What will change (browser)

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This guide details all the processes and tasks that change for customers who move to Zedmed Cloud. New cloud users are provided with this guide to help become familiar with the changes.

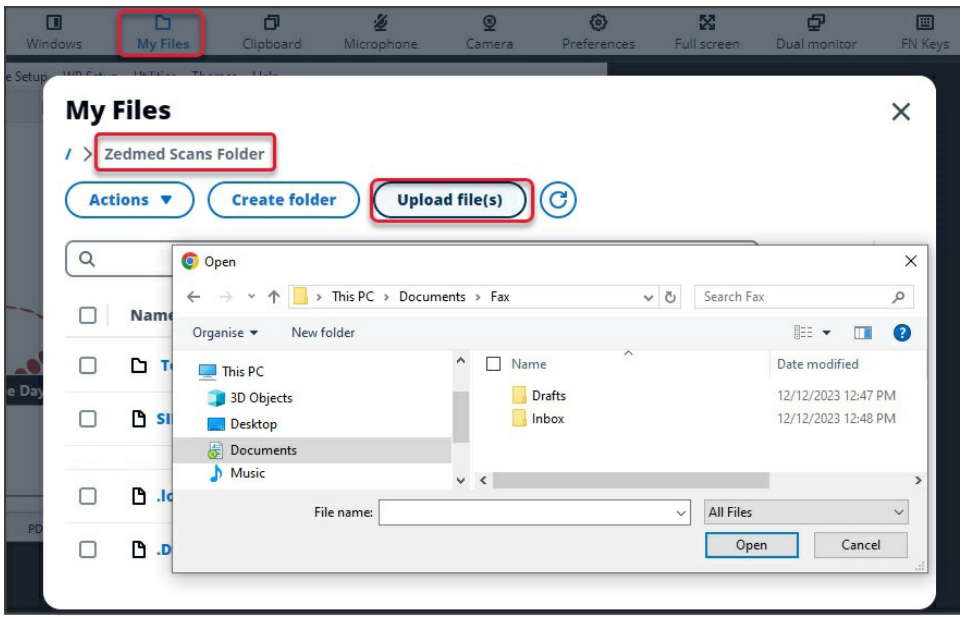
Add local scan to a patient record

Zedmed on-prem

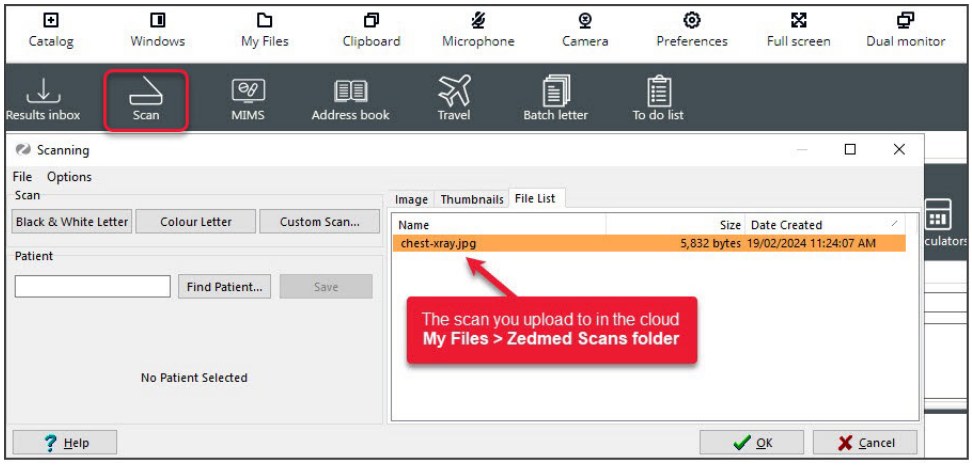
1. Scan the document using a local desktop scanner and save it to a local folder.
2. Use the Clinical **Scan** menu to upload the scan to Zedmed and assign a patient and category.

Zedmed Cloud

1. Scan the document using a local desktop scanner and save it to a local folder.
2. New step: From the cloud menu, select **My Files** > **Zedmed Scans**.
3. New step: Select **Upload file/s** then locate and select the scan.



4. Select the **Clinical Scan** menu.
5. Select the **File List** tab. Any scans uploaded will appear here.
6. Select the scan and follow the standard process to assign a patient and category.



