

Navigating Clinical Records

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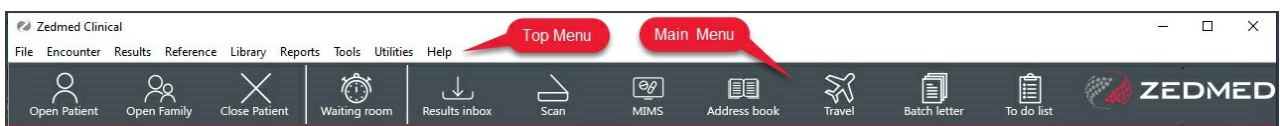
Zedmed's Clinical Records screen makes it easy to review and update clinical information and manage consultations. The menus and sections provide easy access to patient information and key features.

Opening a patient displays their information in the **Demographics** section (under their name), **Summary Views**, **Reference View** and **History View**. When an encounter starts, the **Current Encounter** section opens with the clinical modules, and the REF and clinical notes fields. To learn more, see [recording clinical information](#).

Clinical Record menus

The top menu gives access to information and resources, and the main icon menu provides easy access to key features.

For a full list of menu items, see the [Clinical Records details page](#).



Top Menu

- Most menu items provide another way to access key feature such as R
- **Tools** - gives access to the **My Options** screen where you can make customisations to your default settings, documents and layouts
- **Clinical WP Setup** is where you can update your clinical templates.

Main menu:

- **Open Patient** - Open a patient's record and access the functionality of the Current Encounter screen. [Learn more.](#)
- **Waiting Room** - View patients waiting to be seen. Admit a patient to open their record and start an encounter. [Learn more.](#)
- **Results Inbox** - View pathology and radiology results, and any letters that need to be actioned. [Learn more.](#)
- **To Do List** - The doctor's personal planner, which can be linked to the Patient's To Do List. [Learn more.](#)
- **Intramail (F7)** - For internal messaging. Messages can be linked to a patient's record and added to their history. [Learn more.](#)

Demographics

This section contains patient demographics, including Medicare card and Health Care card details. There is also an icon to access the **Patient Details** tabs. If the patient has preferred pronouns selected in the **Patient Details** (Office), the pronouns will appear next to their name.

Pronouns can also be added and edited in the Clinical **Patient Details** screen and the options available can

expanded by the practice using **list management**. Requires Zedmed v36.1.0 or later.

Holloway, Mr Knut (They/Them)

Summary Views

This section can be accessed while in any module and allows you to quickly view a patient's clinical history. There is a tab with information from each module, and right-clicking entries give access to options like view, delete, print and resolve. The **Include MHR icon** in the Results, Immunisations and Allergies tabs toggles on to show relevant information uploaded by other healthcare providers. The information appears with an Australia icon and you can double-click any record to open it in ZedMed's viewer.

Reference View

This section shows critical information like allergies, recalls and warnings recorded in the patient's file.

Zedmed Clinical

File Encounter Results Reference Library Reports Tools Utilities Help

Open Patient Open Family Close Patient Waiting room Results inbox Scan MIMS Address book Travel Batch letter To do list

Holloway, Mr Knut

Holloway, Mr Knut

Demographics

Address: 5 Jacob Pl
BUGLE RANGES 5251
DOB: 19/05/1995
Age: 28 years
Medicare No: 59502861411
File No: 4
Hosp UR No:
MHR Status: No IHI, Consent to Upload

Home:
Work:
Mobile:
Occupation:

History View

1 2 3

Search History Billing Wizard

Oldest Encounter: 18/09/2023
Visible: Last 10 Consultations

Include MHR

22/11/2023 (Wed) 2:45pm with Dr Phillip Davis at &, for 13m 02s
No RFE
16/10/2023 (Mon) 3:58pm with Dr Phillip Davis at &, for 8m 36s
No RFE
Referral: Dr Vivian Mortier - Ref Letter - Standard
09/10/2023 (Mon) 11:13am with Dr Phillip Davis at &, 1d 1h 32m 08s
No RFE
19/09/2023 (Tue) 10:50am with Dr Phillip Davis at &, for 4m 44s
No RFE
18/09/2023 (Mon) 2:09pm with Dr Phillip Davis at &, for 1h 36m 09s
No RFE

Summary Views

Problems
Referrals
Results
Immunisations
Allergies
Images/ECG
Documents
Attachments
Measurements
Medications
Incoming Documents

Sort By: Problem Text

Current Problems
Resolved Problems

Reference View

Allergies:
Warnings:
Recalls:

User: PDAVIS @ Branch: & - Dr: PD Ready... Server Time: 22/11/2023 3:17 PM

History View

Information recorded in the Current Encounter section (using clinical notes and modules) is saved here. The RFE is green, the problem is red, scripts and referrals are blue and each encounter starts with a date, time and duration in bold.

