

Computers

Ten of the best

Get more out of Medical Director with these handy tips.

MEDICAL Director is the most commonly used clinical software in general practice and the following are my top 10 user hints (in reverse order):

10. Display a deceased patient's record:

- MD2 — Files > Patients.
- MD3 — Patient > List ...

From the drop-down list at the top of the screen select 'Deceased patients'. Click once on the patient's name and then from the File menu select Open (double clicking the patient's name won't open the patient record).

9. Have more than one patient record open:

- MD2 — File > Open Another patient.
- MD3 — Patient > Open Another ...

A dialogue box appears and you can simply switch between the patient records.

8. Change the date of a script:

Create the script or repeat script so that an asterisk appears next to the script item(s) in MD2 (or print icon in MD3). At the bottom left of the screen is a Script date

calendar. You can use this to forward date or backdate scripts.

7. Quickly opening the patient details screen:

- MD2 press F10.
- MD3 press Control + D.

This takes you to the Patient Details screen. Once this has been checked you can click on the other tabs (Allergies/Warnings, Family/Social history, Smoking, Alcohol and Notes). Only click on Save when all sections are completed.

6. Switch from LetterWriter to the clinical screen:

Minimise LetterWriter and the clinical screen is displayed, albeit in a reduced size. Maximise the clinical screen. Once finished with the clinical screen, click on the LetterWriter button to return to where you left off in LetterWriter.

5. Change the strength of a medication:

Double click on the strength and an alternative strength dialogue box appears. Double click on the new strength and print the script.

4. Change the opening screen:

Using Tools > Options

when there is no patient record open gives you other options for the opening screen.

■ Tools > Options > General. The choices are: Patient screen, Holding file, Investigation Screen and Main menu.

■ Tools > Options > Clinical. The choices are: Current medications, Summary, Investigations, Progress notes and Past history.

3. Add a half tablet to the prescribed items dose:

Type '1/2 tablet' in Word, which will automatically change it to '1/2 tablet'. Highlight '1/2' and press Control + C to copy the highlighted text to memory. Open Medical Director and with no patient records open select: Tools > Options > Lists. Select Dose and then click in the text area next to the Add button. Press Control + V to paste in the text. Click on the Add button. The next time you prescribe, '1/2 tablet' will be one of the items you can select for the dose.

2. Remove rows in LetterWriter tables:

Place the cursor in any row in a LetterWriter table. From



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the Table menu select Delete > Rows.

1. Add a result summary to the Comment box:

From pathology results highlight the important part or summary and press Control + C. Click on the Add Comment button on the bottom of the result screen and use Control + V to paste the text. When you next select the Investigations tab of the patient file it is possible to see up to 15 result summaries in the comments section without having to open each individual result. ●

For a free copy of *Medical Director Tips and Tricks*, with more than 100 tips and help with problems, e-mail noel@nevdbg.org.au