Add network scan to a patient record

Zedmed on-prem

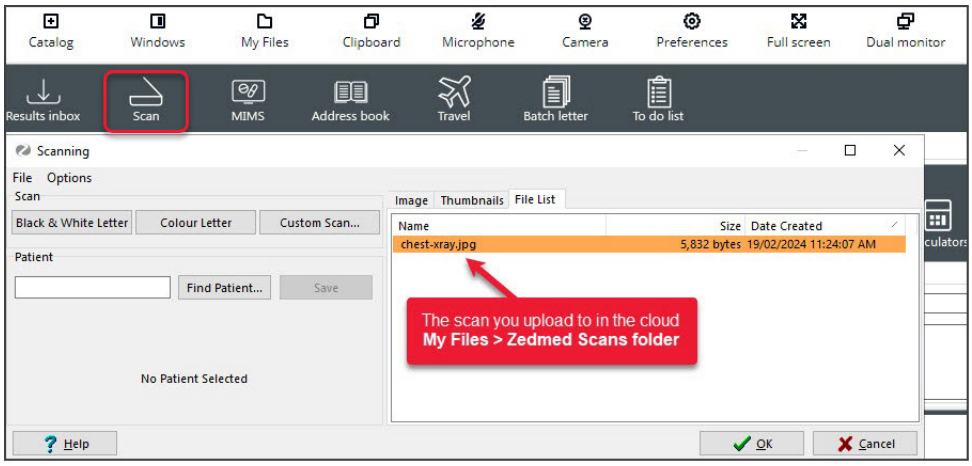
1. Scan the document using a network scanner and it will be saved to a folder on your Zedmed server.

   Depending on your setup, the scan will appear in Clinial's **Scan** menu, or, the **Scan** menu is used to upload a scan.
2. Use the Clinical **Scan** menu to assign a patient and category.

Zedmed Cloud

1. Scan the document using a network scanner and it will be saved to a designated practice computer.

   Every minute, Cloud Middleware will copy the scan to Zedmed Cloud (can take two minutes to appear).
2. Select the **Clinical Scan** menu.
3. Select the **File List** tab. Any scans uploaded will appear here.
4. Select the scan and follow the standard process to assign a patient and category



Add a file to a patient record

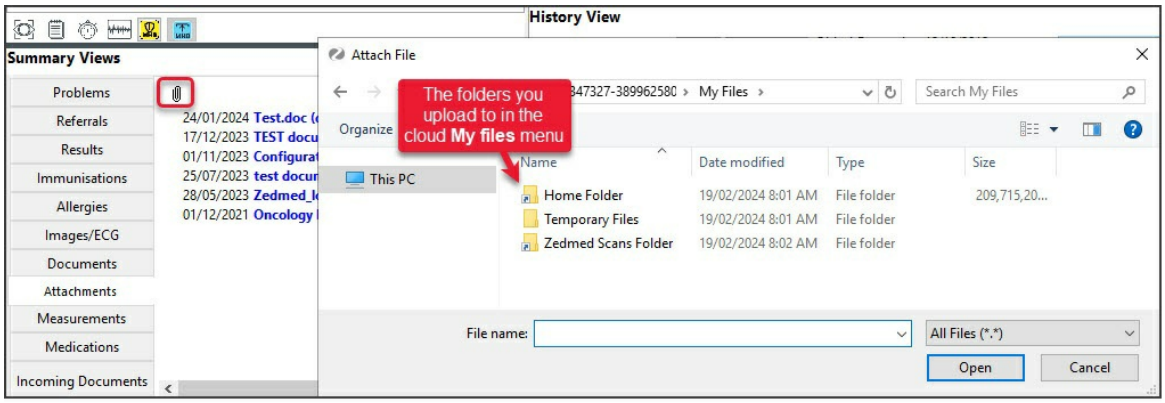
Zedmed on-prem

1. Go to **Summary Views** in the patient's record and select the applicable tab: **Images**, **Attachments** or **Documents**.
2. Use the paper clip icon to browse to and attach the file.

Zedmed Cloud

1. New step From the cloud menu, select **My Files** > **Temporary Files**.
2. New step Select **Upload file/s** then locate and select the file.
3. Go to **Summary Views** in the patient's record and select the applicable tab: **Images**, **Attachments** or **Documents**.
4. Use the paper clip icon to browse and attach the file.