The History View shows when information is added to the patient's **My Health Record** by other healthcare providers. Select the **Include MHR** button to toggle this information on and off, and view this information by

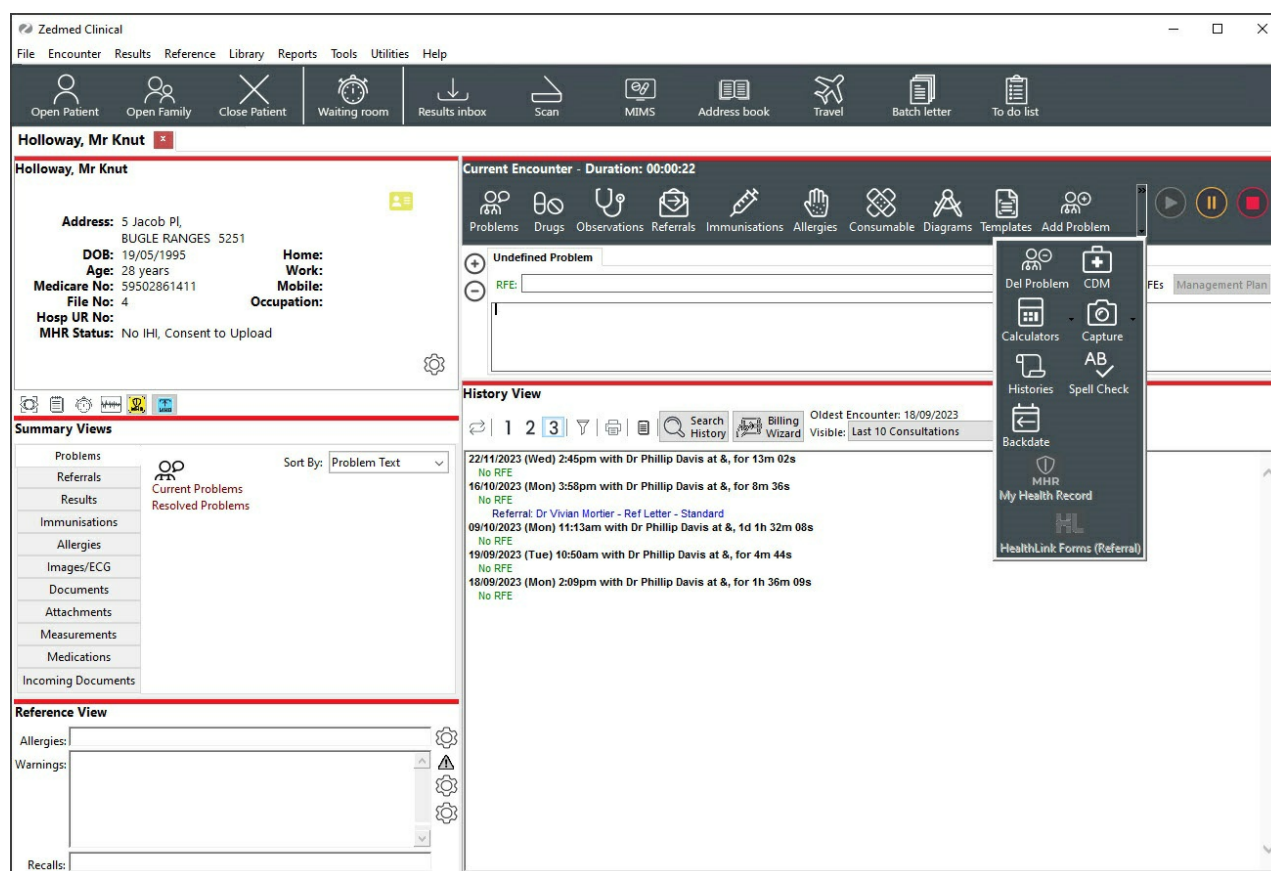
opening the My Health Record.

History view functionality:

- To **add an addendum note** to a previous consult, right-click the bold encounter heading and select **Add Notes**.
- To increase or decrease the level of detail shown, select the **1**, **2** and **3** buttons.
- To set how many consultations are shown, select **Last 10**, **Last 1 Years**, **3 Years** or **All** from the **Visible** field's drop-down.
- To search the history, select the **Search History** button, enter a search term (like an ailment or drug), and select **Find Next**. **Note:** The search only searches the selected history length (the range selected in the Visible field).
- To **Reprint** a referral request or **Rename** a referral, right-click the blue referral text and select the appropriate option.
- To **Add further notes** or **Define** a problem or RFE, right-click the text (red or green) and select the appropriate option.
- To see what information's been autosaved to the **History View** from the **Current Encounter** section, select the refresh icon.

Active encounters

The Current Encounter menu opens when the encounter starts and includes the clinical modules and the RFE entry field. In the screenshot below, you can see the text field where doctors enter consultation notes and the row of modules including Drugs and Referrals. [Learn more](#).



Patient Details tabs

Within Clinical Records, is a Patient Details section that doctors can use to record personnel information. There are 6 tabs used to separate the types of information as explained below.

To open Patient Details, select the spanner icon in the Patient Demographics section.

Patient Details

This tab contains the information in the **patient's record** in Zedmed Office. Any updates made in Office are reflected in this tab.

NOK and Emergency Contact

Any details entered here will also be visible through the Patient Details Screen.

