

Kapa Kaiaka - MedTech 32 Tips and Tricks

Acknowledgement to Amanda van Zyl, who suggested this topic but sadly couldn't make it on the day.

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MEDICATIONS

1. Personal Medications

Add medications to personal within the “New Patient Medication” tab - tick box on the bottom left

New Patient Medication

Main | Audit | GMS: Y3

Drug: Paracetamol 500mg Tab

Dosage: 1 tabs Freq: Four Times Daily (QID) Period: 1 mth

Mitre: 120 tabs Amount: 2.22

Directions: 1 tabs, Four Times Daily

Repeats: 0 Options...

Administer: Systemic

Initial Dispensing Period: days Provider Eligible for Co-Payment

Provider: EMMA CLARE (EMMA) Prescribed Externally

Date of Issue: 12 Dec 2019 External Provider:

Classification: Confidential Generic Substitution

Status: Recommended by Specialist Patient meets Endorsement Criteria

Specialist: Date Recommended:

Previous Drug:

☒ Add to Personal OK Another Cancel MIMS Help

New Personal Medicine

Main | Audit | GMS: Y3

Drug: Paracetamol 500mg Tab

Key:

Dosage: 2 tabs Freq: Every Four Hours (QOH) Period: 1 mth

Mitre: 240 tabs

Directions: 2 tabs, Every Four Hours

Repeats: 0

☒ Generic Substitution Allowed

Provider: EMMA CLARE (EMMA)

OK Cancel Help

☒ Add to Personal OK Another Cancel MIMS Help

When next searched with the personal box ticked it will now come up:

Drug Search

Quick | Advanced

Drug Name: PARACET Search

Therapeutic Options:

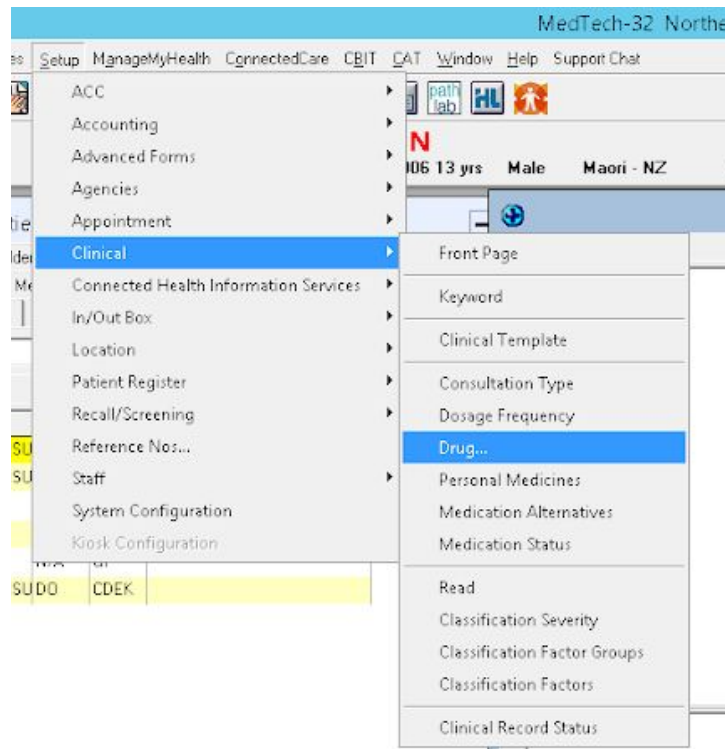
☒ Personal ☐ Brand/Generic

SA Drugs: Sub: Exclude Unsafe in Pregnancy: Exclude Banned in Sport: Include Inactive:

Tick	Personal Medicine	Presentation	Key	PML
<input type="checkbox"/>	Paracetamol + Codeine (Relieve (Paraceta	Tab	para	
<input checked="" type="checkbox"/>	Paracetamol (Paracetamol (Pharmacy Healt	500mg Tab		

2. Add a New Medication to Medtech

Go to Setup --> Clinical --> Drug

A screenshot of the 'New Drug' form in the MedTech-32 software. The form is titled 'NEILMED Sinus Rinse'. It has a tabbed interface with 'Main' selected. The 'Drug Details' section contains the following fields: 'Generic Name' (SINUS RINSE), 'Brand Name' (NEILMED), 'Presentation' (Sinus Rinse), 'Form' (Liquid), 'Unit of Measure' (mL), 'Manufacturer' (empty), 'HBL Price' (empty), and 'Drug Type' (Pharmacy Drug [P]). There is an 'Inactive' checkbox which is unchecked. At the bottom, there are buttons for 'Search...', 'Add', 'OK', 'Cancel', and 'Help'.

You must fill: Brand, presentation, drug type and sports/pregnancy categories (in the More tab)
Click OK and it should come up next time you search for a drug

3. Change Unit of Measurement for Drug

Go to Setup --> Clinical --> Drug (as above)

Click "Search" for the offending drug

Change unit of measurement if incorrect

The screenshot shows a software window titled "View Drug" with a blue header bar. Below the header, the drug name "FATTY (HEALTHY) Crm" is displayed. A tabbed interface is visible with tabs for "Main", "Coding", "Generics", "Drug Class", "Therapeutic Options", "More", "Information", and "Audit". The "Main" tab is selected, showing "Drug Details". The details include:

- Generic Name: MOISTURISER
- Brand Name: FATTY (HEALTHY)
- Presentation: Crm
- Form: Cream
- Unit of Measure: g
- Manufacturer: Jaychem
- HLB Price: 0
- Drug Type: Pharmacy Drug [P] (with a dropdown arrow and a help icon)
- Inactive: ☐

At the bottom of the window, there are buttons for "Search...", "Add", "OK", "Cancel", and "Help".

4. Entering medications prescribed elsewhere

Enter a new patient medication and tick the box “prescribed externally”

Keep the discharge summary / clinic letter unfiled in your inbox to stop it from automatically closing when new drug window is opened

The 'New Patient Medication' window displays the following information:

- Drug:** Hydroxychloroquine Sulfate 200mg Tab (equiv. 155 mg base)
- Dosage:** 1 tabs
- Freq:** Once Daily (OD)
- Period:** 1 mth
- Mite:** 30 tabs
- Amount:** 13.32
- Directions:** 1 tabs, Once Daily
- Repeats:** 2 (Frequent Dispense endorsement added)
- Administer:** Systemic
- Initial Dispensing Period:** days
- Provider:** EMMA CLARE (EMMA)
- Date of Issue:** 12 Dec 2019
- Classification:** (empty)
- Status:** (empty)
- Specialist:** (empty)
- Previous Drug:** (empty)

Buttons at the bottom: Add to Personal, OK, Another, Cancel, MIMS, Help.

