

# Easy does it



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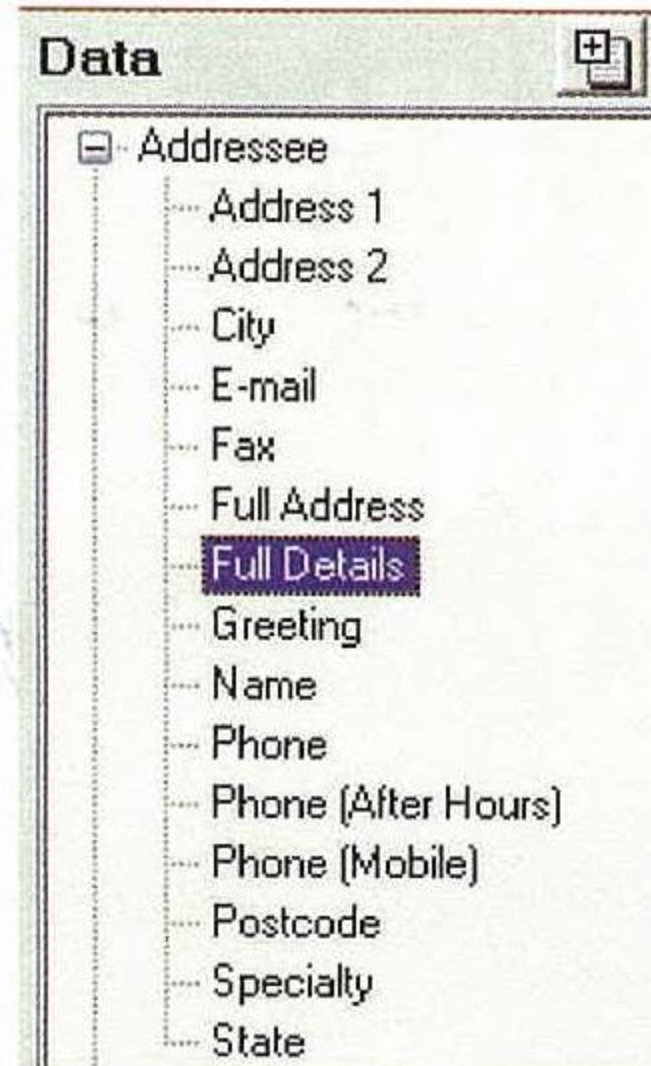
Patient correspondence can be completed in just a few clicks.

## EXAMPLE 1

THE clinical software tool LetterWriter lets you create, modify and use your own templates for referrals, recall letters, medical certificates and other correspondence.

The templates allow patient demographic and clinical details — including medication lists, history summaries, investigation results, progress notes, allergies and clinical measurements such as height/weight and blood pressure — to be easily inserted into correspondence.

This article refers to Medical Director (which uses LetterWriter as its word proces-



sor), but Best Practice, Zedmed and GPComplete also use LetterWriter, so with

some modifications the tips can also be used for these clinical software programs.

An under-used feature of LetterWriter is the Data Toolbar, which allows you to add field content. For example, in a team-care arrangement you can include additional health providers from your address book.

To do this in LetterWriter, place the cursor where you want to add the additional provider. From the 'View' menu select 'Data Toolbar', or for a shortcut press 'Control + D'. Click on the '+' sign next to 'Addressee', then double click on 'Full Details' (see image left). This takes you to your address book from where you can select and insert into your template the full details of the health provider.

## EXAMPLE 2

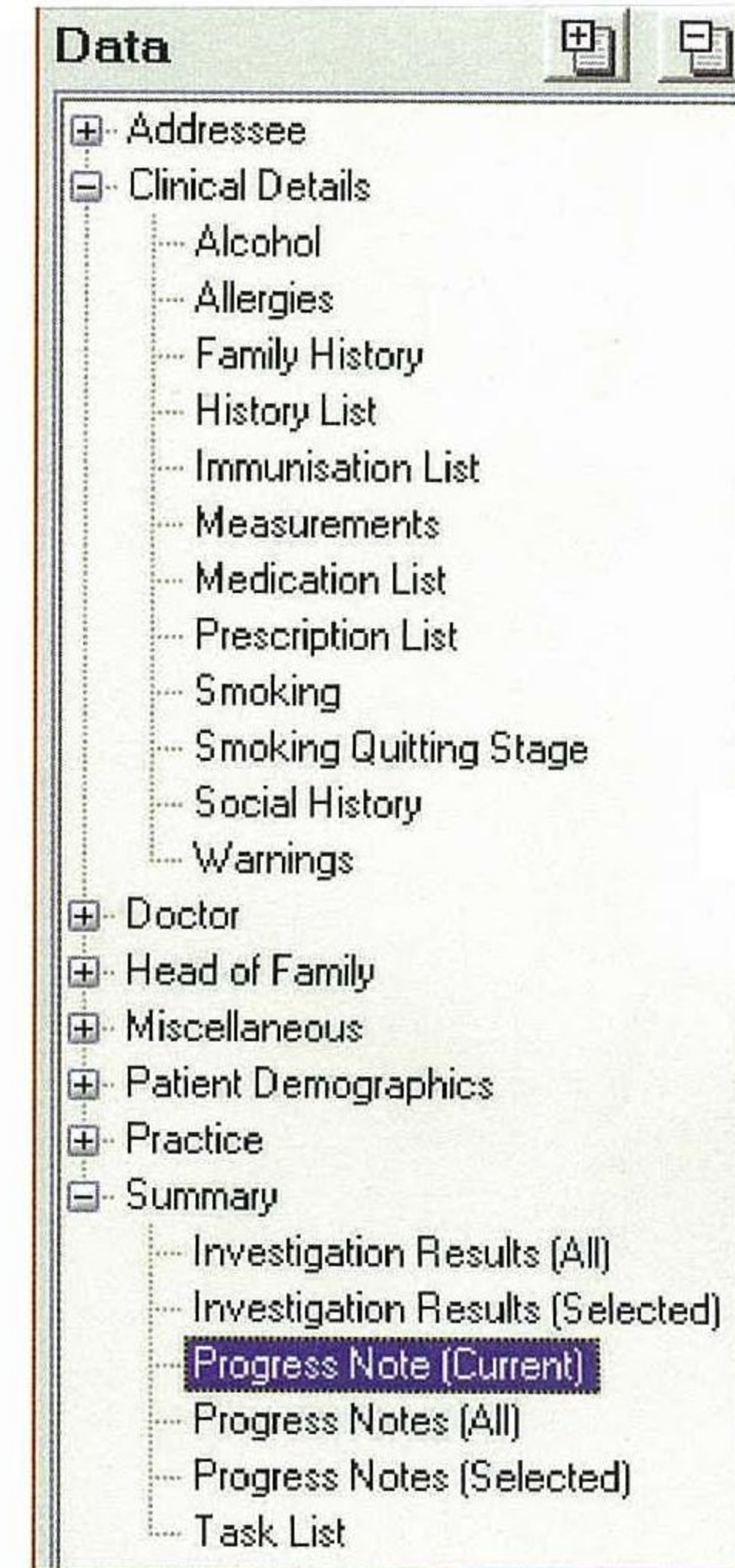
Another example of how LetterWriter can be useful is in a health assessment, such as items 700 or 717, where you can include a patient's past obstetric history. The process is the same as above — place the cursor where you want to include the past obstetric history and press 'Control + D' to display the 'Data Toolbar'. Click on the '+' sign next to 'Clinical', then double click on 'Past Obstetric History'.

