

# **PROGRESS NOTES**

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- Most of the actions that you perform in Medical Director are automatically recorded in the progress notes. Progress notes may be created in three ways:
  - 1. Auto-populated using inbuilt functions such as the clinical tools at top of screen.
  - 2. Using buttons on the bottom of the screen eg history, reason for visit, management etc.
  - These buttons provide multiple areas for the collection of clinical information by clicking in predefined general or specific criteria.
  - 3. Free text typing. Formatting tools can be found at the top of the current progress note.

# SOAP PROTOCOL (SUBJECTIVE, OBJECTIVE, ASSESSMENT, PLAN)

MD has inbuilt shortcut keys.

• Type in the shortcut and then enter or spacebar to initiate the shortcut

History	Examination	Reason	Review
Management	Comment	Procedure	Medicare

🄊 File Patient Edit Summaries Tools Clinical Investigations Assessment Resources Window

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26/05/2009

Consultation date:

Builtin	Shortcuts
A:	Assessment
DX	Reason for Contact
HX	History
MX	Management
O:	Objective
OE	Examination
P:	Plan
RV	Review
S:	Subjective

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## MANAGEMENT TAB

- Allows for the customisation of comments and notes to be included in progress notes
- List can be added to or modified at any time click add, type ٠ in text or copy/paste from somewhere else, and add the shortcut name ('eg ASTX for asthma presentation shortcut. Shortcut is inserted by typing name and spacebar so be careful not to use a common word or abbreviation
- List can be made available to other practitioners tick box at • bottom left when creating the shortcut

Performs same shortcut functionality as Management tab but

will not insert a Management heading

#### Management Shortcut Insert into notes Text CERTT Clinic certificate supplied for 2 days off y Add to list DEB Serial debridement of plantar wart after d DUO Clean/Debride wound and apply a Duo Remove from list HDMM Presents for House Dust Mite desentisat View/Modify HIST Explain the natural History of the disease LIQN Apply Liquid Nitrogen to warts - Minimu Print list MAPP 50mcg OCP & 10mg Maxolon tabs suppli Close POLL Presents for Pollen desentisation. Dose: REA Patient reassured and the natural history REV Patient presents for review of investigation ROS Patient presents for removal of sutures. Salf Brazet Evan tachnique taught to na CREE

Add management item	
Enter the new item	
Patient presents for review of consultation. All tests unrema given general health preventiv	investigations taken at previous A transfer and transfer and transfer and transfer advice.
Shortcut: RVX	
Available to all doctors	
Save	Close



**COMMENT TAB** •

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# **CUSTOMISE SHORTCUTS WITH CARETS**

- Insert a caret (^) by holding Shift
  + 6 key.
- When a caret is inserted into a comment or management shortcut, specific variables can be inserted (eg dosage, frequency, diagnostic details).
- Move quickly between the carets by pressing F5 or the button on the format toolbar in the progress notes on the left hand side.

# REASON FOR VISIT AND PROCEDURE TABS

- Can enter reason for visit or procedure performed and any findings
- Check past medical history first and DOCLE list before adding free text
- Also helps to easily locate reasons for previous visits and is accessible for future searches

## **REVIEW TAB**

 Allows you to easily schedule and document a date for a patient's review



#### **MEDICARE TAB**

 Allows you to enter a relevant Medicare Item number with the visit summary. This can also automatically transfer into the billing program (eg PracSoft) for billing purposes.

#### **PREVIOUS VISITS**

- Double click relevant entry to see full notes for a previous visit. Click on the diagram button to view previous drawings made in the entry.
- Can search through previous notes
- Can filter the visits available for viewing by selecting from the drop box above previous notes
- You cannot change notes after the day of the visit but you can append (or add to) previous notes using the append button
- Search through Previous visits for all visits related to a specific reason

Previous visits:	ALL	1
	ALL	<u> </u>
Date	F Diabetes Mellitus - Type II	
05/03/1999	D Letter written	
09/03/1999	7 MIGRAINE	
22/05/1999		



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