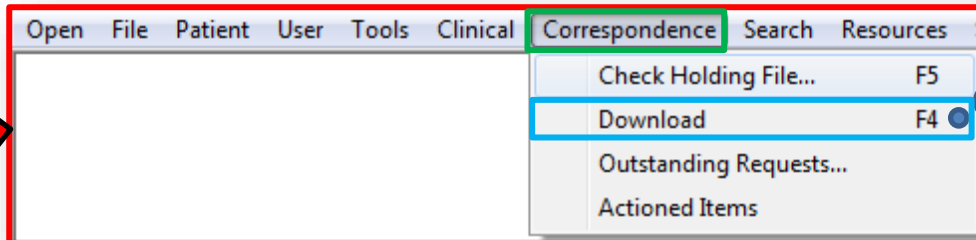


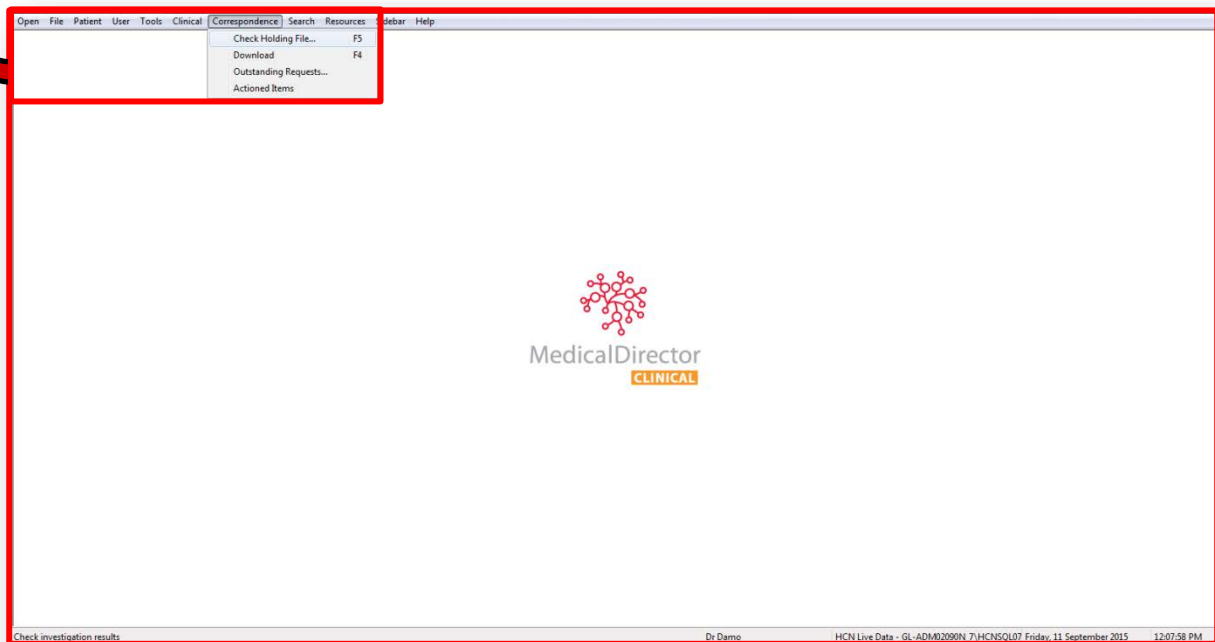
Managing Correspondence for Clinicians

This guide will show how to open the holding file in Medical Director Clinical (MDC). This is where results are stored for review or action by clinicians before being moved to a patient's clinical record.

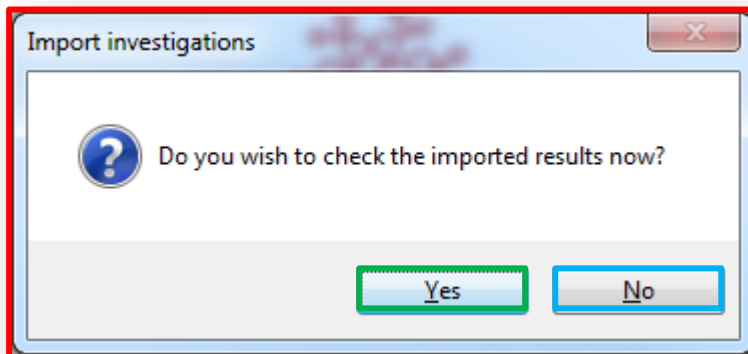
1. From the **MDC home screen**, select **Correspondence** then **Download**



