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1. Right Mouse Click Functions

There are a number of additional features in Medtech32 using either the right mouse click option or selecting the menu item from the main menu

a) Medications

Right mouse click or menu options provide the ability to do the following in the medications screen

- **This Medication only** – view the number of times this medication has been prescribed
- **Filter Daily Record** – to view the consultation notes associated with this medication
b) **Classifications**

Right mouse click or menu options provide the ability to do the following in the classifications screen.

Use the filter icon to change the view to show full history of classifications first.

- **This Classification only** – view the number of times this classification has been entered
- Selecting the default filter will bring you back to main view
- **Filter Daily record** – to view the consultation notes associated with this classification
- Adding classifications through the consultation (F12) window
  Type entry i.e. asthma and right mouse click – select from the menu

**NOTE:** Classifications must be set to Long Term to be accessible from the CarePlus search screen in Patient Register

## 2. Classifications Creating a Core Group of Classifications

It is possible to link multiple classifications with one keyword. This enables the practice to have a standard / common set of read codes to use. I.e. use the practice name as a key word

**Setup ► Clinical ► Read**

Click on the ► Search for the Read Code ► Double click on the entry
Enter the Keyword by selecting the Add Key

![View Read](image)

E.g. you could add a keyword of your practice name for all your common read codes/classifications – e.g. Millstone.

Then when you search for a new classification for a patient choose the keyword Millstone, all the classifications you added under that keyword will be displayed
3. Macros

If you frequently use a certain range of blood tests for specific conditions a macro can be setup to automatically tick these tests for you

Setup ► In/Outbox ► Referral Macro
Choose the blank white page icon to Add a new referral macro.
Add the code and description and select the laboratory folder

Now click on the Services tab and click the drop arrow to add a test from the macro service list.
Click Add and repeat the step above until you have added all the tests you require.

Activate by right clicking on the Lab Form and choosing the Macro from list

To ADD a test to the Lab form

- Choose the Setup Menu ► InOutbox ► Referral Services ►
- Change the Folder to LAB
- Choose the white page icon and add the details of the test including the Referral Heading you want it to be under.
- Use up and down blue arrows to move the entry to the appropriate group
4. **Attachments Manager**

The Attachments Manager can be used to link any external file to a patient within Medtech. For example ECGs, Photos, documents etc.

**NOTE:** Any Attachments must be saved onto a shared area of the network e.g. create a folder called Attachments in the MT32 folder of your server

This will need to be mapped on each workstation. Your Technician can set this up for you.

- Module ➤ Inbox ➤ Attachments Manager / Or click on the Attachments Manager icon
- Click on the Add a New Linked File button and browse to the location or the file (3 dots)
- Enter a description and OK
- This is now accessible under the Patient Inbox by clicking on the icon

We recommend that you put the Attachments Manager icon (paperclip) on your toolbar

**To Inactivate an Attachment**

- Highlight the attachment
- Choose the Attachment Manager Menu
- Choose View Properties and tick the Inactive box

**OR**

- Highlight the attachment
- Choose the Paper clip icon within the Attachments Manager window and tick the Inactive box

5. **The Drawing Tool**

This can be used both to create and use anatomy templates related to consultations and to import digital photos directly from your camera.

To utilise a stored template

- Select Tools > Drawing or click the Drawing Tool Icon
- Select the relevant Rotation, template
- Click on the Use button
Use the icons to highlight a particular area or add a text box

when you point and hover on each icon the tooltip will display

Click the icon then use your mouse to draw on the picture i.e. click and drag

  e.g. use the airbrush to highlight an area

  use the text box to describe something

  use the eraser to remove an entry

  use the undo button to remove your previous entry

Click OK to save
Use the Paper Clip icon to open the attachments manager and then open an existing image (the drawings will be saved in the external tab of the attachments manager).

You can continue to make further changes to the drawing and click ok to save each time, you can then review the history of the changes by going to the Audit Tab.

6. Using the Drawing Tool to Open and Attach a Photo to a Patient

Use this option to attach a photo which has already been imported from your camera. Remember the photos need to be stored in a shared network location.

- Open the Drawing Tool by Selecting Tools > Drawing or click the Drawing Tool Icon
- Click on the icon second from the left (open an image from a specified location)
• Browse to the shared network location where the photo is stored:

• Click the open button to bring the image into the Drawing Tool

• TIP – if you don’t see the image displayed, click the drop arrow next to Files of type and choose All
You now have the ability to use the drawing tool to write into the text box, use the airbrush, arrow etc.

