

## *Instructions for Medical Director: autofill comments*

These instructions are for use within an open patient record.

1. Click on the Management button
2. This will open the Management box. Click on the Add to list button
3. Enter the desired text and keyboard shortcut. You can make the Management shortcut available to all users by checking the 'Available to all doctors' box.
4. Click save
5. You can insert the text directly into the patient notes by highlighting the desired shortcut and clicking insert into notes, or
6. You can also type the keyboard shortcut directly into the progress notes (e.g. 'ctmx') and press enter. Your text is now in the progress notes and can be edited directly to add further details if needed.

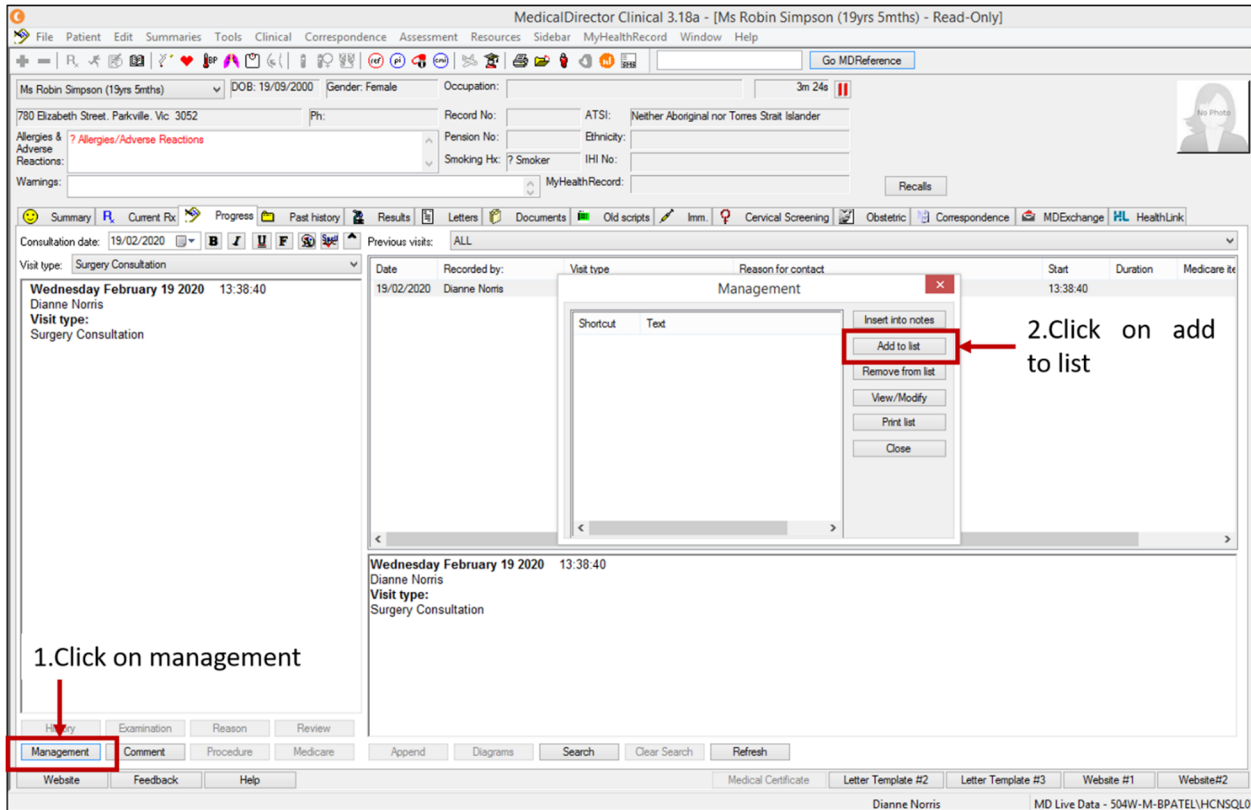
**These instructions are shown in pictures 1 to 4 below.**

Note that you are also able to create shortcuts using the 'comment' button and following the above instructions. A comment and management shortcut cannot have the same keyboard shortcut (e.g. if you create a CTMX shortcut in the Management section, you cannot create a CTMX shortcut in the Comment section).

