Commercial-in-Confidence

Medinet

Brief Guide

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Foreword

Thank you for using our clinical software Medinet. Together with Practice 2000, Medinet offers a complete solution for Medical Practitioners.

Medinet helps GPs and Specialists to streamline clinical workflow, leading to improved patient care, reduced practice operating costs, and increased billing opportunities. In conjunction with our flagship practice management system – Practice 2000, Medinet is changing the way healthcare is administered in medical practices across Australia.

We are regularly adding new features to the program. New features added after the date in which the hard copy of the manual was issued will be available on our web site as a PDF file. Visit our company website at www.practice2000.com for more information.

Opening Medinet

Run Medinet via the desktop icon  on your **Desktop** or select **Start > All Programs > Medinet > Medinet.** When prompted, accept the MIMS Disclaimer to continue to the **Login** screen.

In the **Login** screen, select the account name and enter the password to login to the main screen.

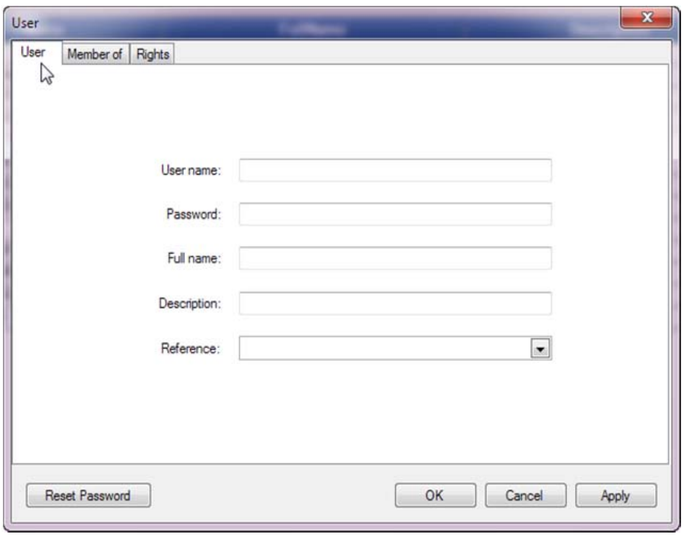
The sample database consists of fictitious patients can be selected using one of provided accounts (without any password) for the purpose of trialling Medinet.

Initial Configuration

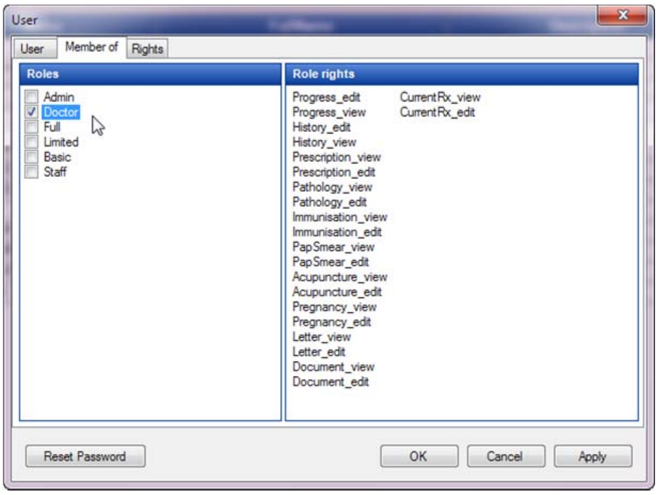
Adding Users and Configuring Access Level

You must login using the Admin account (Username: Admin) to add new Medinet users. In Menu bar, select Users > User Management. Click New User to start adding new user.