7. **Clinical Keywords**
   Setup ► Clinical ► Keyword

   Enables you to enter a full consultation note into the Consultation screen using a keyword

   ![View Keyword](image)

   To Activate this keyword in the consultation screen using a full stop ► [keyword] ► enter e.g. .flu enter

8. **Medical Affiliations**
   The ability to colour code the entries in the Daily Record
   Setup ► Staff ► Affiliation

   Double click to open the Affiliation and add the colour your require
Now when you look at the Daily record all entries made by Drs will be colour coded Green

You also have the ability to filter on which affiliations entries you want to view.
9. Date Range Filtering within the Outbox Wizard

Ability to use date range filtering and right click options for selecting inbox results within the Outbox Document Wizard. This was brought in for Version 19.10 Build 3255.

Date range filtering within the Inbox tab of the Wizard.

- Place a tick within the Date From box and enter the date you wish to filter the list of inbox results from
- Place a tick within the Date To box and enter the date you wish to filter the list of inbox results to
- Click the Load button

- Use the Right Mouse Click within this the Select (Sel) column and choose select, select all, Un-select All or invert
10. Right Click option to Add a Screening Entry Directly from the View Inbox Record

This will open the New Screening Entry window and allow you to enter the screening result from the lab result:

- Ensure you have made the Patient Active on the Palette by using the Red Up Arrow

- Use your right mouse click to bring up the shortcut menu and select New Screening Entry

(Note you could also select a Classification or enter a Clinical Status from this right mouse menu).
11. Filtering The Daily Record

Use the filter icon within the Daily Record to filter based on the following fields:

- **Date/Provider Filter**
  - **From:**
  - **To:**
  - **Provider:**

- **Advanced**
  - **Within Read:**
  - **With Classification:**
  - **Generic:**
  - **With Medication:**
  - **Containing Text:**
    - **Accident:**
    - **Consultation Types:**
    - **Clinical Status:**

You could choose to see between specific dates and a specific Provider, so that the Daily Record would display only entries for this provider and within dates selected.

Or choose a specific Read Code:

- **Advanced**
  - **Within Read:** Asthma (H33.00)
  - **With Classification:**
  - **Include Outbox, Inbox and Medication records**

After choosing this option and clicking okay the Daily record will display consultation notes that contain the classification on Asthma only.
Type in a Drug Class, Therapeutic Group or Medication so that the Daily Record would display consultation note entries that contain a prescription as per the filter.

If you type something into the Containing Text field within the Filter, it would then only display Consultation notes that contain that word.

The same principle applies to the following items:

You can also choose to filter based on which affiliation someone belongs to e.g. The daily record would be filtered to show only entries of Providers who have an affiliation of NZMC Or NZNC.
12. Spellcheck

You can use the Spellcheck on the Consultation screen by:

- Selecting the Consultation Menu (the consultation window must be active for this to show – i.e. click on the consultation screen)

- Select Spell Check
The Spell Check window will appear which works in the same way as Word. Click on Change to accept the suggested change or ADD to add the word to the dictionary.

The Spell Check can also be used on an outbox document by choose the Spell Check option from the Patient Document Menu. (note the New Patient Document needs to be open in order for this menu to be displayed.)

13. Recording Externally Prescribed Medications

This allows you to record medications within Medtech that have been prescribed by a Specialist, Hospital or After Hours Centre. Within the New Patient Medication Screen (F10)

- Tick Prescribed Externally
- Enter Date of Issue field and External Provider (by searching the address book) fields to track detail of medications
These will show in the Patients Medication screen in bold and with “#EXT” in the Provider column.

<table>
<thead>
<tr>
<th>Date</th>
<th>Drug Name</th>
<th>Qty</th>
<th>Directions</th>
<th>Amount</th>
<th>Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Jul 2013</td>
<td>Amoxicillin 250mg Cap</td>
<td>14</td>
<td>1 caps, Twice Daily</td>
<td>0.76 SFE</td>
<td></td>
</tr>
<tr>
<td>4 Jul 2013</td>
<td>Paracetamol 500mg Tab</td>
<td>20</td>
<td>1 tabs, As Required</td>
<td>0.37</td>
<td>#EXT</td>
</tr>
</tbody>
</table>
14. Draw Ability with Scanned Documents

If you would like the ability to use highlighting and other draw features on scans, check to see if you are registered for Annotations. Help > Register for a tick in “Annotations”

If you don’t have it – then click on Print and fax or email your registration into Medtech with a request to add Annotations.

- Module > Inbox > Scanning
- Use the Annotations Toolbar to make highlights etc.

15. Frequently Asked Questions on our website:

- Or [www.Medtechglobal.com](http://www.Medtechglobal.com) Select New Zealand in the Region- go to the Medtech Online dropdown, choose Medtech, and then select FAQs.
- Choose the required topic, i.e. Clinical.