For further instructions on how to create Comment shortcuts, see here:

<https://www.medicaldirector.com/help/#t=topics-clinical%2FComments.htm>

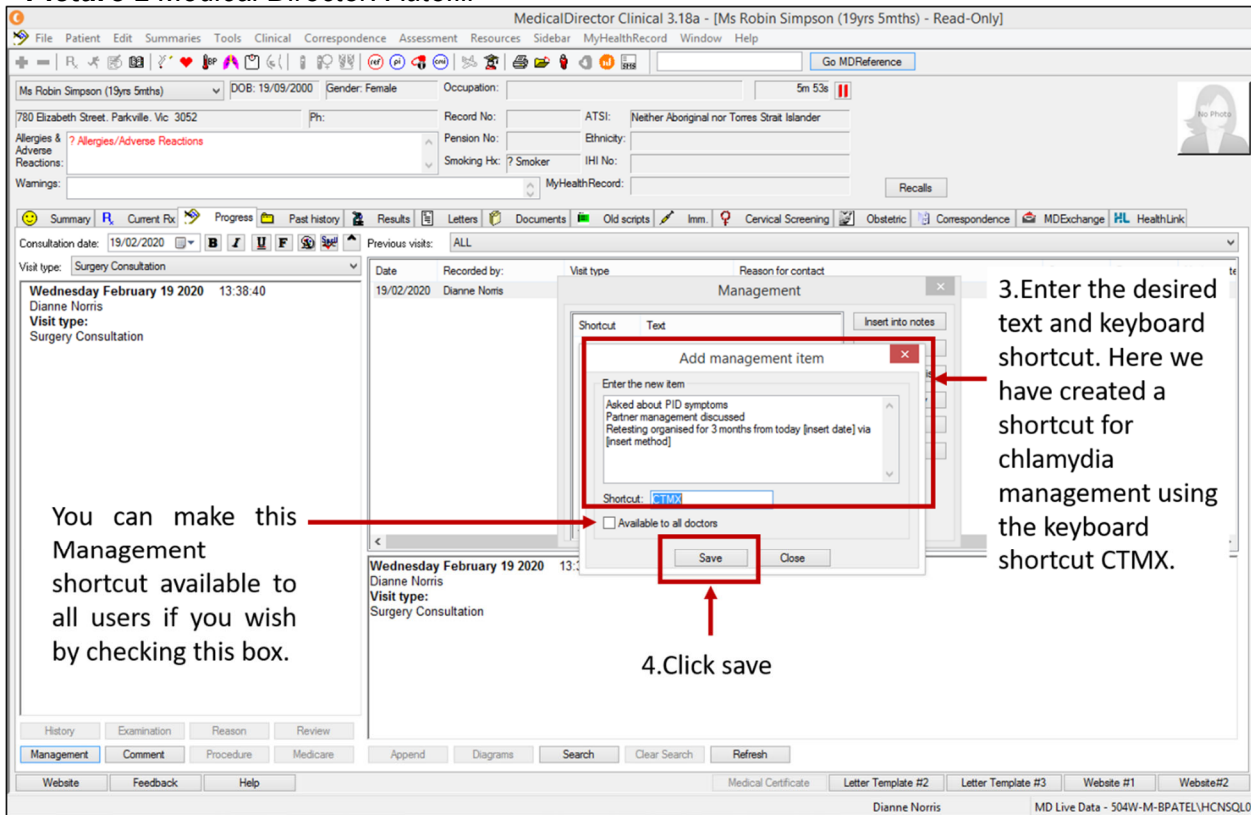
**Picture 1 Medical Director: Autofill**



