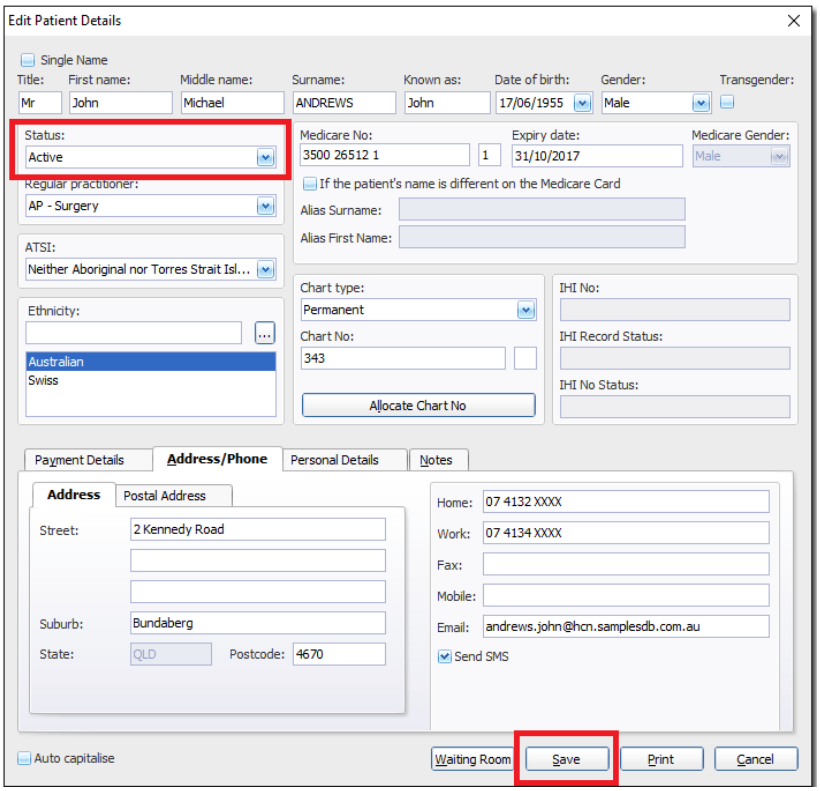
2. How to inactivate a patient individually[1]

a) Select Patient > Search Patient (or press F2).

b) Locate the patient whose record you wish to flag as inactive as seen below.



c) Select the patient and then click “Edit”. The Edit Patient Details window will appear.



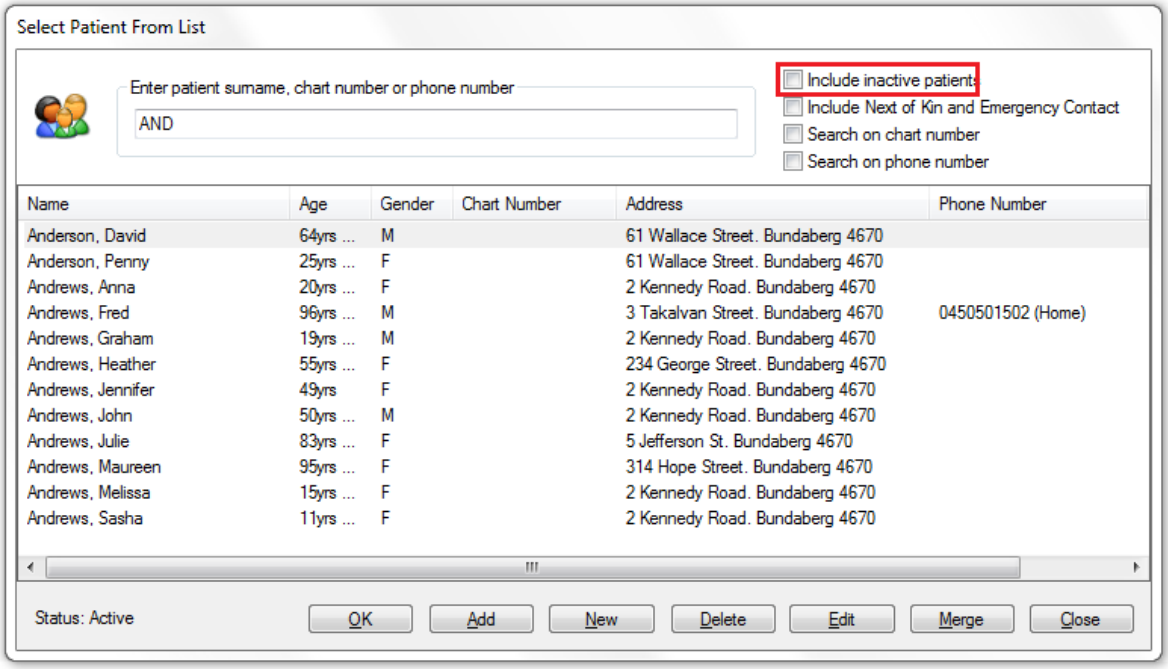
[1] https://www.medicaldirector.com/help/

d) From the Status drop-down menu select ‘Inactive’.

