

## Computers

## Pathology made easy

Save time and energy with these simple shortcuts.

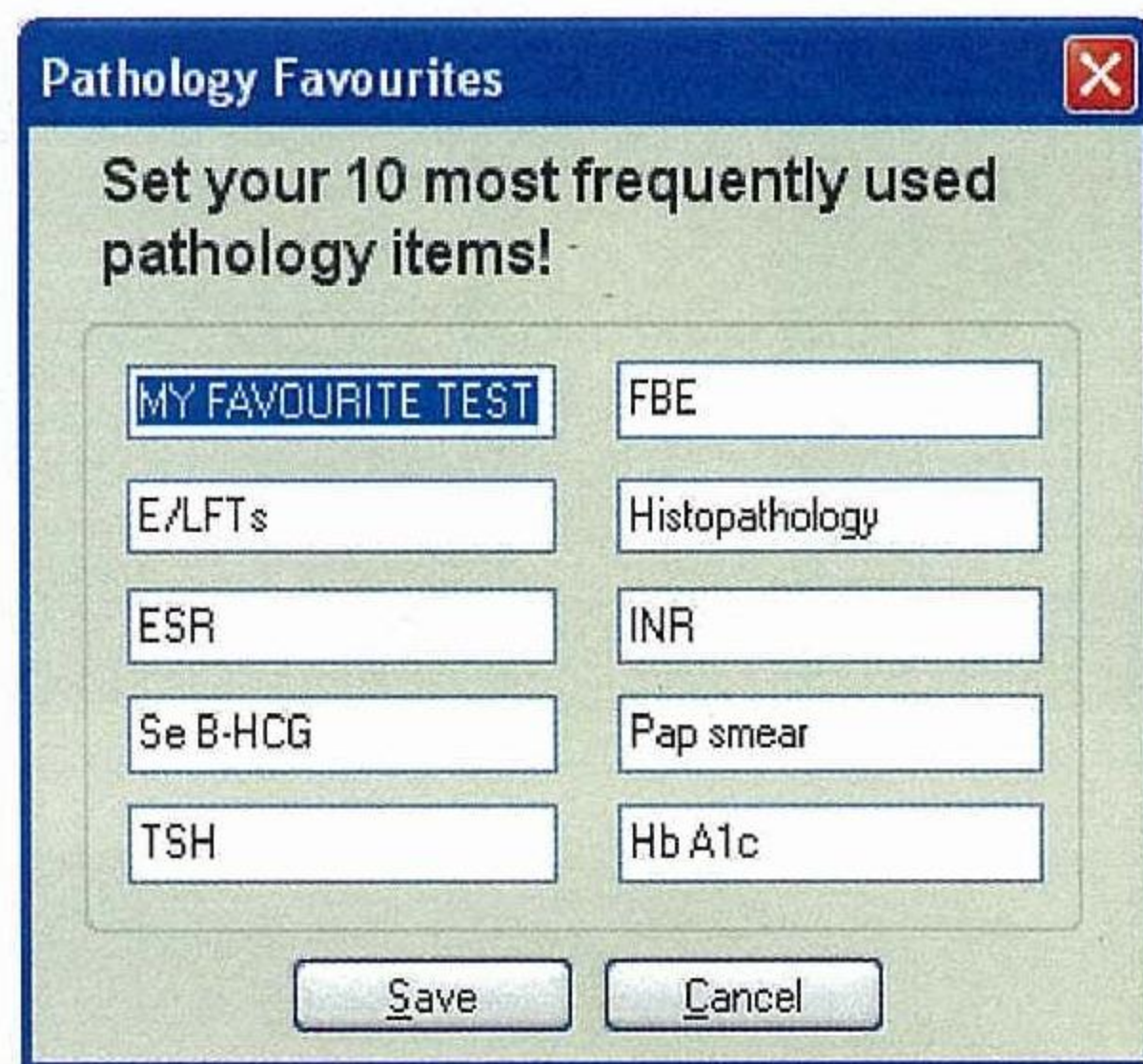
USING the computer for pathology management improves record-keeping and shortens the time between producing a pathology request and discussing the results with the patient.