You can download results straight away with F4

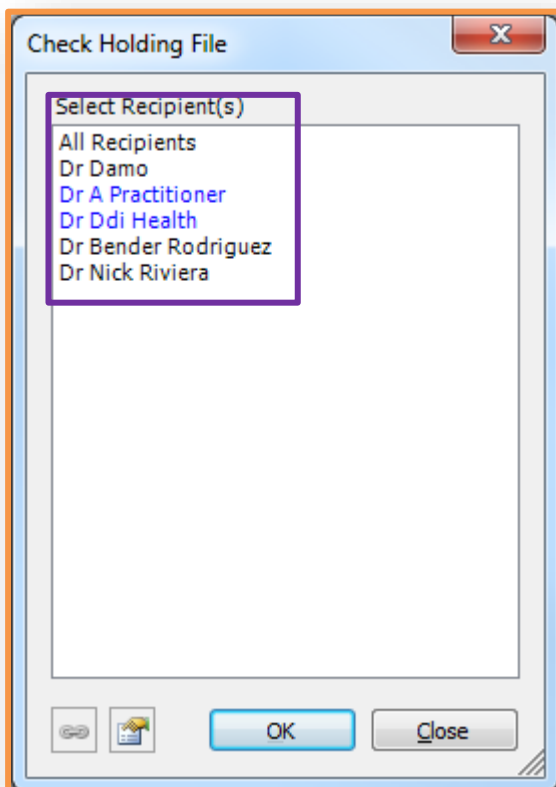


- This will open the **Import investigations** window where you will be prompted if you wish to check the imported results now?



Select **Yes** to open the Holding File with the newly imported results or **No** to just import results.

- You will now be asked to **select a recipient** for the results from the **Check Holding File** window. Select the recipient(s) whos' results you wish to view.



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4. This opens the **Holding File window**. This is where **results are imported and listed** before a GP/clinician reviews and actions the result. Below is the upper portion of the screen where **results are listed**, **Document Fields** plus the **upper button set**. (**Document Fields** can be sorted and filtered, please see **Filtering Correspondence** guide for detailed information). ***Please note that results WILL NOT go to a patient clinical record without being actioned by a GP/clinician.***

Date Collected	Patient	Subject	Result	Recipient/Doctor	Sender/Provider	Notation	Comment	Type	Description	Date Requested	Date Created	Location
09/2015	Anderson, David	Testing 2 for Medical Director		Dr Damo				Document			8/09/2015	Documen
09/2015	ANDREWS, Julie	Testing 3 for Medical Director		Dr Damo				Document			8/09/2015	Documen
09/2015	ANDERSON, Pe...	Testing 4 for Medical Director		Dr Nick Riviera				Document			8/09/2015	Documen
09/2015	ANDERSON, Pe...	mammogram for mickey mou...		Dr Bender Rodriguez				Mammogram			8/09/2015	Result
27/02/2013	ANDREWS, Julie	PROTHROMBIN ORAL AN...		DR A PRACTITIONER	Demotown Path			Pathology		27/02/2013	22/02/2013	Result
20/02/2013	ANDREWS, Julie	PROTHROMBIN ORAL AN...		DR A PRACTITIONER	Demotown			Pathology		20/02/2013	22/02/2013	Result
13/02/2013	ANDREWS, Julie	PROTHROMBIN ORAL AN...		DR A PRACTITIONER	Demotown			Pathology		13/02/2013	22/02/2013	Result
06/02/2013	ANDREWS, Julie	PROTHROMBIN ORAL AN...		DR A PRACTITIONER	Demotown			Pathology		6/02/2013	22/02/2013	Result
30/01/2013	ANDREWS, Julie	PROTHROMBIN ORAL AN...		DR A PRACTITIONER	Demotown			Pathology		30/01/2013	22/02/2013	Result
09/04/2004	ANDREWS, Mau...	HIP X-RAY		DR DDI HEALTH	DDI			Pathology		9/04/2004	22/02/2013	Result

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Upper Button Set

The upper button set has options for the preview pane, filters, document details, scanning, importing, printing, deleting and refreshing of listed correspondence. (Please note that the direct scan facility is not available within our IT environment and is not covered in this guide.)

Abnormal results will noted in the results field and also be flagged in Red font.

The image shows a screenshot of a software interface. At the top, there is a horizontal bar containing several buttons: 'Preview - Full', 'Hide Preview', 'Clear Filters', 'Move Location', 'Document Details', 'Scan', 'Import', 'Print', 'Print List', 'Delete', and 'Refresh'. A red arrow points from the 'Print' button down to a table below. The table has a header row with columns: 'Date Collected', 'Patient', 'Subject', 'Result', 'Recipient/Doctor', 'Sender/Provider', 'Notation', 'Comment', 'Type', 'Description', 'Date Requested', 'Date Created', and 'Location'. Below the header, there are three rows of data. The first row shows '8/09/2015', 'Anderson, David', 'Testing 2 for Medical Director', 'Dr Damo', and 'Document'. The second row shows '8/09/2015', 'ANDREWS, Julie', 'Testing 3 for Medical Director', 'Dr Damo', and 'Document'. The third row shows '8/09/2015', 'ANDERSON, Pe...', 'Testing 4 for Medical Director', 'Dr Nick Riviera', and 'Document'. The table also includes a '10 of 10 Records' indicator and a 'Select All' link.

