

## Update Notes for Version 20.09.001

### 1. **Ctrl + L = Lookup**

This will open the **Search Service Form** tool in the **Bulk Bill** and **DVA** forms  
- see below

The screenshot shows the 'Bulk Bill' window. The 'Patient Details' section contains 'MRS. CATHERINE JONES (01/01/1995) Medicare: /'. The 'Referral/Request' section has radio buttons for 'None', 'Referral', and 'Request'. The 'Date Of Service' is 21/10/2011, 'Time Of Service' is 16:30, and 'Service Type' is SPECIALIST. The 'Servicing Provider' is 2121331W. The 'Add Item' field is highlighted with a red box, and a red arrow points to it from a red callout box that says 'Hit both the Control key + L keys to activate the Search Service Form'. Below the 'Add Item' field is a table with columns: Item..., ChargeA..., ItemDesc, AfterC..., Duplic..., Multipl..., and ServiceText. At the bottom of the window are buttons for 'Hold', 'Batch', 'Send Now', 'Print', and 'Close'.

Entering a keyword such as “foreign body” displays all related item numbers.  
Double clicking the relevant row then enters the relevant item number into the **Add Item** box on the **Bulk Bill** or **DVA** form -see above.

The screenshot shows the 'Service Lookup' window. The 'Basic Search' section has 'Description' checked and the search term '\*foreign body\*' entered in the search field. The 'Supplementary Options' section has 'Include Deleted Service' unchecked and 'Deleted' checked. Below the search fields are buttons for 'Search', 'New Search', 'Add New', and 'Close'. The search results are displayed in a table with the following data:

Code	Name	Description	Type	Cost \$
30061	30061	SUPERFICIAL FOREIGN BODY, REMOVAL OF, (INCLUDING FROM...	OTHER	20.75
30064	30064	SUBCUTANEOUS FOREIGN BODY, REMOVAL OF, REQUIRING IN...	OTHER	97.10
30067	30067	FOREIGN BODY IN MUSCLE, TENDON OR OTHER DEEP TISSUE,...	OTHER	197.60
30068	30068	FOREIGN BODY IN MUSCLE, TENDON OR OTHER DEEP TISSUE,...	SPECI...	244.55
30478	30478	OESOPHAGOSCOPY (NOT BEING A SERVICE TO WHICH ITEM 41...	OTHER	217.00
35360	35360	RETRIEVAL OF FOREIGN BODY IN PULMONARY ARTERY, PERCUT...	OTHER	731.80
35361	35361	RETRIEVAL OF FOREIGN BODY IN RIGHT ATRIUM, PERCUTANEO...	OTHER	627.65
35362	35362	RETRIEVAL OF FOREIGN BODY IN INFERIOR VENA CAVA OR AO...	OTHER	523.50

## 2. “Filtering”, “Searching” and “Selecting” in Old Notes



The screenshot shows a horizontal toolbar with three main sections. On the left is a 'Filter' button followed by a dropdown menu. In the center is a 'Search' button followed by a text input field. On the right is a 'Select' button followed by a dropdown menu currently showing '[ALL PROVIDERS]'.

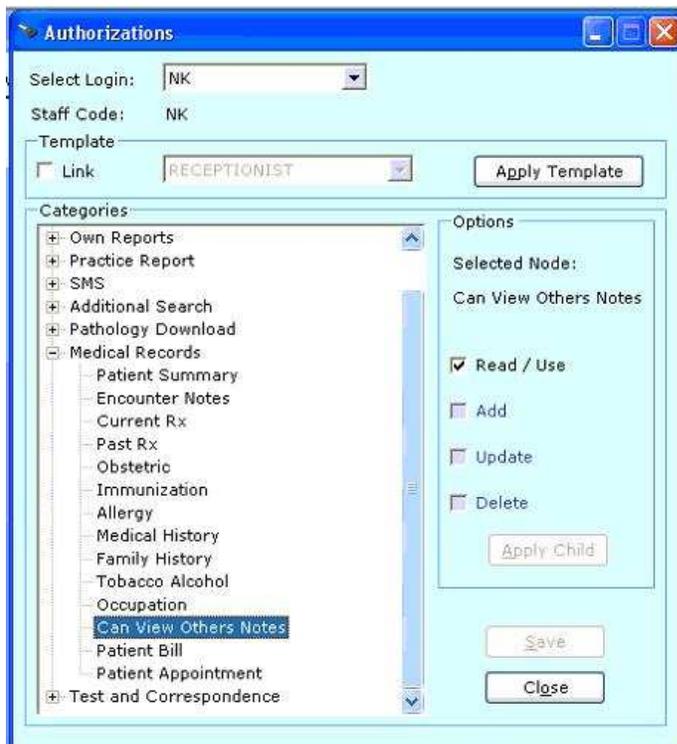
- a. Filter. To sort problem oriented notes
- b. Search. Enter any string of text (e.g. BP, Norvasc, headache) in the search box to locate keywords in the Old Notes.
- c. Select. Will restrict display of the Old Notes down to
  - i. All Notes
  - ii. All Providers
  - iii. Individual users

## 3. Authorization required to Select notes

If the practice wants to restrict a user (e.g. Receptionist, Allied Health ) to only allowing them to view their own notes and no other user’s notes then follow these instructions:

On the main menu

- a. go to Administration > Authorizations > Privileges
- b. Select the Login Username
- c. Scroll down to the Medical Records category
- d. Select “Can View Other Notes” and uncheck the Read/Use box



4. **Disallow SMS**

A checkbox in the secondary patient details which will now prevent an SMS being sent to a patient.

By default this box is unchecked when entering new patient details.

5. **A Task cannot be saved if there is no recipient**

Previously a task could be created without there being a recipient.

A recipient can either be an individual user or a group

6. **Pathology form is forced to close**

When Closing the Health Record of a patient, then an open pathology result form for this patient is also forced to close.

7. **Insert the number of prescription repeats on the Dosage form**

The screenshot shows a window titled "Dosage and Other Info". Inside, there is a text area with the following text: "RIFADIN SYRUP Admin 30 min before or 2 hr after meal; use combination therapy (greater than or equal to 1 other agent) for TB, leprosy. Pulmonary TB. Adults: 600 mg once daily; children: 10-20 mg/kg, max 600 mg/day. Leprosy. Adults: 450-600 mg once daily." Below this is a "Dosage" text box and a "Save as default dose" checkbox. There are two list boxes: "Frequency" with options like "Nil", "Daily", "In The Morning", "At Night", "Four hourly", "Six hourly", "Eight hourly", "Twice a day", "Three times a day", "Four times a day", and "Every Second Day"; and "Instruction" with options like "Nil", "Before Meals", "With Meals", "After Meals", "If Required", "Left Side", "Right Side", "Both Sides", "Stat", and "As Directed". At the bottom, there is a "Repeats" text box, an "Other Instructions" text box, and three buttons: "Regular", "Once Only", and "Cancel". A red box highlights the "Repeats" text box, and a red arrow points from a red box containing the text "insert number of repeats" to the "Repeats" text box.