Looks like this in medication list and won't appear on Daily Record:

Rep	Date	Drug Name	Qty	Directions	Amount	Prov
<input type="checkbox"/>	12 Dec 2019	Hydroxychloroquine Sulfate 200mg Tab	30	1 tabs, Once Daily	13.32	#EXT
<input type="checkbox"/>	12 Dec 2019	Paracetamol 500mg Tab	240	2 tabs, Every Four Hours	4.44	EMMA
<input type="checkbox"/>	16 Aug 2012	Paracetamol 500mg Tab	30	2 tabs, Four Times Daily, max	0.00	GF

CLASSIFICATIONS

1. Add Classifications to medications

New Patient Medication

Main | Audit | **GMS: NS (Not Subsidised)**

Drug: Rivaroxaban 20mg Tab

Mitre: 30 tabs Period: 1 mth Amount: 451.20

Directions: 1 po od

Repeats: 2 Options...

Administer: Systemic

Initial Dispensing Period: days ☐ Provider Eligible for Co-Payment ☒

Provider: Dr Emma Clare - KOH (EMMA) Prescribed Externally ☐

Date of Issue: 07 Jan 2020 External Provider: ...

Classification: Frequent Dispense ☐ Long Term ☒

Status: Confidential ☐ Generic Substitution ☐

Specialist: Self Management

Previous Drug: Stopped smoking

Interactions: 3 Warnings

Suppress ☐ Details ☐

Add to ...

Patient Classifications

Read Term	Note
Self Management	
Stopped smoking	
Heart failure	
Peripheral vascular disease	
Gastro-oesophageal reflux	
Atrial fibrillation	On Warfarin
Neurotic (reactive) depression	
Asthma	
Gout	

Especially useful for atypical / off licence indications for meds

Then you/others can see what these were in reference to in the Patient Manager tab:

Patient Manager

Clinical Template | History | Appointments | Immunisation | Contacts | Patient Transactions | A/c Holder Account | Patient Tasks | Forms

Daily Record | Medications | **Classifications** | Medical Warnings | Front Page | Recalls | Screening | Accidents | Out Box | Inbox

Rep	Date	Drug Name	Qty	Directions	Amount	Prov	Classification	Stat
<input type="checkbox"/>	7 Jan 2020	Rivaroxaban 20mg Tab	30	1 po od	451.20	EMMA	Atrial fibrillation	
<input type="checkbox"/>	27 May 2019	Augmentin 500 Tab (500/125 mg)	21	1 tabs, Three Times Daily	3.89	CROS		
<input type="checkbox"/>	4 Apr 2018	Viagra 100mg Tab	1	1 tabs, Once Daily	0.00	KIDD		

2. Add Classifications to clinic letters

Provider Inbox --> open document

Select or add new Classification

The 'View Patient Inbox' window displays patient information for 'MOUSE Mikey (MOUSE)'. The 'Internal Details' section includes fields for Subject, Result Date, Comment, From, Provider, and Folder. A 'Patient Classifications' dialog box is open, showing a list of classifications with 'IDPrediabetes' selected. The dialog box has 'Add...', 'OK', and 'Cancel' buttons.

Read Term	Note
IDPrediabetes	
Alcohol intake above rec limit	
Obesity	
Alcohol intake within rec limit	
Light smoker - 1-9 cigs/day	
Trying to give up smoking	
Current smoker	
Chronic obstructive pulm.dis.	
CVA/Stroke - haemorrhage	

Then you can filter the patients inbox by classification to find older clinic letters/admissions etc relation to that diagnosis!

The 'Patient Manager' window shows a list of patient records. A context menu is open over the first record, which is highlighted in yellow. The menu options include 'Print To...', 'Select Classification...', 'New Screening', 'Default Filter', 'This Subject Only', 'This Classification Only' (which is selected), 'This Clinical Status Only', 'Mark as Unread', and 'Clinical Status'.

Tck	Result Date	Imported Date	Subject	Comment	Classification
<input type="checkbox"/>	1 Oct 2015	1 Oct 2015	Scanned Document	PHN Referral	IDPrediabetes

3. Reorder Classifications

Click the rainbow button



Select “Most Recent Only” to show Long Term diagnoses at the top

Risk Value: 0

Rep	Date	Read Code Term	Note	On Set	Prov	Severity	Risk
<input type="checkbox"/>	7 Jan 2020	[D]Prediabetes (F102.11)			EMMA		
<input type="checkbox"/>	21 Jun 2019	Health ed. - alcohol (6792.00)			MCC		
<input type="checkbox"/>	21 Jun 2019	Alcohol intake above rec limit (137K.00)			MCC		
<input type="checkbox"/>	21 Jun 2019	Smoking cess behaviour support			MCC		
<input type="checkbox"/>	21 Jun 2019	Health ed. - smoking (6791.00)			MCC		
<input type="checkbox"/>	21 Jun 2019	Ex smoker (137S.00)			MCC		
<input type="checkbox"/>	6 Jun 2019	Prescribed smoking cess med					
<input type="checkbox"/>	6 Jun 2019	Ref to smoking cess support					
<input type="checkbox"/>	24 Sep 2018	Obesity (C380.00)					
<input type="checkbox"/>	7 Aug 2018	Health education given (6793.00)					
<input type="checkbox"/>	15 Jan 2018	Ref to smoking cess support					
<input type="checkbox"/>	15 Jan 2018	Health ed. - smoking (6791.00)					
<input type="checkbox"/>	15 Jan 2018	Stopped smoking (137K.00)					
<input type="checkbox"/>	15 Jan 2018	Alcohol intake within rec limit					

Filter Classification

☒ Most Recent Only
☐ Show Full History

Read Code:

Within Read:

Severity:

☐ Display SNOMED Clinical Term
☐ Include Inactive

OK Cancel Help

4. Find notes relating to a Classification

In Classifications tab right click on the Classification ---> Filter Daily Record

The screenshot shows the 'Patient Manager' application window. The 'Classifications' tab is selected in the top menu. A table lists various classifications with columns for Rep, Date, Read Code Term, Note, On Set, Prov, Severity, and Risk. The 'Obesity (C380.00)' entry is highlighted in yellow. A right-click context menu is open over this entry, showing options: Print To..., Assign to consultation, Long Term/Not Long Term, Advanced Forms, Default Filter, This Chapter Only, This Classification Only, and Filter Daily Record (which is highlighted in blue).