The following shortcuts apply to Medical Director, but most clinical software packages have the same or similar processes:

1. Set up your top 10 pathology favourites. Click on the 'Pathology request' button and select the 'Setup favourites' button. Highlight and overwrite any test you don't want to appear in the top 10.
2. Create a pathology item that includes several tests, for example, one GP wanted to offer routine swabs to exclude STIs to save the hassle of typing each test in for each

patient. You can add 'user defined' items to the drop-down list of tests to be ordered. From the 'Tools' menu select 'Options' and then 'Lists'. Click on 'Pathology requests'. Type in the multiple requests and/or a specific request that excludes certain items and then click on 'Add'. These items will be included in the drop-down list of pathology requests. You are restricted to 28 characters (including spaces) for the item name. However, if you add the items to your top 10 favourites, you have an unlimited number of characters — just remember to separate each test with a comma.

3. Quickly find the person to whom you wish to send a copy of the results. Instead of wasting time scrolling



Start by setting up your 10 pathology favourites.

through a long list, highlight the first address book item (eg, Dr Amy Smith) and type the first letter of the surname of the person you are looking for to bring up that person's name.

4. Add a smear result from the holding file. If you have a Pap smear result and want to add it to the Pap

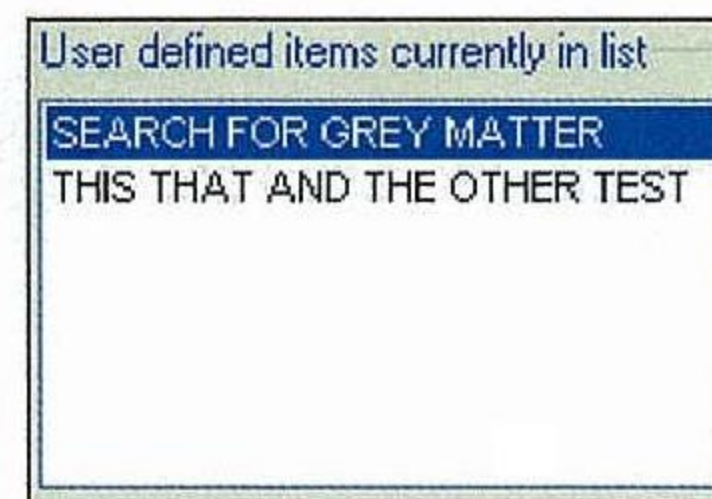
smear database, open the result from the holding file and from the 'File' menu select 'Add smear result'. Then fill out the details, adding a recall if necessary.

5. Allow staff to view the holding file. Only doctors and staff with full access can see if results are in the holding file. This is particularly handy if a patient

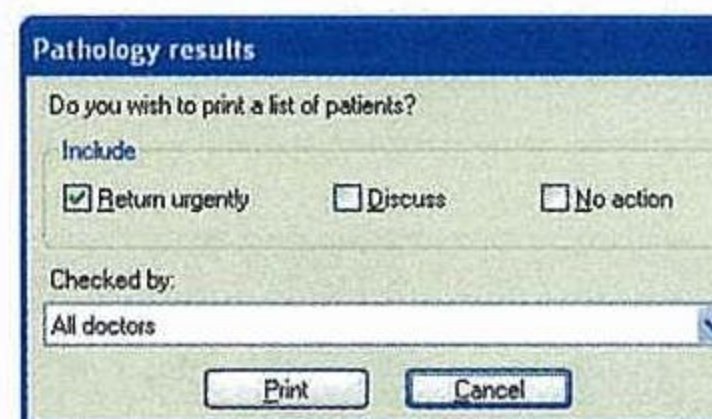


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Add 'user defined' items to an item that contains several tests.



Ensure 'clinically significant' results are followed up.

6. Print 'Urgent' and 'Discuss' lists. This allows you to make sure all clinically significant results are followed

up and no one slips through the net.

- MD2 — No patient record open: Files > Investigations > Print lists.
- MD3 — No patient record open: Investigations > Results > Print lists.

Print the 'Urgent' list on a daily basis and the 'Discuss' list weekly or fortnightly.

7. Filter the results. Instead of viewing all results, you can view all the results of the same name, such as 'Modified RAST'. Click on the 'Investigations' tab and instead of 'All', select the test you want from the drop-down list.

After you have discussed the results with a patient click on the 'Mark as notified' button. This completes the pathology management cycle and stops administrative staff becoming frustrated when the names of patients who have discussed their results with their GP keep appearing on the printed 'Urgent' and 'Discuss' lists. ●