Provided you have entered the information via the 'Obstetrics' tab the results will appear in a neat table (see below).

Use the measurement tools (BP, height/weight) and fill in the other patient details (allergies, family/social history, smoking and alcohol) before you open a template. When you open the template these details are automatically added (except for BMI because it has no template field). The same details are also added to the progress notes, including BMI.

By using the tools first, you are able to build a good set of progress notes. Some templates already include a 'Current Progress Notes' field. However, you can add your own by using the Data Toolbar.

Press 'Control + D' to display the 'Data Toolbar'. Click on the '+' sign next to 'Summary', then double click on 'Progress Notes (Current)' (see image right).



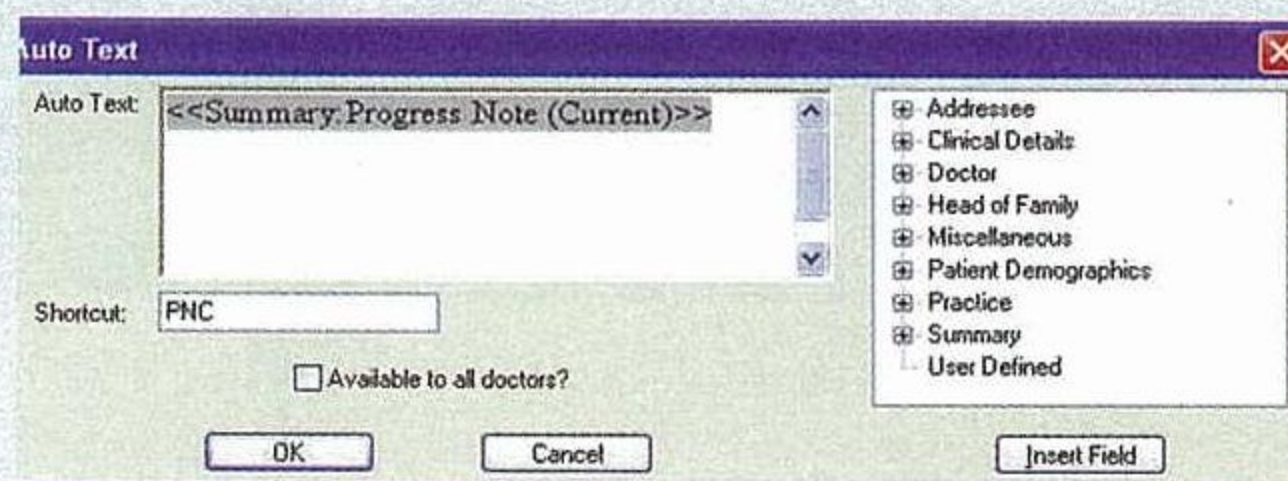
## Obstetric history

Date	Gestation	Outcome	Birth weight	Sex
2/8/1998	39	Normal vaginal delivery	3033g	M
22/7/1999	43	Normal vaginal delivery	3450g	F
13/2/2001	39	Forceps delivery	3447g	M
9/3/2005	40	Normal vaginal delivery	3075g	F

## EXAMPLE 3

You can further automate this process by using the 'Auto Text' feature of LetterWriter. Open LetterWriter and from the 'Edit' menu select 'Auto Text', click on the 'Add' button and this displays the same items as the 'Data Toolbar'. Click on the '+' sign next to 'Summary', then double click on 'Progress Notes (Current)'. For the shortcut type in 'PNC' (short for progress notes current) and click 'OK'.

Once back in LetterWriter you simply type 'PNC', press



'Enter' and your current progress notes will appear.

You can create another simple Auto Text entry to add the 'Current Progress Notes' heading to correspondence. To add your current progress notes to a template:

- Type 'CPN' and press 'Enter' — this adds the heading

'Current Progress Notes'. Press 'Enter' to jump to the next line.

- Type 'PNC' to add the current set of progress notes.

The Auto Text shortcuts you create are separate from the Comment and Management shortcuts of the progress notes.