

## Mark Result as Notified

Many practices adopt a management process of creating printed lists of their *urgent* and *discuss results* patients and using these lists to notify patients and where necessary, make appointments.

Very important

**Once a patient has discussed the results with the doctor, the doctor must then mark the results as *notified* so that those patients do not appear on subsequent daily/weekly printed lists.**

For this to work efficiently patients must be marked as “Notified” whenever a patient is informed of their result. A doctor is able to do this (and should be encouraged to do so) when in the *Investigations page* of the patient record (*clinical screen*) or in the *Investigation results (main screen)*,

### Marking patients as *Notified* (Patient’s clinical screen)

1. Open a patient’s record (one that has some investigation results). In the Medical Director tutorial files select Maureen Andrews.



2. Click on the **Results** tab.

3. Click on an “*unnotified*” result to highlight the record.

Mark result as notified

4. Click on the **Mark result as notified** button above the results – this will add today’s date to the Notified column.

Clicking on the **Mark result as Notified** button will place today’s date in the Notified column

Date performed	Test name	Checked by:	Date checked	Notation	Notified
20/10/1999	MODIFIED RAST	DR. A. PRACTITION	01/04/2004	Return	12/08/2004
21/06/2004	PAP SMEAR	DR. A. PRACTITION	21/06/2004	Discuss	/ /

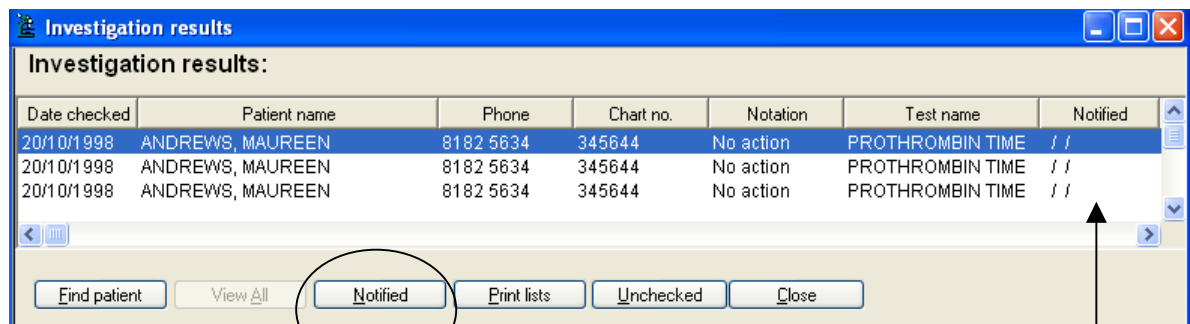
### Marking patients as *Notified* (main screen)

1. With no patient record open click on the **Files** menu and select **Investigation results**.

2. Click on an “*unnotified*” patient to highlight the record.

Notified

3. Click on the **Notified** button at the bottom of the screen.



Investigation results window showing a table of results and a 'Notified' button at the bottom.

Date checked	Patient name	Phone	Chart no.	Notation	Test name	Notified
20/10/1998	ANDREWS, MAUREEN	8182 5634	345644	No action	PROTHROMBIN TIME	/ /
20/10/1998	ANDREWS, MAUREEN	8182 5634	345644	No action	PROTHROMBIN TIME	/ /
20/10/1998	ANDREWS, MAUREEN	8182 5634	345644	No action	PROTHROMBIN TIME	/ /

Clicking on the **Notified** button will place today’s date in the Notified column