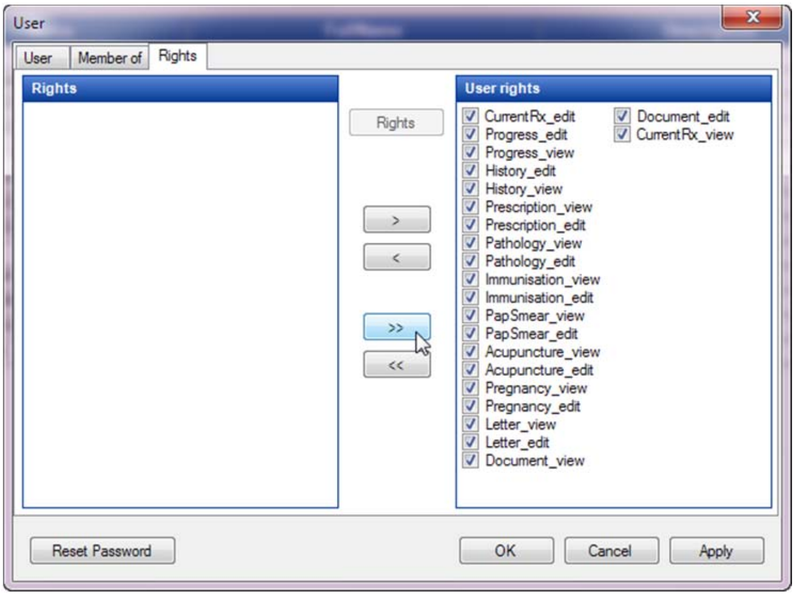
Enter the New User login details. Each user can be linked to a doctor in the database by setting the doctor in the Reference box.



User's access level can be determined by selecting the group in which it belongs to. There are several existing predefined Roles with their appropriate Restrictions which can be selected under Roles and Role Rights.

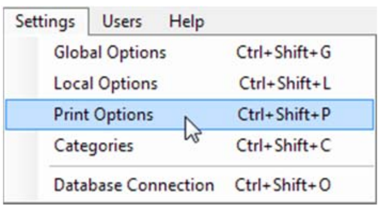


Alternatively, user's access level can be determined by modifying the rights under its own profile.



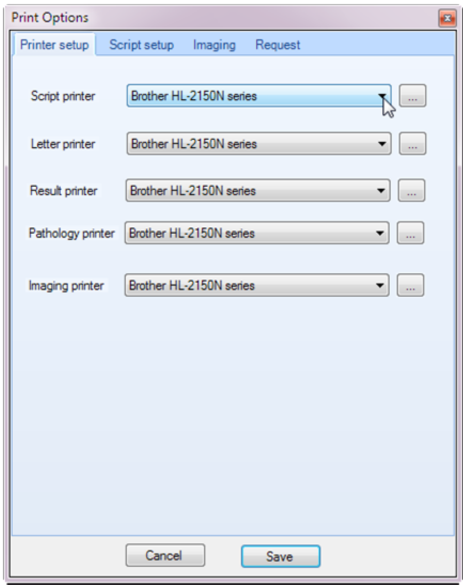
Configuring Printers

To configure Printer settings, you must have at least one printer setup in Windows. In Medinet, select Settings > Print Options



The following printers can be configured to print out:

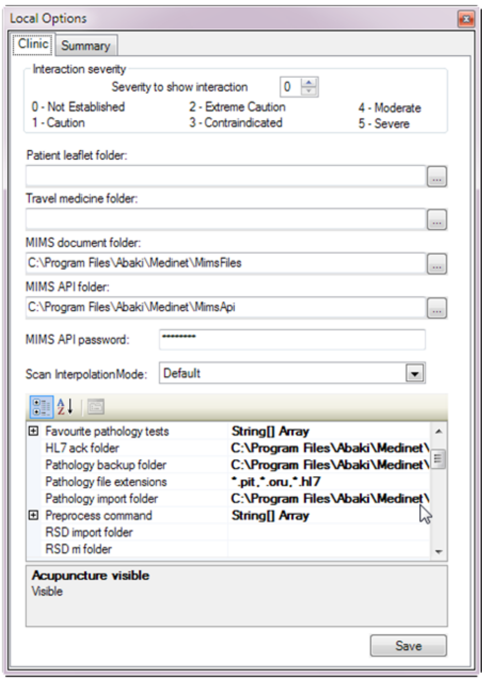
- Script: PBS Prescriptions.
- Letter: Plain paper printing. Letters composed and stored in Medinet.
- Result: Pathology and Imaging results.
- Pathology: Pathology requests.
- Imaging: Imaging requests.