e) Click ‘save’ to confirm

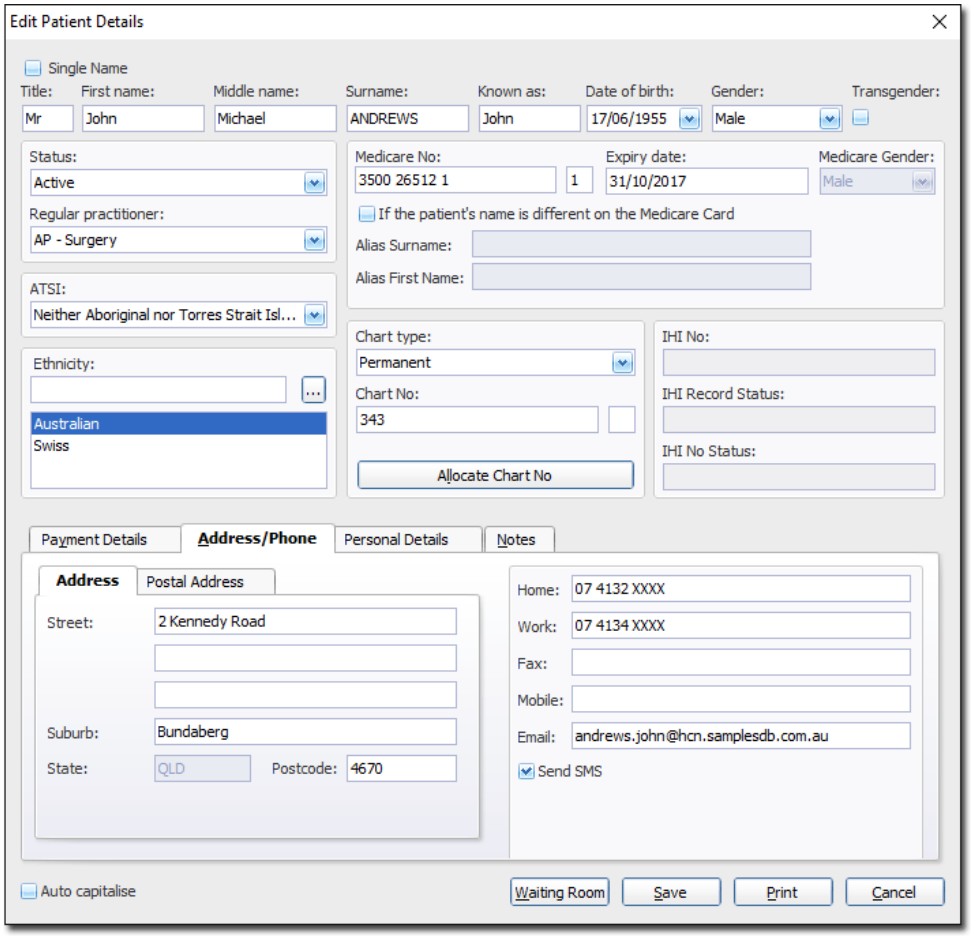
To Activate Inactive Patients[2]

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



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.

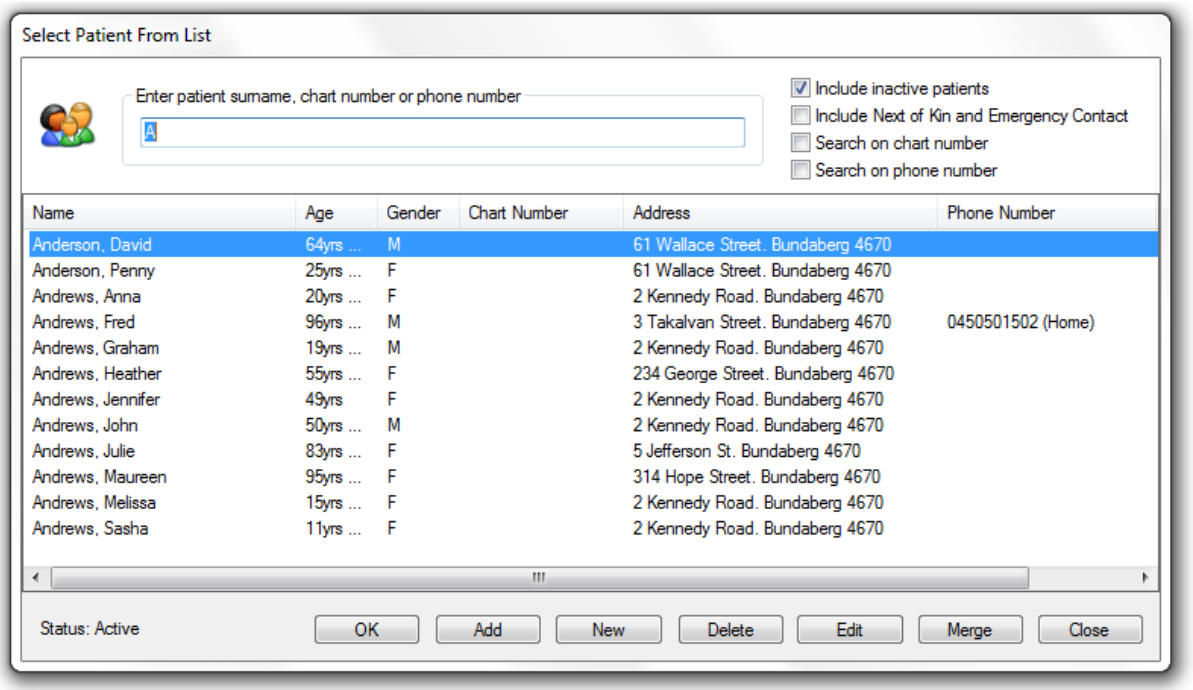
[2] https://www.medicaldirector.com/help/