Preview options & Hide Preview: Gives you the option to have the preview pane on the bottom, full screen, off or on the right.

Clear Filters: Only available if a document field has been filtered. Filtered fields have a grey heading.

Move Location & Document Details: Move location has the same options as the Document Location and Type as in Document Details.

Import: Where scanned items can be imported into the holding file.

Print: Will print the content of selected correspondence including multiple selections.

Print List: Will print a list of the selected correspondence including multiple selections.

Delete: Will delete selected correspondence including multiple selections.

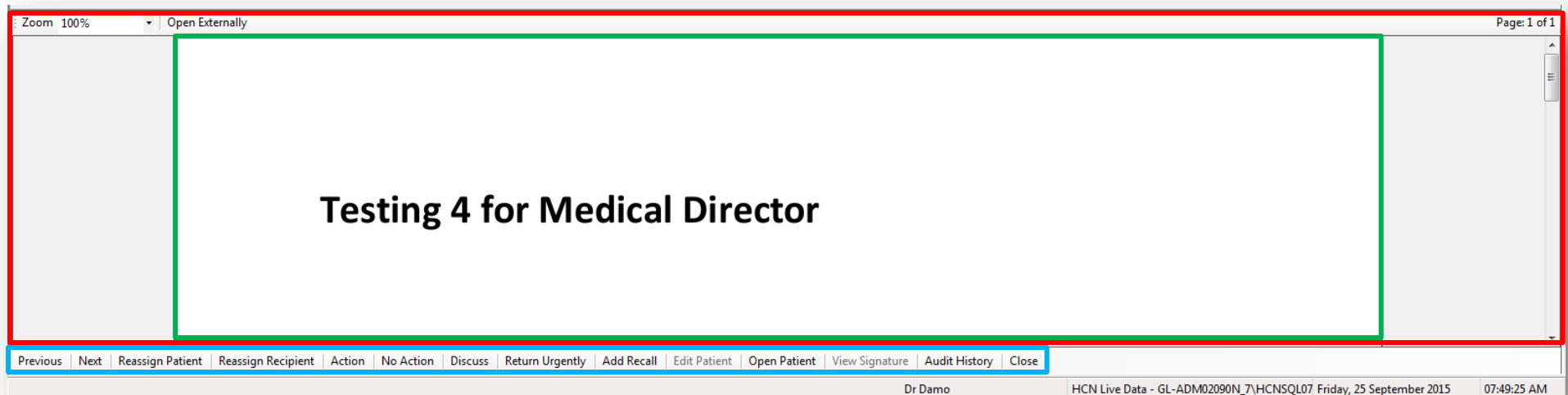
Refresh: Refreshes the listed document showing correspondence added by other users.

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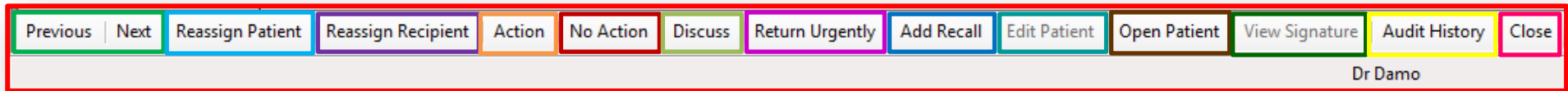
Lower Button Set

The bottom portion of the screen is (by default) the **preview pane**. This is where you can **view imported results** and access the **lower button set**.

The **lower button set** is where Clinicians can action results before they move onto a patient's clinical record.



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- Previous & Next Toggle between the previous and next result
- Reassign Patient..... Reassign the patient for the result if incorrect
- Reassign Recipient Reassign the recipient clinician if incorrect
- Action..... Add a notation and comments applicable to result
- No Action If no action is required upon the result
- Discuss If the clinician needs to discuss the result with the patient and it is not urgent
- Return Urgently If the clinician needs to discuss the result with the patient urgently.
- Add Recall Add a recall reminder for a patient result
- Edit Patient Allows you to edit basic patient demographic information from the holding file
- Open Patient..... Open the patient record
- View Signature..... Allows you to view the digital signature of the correspondence
- Audit History Shows an audit history of actions undertaken upon the correspondence**
- Close Closes the holding file