

3. Using Your Database in Medical Director

Cleaning Your Database

Searching a large database can slow down the system – choose a quiet time to run large database searches.

Ensure that Medical Director is not running anywhere on the network and backup your current data before running this utility

Archiving in MD

MD2 Main screen → Search → Databases → “not seen since” and enter a date (e.g. 3 years, 2005) → Print list → go to Main Screen → F2 → find the first patient on the list → choose “delete” → choose from options: “Mark as inactive”, “Delete” or “Mark as deceased”. Repeat this action for each patient on the list

MD3 Bulk Archive - Main screen → Search → Patient → “not seen since” and enter a date (e.g. 3 years, 2005) → select “inactivate patients” to inactivate all patients at once

Note: Patients that are permanently deleted /marked as deceased **can be revived** and patients marked as inactive **can be reactivated**

Note: If set up, MD3 and Pracsoft have can link so that archiving in MD3 will archive in Pracsoft.

MD2 and Pracsoft do not have this link, which means you will need to use the above list and to archive the same patients in Pracsoft (details for how to do this are below)

Reactivating patients in MD

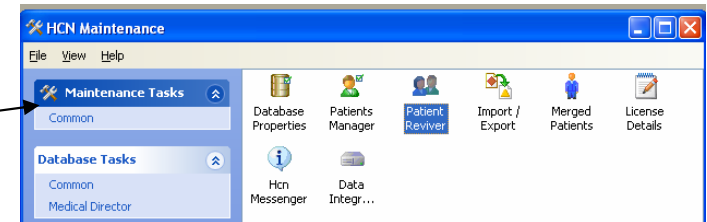
Main Screen → F2 → click “Include Inactive Patients” on the menu bar → Select a patient from the list of inactive patients (patient will be in red) and double click to open. Opening the patient will completely reactivate them.

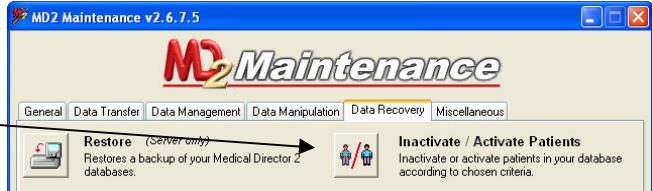
If patients call the practice and they do not appear to be on the database, ask them if they have attended before. If they say yes, tick “Include Inactive Patients”

Reviving patients in Maintenance

MD2 - MD2 Maintenance → Data Recovery → Patient Reviver → Highlight Patient → to check the demographic details of the patient click on View Details → click Restore

MD3 - HCN Maintenance → Database Tasks choose “Common” → Patient Reviver → Highlight Patient → to check the demographic details of the patient click on View Details → Restore



<p>Archiving patients with no clinical data in Maintenance</p>	<p>MD2 → MD Maintenance → Data Recovery Tab → Click Inactivate/Activate Patients icon → set patients with no clinical data to inactive</p> <p>MD3 → HCN Maintenance → Under Database Tasks choose Medical Director → Click the Inactive/Active patient icon and follow the wizard prompts → set patients with no clinical data to inactive.</p>	
<p>Archiving patients in Pracsoft</p>	<p>Pracsoft → F2 → type patient name and highlight patient → Edit → Patient Type → change to 'Inactive' → Chart Type → change to "Archived" → Save</p>	
<p>Deleting patients in Pracsoft</p>	<p>F2 → Highlight Patient → click delete button</p>	
<p>Reactivating patients in Pracsoft</p>	<p>Waiting Room → F3 → tick 'Include everyone' box → select the patient you wish to reactivate → edit → Patient Type → change to 'Active' → Chart Type → change to Permanent → Save</p>	

Correcting Uncoded Text

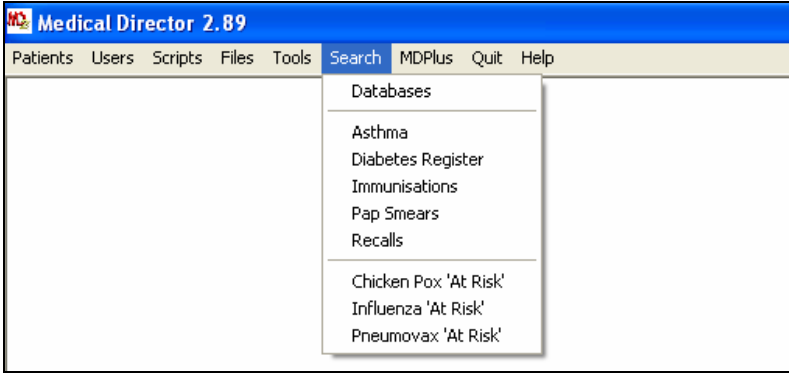
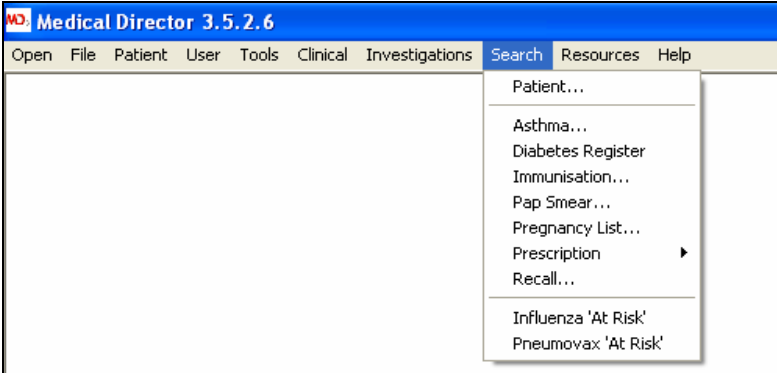
Entering a free text (uncoded - a diagnosis not on the dropdown pick list) diagnosis into a patient record, it will not be internally coded and as such, will not be found when performing any of the conventional searches.

