

COURSE TOPICS

You can choose which topics you would like covered or leave it up to our qualified trainer.

Medical Director

- Entering and editing patient details
- Entering family and social history
- Setting head of family
- Searching, selecting and updating patient records
- Active/Inactive patient records
- Cleaning up the database
- Progress Notes
- Creating Shortcut Keys
- Coding
- Using tools
- Diabetes Assessments
- Care Plans
- Adding Patient Recalls
- Setting up Recalls & Reminders
- Recalls vs Action Lists
- Script writing
- Address book & Referrals
- Letter writer
- Creating/modifying the letterhead
- Creating a template from scratch
- Modifying templates
- Importing Templates
- Summaries
- Creating and Importing Patient Handouts
- Creating Registers (Diabetes, Asthma etc)
- Database Functions/producing reports
- Database Maintenance
- Generating pathology, radiology etc requests
- Downloading and filing pathology results
- Cleaning up pathology lists
- Online features (eg FIT & MD Ref)
- Using Help
- Advanced searches for preventative health initiatives
- Differences between MD2 & MD3
- Tips & tricks & Data Cleansing
- MD Stats
- MD Mobility
- MD Exchange
- Tips & Shortcuts

PracSoft

- Getting Started with PracSoft
- Setting up users
- Security issues
- Setting up fees
- Adding new patients
- Editing patient details
- Appointments – Basic Features
- Appointments – Advanced Features
- Setting up Doctors and Rosters
- Creating a second appointment book
- Linking Appointments to the Waiting Room
- Using OPV and OVV
- Entering item numbers from the Waiting Room Screen
- Recording Patient Consultations
- Searching for and adding multiple item numbers
- Adding text to patient invoices (eg patient aftercare)
- Processing Accounts and Receipts
- Billing Home and Nursing Home Visits
- Adjusting Accounts and Receipts
- Processing daily banking reports and printing bank deposits
- Bulk-billing & batching for Medicare and Veterans Affairs
- Adding and removing vouchers from batched claims
- Linking PracSoft to Medical Director
- Batching immunisations
- Receipting bulk claims
- Using Medicare Online claiming
- Resolving exceptions
- Setting up patient claiming using Medicare Online
- Using patient claiming
- Reporting including day sheets
- Designing statements
- Designing letterheads
- Using HCN messenger
- Sending Email reminders for patient appointments
- Using the Help Menu
- Tips and Shortcuts



Train IT Medical

Competence with Confidence

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