5. From the Status drop-down menu select Active.
6. Click “Save” to confirm. This patient is made active.

How to View Inactive Patients

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



How to Merge Patient Records in Clinical[3]

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.

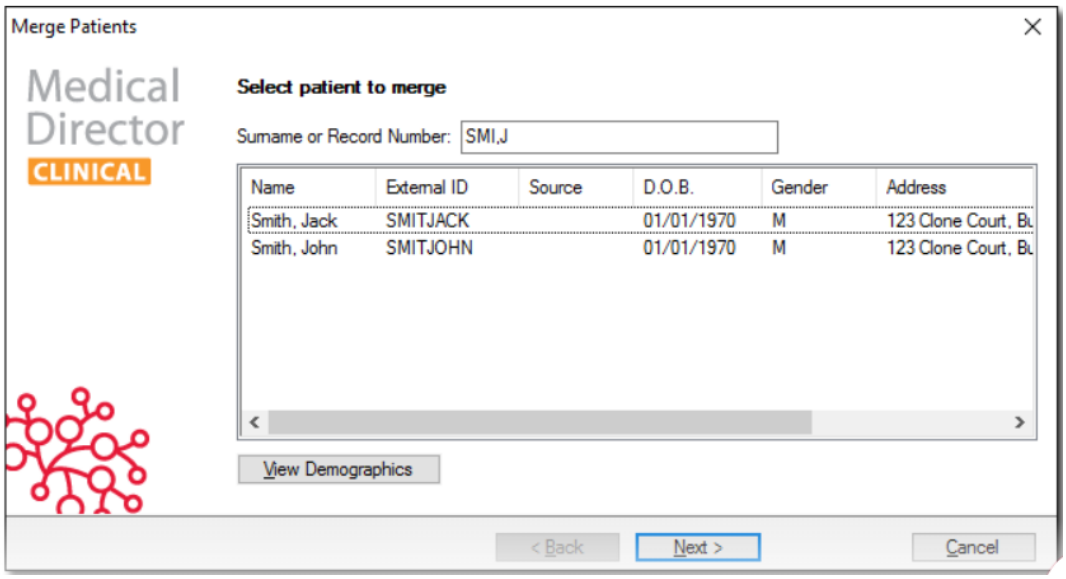
Steps

a) Select Patient > Open

b) The Select Patient from List window appears

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

c) Locate and select one of the two patient records (the primary patient) you wish to merge.



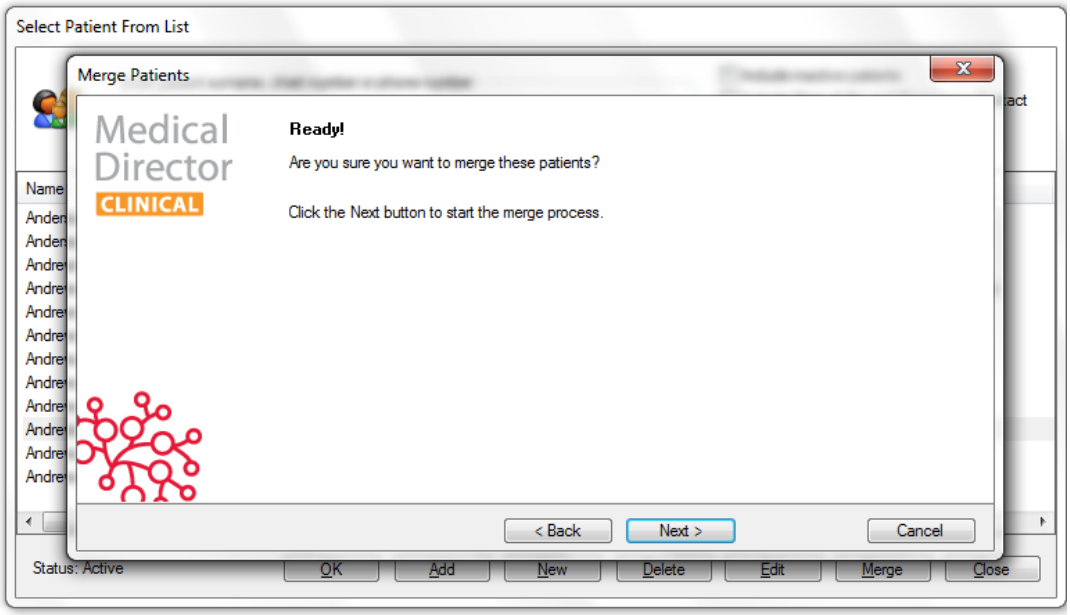
d) Click on Merge > The Merge Patients wizard appears.