Rep	Date	Read Code Term	Note	On Set	Prov	Severity	Risk
<input type="checkbox"/>	7 Jan 2020	[D]Prediabetes (R102.11)			EMMA		
<input type="checkbox"/>	21 Jun 2019	Alcohol intake above rec limit (13)			MCC		
<input type="checkbox"/>	24 Sep 2018	Obesity (C380.00)					
<input type="checkbox"/>	15 Jan 2018	Alcohol intake within re					
<input type="checkbox"/>	13 Jul 2016	Light smoker - 1-9 cigs					
<input type="checkbox"/>	22 Jun 2016	Trying to give up smoki					
<input type="checkbox"/>	22 Jun 2016	Current smoker (137R.0)					
<input type="checkbox"/>	3 Feb 2016	Chronic obstructive pul					
<input type="checkbox"/>	29 Apr 2015	CVA/Stroke - haemorrh					
<input type="checkbox"/>	5 Dec 2014	Type 2 Diabetes Mellitu					
<input type="checkbox"/>	3 Sep 2013	Rheumatoid arthritis (N)					
<input type="checkbox"/>	7 Nov 2012	Other congenital heart					
<input type="checkbox"/>	16 Jul 2012	Self Management (Q4.00)			KATH		

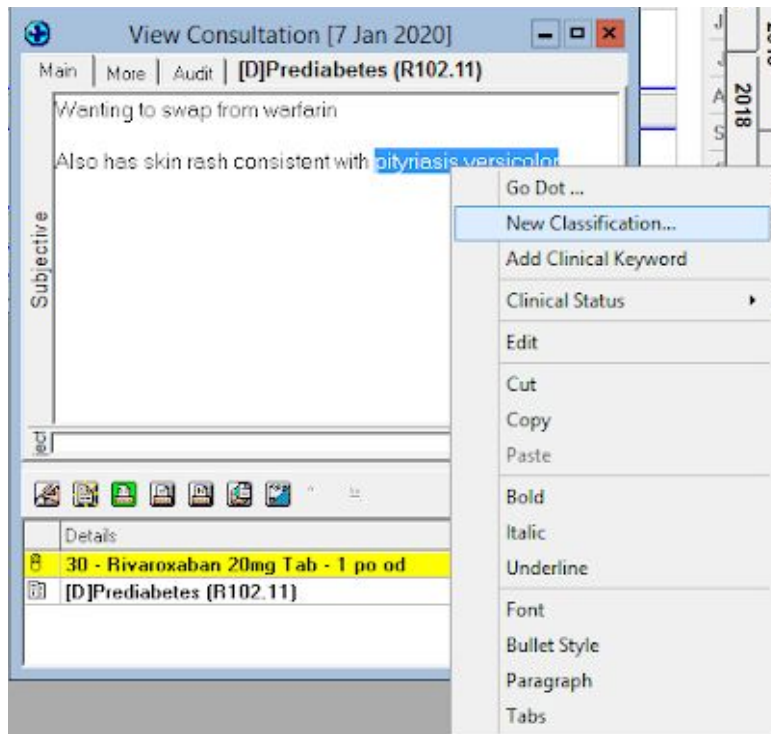
It will take you directly to the dates this has been classified:

The screenshot shows the 'Patient Manager' application window. The 'Classifications' tab is selected. The 'Obesity (C380.00)' classification is selected, and the 'Filter Daily Record' option is highlighted in the context menu. The interface shows a list of dates and times for the selected classification, with a calendar view on the right side.

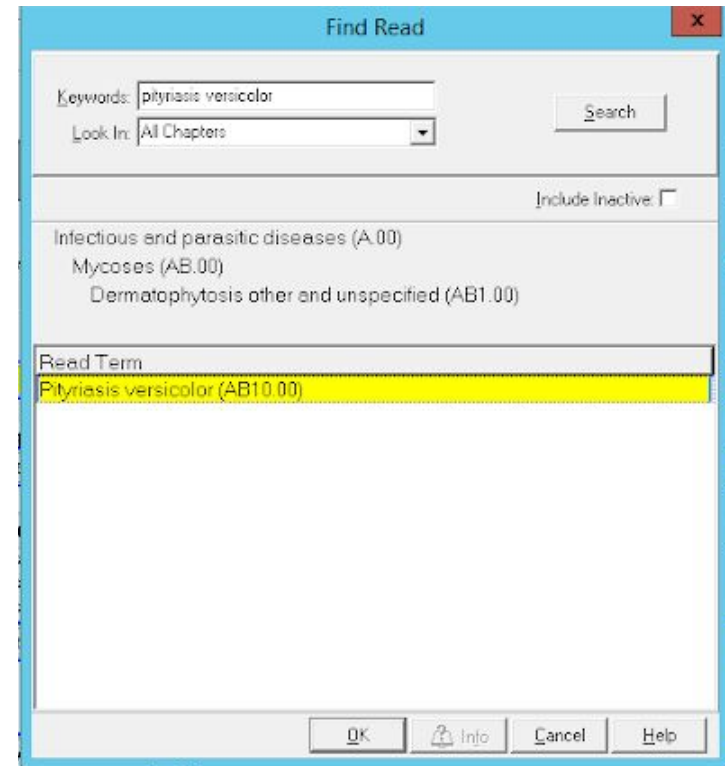
Date	Time	Classification
24 Sep 2018	(Monday)	SMI
14 Jan 2013	(Monday)	CAR
18 Nov 2010	(Thursday)	MARI

5. Quick-add Classifications from notes

Highlight text in Consultation--> right-click ---> New Classification --> it will auto search for the text selected



