

Using *Progress Notes* in Medical Director

Automatic recording of actions into the *Progress Notes*

Most of the actions you perform in Medical Director are automatically recorded into the *Progress Notes*. In order to see this, open a patient record and complete the following actions. Then check the entries in the *Progress Notes*.

Complete a Pathology Request for an FBE

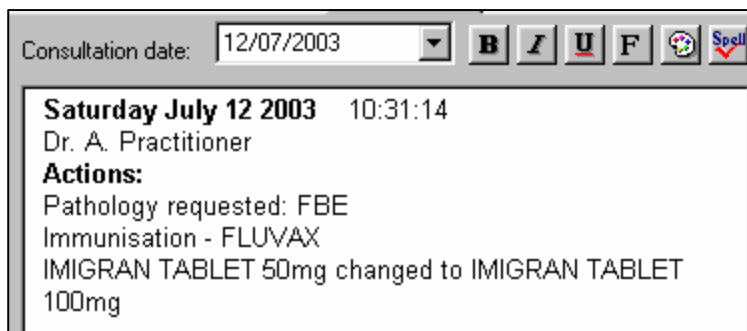
1. Click on the *Pathology request* button and select FBE.
2. Click on the **Print** button and then **Close**.
3. Click on the **Progress Notes** tab and you will see that the pathology request has been added to the Actions of the *Progress Notes*.

Add an immunisation

1. Click on the **Immunisation** tab and record an immunisation (e.g. FLUVAX).
2. Click on the **Save** button.
3. Click on the **Progress Notes** tab and you will see that the immunisation record has been added to the Actions of the *Progress Notes*.

Change the strength of a medication

1. Click on the *Current Rx* tab.
2. Select one of the medications and then double click on the *Strength*. A list of alternative brands and strengths will appear.
3. Click on one of the alternatives and then click on the *Prescribe* button.
4. Click on the **Progress Notes** tab and you will see that the medication change has been added to the Actions of the *Progress Notes*.



Other functions that are recorded automatically into the *Progress Notes*

While not exhaustive, the following list shows you the variety of actions and recordings that are transferred automatically to the *Progress Notes*.

Actions	Recordings
<ul style="list-style-type: none">• Prescribing• Pathology/Cytology/Imaging requests• Notifying pathology results• Recalls• Referrals and other correspondence created in LetterWriter• Travel schedules• Education leaflets printed• Printing Asthma Action Plan• Care Plans	<ul style="list-style-type: none">• Height/Weight/Waist/BMI• Blood pressure• Immunisations• Gestational record• Respiratory function calculator and spirometry results• Renal function calculator• Physical activity assessment• Depression recovery scale• Mini mental state examination

Free text typing into *Progress Notes*

Text can be typed directly into the *Progress Notes*. Formatting the notes is achieved by highlighting selected text and then clicking on one of the toolbar buttons to the right of the Consultation date. A



spell check button is also available.

Built in shortcuts

The SOAP protocol (Subjective, Objective, Assessment, Plan) for conducting a consultation can be assisted by some built-in shortcuts. Type one of the SOAP shortcuts (listed in the table to the left) and press the spacebar to expand it to the full text. There are also shortcuts for Diagnosis, History, Management, Examination and Review

SHORTCUTS	
A:	Assessment
DX	Diagnosis
HX	History
MX	Management
O:	Objective
OE	Examination
P:	Plan
RV	Review
S:	Subjective

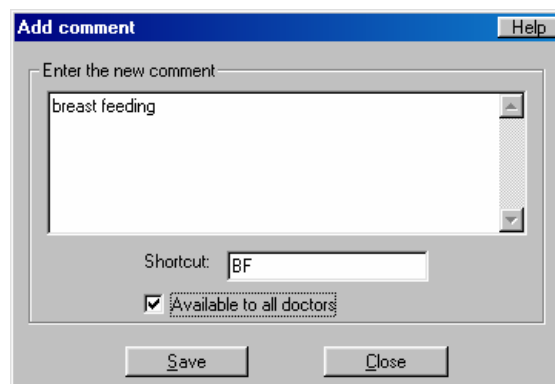
Overview of Management and Comment

The **Management** and **Comment** tabs of the *Progress Notes* are used to create shortcuts that can save you a lot of typing time. If ever you find yourself typing the same thing over and over again it is time that you set up the shortcuts.

You may create typing shortcuts in both the *Comment* and *Management* parts of the *Progress Notes* to make up for your poor or slow typing skills. If you put the same shortcut in both the *Comment* and *Management* lists the one in the Comment list will be used if typed directly into the *Progress Notes*.

Creating your own Comment shortcuts

1. Click on the *Comment* button of the *Progress Notes* and then click on the *Add to list* button.
2. Type in a *comment* and its *shortcut* in the appropriate boxes. Click on *Available to all doctors* button if you want to share this shortcut with other doctors of the practice.



Special shortcuts

By using the ^ symbol incorporated into a comment you are able to use the <F5> key to “jump” to parts of the text where extra text entry is required.

1. Click on the *Comment* button of the *Progress Notes* and then click on the *Add to list* button.
2. Type in the following:
Presents for Pollen desensitisation.
Dose: ^mL of Bottle ^ given by s/c injection.
Patient observed for 20mins.
Review ^ weeks.
3. Type in the Shortcut of POL and click on **Save**.
4. When back in the *Progress Notes* type in POL and press the spacebar. Press<F5> - type in the dose quantity and then press <F5> and type in the next value. Press <F5> and type in the third.