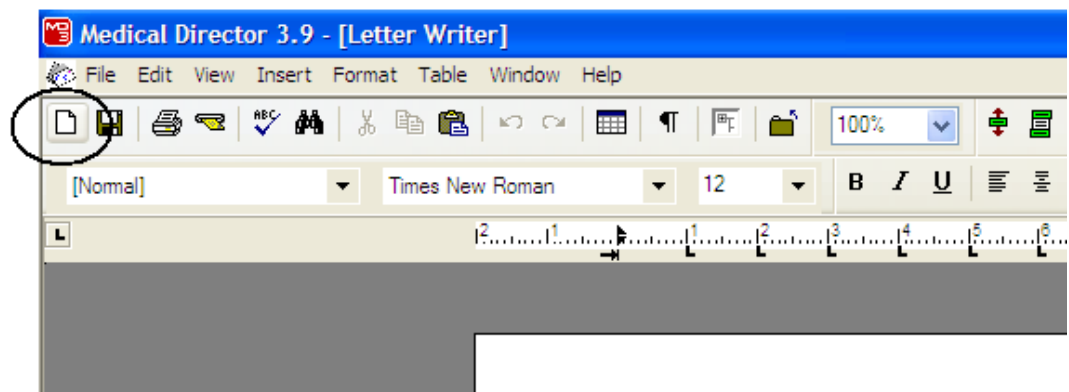


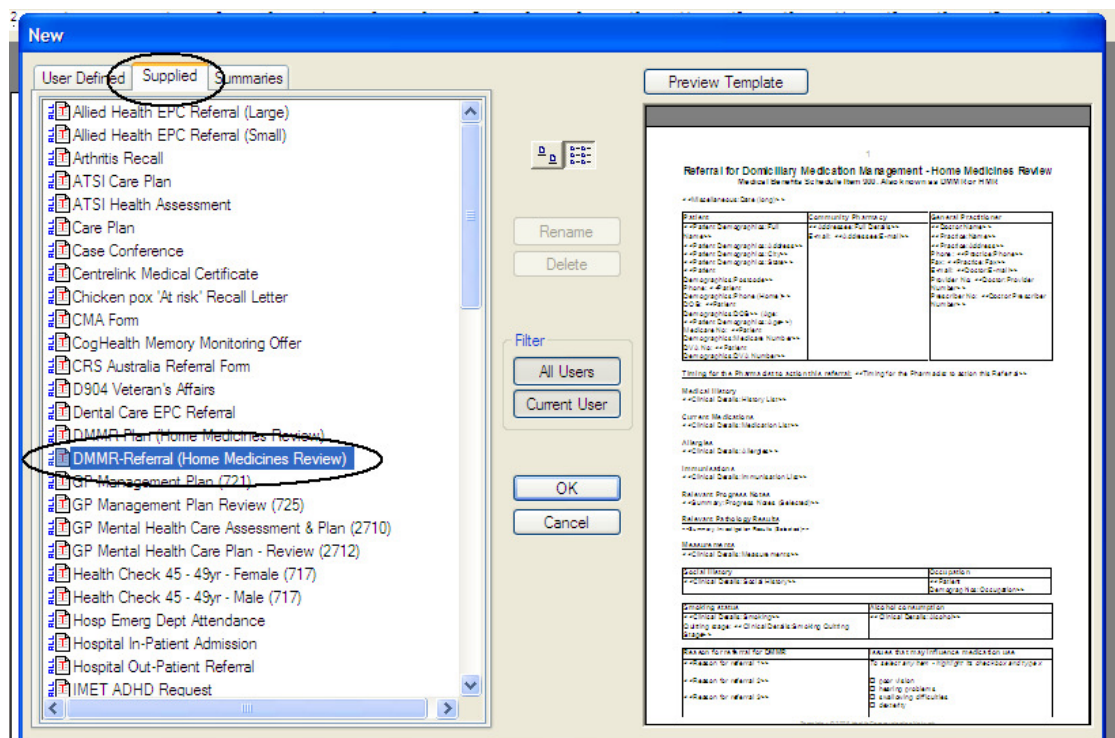
How to... Generate HMR Referral Letters in Medical Director 3

