

Instructions for Medical Director: autofill comments

These instructions are for use within an open patient record.

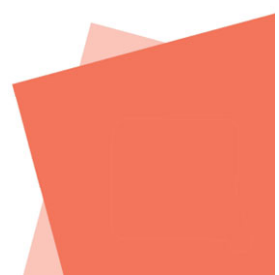
1. Click on the Management button
2. This will open the Management box. Click on the Add to list button
3. Enter the desired text and keyboard shortcut. You can make the Management shortcut available to all users by checking the 'Available to all doctors' box.
4. Click save
5. You can insert the text directly into the patient notes by highlighting the desired shortcut and clicking insert into notes, or
6. You can also type the keyboard shortcut directly into the progress notes (e.g. 'ctmx') and press enter. Your text is now in the progress notes and can be edited directly to add further details if needed.

These instructions are shown in pictures 1 to 4 below.

Note that you are also able to create shortcuts using the 'comment' button and following the above instructions. A comment and management shortcut cannot have the same keyboard shortcut (e.g. if you create a CTMX shortcut in the Management section, you cannot create a CTMX shortcut in the Comment section).

For further instructions on how to create Comment shortcuts, see here:

<https://www.medicaldirector.com/help/#t=topics-clinical%2FComments.htm>



Picture 1 Medical Director: Autofill

The screenshot shows the MedicalDirector Clinical 3.18a interface for patient Ms Robin Simpson (19yrs 5mths). The 'Management' tab is selected, and a dropdown menu is open, showing options: 'Add to list', 'Remove from list', 'View/Modify', 'Print list', and 'Close'. A red arrow points to the 'Add to list' option.

1. Click on management

2. Click on add to list

Wednesday February 19 2020 13:38:40
Dianne Norris
Visit type: Surgery Consultation

Wednesday February 19 2020 13:38:40
Dianne Norris
Visit type: Surgery Consultation

Management

Medical Certificate Letter Template #2 Letter Template #3 Website #1 Website #2

Dianne Norris MD Live Data - 504W-M-BPATEL\HCNSQL0

Picture 2 Medical Director: Autofill

The screenshot shows the 'Add management item' dialog box. The 'Enter the new item' text area contains the text: 'Asked about PID symptoms', 'Partner management discussed', 'Retesting organised for 3 months from today [insert date] via [insert method]'. The 'Shortcut' field is set to 'CTMX'. A red arrow points to the 'Save' button.

3. Enter the desired text and keyboard shortcut. Here we have created a shortcut for chlamydia management using the keyboard shortcut CTMX.

4. Click save

You can make this Management shortcut available to all users if you wish by checking this box.

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Picture 3 Medical Director: Autofill

MedicalDirector Clinical 3.18a - [Ms Robin Simpson (19yrs 5mths) - Read-Only]

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

Ms Robin Simpson (19yrs 5mths) DOB: 19/09/2000 Gender: Female Occupation: 7m 47s

780 Elizabeth Street, Parkville, Vic 3052 Ph: Record No: ATSI: Neither Aboriginal nor Torres Strait Islander

Allergies & Adverse Reactions: ? Allergies/Adverse Reactions Pension No: Ethnicity: Smoking Hx: ? Smoker IHI No: MyHealthRecord: Recalls

Warnings:

Summary Current Rx Progress Past history Results Letters Documents Old scripts Imm Cervical Screening Obstetric Correspondence MDExchange HL HealthLink

Consultation date: 19/02/2020 Previous visits: ALL

Visit type: Surgery Consultation

Wednesday February 19 2020 13:38:40
Dianne Norris
Visit type: Surgery Consultation

Management

Shortcut	Text
CTMX	Asked about PID symptoms Partner manage

Insert into notes
Add to list
Remove from list
View/Modify
Print list
Close

Wednesday February 19 2020 13:38:40
Dianne Norris
Visit type: Surgery Consultation

History Examination Reason Review
Management Comment Procedure Medicare Append Diagrams Search Clear Search Refresh

Website Feedback Help Medical Certificate Letter Template #2 Letter Template #3 Website #1 Website #2

Dianne Norris MD Live Data - 504W-M-BPATEL\HCNSQL0

5.You can insert the text directly into the patient notes by highlighting the desired shortcut and clicking insert into notes.

Picture 4 Medical Director: Autofill

MedicalDirector Clinical 3.18a - [Ms Robin Simpson (19yrs 5mths) - Read-Only]

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

Ms Robin Simpson (19yrs 5mths) DOB: 19/09/2000 Gender: Female Occupation: 10m 51s

780 Elizabeth Street, Parkville, Vic 3052 Ph: Record No: ATSI: Neither Aboriginal nor Torres Strait Islander

Allergies & Adverse Reactions: ? Allergies/Adverse Reactions Pension No: Ethnicity: Smoking Hx: ? Smoker IHI No: MyHealthRecord: Recalls

Warnings:

Summary Current Rx Progress Past history Results Letters Documents Old scripts Imm Cervical Screening Obstetric Correspondence MDExchange HL HealthLink

Consultation date: 19/02/2020 Previous visits: ALL

Visit type: Surgery Consultation

Wednesday February 19 2020 13:38:40
Dianne Norris
Visit type: Surgery Consultation

Asked about PID symptoms
Partner management discussed
Retesting organised for 3 months from today [insert date] via [insert method]

Wednesday February 19 2020 13:38:40
Dianne Norris
Visit type: Surgery Consultation

History Examination Reason Review
Management Comment Procedure Medicare Append Diagrams Search Clear Search Refresh

Website Feedback Help Medical Certificate Letter Template #2 Letter Template #3 Website #1 Website #2

Dianne Norris MD Live Data - 504W-M-BPATEL\HCNSQL0

6.You can also type the keyboard shortcut directly into the progress notes and press enter. Your text is now in the progress notes and can be edited directly to add further details if needed. In this example, we typed 'ctmx' and pressed enter.