

# Summary Sheet

## Adding a Coded Diagnosis, Past History

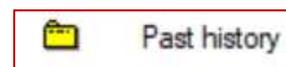
Diagnoses are added using the **Past history** screen or via the **Reason for Visit** button in the Progress Notes tab of Medical Director Clinical. The diagnosis should always be chosen from a coded list rather than using free text.

The Past History section of the electronic medical record is used to record only:

- Chronic conditions
- Significant events in the patient's medical history

### Adding a coded diagnosis in the patient record / consultation:

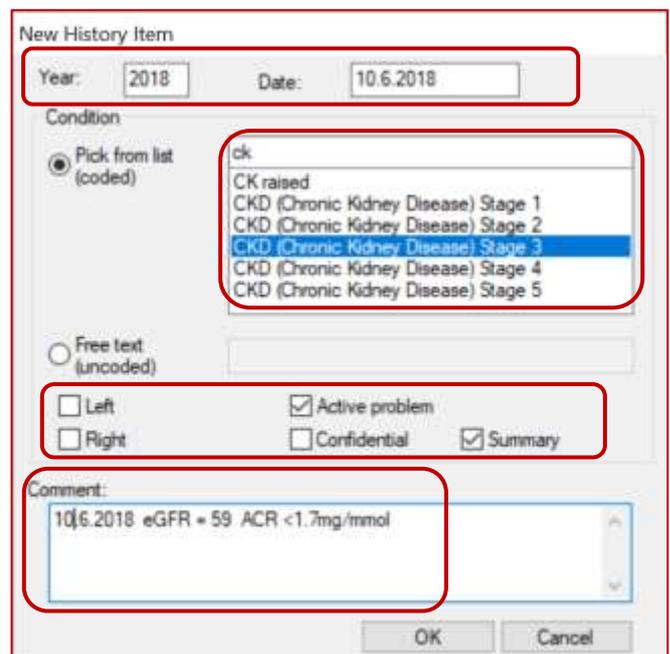
1. Open the patient record 'F2'.
2. Select the 'Past history' tab.



3. Select the red '+' button in the top left of the screen.



4. **Enter the date** the condition was first diagnosed in the date field. If a specific date is not known, enter the Year it was first diagnosed.
5. **Enter the first few characters** of the condition in the 'Pick from List' field then **double click** on the relevant diagnosis to select.
6. Tick '**Active Problem**' to indicate the condition is current if appropriate.
7. Tick '**Summary**' if you wish to include the diagnosis on health summaries and referrals.
8. If you wish to exclude this item from health summaries tick '**Confidential**'.



9. Enter **Comment/s** eg. detail of operation, name of Specialist etc.
10. **OK** to save.



Year	Date	Condition	Side	Status	Summary	Confidential	Coded
1996	10/02/96	Asthma		Inactive	Yes	No	Yes
2000	03/02/2000	Lump breast	Left	Inactive	Yes	No	Yes
2001		Stroke		Active	Yes	No	Yes
2018	24/07/2018	Headache - Migraine		Active	Yes	No	Yes