To generate a Home Medicines Review Referral Letter from Medical Director

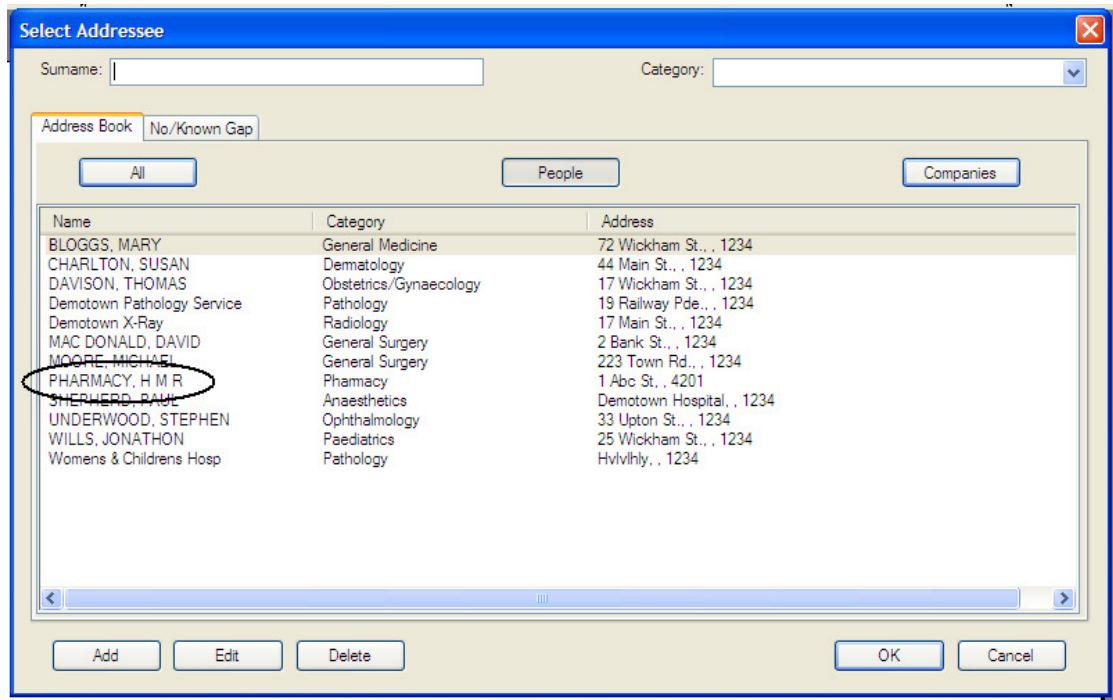
1. Open Medical Director - Letter Writer
2. From Letter Writer open the New Letter Templates



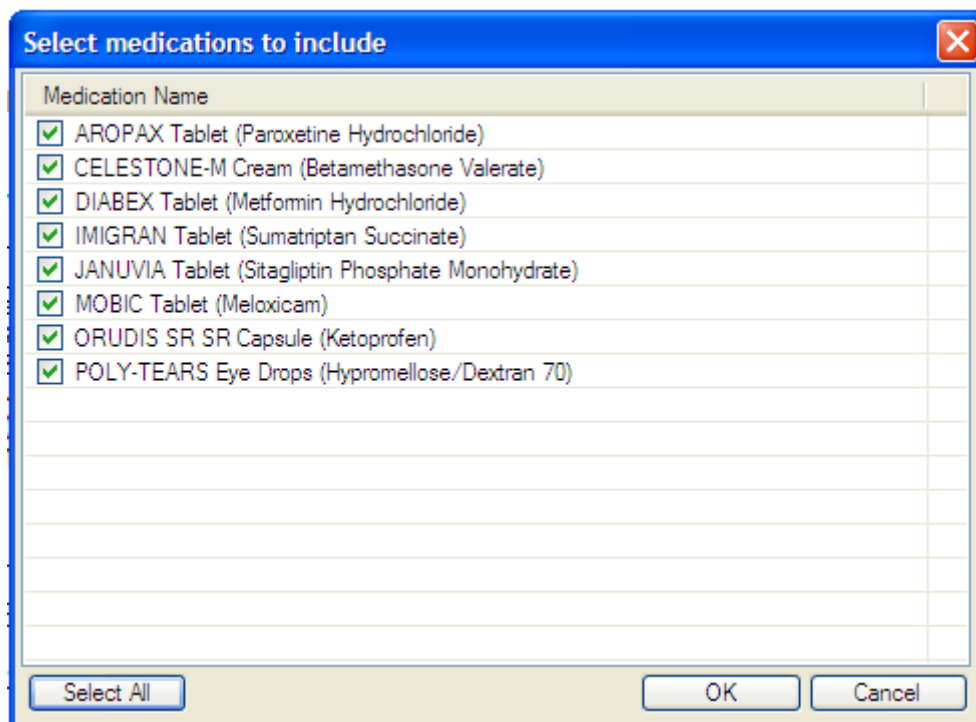
3. Choose from the Supplied Templates Tab the DMMR-Referral (Home Medicines Review) letter template.