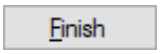
Note: The patient's External ID number, Date of Birth, and Address are listed to assist with identification.

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 

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.

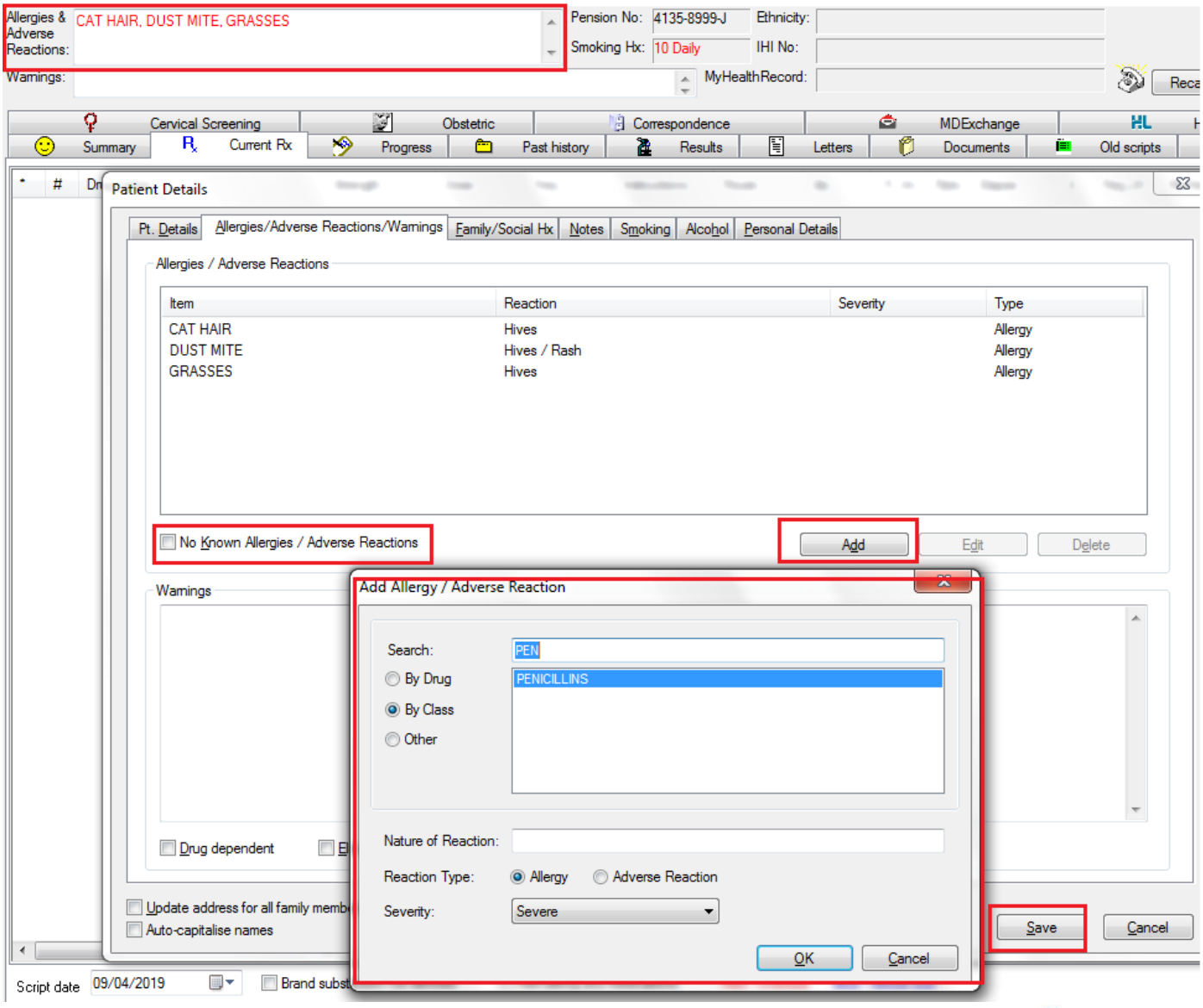
View demographics button to open a window of more-detailed demographic information for the selected patient.

