

Medtech E-learning Training Course Outline

Reception Module

• Introduction ▪ Logging on.
• Patient Search, Advanced Search ▪ Patient Register – adding Patients, Families, Companies
• Patient Alerts
• Appointment Book – making appointments, navigating appointment book
• Invoicing and Payments
• Account Holder - View Transactions, Filter, Payments, Deleting, Crediting, Refunds, Reprinting, Historic Invoice/Receipt, Patient Transactions
• Each topic contains Video and Text
• Exercises

Clinical Introduction Module

• Introduction ▪ Logging on.▪ Toolbar Set-up
• Patient Search
• Appointment Book ▪ Waiting Room
• Overview of Patient Manager
• Consultation Notes
• Provider Inbox
• Recall Contact List
• Task Manager
• ACC45 form
• Outbox Documents, Wizard
• Knowledge Resource
• Each topic contains Video and Text
• Exercises

NIR & Immunisation Module

• Immunisations
• Add a New Scheduled Immunisation
• Recording Flu 65 Vaccinations
• Recording Other Eligible Flu & Travel Vaccinations
• Selecting other Schedules in Schedule Selection 3
• Recording part of a Group Vaccine
• Bring Immunisation Status Up To Date
• Giving alternative vaccines
• Entering Consultation Notes using Keywords
• Outbox Documents
• Recall Contact List
• The National Immunisation Register
• NIR Status Queries
• NIR Messages Provider Inbox
• Patient Inbox
• NIR Message Transfer Utility
• Immunisation Schedule Change 1st June 2008

Query Builder

▪ Introduction
▪ What is the Query Builder?
▪ Tables and Fields
▪ Query Store
▪ Where
▪ Select
▪ Building Queries
▪ List Queries
▪ Count Queries
▪ Merge Queries
▪ Graphing
▪ Query views
▪ Export to Excel
▪ Merge to Alerts
▪ Merge to Recalls
▪ Merge to Patient Tasks
▪ Merge to Outbox Document
▪ Query Store
▪ Exercise – Practice Building Queries
▪ Exercise Solutions