

Extract from MD Assistance in Aged Care

Displaying a list of Patients located at an Aged Care Facility (ACF)

Medical Director has a Patient search facility that allows you to search for Patient records based on criteria you specify. This is done by utilizing one of the Custom Fields available for the patient files. Using this facility you can call up all Patients that have been marked as being at an ACF. The following steps explain how to accomplish this.

1) Close all Patient files.

2) From the Medical Director main screen, select Patients (or press F2).

3) Find and single-click select a Patient who is located at an Age Care Facility. To obtain the Patient names, simply type in the Surname or Chart Number and the list will be adjusted based on the name entered. This search can be narrowed down quickly by entering in 3 letters of the surname a comma and the first initial and it will list Patients that match those criteria. For example, to find Mary Smith easily, type in SMI,M and the list will display all Patients who have a surname starting with 'SMI' and the first initial of 'M'. Once the Patient's name has been highlighted, single-click the Edit Button.

4) Select the **Notes** Tab.

On the Notes Tab is a section for Custom Fields. These fields can contain information that you can later use as a search criteria when searching for Patients. The following steps will only be useful to you if you *don't* already use these custom fields.

5) Notice (in the image above) that each of the custom fields is already named Custom Field 1, Custom Field 2 and Custom Field 3. These field names can be changed:

a) Single-Click on the **Set Field Names** Button to change the name of the field to something that identifies what you wish to store in that field. There are three custom fields available. You can either:

- Set one field to an abbreviation like 'ACF' for Aged Care Facility, or
- Create an abbreviation for up to three different facilities.

b) Once you have entered the new field name(s), press the **Save** Button to confirm. You should notice now that the field names have been changed to reflect what you typed.

The screenshot shows a software window titled "Patient Details" with two tabs: "Pt. Details" and "Notes". The "Notes" tab is active, showing a large text area for notes. Below the notes area is a "Referral" section with fields for "Referring Doctor" (a dropdown menu), "Referral date" (a date input field with slashes), "Health Fund Name" (a dropdown menu), and "Health Fund Number" (a text input field). Below the referral section is a "Custom fields" section containing three text input fields labeled "Custom field 1", "Custom field 2", and "Custom field 3". A "Set field names" button is positioned to the right of the "Custom field 1" input. At the bottom of the window, there is a checkbox labeled "Update address for all family members" and two buttons: "Save" and "Cancel".

- 6) In the new field you have created type 'Y' for Yes, then press the Save Button.
- 7) To search for and locate all those Patients who have a 'Y' in the custom field, select Search > Databases. The Patient Search window appears, waiting for your search criteria.
- 8) In the custom field you created named ACF, enter 'Y'.
- 9) Single-Click the Search Button to conduct the search. You should be presented with a list of those Patients who have 'Y' in the Custom Field marked ACF

Custom fields

ACF	<input type="text" value="Y"/>	<input type="button" value="Set field names"/>
Custom field 2	<input type="text"/>	
Custom field 3	<input type="text"/>	