



## Medical Director - Going Paperless Checklist

A checklist and explanation of the tasks and systems needed for a medical practice using paperless records.

### When prescribing

- Delete medications that a patient is no longer taking
- Add medications and fill out **Reason for Prescription** – place tick in summary box for major medical conditions or events.

### Updating Histories

- Use Past History/Add for retrospective history items
- When prescribing, fill in “Reason for Prescription” so that it is added to the patient history
- If not prescribing go to **Progress** and use **Reason** to add the reason for visit

### Items to record as a matter of course

- Allergies and Warnings
- Family and Social History
- BP/BMI Height/Weight
- Results
- Smoking status
- Alcohol status (where appropriate)
- Immunisations
- Obstetrics

### Electronic systems in place

- Tracking investigations (Pathology Management)
- Letters/Correspondence
- Recall Management
- Other...

### Using Progress Notes

Most of the actions you perform in Medical Director are automatically recorded into the *Progress Notes*. While not exhaustive, the following list shows you the variety of actions and recordings that are transferred automatically to the *Progress Notes*.

Actions	Recordings
<input type="checkbox"/> Prescribing and changing medication strengths/doses	<input type="checkbox"/> Height/Weight/Waist/BMI
<input type="checkbox"/> Pathology Requests	<input type="checkbox"/> Immunisations
<input type="checkbox"/> Pathology/Cytology/Imaging requests	<input type="checkbox"/> Blood pressure
<input type="checkbox"/> Notifying pathology results	<input type="checkbox"/> Immunisations
<input type="checkbox"/> Recalls	<input type="checkbox"/> Gestational record
<input type="checkbox"/> Referrals and other correspondence created in LetterWriter	<input type="checkbox"/> Respiratory function calculator and spirometry results
<input type="checkbox"/> Travel schedules	<input type="checkbox"/> Renal function calculator
<input type="checkbox"/> Education leaflets printed	<input type="checkbox"/> Physical activity assessment
<input type="checkbox"/> Printing Asthma Action Plan	<input type="checkbox"/> Depression recovery scale
<input type="checkbox"/> Care Plans	<input type="checkbox"/> Mini mental state examination