How to Record Allergies

a) From the patient file, Double click on Allergies/Adverse Reactions.

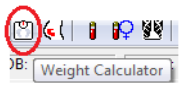
- If the patient has no “No Known Allergies/Adverse Reactions < Tick this this option.
- If the patient has known Allergies > Click add > Add Allergy / Adverse Reaction > Choose one of the following:

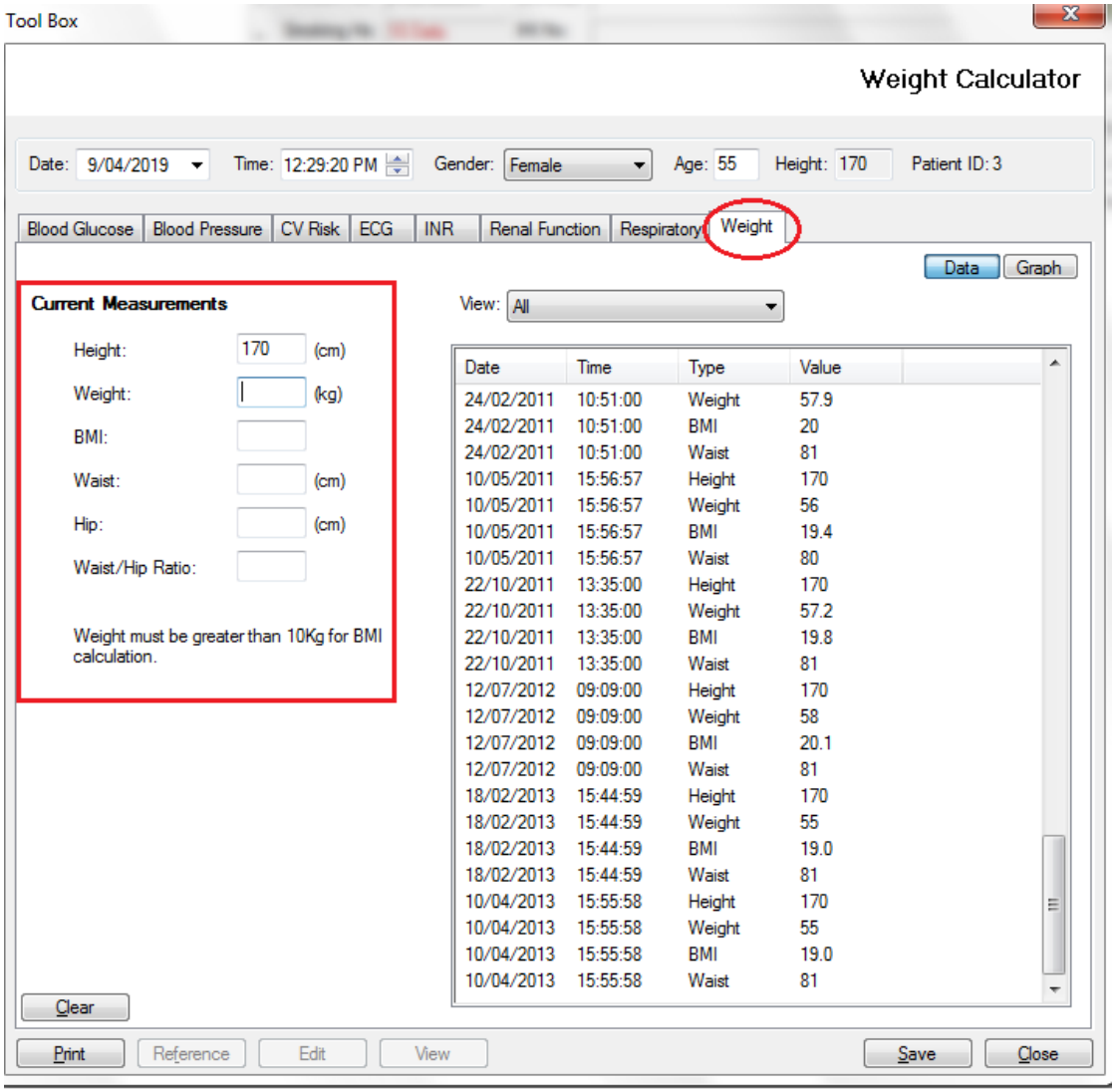
  Search by Drug / By Class / Other
  > Describe the nature of the reaction > indicate the type of reaction > Indicate the Severity of the reaction > Click Ok, then > Click Save