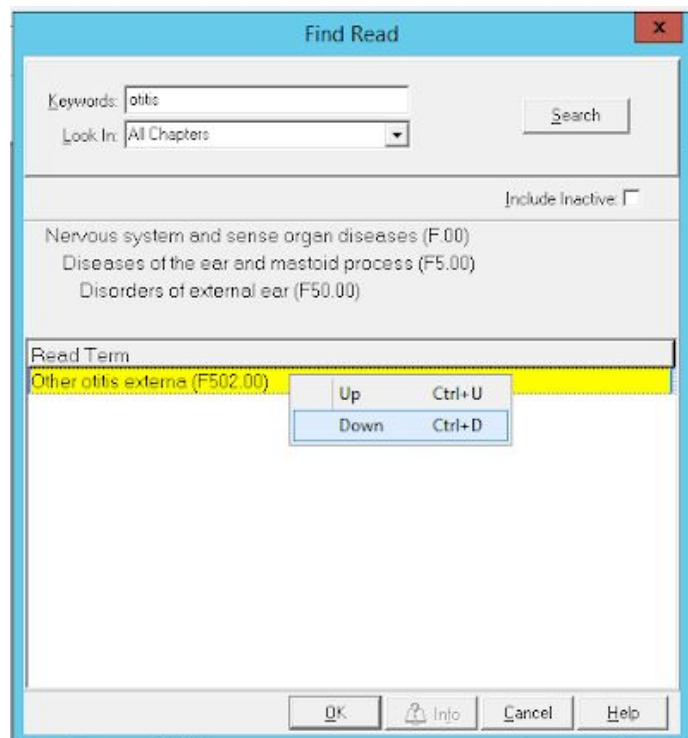
--->



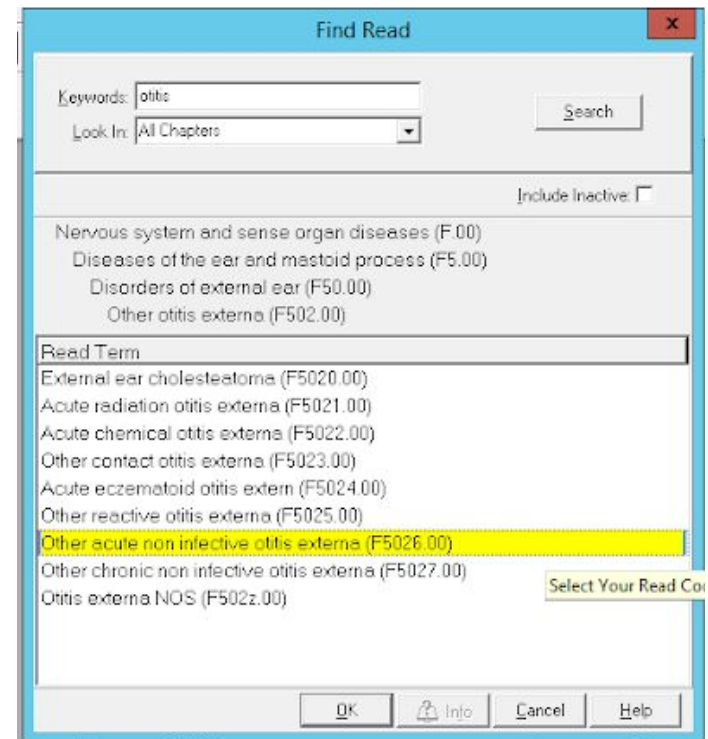
6. Define Classification more specifically

Search for diagnosis --> right click ---> up / down

eg:



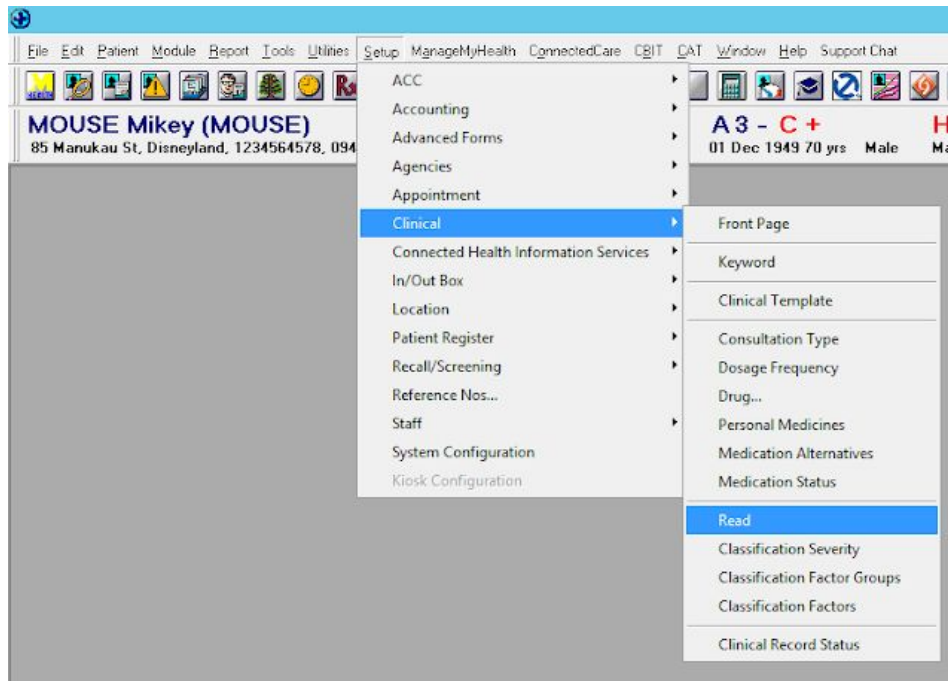
--->



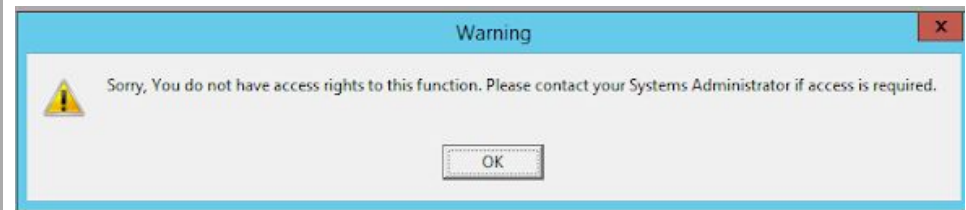
You can also try to un-tick the “common only” box.


7. Add a new Classification to MedTech

Setup ----> Clinical ----> Read



If you have permission!



