

Medical Directions

Navigating Your Practice To Success



Training Request Form

www.medicaldirections.com.au P: 0413 209 486

To help us tailor your training needs please select the topics in which you require training

Practice Name: _____

Contact Name: _____

Contact phone number: _____

Email address: _____

Trainee name(s): _____

Pracsoft

Appointment Book

- Setup of practitioner
- Practitioner availability for standard, special session and days absent
- Appointment book options
- Appointments—basic
- Appointments—Advanced
- Cut and paste feature
- View the appointment book
- Printing appointments and Dr appointment lists
- Appointment types and status
- Email & SMS reminders
- Linking new patients
- Shortcuts

Waiting Room

- Setup of users
- Set up of fees
- Adding a new patient
- Editing patient details
- Finding patients
- Online Patient verification (OPV) & Online Veteran verification (OVV)
- How to record a visit Medicare & DVA
- Search for item numbers
- Adding text for a service (NNAC)
- Batching Medicare & DVA
- Medicare Online Claiming overview
- Resolving exceptions
- Receipting Medicare & DVA
- Adjusting accounts & receipts
- Billing private patients and institutional payers accounts and receipts
- Online patient claiming
- Processing banking
- HCN messenger
- Letterheads and statements
- Daysheets & Reports
- Shortcuts

Medical Director

Which version of Medical Director do you use?

- MD2
- MD3
- Setup of practitioners and users
- Health Summaries
 - Family & Social History
 - Allergies
 - Past medical history
 - Current medication
 - Immunisations
 - Preventive health
- Finding patients
- Progress notes
- Diagnosis Coder
- Management & Comment shortcuts
- Clinical Tools option ie: Blood pressure
- How to write a script
- Recipes—user defined preparations
- Assessment tools
- Care plans
- Letter writer
- Creating a template in letter writer
- Modifying a template
- Importing a template
- Database search
- Recalls & reminders
- Address book
- Pathology & X-ray referrals
- Printing patient education leaflets
- Cleaning your database
- Recording immunisations
- HCN maintenance
- Scanning
- Checking investigation results
- Outstanding requests
- Shortcuts
- Help menu

Please fax this form back to Kathryn Davis at Medical Directions on (07) **5477 5489** before your session.