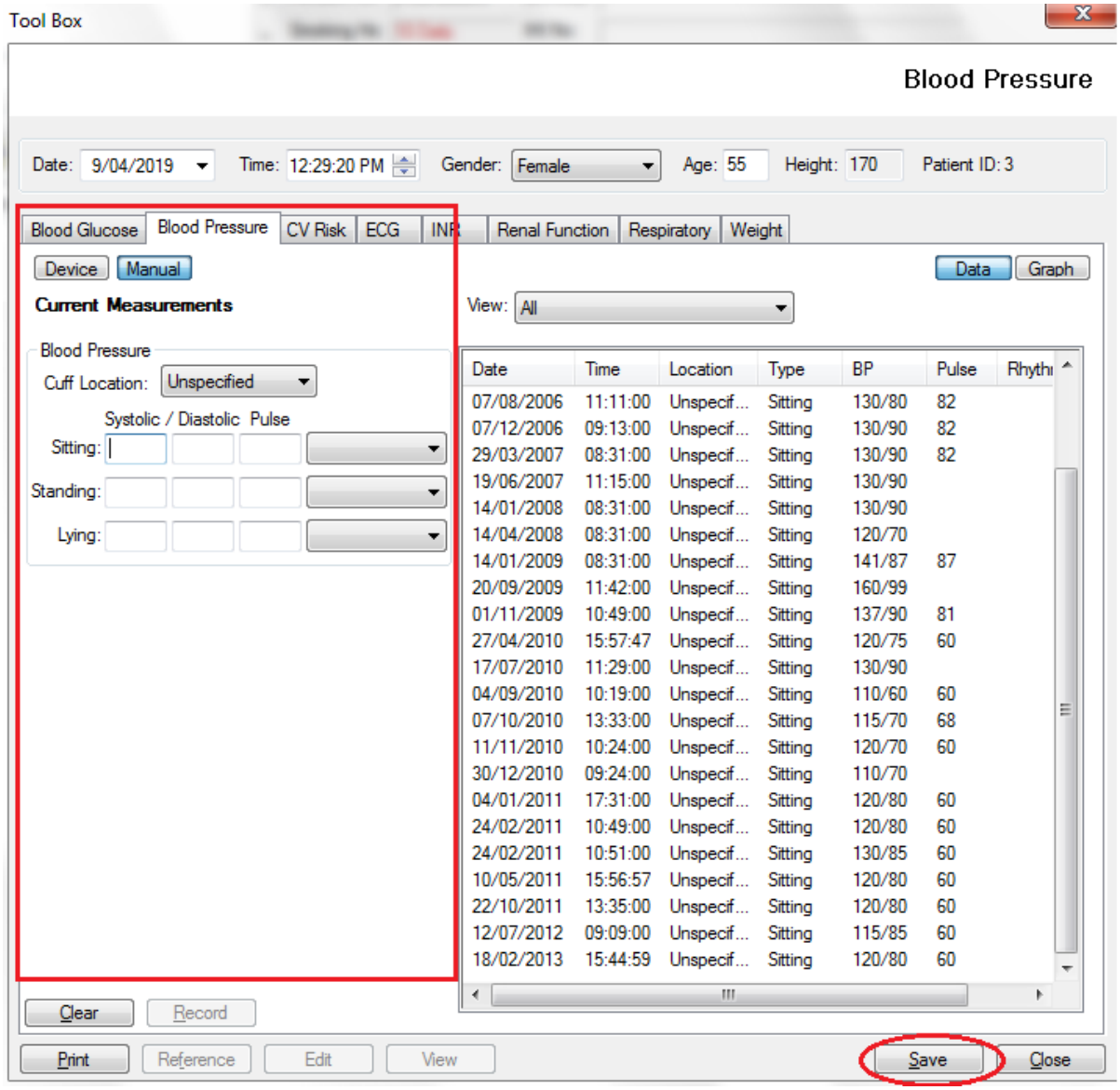
How to Calculate Weight, Record Height, Waist and Blood Pressure