For example, if a diagnosis of Diabetes Type 2 is typed in progress notes, or the diagnosis is added with incorrect spelling, it will not be found in the search list, nor will it appear in the diabetes register.

<p>Coding Diagnosis</p>	<p>Ensure that MD is not running anywhere on the network and backup your current data before running this utility</p> <p>MD2 - MD Maintenance → Data Management → Diagnosis code</p> <p>MD3 - HCN Maintenance → choose Medical Director view → Diagnosis coder</p> <p>The Diagnosis Coder will appear showing a list of diagnoses that have been entered via free text in the left column.</p> <ol style="list-style-type: none"> 1. Look down the left hand list for any items that relate to Diabetes e.g Diab, Type 1, Type 2, Dibates etc. 2. Highlight the item and then in the right hand column type "Diabetes" and a coded list of diabetes diagnoses will appear. Scroll down the list until you find the correct coded diagnosis for the patient and highlight this. 3. Select "Link" or "Correct" and this will change the free text diagnosis to a coded diagnosis → Continue this process for all diagnoses in the free text column.
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	<p>Link – keeps the name but attaches a code so that it can be searched and will appear in registers. The link only applies to that entry, not from that point onwards</p> <p>Correct – changes the name and codes the diagnosis correctly - IDEAL</p>
<p>Searching for Patients with Uncoded Diagnosis</p>	<p>MD3 → this search will not work</p> <p>In MD2 Main screen → Search → Databases</p> <ul style="list-style-type: none"> • Under Drug/Condition select “Currently taking drug from class” → e.g. “antidiabetic agents” → Click “add to search criteria”. • Under “Condition” type “Diabetes” and mark the “as a NOT condition” box → “add to search criteria” <p>The query (in the box at the bottom) should read “All patients using anti-diabetic agents NOT having diabetes”.</p> <p>This will find all people prescribed this medication who aren’t <u>coded</u> as a diabetic → Click search.</p> <ul style="list-style-type: none"> • Print this list and cross check list against diabetes register to identify uncoded diabetic patients • If the patient is a diabetic but is not coded as one, add this diagnosis in the past history section. • If a patient does not have diabetes, add this diagnosis in past history (e.g. Polycystic Ovarian Syndrome). <p>After properly diagnosing all the patients on the list you should find your diabetes register is now much bigger.</p>

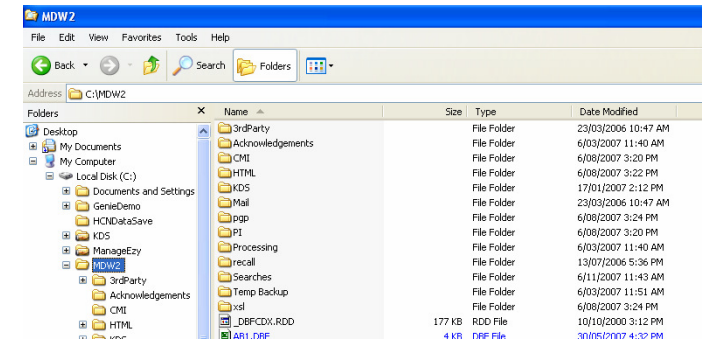
Database Searches	
<p>Now that your database is clean, use the search utility to produce a list of patients matching a set of user defined criteria (e.g. patients 45 – 49, or all patients with osteoporosis on one type of medication).</p> <p>As you select your search criteria, a literal representation of the query is displayed in the lower panel of this window. E.g. when no specific search a criterion has been selected, the words “All Patients” is displayed.</p>	
<p>Patient Database</p>	<p>In MD2 Main screen → Search → Databases</p> <p>In MD3 Main screen → Search → Patient</p> <ul style="list-style-type: none"> • To search by demographic criteria (e.g. surname, postcode, pension status) click “Other Demographic Criteria” • Click the “Clear” button to clear the search criteria • In MD3 - Select the “OR” check box to add a series of drugs taken by patients to the search criteria

