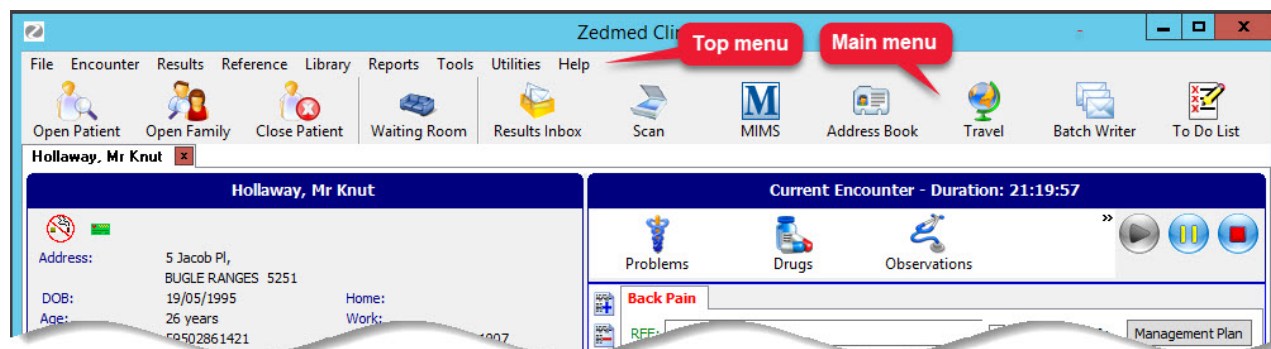# Clinical Records details

Last Modified on 07/08/2023 10:19 am AEST

Zedmed's Clinical Records menus provide easy access to key features, settings and patient information. This article explains all of the options available.

Top menu

- **File** - To open, close and save a patient's record.
- **Encounter** - Functions related to an encounter.
- **Results** - Lab results, where they are placed by the pathology and radiology providers and the status of outgoing emails.
- **Reference** - Links to the Travel, MIMS and pregnancy calculators.
- **Voice** - Dictation and speech recognition functions.
- **Library** - Links to websites and medical certificate templates commonly used by the practice (in Zedmed\CRS_Documents).
- **Reports** - All of the patient reports that are available.
- **Tools** - Access to setup screens including Global Options, Doctor Options and Clinical WP Templates.
- **Utilities** - Manage data, such as merging patients and tidying up the address book. Requires Administrator access to Clinical.
- **Help** - To view release notes, shortcut keys, MIMS information and the current Zedmed clinical version.

Main Menu

- **Open Patient** - Open a patient's record and access the functionality of the Current Encounter screen. Learn more.
- **Open Family Member** - List any other members of the active patient's family for selection.
- **Close Patient Record** - Save any changes and close the active patient's record.
- **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 may need to be actioned. Learn more.
- **Scan** - Scan hard copies of documents and link them to patients' records. Learn more.
- **MIMS** - Access integrated MIMS product information.
- **Address Book** - View the contact details of the practice's referral doctors and service providers.
- **Travel -** View the current vaccination requirements for specific countries.
- **Batch Writer -** Write letters for all patients seen within one session.

- **To Do List** - A personal planner that can be linked to the Patient's To Do List, so you get pop-up notifications.