Go to: 

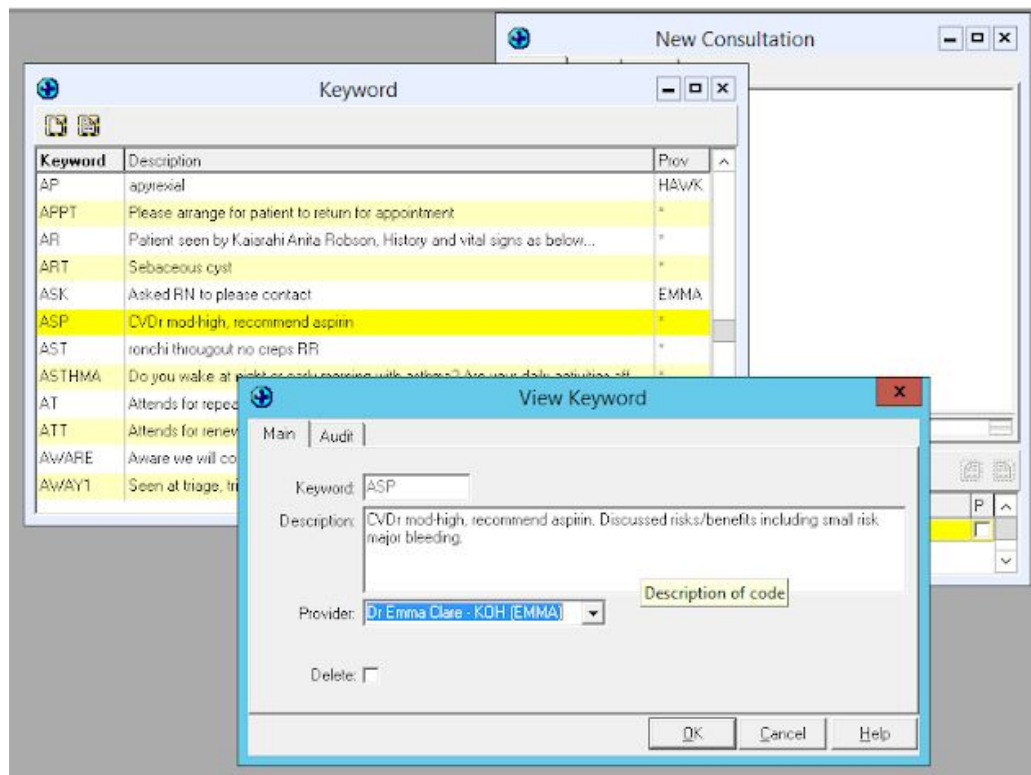
Add in new desired classification / read code

Add as many search terms as required

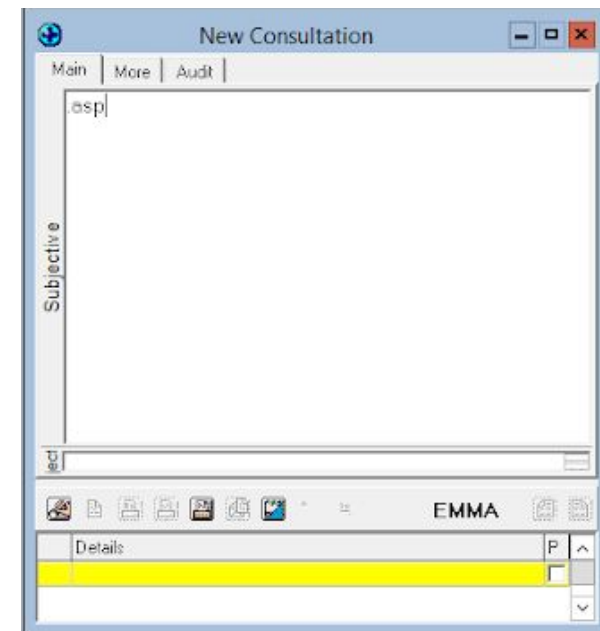
KEY WORDS

- Can be controversial (ie enter information that was not covered in consult)
- But can also remind you to cover everything
- Make sure you adjust it to each case
- Can be used for passwords/logins

Setup ----> Clinical ----> Keyword ---->

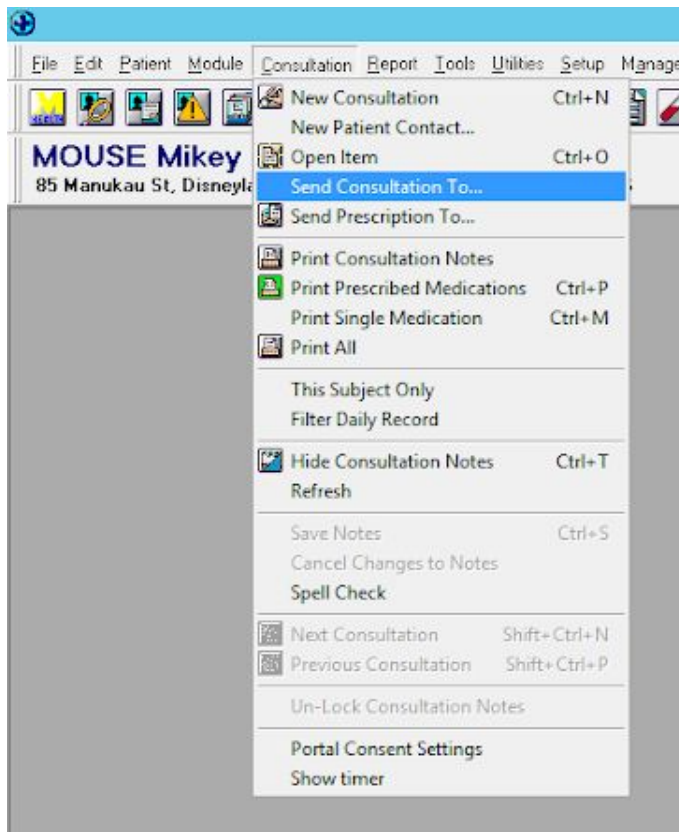


Type "." then the key word into consultation

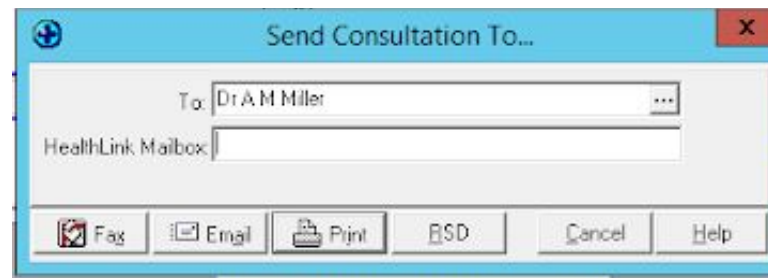


EMAILING CONSULTATIONS

With the New Consultation box open:
Consultation ---> Send Consultation To



Enter details of other doctor / search address book:



