

## 2. Templates and Patient Education Leaflets in Medical Director


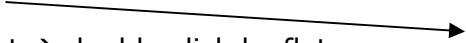
Templates	
<b>Importing Templates</b>	<p><b>For templates received as email attachment:</b> Open email → Right click on document icon → select Save As. Navigate to your computer desktop and select Save</p> <p><b>For templates received on CD:</b> Insert CD → a folder will pop-up displaying Disk for MD and BP → Right click on the folder → select Copy → Go to desktop → right click on a blank space on the desktop → select Paste</p> <p><b>WARNING: Do not open templates in Microsoft Word, it will corrupt the fields which pull information into the template</b></p> <p>Main Screen → Tools → Letter Writer → File → Modify Template → Blank Template → File → Import → Navigate to desktop where you saved the templates, click Open → Make any changes if desired → File → Save as Template → Name the template → Save</p> <p><b>To use template:</b> Open a patient file → Tools → Letter Writer → File → New → User Defined → Double click on template</p>
<b>Exporting Templates</b>	<p>Main Screen → Tools → Letter Writer → File → Modify Template → choose template you wish to export → File opens on your screen → File → Export → choose location (e.g. desktop) → Name the file → Save as RTF.</p>
<b>Creating Templates</b>	<p><b>NOTE:</b> it is easier to open, modify and resave an existing template as opposed to creating one from scratch.</p> <p>Main Screen → Tools → Letter Writer → File → Modify Template → Blank Template</p> <p>Use template fields on the right of the screen to drag in Doctor, Patient, clinical information as required. Click the + symbol to expand categories</p> <p>To insert fields: Place your cursor in the right place on your page e.g. after Dear → Expand Patient Demographics → Double click First Name to insert field &lt;&lt;Patient:First Name&gt;&gt;</p> <p>Add spaces, formatting (e.g. bold, font size).</p> <p>File → Save As Template → Name template</p> <p>To test the template: Open a patient file → Tools → Letter Writer → File → New → User Defined → Double click on template</p>

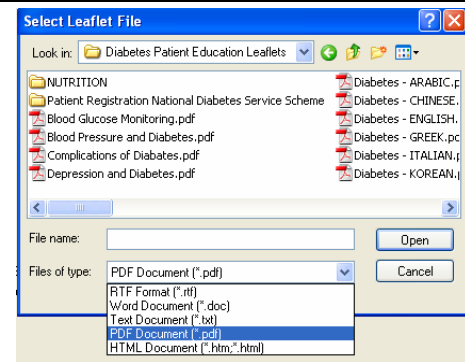
<b>Modifying an Existing Template</b>	Main Screen → Tools → Letter Writer → File → Modify Template → Choose template to be changed Follow steps in Creating Templates, to add template fields. You can delete or change words, formatting etc. To overwrite the original template with your changes → File → Save To keep original template → File → Save As Template → give edited template a different name
<b>Deleting Table</b>	Place cursor anywhere in the table → Table → Delete → Table
<b>Deleting Rows</b>	Place cursor in row you wish to delete → Table → Delete → Rows
<b>Adding Rows</b>	Place cursor in desired row → Table → Insert → Choose Row Above or Row Below

### Address Book

<b>Entering Addresses MD2/MD3</b>	To easily identify those Allied Health Providers who are registered with Medicare, go to Main Screen → File(s) → Address Book → New Person/Entry → Add details → in Category: Free text AHP (Allied Health Provider) Dietician/Podiatrist/etc
<b>Add/Delete Address Book Categories</b>	Main screen → Tools → Options → Lists → Address Book categories → add or delete user defined categories

### Patient Education Leaflets

<b>Adding Patient Education Leaflets</b>	<p>In the patient screen go to Patient Education Leaflets (cap icon) </p> <p>Open the Education Category under which you would like the pamphlet to be inserted</p> <p>Click the Plus Button (+) and choose "New leaflet"</p> <p>To view files of all types, select "Files of type" → </p> <p>Navigate to where you saved the patient leaflet → double click leaflet name</p> <p>To print, Double click the leaflet name, and select File → Print</p>
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<p><b>Adding Patient Education Categories and Sub Categories</b></p>	<p>In the patient screen go to Patient Education Leaflets (cap icon)</p> <p>Click the Plus Button (+) and choose "New Category"</p> <p>The category will appear with the name "New Category"</p> <p>Right click on the category and click "rename" – give the category a name</p> <p>Leaflets can be added to the new category → right click the category → select "New → Leaflet"</p> <p>Sub categories can be added to any category by right clicking the category and selecting "New → Category"</p>
<p><b>Recording the Printing of Patient Education Leaflets</b></p>	<p>If your version of MD doesn't automatically record the printing of a patient education leaflet, follow these steps:</p> <p>When a Patient Education Leaflet is printed, click the "green tick" to add the name of the Leaflet to Progress notes.</p> <p>Keeping a record the types of Education and Health Promotion leaflets a GP has printed for a patient is important in facilitating patient education and self management.</p> <p>Also, criterion 1.3.1a of the RACGP Accreditation Standards 3<sup>rd</sup> Edition requires showing evidence that the practice provides information about health promotion and illness prevention to patients – which might include a health records review.</p> 