The screenshot displays the Zedmed Clinical software interface. The top menu bar includes File, Encounter, Results, Reference, Library, Reports, Tools, Utilities, and Help. Below the menu is a toolbar with icons for Open Patient, Open Family, Close Patient, Waiting room, Results inbox, Scan, MIMS, Address book, Travel, Batch letter, and To do list. The main window is titled 'Holloway, Mr Knut' and features a red header bar. The left sidebar contains a 'Summary Views' section with a list of tabs: Problems, Referrals, Results, Immunisations, Allergies, Images/ECG, Documents, Attachments, Measurements, Medications, and Incoming Documents. The 'Problems' tab is selected, showing 'Current Problems' and 'Resolved Problems'. Below this is a 'Reference View' section with fields for Allergies, Warnings, and Recalls. The main content area is titled 'History View' and contains a 'Patient Details' tab. The 'Patient Details' tab is active, showing fields for Personal information (Title, Given Name, Popular Name, Family Name, Date of Birth, Sex at Birth, ATSI Status), Practice information (File Number, PID, Hosp UR No., ACIR, Child ID, Community Code, Next Appointment), EHealthID - Individual Healthcare Identifier (IHI) (IHI Number, Number Status, Record Status, Last Updated), Contact information (Address 1, Address 2, Suburb, Postcode, Home Phone, Work Phone, Mobile Phone, Email Address), Card Numbers (Medicare, Veteran, Health Care, Safety Net, Pension Status), and Clinical information (Blood Group, Elite Sportsperson, Health Fund). A red arrow points to the 'Patient Details' tab. The bottom status bar shows 'User: PDAVIS @ Branch: & - Dr: PD', 'Ready...', and a timestamp 'me: 22/11/2023 3:36 PM'.

Family, Social & Past History

This tab has a selection of text fields for recording key personal information including the patient's Marital Status, Sexuality, Family History and Social History. If the patient has preferred pronouns, this information should be recorded in the **Alerts** section of the Patient Record in Office.

In Zedmed v36.3.3 and later, you can add the patient's ethnicity from the list of options provided. Select **Set** to open the **Select Ethnicity** screen, tick the applicable box from the list provided and select **Close** to save the selection.

Patient - Holloway, Mr Knut

Patient Details NOK and Emergency Contact **Family, Social & Past History** Smoking Alcohol Other Clinicians

Miscellaneous

Occupation

Marital Status

Sexuality

- Straight or heterosexual
- Gay, lesbian or homosexual
- Bisexual or pansexual
- Asexual
- Other
- Don't know
- Prefer not to say
- Unknown

Ethnicity

Family History

Social History

Past History

? Help ✓ OK ✗ Cancel

Smoking

Details of the patient's smoking status can be recorded here.

Alcohol

The Alcohol Audit Questionnaire has been created by the World Health Organisation. If the full questionnaire is completed, it will generate an audit score indicating whether the patient has hazardous alcohol use or dependency.

You can also choose to only complete the first few questions to have some basic drinking information merged into documents.

Patient - Hollaway, Mr Knut

Patient Details
NOK and Emergency Contact
Family, Social & Past History
Smoking
Alcohol
Other Clinicians

Frequency of consumption of drinks containing alcohol
☐ Never ☐ Monthly or less ☐ 2 - 4 days / month
☒ 2 - 3 days / week ☐ 4+ days / week

On days when drinking number of standard drinks consumed
☐ 1 - 2 ☐ 3 - 4 ☐ 5 - 6 ☐ 7 - 9 ☐ 10 +

Frequency with which 6 or more standard drinks are consumed on one occasion
☐ Never ☐ Less than monthly ☐ Monthly ☐ Weekly ☐ Daily or Almost Daily

Has the patient or someone else been injured as a result of the patient's drinking?
☐ No ☐ Yes - not in the last year
☐ Yes - during the last year

Has a relative or a friend or a doctor or another health worker been concerned about the patient's drinking or suggested the patient cut down?
☐ No ☐ Yes - not in the last year
☐ Yes - during the last year

Further Questions
Not Required
Total AUDIT questionnaire score: NA Incomplete

Total scores of 8 or more are recommended as indicators of hazardous and harmful alcohol use, as well as possible alcohol dependence.

Other Details

Last Updated: 05/08/2021

? Help
OK
Cancel

Other Clinicians

This tab is used to link other practitioners involved in the patient's care. Select the magnifying glass next to the relevant field to search the address book and select the appropriate addressee. Multiple other clinicians can be recorded for each patient.

Linked practitioners can make entries in the record and are the default recipients for letters. For example, a specialist could add a patient's General Practitioner so that when they write a letter, it will default to that GP and add Other Clinicians to the Cc: list.

Patient - Holloway, Mr Knut

Patient Details

NOK and Emergency Contact

Family, Social & Past History

Smoking

Alcohol

Other Clinicians

General Practitioner

Dr Vivian Mortier

Other Clinicians

Mack Tester1

Fred Tester2 (Default CC)

?

Help

✓

OK

✗

Cancel