Click "Email"

E-REFERRALS

1. Can send updates to other GPs this way (similar to above)

MedTech-32 Broadway Health Centre [Terminal]

File Edit Patient Module Report Tools Utilities Setup ManageMyHealth ConnectedCare CBIT CAT Window Help Support Chat

MOUSE Mikey (MOUSE)
85 Manukau St, Disneyland, 1234564578, 094053467, 0210123456

A 3 - C +
01 Dec 1949 70 yrs Male

HUX8660
Maori - NZ

MIS. B
0.00

MCC A-1
CAS

New HealthLink Forms (HEALTHLINK)

Web More Audit

HL HealthLink Certainty in Care
0800 288 887 (NZ)
helpdesk@healthlink.net Contact Us

Specialist and Allied Health Referrals

CareSelect

andrew miller x near Anywhere clear

Provider/Organisation matches (1st 10 of 102)

Andrew Miller General Practice contact Compose Referral (at Bush Road Medical Centre)
Andrew Graydon Orthopaedic Surgery contact Compose Referral (at Eastwood Orthopaedic Clinic)
Andrew Law Neurosurgery contact Compose Referral (at Andrew Law Neurosurgeon)
Andrew Vincent Orthopaedic Surgery contact Compose Referral
Andrew Bowker General Surgery contact Compose Referral (at Lapsurg AB Limited T/A Andrew Bowker)

General Services

Health Pages
NHI Lookup

Referred Services

ACC Secure Document Tra
Influenza Like Illness NZ
NPHO Podiatry

2. Eref to other services

- TRG imaging
- ACC
- Echo North
- NGOs

MedTech-32 Broad

File Edit Patient Module Report Tools Utilities Setup ManageMyHealth ConnectedCare CBIT CAT Window Help Support Chat

MOUSE Mikey (MOUSE)
85 Manukau St, Disneyland, 1234564578, 094053467, 0210123456

A3 - C +
01 Dec 1949 70 yrs Male

HUX8660 **MIS. B**
Maori - NZ 0.00

New HealthLink F

Web More Audit

HL HealthLink **Certainty in Care**

0800 288 887 (NZ)
helpdesk@healthlink.net

Contact Us

Specialist and Allied Health Referrals

CareSelect

General Services

Health Pages
NHI Lookup

Referred Services

ACC Secure Document Tra
Influenza Like Illness NZ
NPHO Podiatry

TRG

near Anywhere

Provider/Organisation matches (5 matches)

TRG Imaging - Hawkes Bay & Gisborne Radiology Laboratory (Organisation)
contact | [Compose Referral](#) (to organisation)

TRG Imaging - Auckland Radiology (Organisation)
contact | [Compose Referral](#) (to organisation)

TRG Imaging - Rotorua and Taupo Radiology (Organisation)
contact | [Compose Referral](#) (to organisation)

TRG Imaging - Northland Radiology (Organisation)
contact | [Compose Referral](#) (to organisation)

Albert Yoon Orthopaedic Surgery
contact | [Compose Referral](#)

TASKS

1. Setting a task unrelated to a patient

The screenshot shows a dialog box titled "New task for Dr Emma Clare - KOH". It has tabs for "Staff Task", "Patient Task", and "Audit", with "Staff Task" selected. The "Task" field contains the text "Do the kapa kaiaka event hand out". Below this, there are fields for "Patient:" (empty), "Staff:" (set to "Dr Emma Clare - KOH (EMM)", and "CC..." (empty). There are also checkboxes for "Confidential:", "Urgent:", and "Completed:". At the bottom, there are fields for "Due in:" (empty), "on" (set to "09 Jan 2020"), "at" (empty), a "Remind" checkbox with "15 mins before", and a "Repeat every" field set to "1 DAYS (D)". Buttons at the bottom include "View", "OK", "Cancel", and "Help".

While in patient screen, add new task ---->

Delete patient's name ---->

Enter task details

2. Automatic tasks for lab results

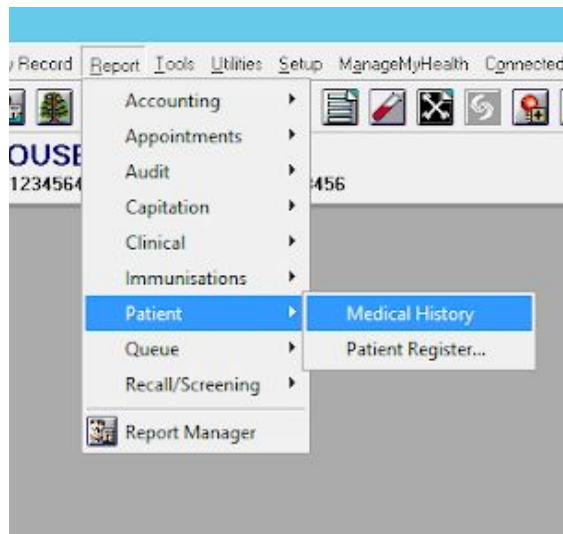
New patient document (eg lab form) ----> More tab
----> Task reminder

The screenshot shows a "New Patient Document" dialog box with tabs for "Main", "Biochemistry", "Histology", "Microbiology", "More", and "Audit", with "More" selected. The "Details" section includes fields for "Date:" (set to "9 Jan 2020"), "Subject:", "Comment 1:", "Comment 2:", "Attachments:", "Classification:", "Accident Ref1:", "Accident Ref2:", "Accident Ref3:", "Accident Ref4:", and "Internal Ref:" (set to "090120201450"). Below this is the "Cc Document" section with fields for "Cc 1:", "Cc 2:", "Cc 3:", and "Cc 4:". The "Task Reminder" section is expanded, showing a "Reminder In:" dropdown menu with options: "1 wk", "2 wks", "3 wks", "4 wks", "5 wks", "2 mths", and "3 mths". The "Inactive:" checkbox is checked. The "Task Prefix:" field is empty, and the "For:" dropdown is set to "CC...". A tooltip message says "Add a task to remind me to check up on this document". Buttons at the bottom include "Send To", "Print", "Wizard", "OK", "Cancel", and "Help".