1. Click on management

2. Click on add to list

**Picture 2 Medical Director: Autofill**

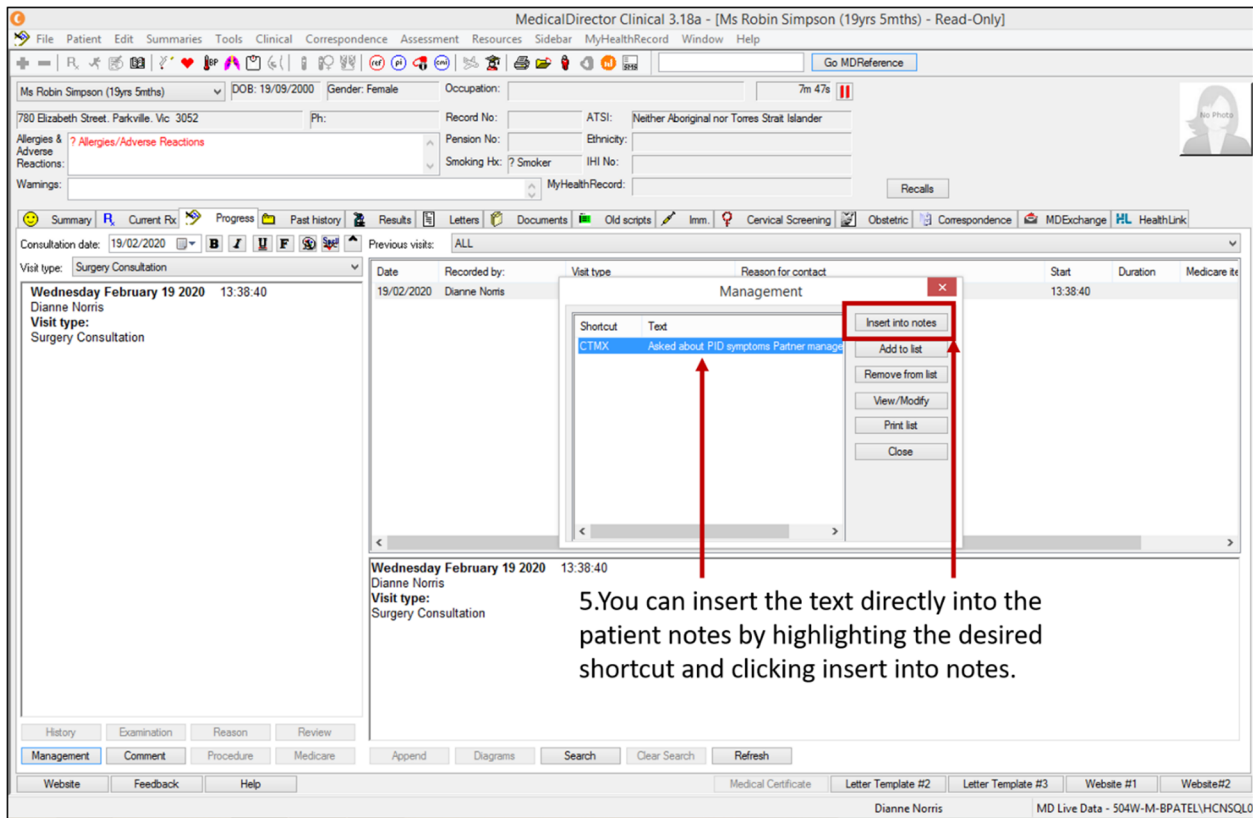


3. Enter the desired text and keyboard shortcut. Here we have created a shortcut for chlamydia management using the keyboard shortcut CTMX.

You can make this Management shortcut available to all users if you wish by checking this box.

4. Click save

**Picture 3 Medical Director: Autofill**



Medical Director Clinical 3.18a - [Ms Robin Simpson (19yrs 5mths) - Read-Only]

Ms Robin Simpson (19yrs 5mths) | DOB: 19/09/2000 | Gender: Female | Occupation: 7m 47s

780 Elizabeth Street, Parkville, Vic 3052 | Ph: | Record No: | ATSI: Neither Aboriginal nor Torres Strait Islander

Allegies & Adverse Reactions: ? Allergies/Adverse Reactions | Pension No: | Ethnicity: | Smoking Hx: ? Smoker | IHI No: | MyHealthRecord: | Recalls

Consultation date: 19/02/2020 | Previous visits: ALL

Visit type: Surgery Consultation

Date	Recorded by:	Visit type	Reason for contact	Start	Duration	Medicare it
19/02/2020	Dianne Norris	Surgery Consultation	Management	13:38:40		

Wednesday February 19 2020 13:38:40  
Dianne Norris  
Visit type: Surgery Consultation