   Learn more



Print a letter or document

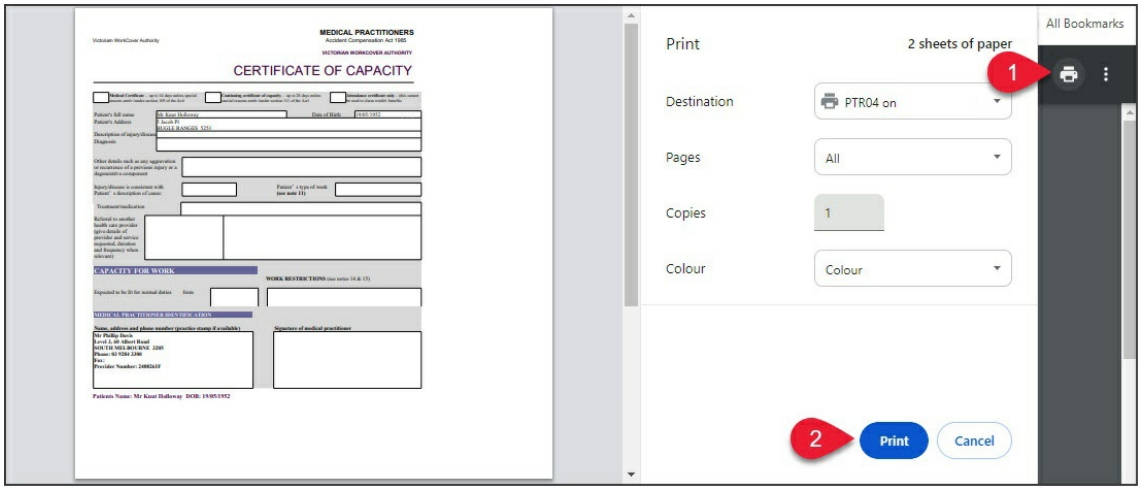
Zedmed on-prem

1. Select print and the document will print out on the default printer.

Zedmed Cloud

1. Select print and the document will open as a PDF in a new Browser tab.
2. New step: Select the tab with the PDF.
3. New step: Select the PDF's print icon and select **Print**.

   Learn more



Write a letter to a patient or practitioner

Office staff are required to use the Clinical letter writer in Zedmed Cloud. The Office **Letter** menu in the patient's

profile is not present as it requires Microsoft Word. Clinical letters use RTF format templates and any custom templates are migrated to RTF when a practice adopts Zedmed cloud.

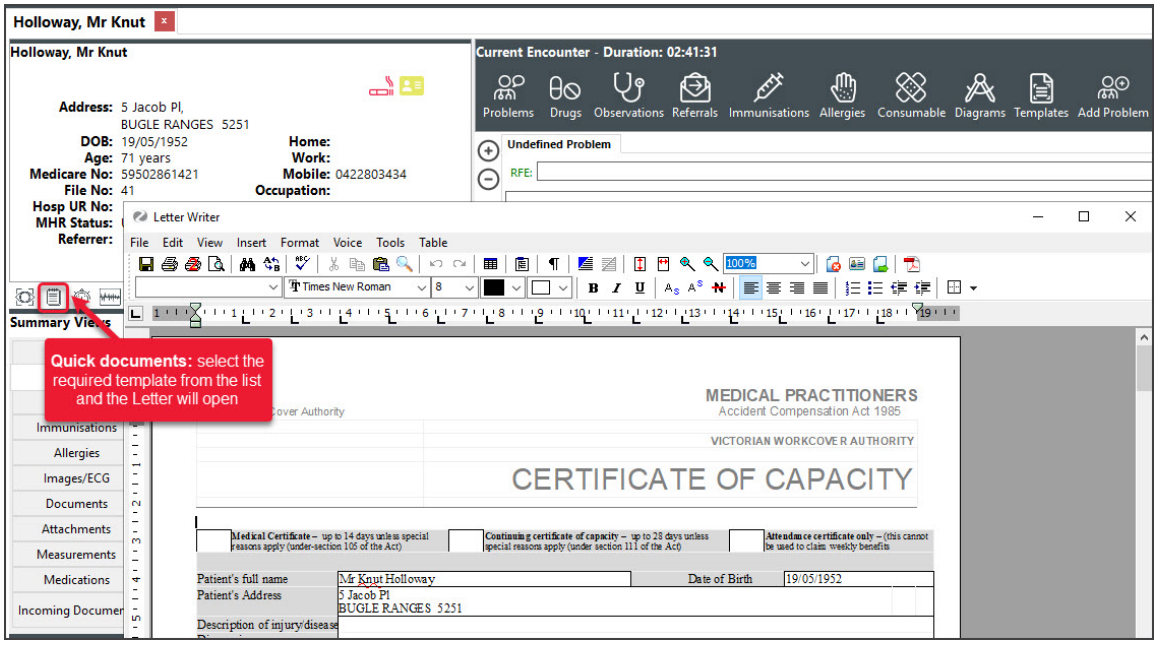
Zedmed on-prem

1. Select the **Letter** menu in the Patient's record, select **New**, choose the template and write the letter.

Zedmed Cloud - letter to a patient

1. Open the patient in Clinical.
2. Select **Quick Documents** and choose the template.
3. Write the letter.
4. **Print** or **Distribute** when completed.