FRONT PAGES

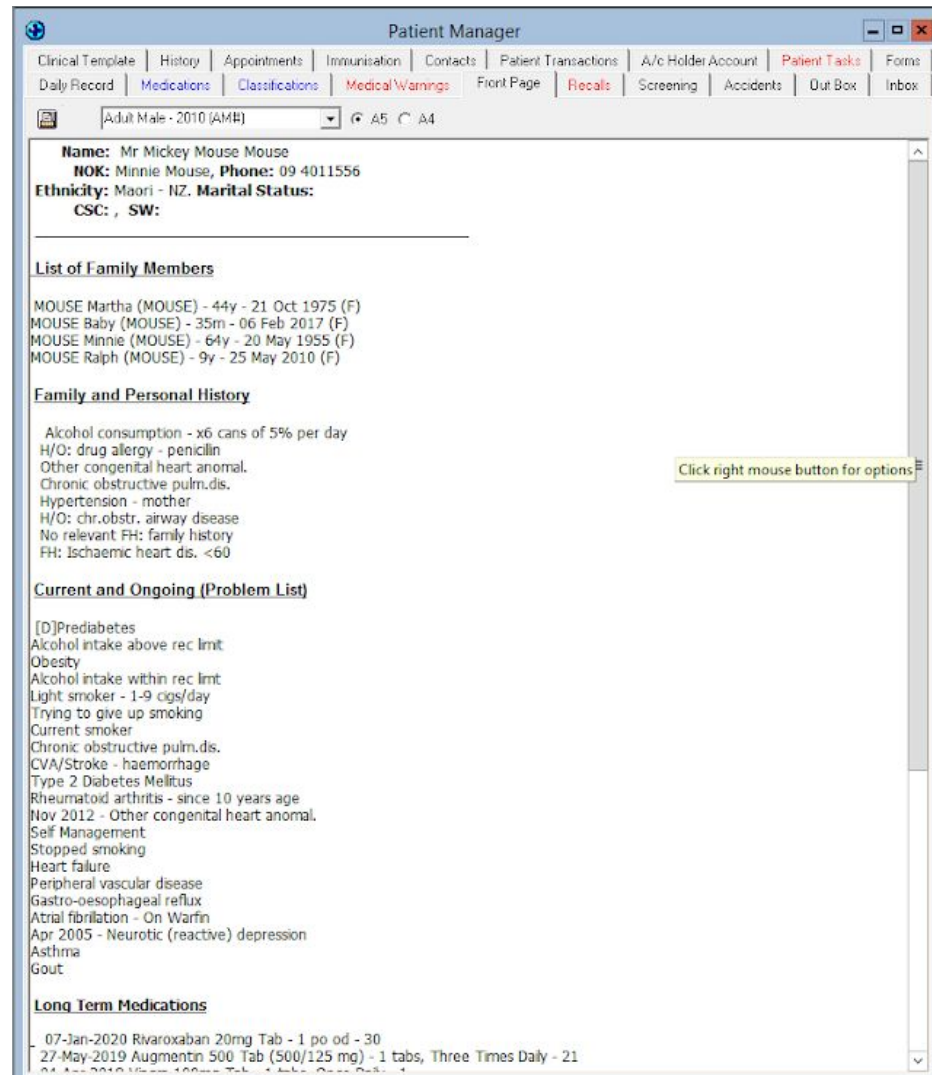
Useful to print and give to patients ie as travel information

- Go to Report ---> Patient ---> Medical History



You can see the patient's Front Page in the tab on the Patient Manager.

If you have permissions, you can edit what is shown on the front page by going to
Setup ---> Clinical ---> Front Page



QUERY BUILDER

Filter patients based on classifications

Tools ----> Query Builder

Upper box (input) ----> drop down to Classifications, select "Read Code."



Search for term desired.

Also select "Date of Classifications" and select dates between

The screenshot displays the MedTech-32 Query Builder application. The main window has a title bar and two tabs: "Designer View" (selected) and "Data Sheet View". Below the tabs, a message states: "Please use the Query Store to save the query." The interface is divided into several sections:

- Table:** A dropdown menu currently set to "Classifications".
- Fields:** A list of fields from the "Classifications" table, including "Date of Classification", "Read Code", "Read Code Description (30)", "Read Code Description (60)", "Dx Status", "Date Onset", "Highlighted", "Join Read Code", "Joined Read Codes Description", "Note", "Notifiable Disease", "Provider Code", "Risk Value", "Sum of Risk Values", and "Severity Code".
- Where:** A section for defining query conditions. It contains a table with columns "Column" and "Condition". The first row shows "Classifications - Read Code" with the condition "Within Gout (C34.00)". The second row shows "Classifications - Date of Classification" with the condition "<Condition undefined>".
- Query Builder Condition Dialog:** A modal dialog box titled "Query Builder Condition" with a subtitle "Classifications - Date of Classification". It features a "Condition" dropdown set to "Between", a "Value" field containing "15 Jan 2019", and an "and" field containing "15 Jan 2020". A yellow highlight is over the "Value" field with the text "Condition you wish to test for". The dialog has "OK", "Cancel", and "Help" buttons.
- Right Panel:** Contains buttons for "Query Store", "Run Query", "Run SMS Query", and "View SQL".
- Bottom:** Includes a checkbox for "Output data in order specified above" and a status bar with "ID:", "Close", and "Help" buttons.

Lower box (output) ---> drop down to Patient, select "Name Full Name"



The screenshot shows the MedTech-32 Query Builder interface. The 'Table' dropdown is set to 'Patient'. In the 'Where' clause, two conditions are specified: 'Classifications - Read Code' is 'Within Gout (C34.00)' and 'Classifications - Date of Classification' is 'Between Tue 15 Jan 2019 00:00:00 and Wed 15 Jan 2019 00:00:00'. The 'Select' clause shows 'Patient - Name Full Name'. The 'Run Query' button is visible on the right.

MedTech-32 Query Builder

Designer View | Data Sheet View

Query
Please use the Query Store to save the query.