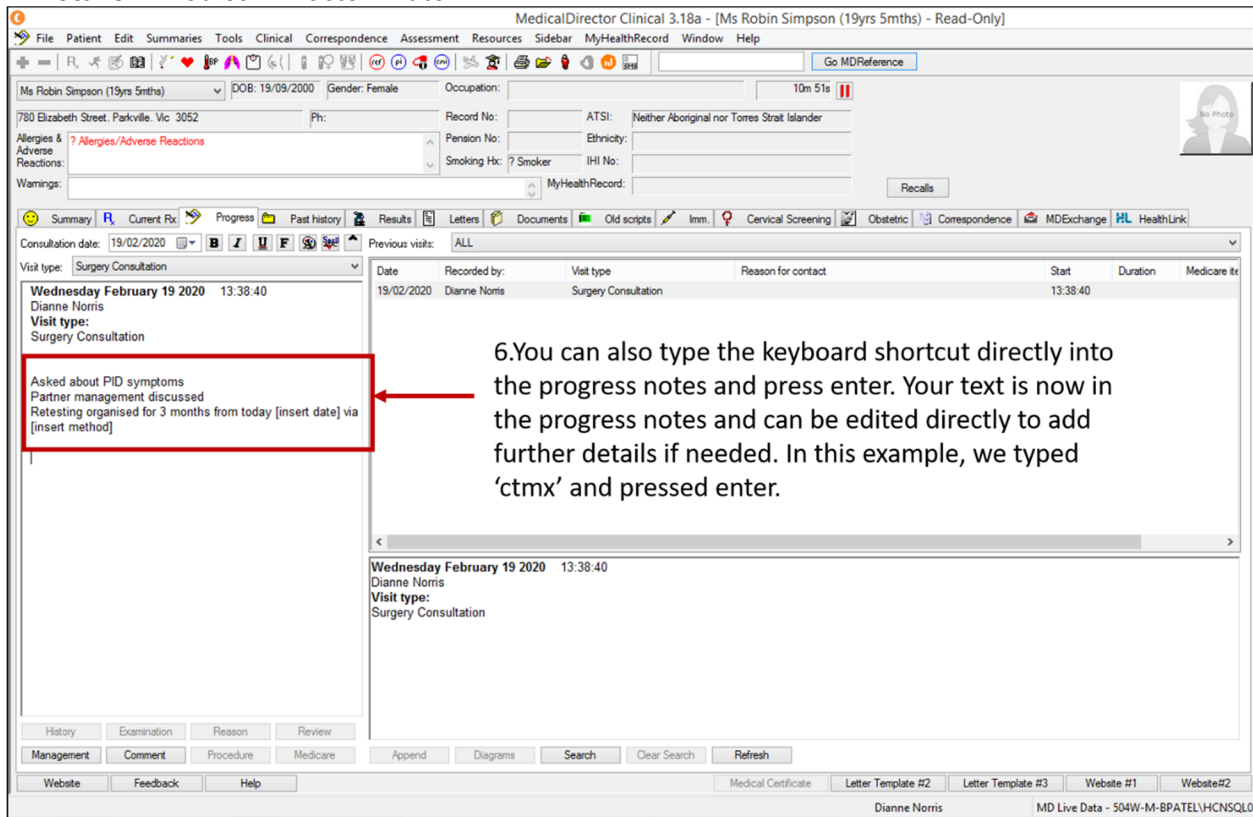
Shortcut: CTMX | Text: Asked about PID symptoms Partner manage

Insert into notes  
Add to list  
Remove from list  
View/Modify  
Print list  
Close

Wednesday February 19 2020 13:38:40  
Dianne Norris  
Visit type: Surgery Consultation

5. You can insert the text directly into the patient notes by highlighting the desired shortcut and clicking insert into notes.

**Picture 4 Medical Director: Autofill**



Medical Director Clinical 3.18a - [Ms Robin Simpson (19yrs 5mths) - Read-Only]

Ms Robin Simpson (19yrs 5mths) | DOB: 19/09/2000 | Gender: Female | Occupation: 10m 51s

780 Elizabeth Street, Parkville, Vic 3052 | Ph: | Record No: | ATSI: Neither Aboriginal nor Torres Strait Islander

Allegies & Adverse Reactions: ? Allergies/Adverse Reactions | Pension No: | Ethnicity: | Smoking Hx: ? Smoker | IHI No: | MyHealthRecord: | Recalls

Consultation date: 19/02/2020 | Previous visits: ALL

Visit type: Surgery Consultation

Date	Recorded by:	Visit type	Reason for contact	Start	Duration	Medicare it
19/02/2020	Dianne Norris	Surgery Consultation	Surgery Consultation	13:38:40		

Wednesday February 19 2020 13:38:40  
Dianne Norris  
Visit type: Surgery Consultation

Asked about PID symptoms  
Partner management discussed  
Retesting organised for 3 months from today [insert date] via [insert method]

Wednesday February 19 2020 13:38:40  
Dianne Norris  
Visit type: Surgery Consultation

6. You can also type the keyboard shortcut directly into the progress notes and press enter. Your text is now in the progress notes and can be edited directly to add further details if needed. In this example, we typed 'ctmx' and pressed enter.