

Establishing a Medical Director 'Recall and Reminder' Function for RACF Patients

Step 1: Create a register

To set up a register of RACF patients you will need to utilise the custom field option within the notes section of the 'patient details' window.

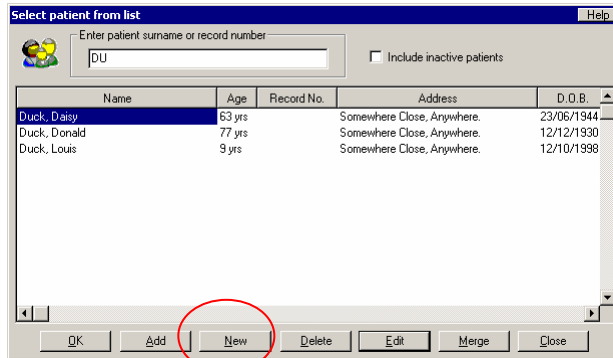
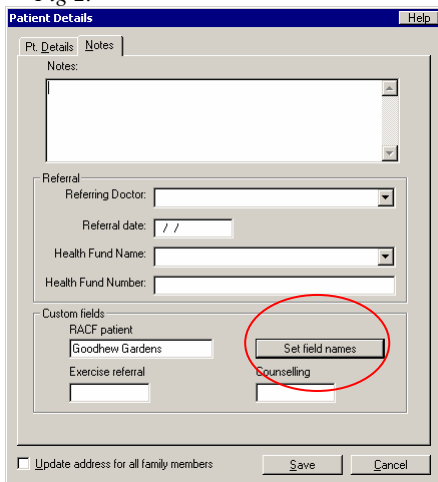


Fig 1.

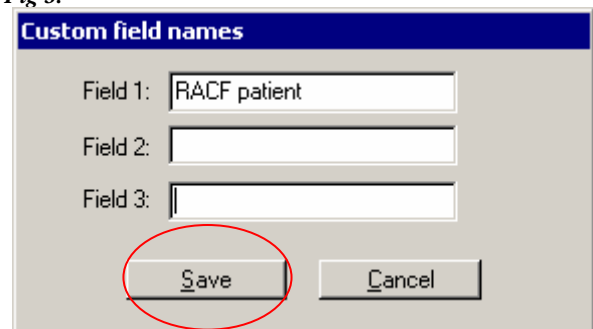
This window is accessible by choosing the edit option when the patients name is displayed in MD

Fig 2.



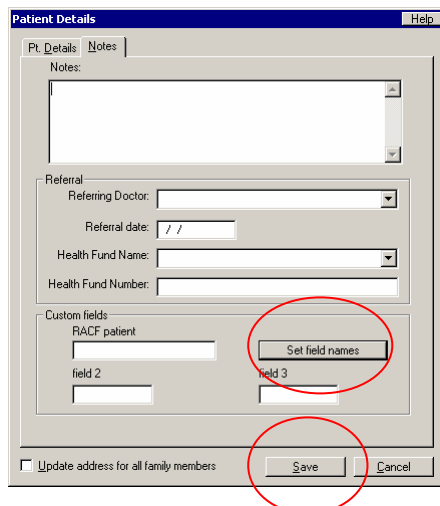
Select the set field names button and a custom field names window appears. You can enter a title appropriate for your specific register e.g. RACF resident or RACF patient. When entered click save to finish and exit the patient's record.

Fig 3.



Step 2: Entering Patients onto the register

Fig 4



Open the patient's record.

Using MD2, select the **Edit** button and then **Patients Details**

If using MD3, select the **Patient** menu and then **Details**

Select the **Notes** option again. This time when the Custom Fields screen displays you should see your description of the RACF residents as one of the fields.

Under the heading you can add your choice of identification in the blank box e.g. Sutherland RACF and save. You will need to repeat this step for each patient you wish to add to the register.

Step 3. Using the Register

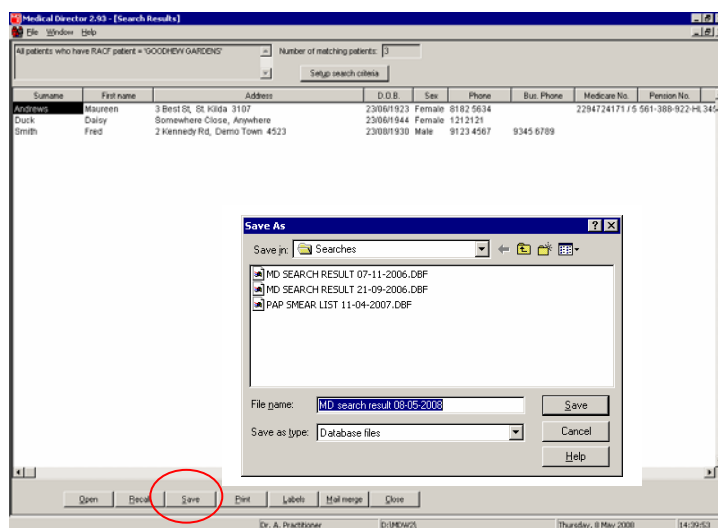
Open the register without a patient record open;

MD2 users select **Search** menu and then **Databases**

MD3 users select **Search** and then **Patient**

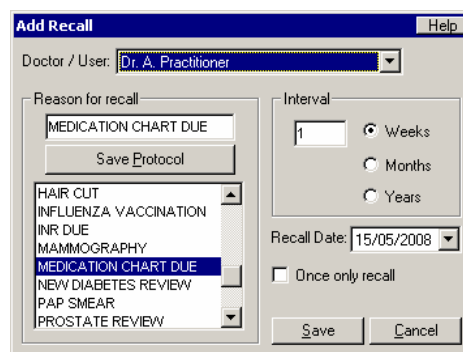
Another window will appear and you are able to define which RACF patients you wish to see the register for. In the blank space you can enter the name of the facilities e.g. Goodhew Gardens and click **Search**

If you wish to save the register, click **Save** and enter a suitable file name



Step 4. Adding Recalls/Reminders

By highlighting a patient on the register screen you can directly apply recalls in bulk to patients at the same RACF. E.g. The first patient listed may need a CMA in 12 months, the second may need a care plan review or a medication review in 3 months etc. You are then able to search for all recalls due by category or time interval due date



Recalls and/or reminders can be utilised for the suite of Enhanced Primary Care items available for residents of RACFs at the relevant intervals.

- Comprehensive Medical Assessments
- Contribution/Reviews to Care Plans
- Case Conferencing
- Residential Medication Management Review
- Referral to Allied Health

If you would like further information or assistance in establishing your registers or recall systems contact Lisa Merrison, Aged Care Program Officer at the Division on 9545 3533.