

Quick Documents

Last Modified on 30/09/2024 2:42 pm AEST

Quick Documents is a menu in Clinical that provides easy access to popular documents and templates. It opens from a patient's record, so you can access patient-specific documents like the My Health Record Summary and Full History report. It also includes key documents such as the **Medical Certificate** template.

To learn how templates are created and added to Quick documents, see our [Managing Clinical Templates](#) guide.

Quick Documents menu

To open Quick Documents:

1. Go to Zedmed's **Reception** tab.
2. Select **Clinical Records**.

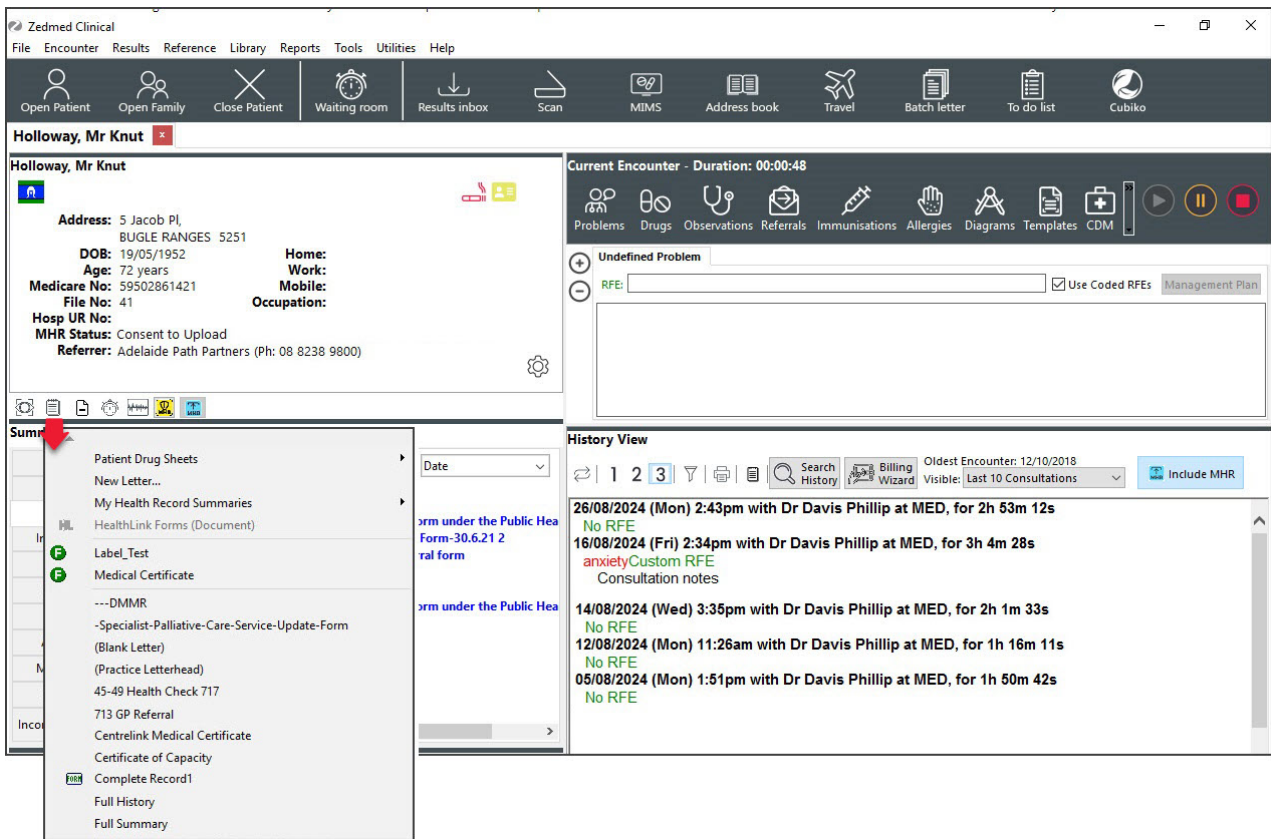
The **Clinical Records** screen will open.

3. Open the patient.
4. Select **Quick Documents**.
5. Select the document or template required.

The document will open, and you can save or print it out.

Options include:

- [Write a letter](#)
- [My Health Record Summaries](#)
- [Letters imported from the Zedmed website.](#)
- [Templates you made yourself.](#)



Quick Documents Template Selection

Requires Zedmed v37 and later

The Quick Document Search page is called Template Selections, and it displays all templates in a scrollable screen that will filter as you type a template's name.

1. Open **Quick Documents Search** using the icon next to Quick Documents
2. Select the required tab
3. Start typing the template name to filter the list.

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 Cubiko

Holloway, Mr Knut

Holloway, Mr Knut
 Address: 5 Jacob Pl
 BUGLE RANGES 5251
 DOB: 19/05/1952 Home:
 Age: 72 years Work:
 Medicare No: 59502861421 Mobile:
 File No: 41 Occupation:
 Hosp UR No:
 MHR Status: Consent to Upload
 Referrer: Adelaide Path Partners (Ph: 08 8238 9800)

Current Encounter - Duration: 00:00:48
 Problems Drugs Observations Referrals Immunisations Allergies Diagrams Templates CDM
 Undefined Problem
 RFE: Use Coded RFEs Management Plan

Template Selection
 File Start typing document name to filter documents shown
 Favourites User Defined Letter Quick Docs Summary
 Full History
 Full Summary
 GCHS-COVID-Virtual-Ward-ZM-18.1.22.rtf
 GP Mental Health Plan 2710
 GP Mental Health Plan 2710 (Custom Merge Field)
 GP Mental Health Review 2712
 GP Mental Health Review 2712 (Custom Merge Field)
 GPMP 721
 GPMP 721 (Custom Merge Field)
 GPMP 721 Asthma (Custom Merge Field)
 GPMP 721 Coronary Heart Disease (Custom Merge Field)
 GPMP 721 Depression Anxiety Disorder (Custom Merge Field)
 GPMP 721 Osteoarthritis (Custom Merge Field)
 GPMP Review 725
 Health Assessment 700-706
 Health Check Item 718 or 719
 HMR Referral 900
 Hospital In-patient Admission
 Immunisation Medical Exemption Form IM011
 Immunisations
 InfraPsych
 Investigations
 Item 712 Comprehensive Medical Assessment

**«Miscellaneous Practice Letterhead»
 OSTEOARTHRITIS
 GP MANAGEMENT PLAN : MBS Item No. 721**

PATIENT: Name: «Patient Demographics Full Name» Address: «Patient Demographics Full Address» DOB: «Patient Demographics DOB» Telephone: «Patient Demographics Phone (Phone)»
 Details of Patient's Carer (if applicable) Name: «Name of Carer» Telephone: «Carer's Contact»
 Private Health Insurance: «Private Health»
 Date of last Care Plan / GP Management Plan (if done) «Last Care Plan»
 Other notes or comments relevant to the patient's management plan: «Other Notes»
 PATIENT MEDICAL HISTORY
 Current Problems: «Clinical Details Problem List (Current) With Comments»
 Resolved Problems: «Clinical Details Problem List (Resolved) With Comments»
 FAMILY HISTORY
 «Clinical Details Family History»

OK Cancel

The **Template Selection** screen will also open if you start a **New Letter** and search for a template.

New Letter

Letter Details
 To:
 Cc:
 Subject:
 Template: Opens Template Selection screen
 Summary:

Additional Details
 Referral Date: Exam. Date:
 Performed By: Mr Phillip Davis

OK Cancel