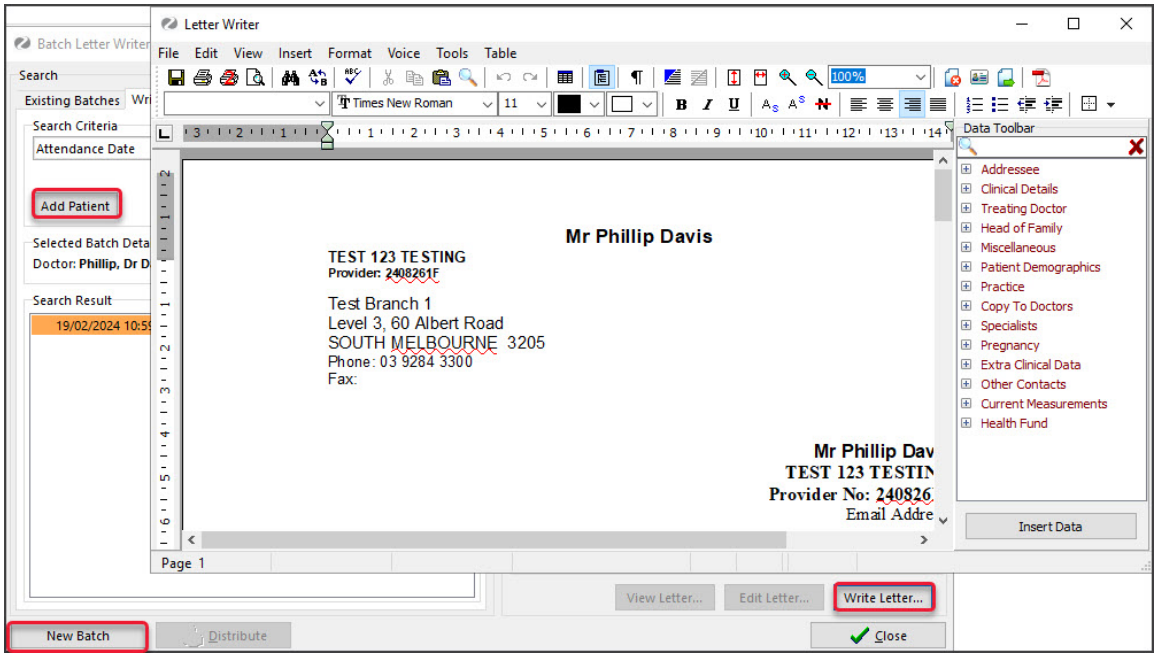
   Learn more.



Zedmed Cloud - letter to a practitioner

1. Open Zedmed Clinical.
2. Select **Batch Letter** from the main menu.
3. Select **New Batch.**
4. Select the patient, recipient and template.
5. Select **Write letter.**
6. Write the letter and **Print** or **Distribute** when completed.

   Learn more.


Batch Letter Writer
Search
Existing Batches
Search Criteria
Attendance Date
Add Patient
Selected Batch Deta
Doctor: Phillip, Dr D
Search Result
19/02/2024 10:5
New Batch
Distribute
Letter Writer
File Edit View Insert Format Voice Tools Table
Times New Roman
11
100%
Mr Phillip Davis
TEST 123 TESTING
Provider: 2408261F
Test Branch 1
Level 3, 60 Albert Road
SOUTH MELBOURNE 3205
Phone: 03 9284 3300
Fax:
Mr Phillip Dav
TEST 123 TESTIN
Provider No: 240826
Email Addre
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Clinical Details
Treating Doctor
Head of Family
Miscellaneous
Patient Demographics
Practice
Copy To Doctors
Specialists
Pregnancy
Extra Clinical Data
Other Contacts
Current Measurements
Health Fund
Insert Data
View Letter...
Edit Letter...
Write Letter...
Close