Table
Patient

Fields
Name First Name
Name Full Name
Name Internal Name
Name Preferred Name
Name Middle Name
Name Previous Surname
Name Surname
Name Title
Account Balance
Account Date Last Invoice
Account Date Last Payment
Account Date Last Statement
Account Group
Account Group Description
Account Holder (is one)

Where

Column	Condition
Classifications - Read Code	Within Gout (C34.00)
Classifications - Date of Classification	Between Tue 15 Jan 2019 00:00:00 and Wed 15 Jan 2019 00:00:00

☐ Build query in order as specified above (for advanced users only)

Select

Select
Patient - Name Full Name

☐ Output data in order specified above

Query Store
Run Query
Run SMS Query
View SQL


ID : TLS10 Close Help

Then click "Run Query" to generate list of patient's names


BEATING THE BLUES

- Register yourself as a clinician
- Makes available 9x CBT sessions for patients to do at home
- ManageMyHealth --> Register Patient

E-Therapy (ManageMyHealth)



Beating the Blues Patient Registration



1. Please verify the Patient and Clinician Information is correct

Patient Information

First Name *

Preferred Name

NHI No. *

HUX8660

Home Phone

Street Address *

City

Surname *

DOB *

1949-12-01

Gender

☒ Male ☐ Female

Mobile

Suburb

Post Code

Clinician Information

* Required fields

Practice Name *

First Name *

Surname *

Work Phone *

Mobile

NZMC #*

HPI #

Street

Suburb

City

PostCode

2. Please enter the patients email address below

The patient must use their email address as the username to access the Beating the Blues® E-Therapy program

If the patient does not have an email address – please first create an email account with one of the free providers like Gmail, Yahoo or hotmail

Please enter the patients Email Address *

mikeymouse@gmail.com

Please re-enter the patients Email Address to verify*

3. Please click on the Register button to register this patient for the Beating the Blues E-Therapy Program

I understand that the Beating the Blues® E-Therapy program may identify increased suicide risk or deteriorating mental health status and I have the necessary processes and systems in place to respond appropriately should these be identified.

Register

TEXTING PATIENTS

Outbox ---> New Document ---> TXT (check if patient allows SMS on F3/Patient Register - box that says "No SMS")

Can set up templates (may need to ask practice manager how/get permissions)

Practice manager will usually be notified if the message doesn't send

The screenshot shows a window titled "New Patient Document" with a menu bar containing "Main", "More", and "Audit". The window is divided into several sections:

- Document Details:** Contains a "Document" dropdown menu set to "TXT Lab OK (TXT)", a "To:" field with a selection button "...", checkboxes for "Confidential" and "Park Document", a "Subject" field, "Comment 1:" and "Comment 2:" fields, and a "Classification:" field with a selection button "...".
- Text Area:** A large text box containing the message:
Hi Mickey Mouse
Your lab results are OK no further action required
Practice Nurse
Broadway Health Centre
- Task Reminder:** Includes a "Reminder In:" dropdown, a "Task Prefix:" field, a "For:" dropdown, and a "CC..." button.
- Document Options:** Includes a "Printer:" dropdown set to "KKD-Consult6-A5", a "Provider:" dropdown set to "Dr Emma Clare - KDH (EMMA)", a "Copies:" spinner set to "1", and a "Go Dot..." button.
- Buttons:** At the bottom are "Send To" (with a dropdown arrow), "Print" (with a printer icon), "Wizard" (with a wizard icon), "OK", "Cancel", and "Help".

OTHERS (unable to screenshot as lacking permissions!)

1. Quick Keys

Can request a strip from MedTech

F2 - Search Patient

F3 - Patient Register

CTRL + F3 - Waiting Room

F6 - Patient Manager

F7 - Appointment Book

F9 - New Invoice

F10 - New Patient Medication

F11 - New Patient Classification

F12 - New Consultation

2. Set up lab results to connect to a screening entry

Setup ---> In/Outbox ---> Inbox Screening

Double click on the subject description, drop down boxes at the bottom

Setup ---> Recall ---> Recall/screening to setup screening term

3. Whanau Tahi Care Plan Portals

Under Quick Links on the Patient Dashboard

Patient Portal, from within WhanauTahi - send entry code to patient's email

- Can edit their own care plans
- Can enter an advanced care plan
- Can add family member's to access

4. Personal Font

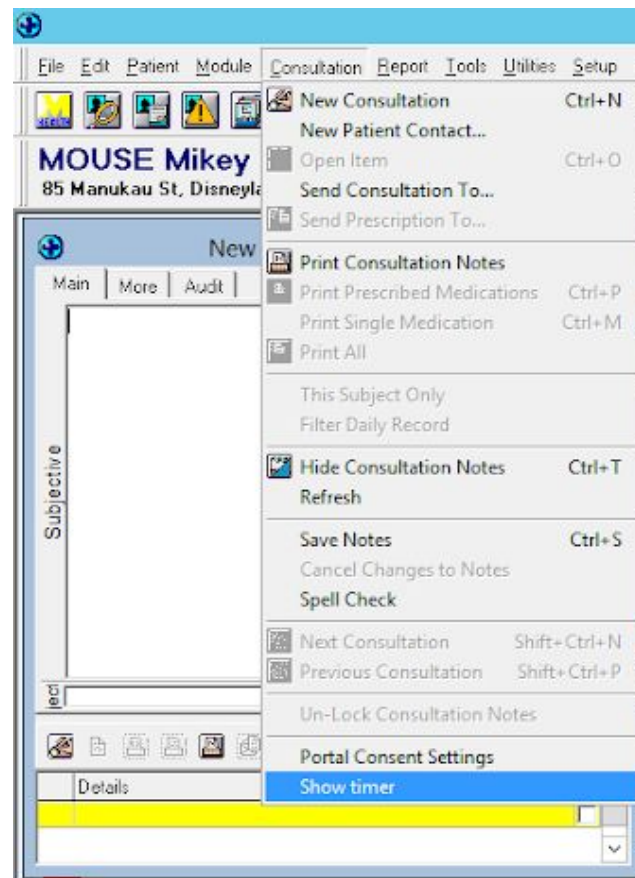
Need permission from administrator

Setup ---> Staff ---> Members

GENERAL TIPS

1. Dealing with long consults:

- Set up alerts so that patients that always take longer book 30 min appointments
- Change your position in the chair, stand up, open the door!
- Look at lists at the start and choose which you can deal with today
- Let people talk until they are finished at the start of the consult without interrupting
- Put a poster in the waiting room
- Show your timer:



2. Looking after yourself

- Pre-work meditation
- Exercise
- Journalling
- Hobbies and interests
- Debrief with colleagues, don't bottle
- Be comfortable doing nothing but reassuring
- Try to do as much as you can during the day so the evenings are your own
- Develop a special interest within medicine
- MPS has a free counselling service