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





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

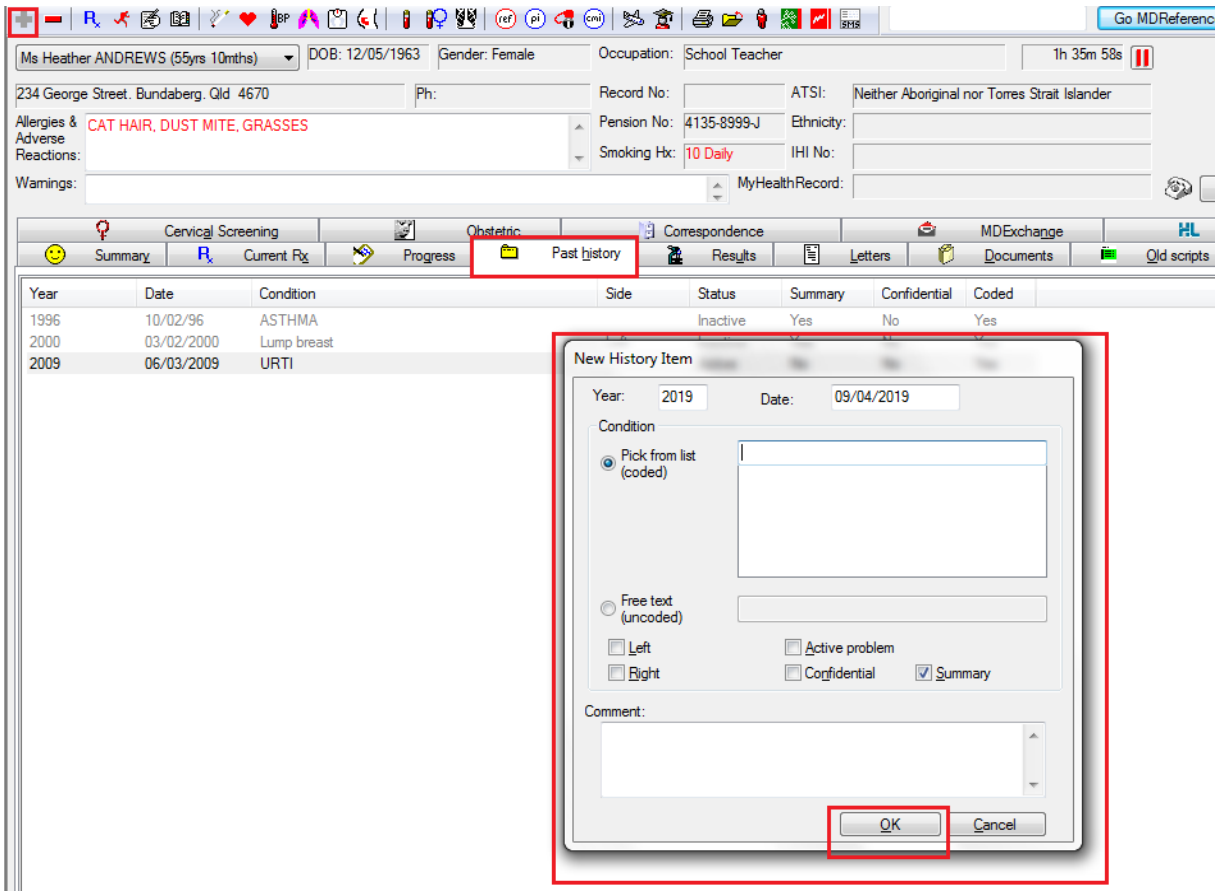


How to Enter a Coded Diagnosis

1. To add in a coded diagnosis in Past History

a) From patient file > go to Past history > Click on '+'

b) From Condition > Pick up from list "coded diagnosis"



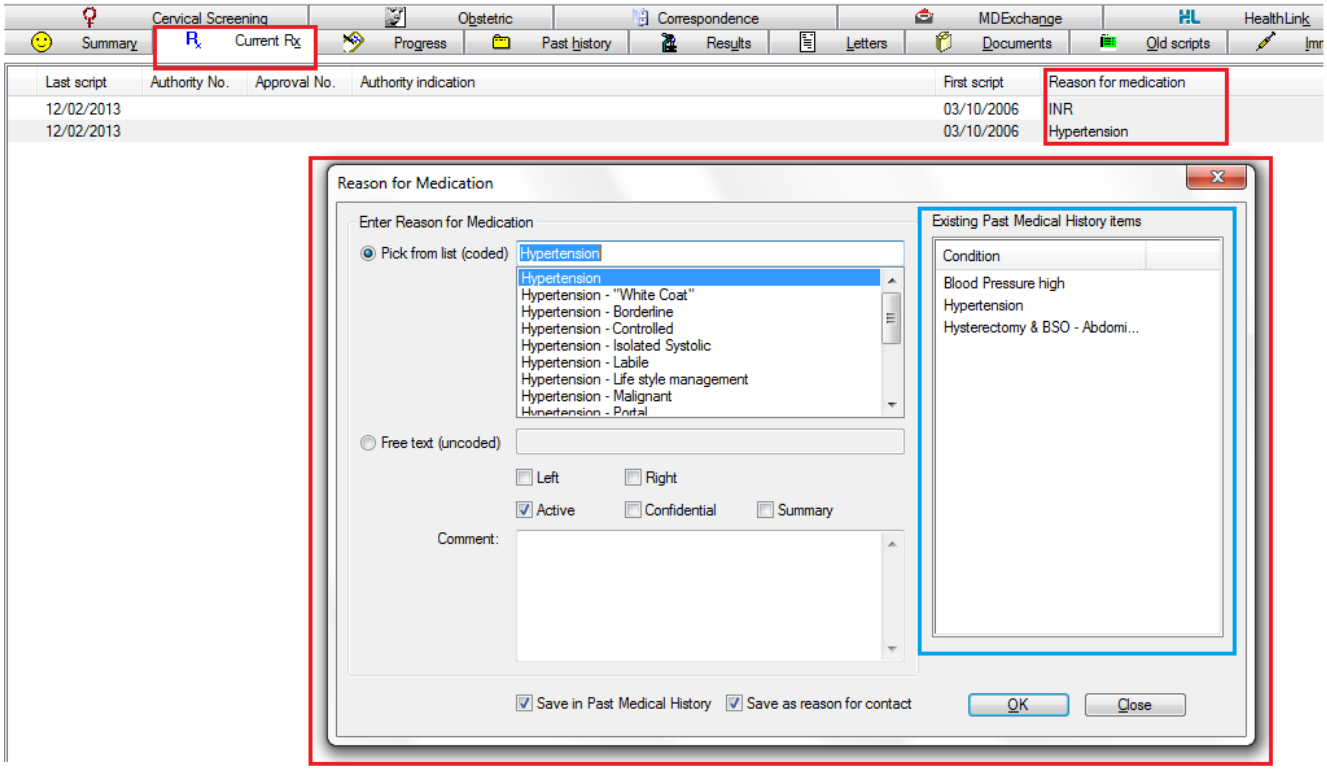
How to add a coded diagnosis while adding a prescribed medication