4. Select the Pharmacy who will be organising the HMR from your address book



5. Select the patients current Medications.



6. Select any relevant Progress Notes

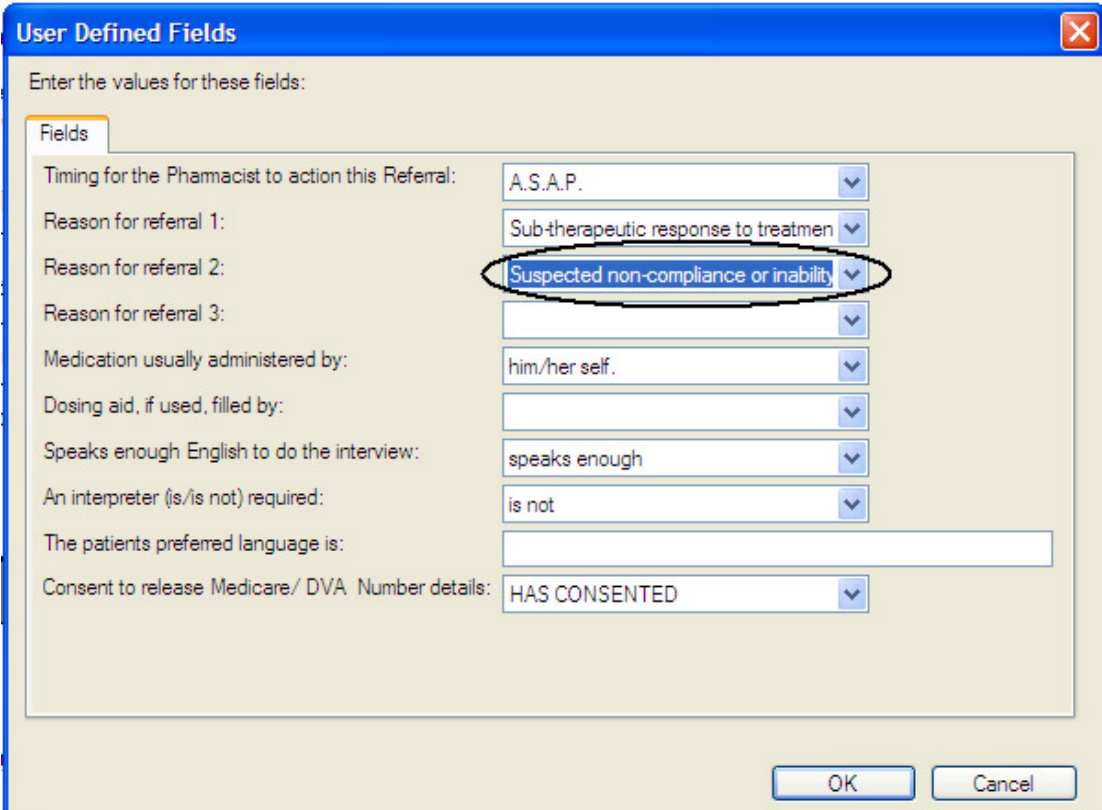


The 'Progress Notes Selection' dialog box displays a table with columns for 'Visit Date', 'Recorded by', and 'Reason'. The last row is selected.

	Visit Date	Recorded by	Reason
<input type="checkbox"/>	04/02/2000	Dr. A. Practitioner	Pain - am
<input type="checkbox"/>	05/02/2000	Dr. A. Practitioner	Pain - am
<input type="checkbox"/>	05/02/2000	Dr. A. Practitioner	
<input type="checkbox"/>	13/02/2000	Dr. A. Practitioner	
<input type="checkbox"/>	10/12/2008	Dr. A. Practitioner	
<input type="checkbox"/>	31/03/2009	Dr. A. Practitioner	
<input type="checkbox"/>	11/05/2009	Dr. A. Practitioner	Diabetes Mellitus - NID...
<input checked="" type="checkbox"/>	11/05/2009	Dr. A. Practitioner	

Buttons: Select All, Clear All, View, OK, Cancel

7. Select reasons for referral for HMR and Press OK.



The 'User Defined Fields' dialog box contains several dropdown menus for selecting values. The 'Reason for referral 2' dropdown is highlighted with a red circle.

Enter the values for these fields:

Fields

Timing for the Pharmacist to action this Referral: A.S.A.P.

Reason for referral 1: Sub-therapeutic response to treatment

Reason for referral 2: Suspected non-compliance or inability

Reason for referral 3:

Medication usually administered by: him/her self.

Dosing aid, if used, filled by:

Speaks enough English to do the interview: speaks enough

An interpreter (is/is not) required: is not

The patients preferred language is:

Consent to release Medicare/ DVA Number details: HAS CONSENTED

Buttons: OK, Cancel

8. Review letter and add any necessary free text. Print, sign, and send letter or give to patient to take to pharmacy.

Allow 2 weeks to receive HMR report from Accredited Pharmacist.
A template for the preparation of a medication management plan is also contained in Medical Director's supplied templates: "DMMR Plan (Home Medicine Review)"
For further information on Home Medicines Reviews please contact the Brisbane South Division of General Practice, or visit our web site. www.bsdgp.com.au