<p>Other Database Searches in Medical Director</p>	<p>MD2 & MD3 allow for other searches which are more specific in their criteria, using a more defined set of data. These can also be saved, mail merges performed, recalls added etc.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="459 172 1261 600"> <p>MD2</p>  <p>The screenshot shows the 'Medical Director 2.89' application window. The 'Search' menu is open, displaying options: Databases, Asthma, Diabetes Register, Immunisations, Pap Smears, Recalls, Chicken Pox 'At Risk', Influenza 'At Risk', and Pneumovax 'At Risk'.</p> </div> <div data-bbox="1301 172 2114 600"> <p>MD3</p>  <p>The screenshot shows the 'Medical Director 3.5.2.6' application window. The 'Search' menu is open, displaying options: Patient..., Asthma..., Diabetes Register, Immunisation..., Pap Smear..., Pregnancy List..., Prescription, Recall..., Influenza 'At Risk', and Pneumovax 'At Risk'.</p> </div> </div>
<p>Saving Database Searches</p>	<p>It can be useful to save Recall Lists and other searches for future reference.</p> <p>To be able to save database searches, the staff member logged on requires "Top Level Access" as well as the "Allow data export" option selected. See Appendix 1 for instructions on changing User Access Levels.</p> <p>MD2 & MD3.6 and above → select save → give it a name → save</p> <p>MD3 (below 3.6) → searches cannot be saved</p>
<p>Retrieving Saved Searches</p>	<p>MD2 Main Screen → Search → Databases</p> <ol style="list-style-type: none"> 1. Close the Patient Search screen by clicking "Close" 2. Click File → Open → Save searches will appear or navigate to saved searches → Double click a file to open 3. To print the search → Click "Print" at the bottom of the screen <p>MD3 – cannot be performed, see option below</p>

Viewing Saved Searches in Excel Spreadsheets

In **MD2** Database searches can be saved then exported to excel spreadsheets for easier viewing and from here, can be modified and tailored to your needs.

1. Open Windows Explorer → Navigate to the "MDW2" folder (on hard drive) → Open "Searches" Folder → Right click on a saved search → click "Open With"
2. You may be asked to choose a program in which to open the search. Go to "Choose from list" and select Microsoft Excel (for Windows users)
3. To add new patients to your Excel Spreadsheet → perform a search with the same criteria → save the search and open it in an Excel Spreadsheet as per instructions → copy & paste new patients over to main register
4. Some spreadsheet columns may display ### (hash symbol). This means the column is not wide enough → Drag the boundary on the right side of the column heading until the column is wide enough to fit the text. Also, the first column of the spreadsheet may contain symbols. This column can be deleted.
5. Save the Excel Spreadsheet → File → Save as → Choose a location and a file name. (e.g. Gardasil 18- 26 → save to desktop)

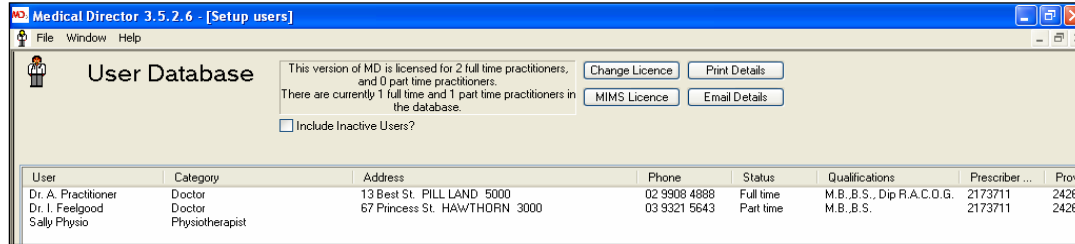


Searching for Cervical Smear Results

Searching for Pap Smear Results	Main screen → Search → Pap Smears → Select the time frame in which you would like to search for patients → Search
Searching for Custom Pap Smear Results	Main screen → Search → Pap Smears → Select Custom Search → Select the relevant custom criteria → Search
Searching for Pap Smear Statistics	To view statistics on all the pap smear results you have recorded, MD2: Main Screen→ Files→ Pap Smear → View Statistics MD3: Main Screen→ Clinical→ Pap Smear → Summary. You will be prompted to select an interval in which to search for statistics.
Excluding Patients from Pap Smear Searches in MD	<div data-bbox="539 603 1104 898" data-label="Image"> </div> <p>MD2: Main Screen→ Files→ Pap Smear → Mark Patient→ Select Patient MD3: Main Screen → Clinical → Pap Smear → Mark Patient→ Select Patient Select "YES" to exclude this patient from your pap smear lists. Select "NO" If the patient has been previously excluded and you wish her to once again appear on your pap lists.</p>
Updating Pap Smear Test Result Definitions	<p>MD2: Main Screen→ Files→ Pap Smear → Update last Smear List MD3: Main Screen→ Clinical→ Pap Smear → Update last Smear List</p> <p>Add: Adds a name of a laboratory tests to the list of Pap Smears when determining the date of last Pap Smear Edit: Edits a name of a laboratory tests identified by Medical Director as a Pap Smear Delete: Deletes the name of a test identified by Medical Director as a Pap Smear</p>

Appendix - User Access Levels

MD Main Screen → Users → Setup Users which will display the User database



Double click on the staff member whose access is to be modified and make sure that the correct access levels and permissions are provided.

Note: To change the access permissions, requires someone with "Full Access" as pictured below – this is usually the principal GP or Practice Manager.