Steps

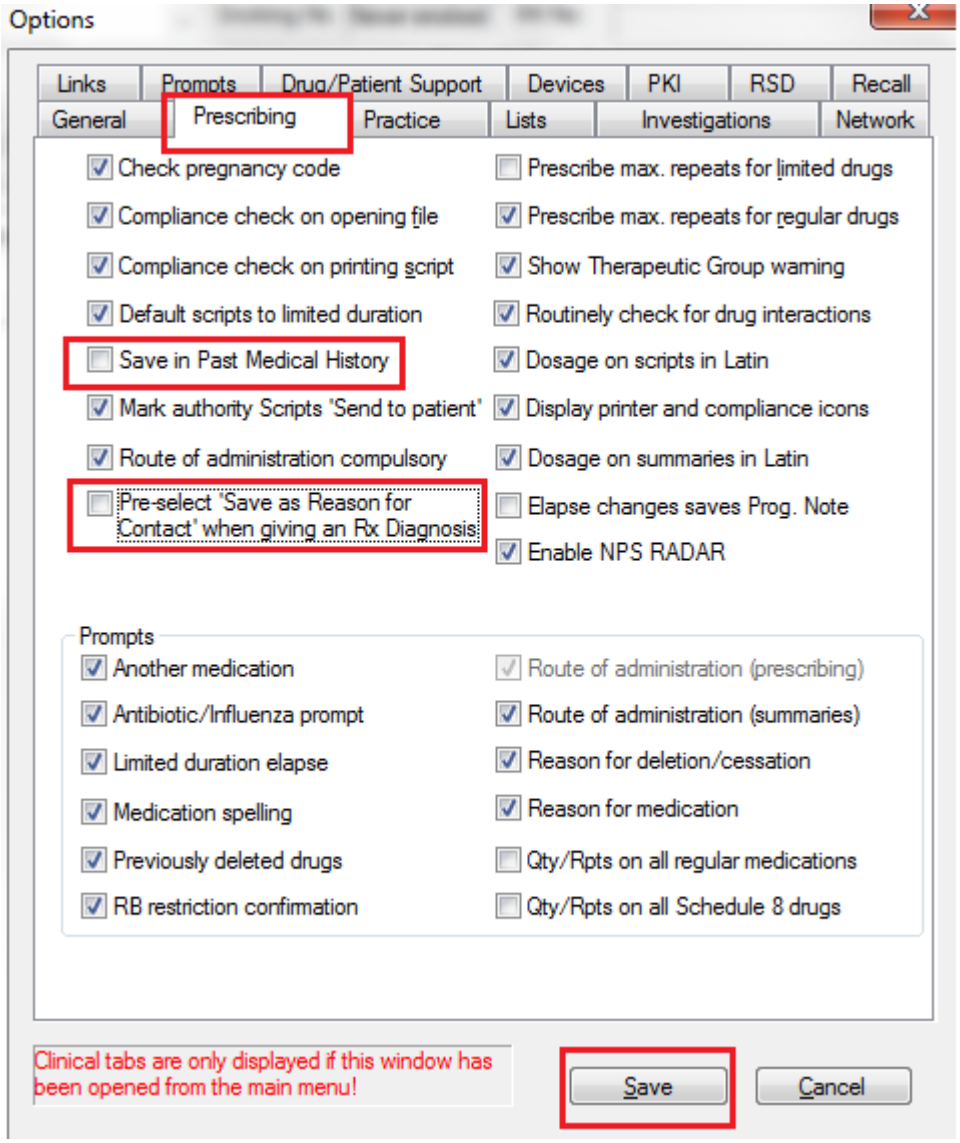
a) From patient file > Current Rx tab > Click on Reason for Medication >

b) Pick from list (coded) > Select the reason for medication from the list >

c) Save in Existing Past Medical items > Click Ok



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.