Quick Documents

Last Modified on 03/07/2023 1:46 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 and 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.

To open Quick Documents:

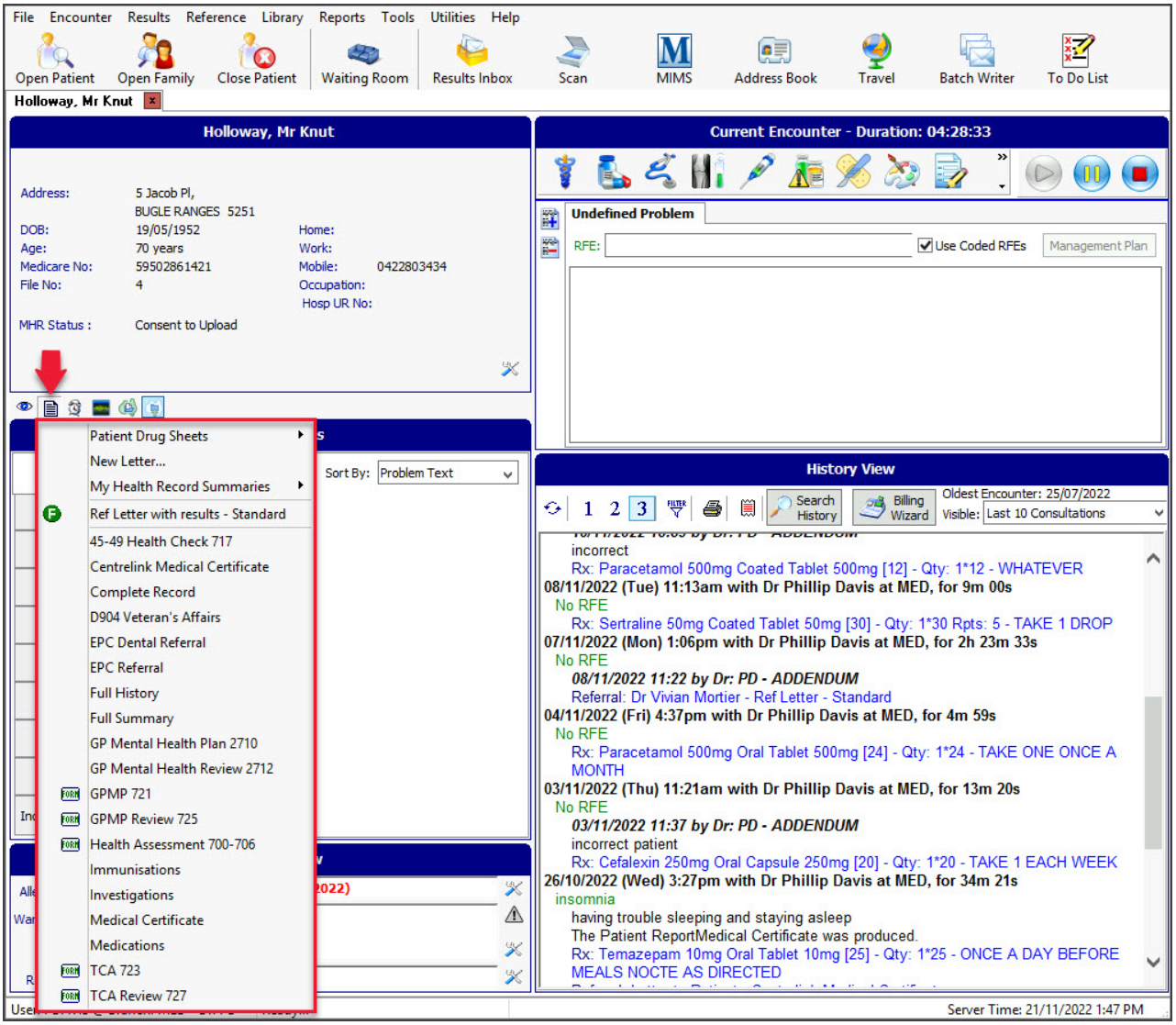
1. Go to Zedmed's **Reception** tab.
2. Select **Clinical Records**.

   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.


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 Writer
To Do List
Holloway, Mr Knut
Holloway, Mr Knut
Address: 5 Jacob Pl, BUGLE RANGES 5251
DOB: 19/05/1952
Age: 70 years
Medicare No: 59502861421
File No: 4
Home:
Work:
Mobile: 0422803434
Occupation:
Hosp UR No:
MHR Status : Consent to Upload
Current Encounter - Duration: 04:28:33
Undefined Problem
RFE:
Use Coded RFEs
Management Plan
Patient Drug Sheets
New Letter...
My Health Record Summaries
Ref Letter with results - Standard
45-49 Health Check 717
Centrelink Medical Certificate
Complete Record
D904 Veteran's Affairs
EPC Dental Referral
EPC Referral
Full History
Full Summary
GP Mental Health Plan 2710
GP Mental Health Review 2712
GPMP 721
GPMP Review 725
Health Assessment 700-706
Immunisations
Investigations
Medical Certificate
Medications
TCA 723
TCA Review 727
Sort By: Problem Text
History View
Search History
Billing Wizard
Oldest Encounter: 25/07/2022
Visible: Last 10 Consultations
incorrect
Rx: Paracetamol 500mg Coated Tablet 500mg [12] - Qty: 1*12 - WHATEVER
08/11/2022 (Tue) 11:13am with Dr Phillip Davis at MED, for 9m 00s
No RFE
Rx: Sertraline 50mg Coated Tablet 50mg [30] - Qty: 1*30 Rpts: 5 - TAKE 1 DROP
07/11/2022 (Mon) 1:06pm with Dr Phillip Davis at MED, for 2h 23m 33s
No RFE
08/11/2022 11:22 by Dr: PD - ADDENDUM
Referral: Dr Vivian Mortier - Ref Letter - Standard
04/11/2022 (Fri) 4:37pm with Dr Phillip Davis at MED, for 4m 59s
No RFE
Rx: Paracetamol 500mg Oral Tablet 500mg [24] - Qty: 1*24 - TAKE ONE ONCE A MONTH
03/11/2022 (Thu) 11:21am with Dr Phillip Davis at MED, for 13m 20s
No RFE
03/11/2022 11:37 by Dr: PD - ADDENDUM
incorrect patient
Rx: Cefalexin 250mg Oral Capsule 250mg [20] - Qty: 1*20 - TAKE 1 EACH WEEK
26/10/2022 (Wed) 3:27pm with Dr Phillip Davis at MED, for 34m 21s
insomnia
having trouble sleeping and staying asleep
The Patient ReportMedical Certificate was produced.
Rx: Temazepam 10mg Oral Tablet 10mg [25] - Qty: 1*25 - ONCE A DAY BEFORE MEALS NOCTE AS DIRECTED
Server Time: 21/11/2022 1:47 PM