Investigations Downloads

If your laboratory or medical imaging service provides electronic copy of the results in PIT or HL7 format, they can be imported to Medinet. Point your results folder in the laboratory programs to the Pathology Import Folder at: C:\Program Files\Abaki\Medinet\Message\In on the Server.

The Pathology Import Folder can be changed by going to Settings > Local Options and change the value in Pathology Import Folder parameter.



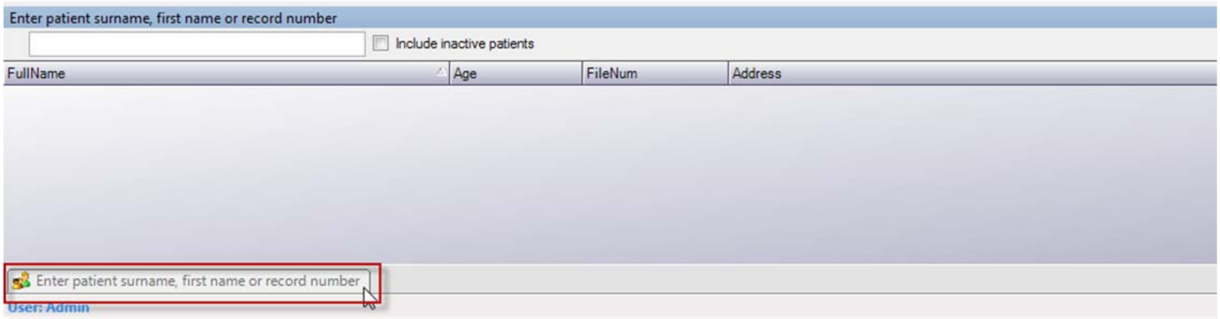
Clinical Records Management

Medinet can operate as a standalone prescription writing software, or in conjunction with other billing package such as Practice 2000. If you are running Practice 2000, new patients can be added in Medinet or in Practice 2000 as the two programs share a same database.

Opening Patient Records

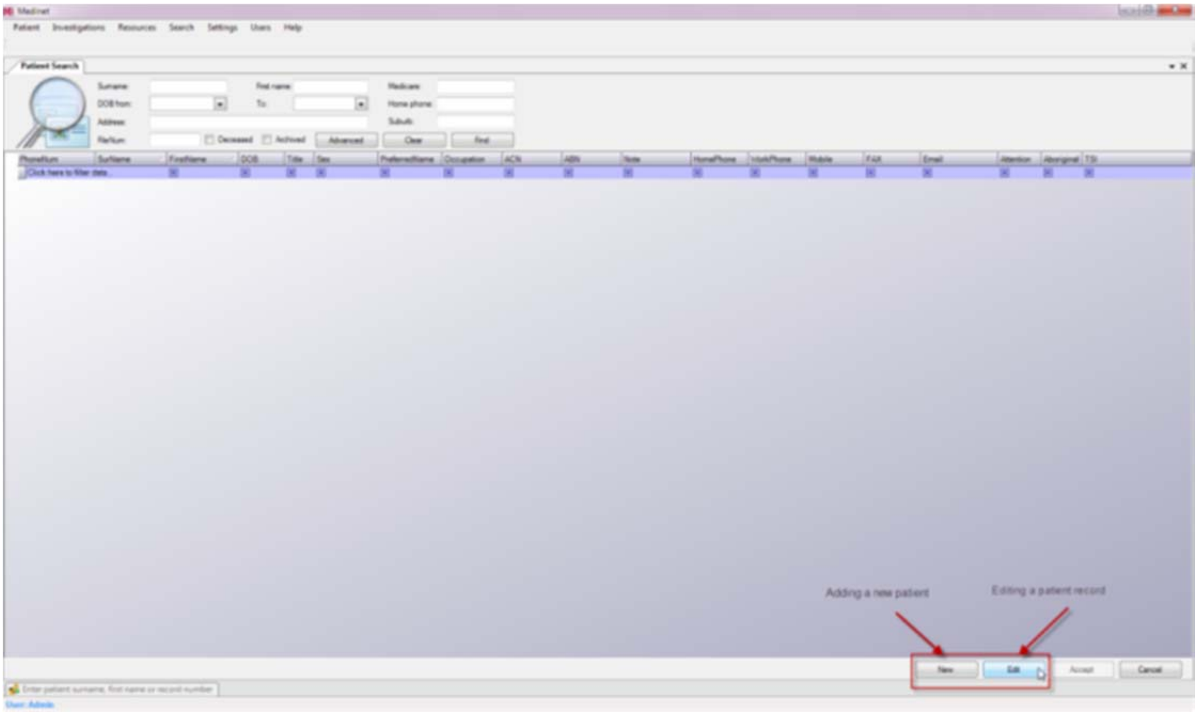
There are two ways to open a patient's file:

1. Select Patient > Find (Ctrl–F) in the Menu bar.
2. Select Quick Patient Search (F2) by clicking on the tab at the bottom of the main screen.

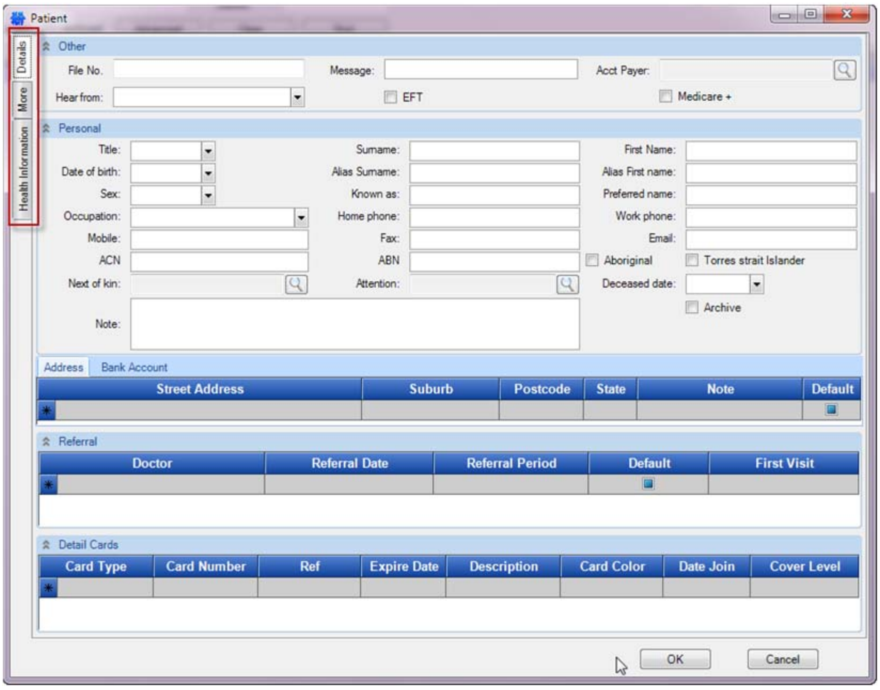


Changing Patient Medical Records in Standalone mode

On the Main form, click Patient > Find > New to add a new record or Patient > Find > Edit to change an existing record.



Patient demographic data can be entered in the Details tab. Private insurance details and other information can be accessed through the More and Health information tabs.



The Clinical Window

On opening a patient record, the Clinical Window will appear on the screen. The main working windows consists of a Menu bar, a Tool bar, a Patient Demographic information display panel and a Tabs bar where relevant data is recorded.

All Records Tab

The All Records tab displays a complete history of patient in chronological order. This is particularly useful when seeing a patient as it convey a sense of change overtime.

Summary Tab

The Summary tab gives an overview of the patient's complete record. It displays Current and Past Medications, Progress Notes, Past History, Immunizations, Letters - Documents, and Electronic Results.

Progress Notes Tab

The Progress tab allows doctors to record details of a consulting session. There are two main displays in this section:

- The left panel where current note can be entered. At the bottom there are all necessary tools which help the doctors to perform their works.
  - History and Examination: records history notes and links them to examination by going through a series of questions.
  - Reason: records doctors' reasons for the contact.
  - Review: records doctor review interval.
  - Comment and Management: records frequently used text to add to Progress Notes.

- The right panel where existing notes can be selected and displayed.

Past History Tab

The Past History section displays the patient's active and past health conditions. Click the Add button (+) on the Tool Bar or Right click and select Add to add a new record.

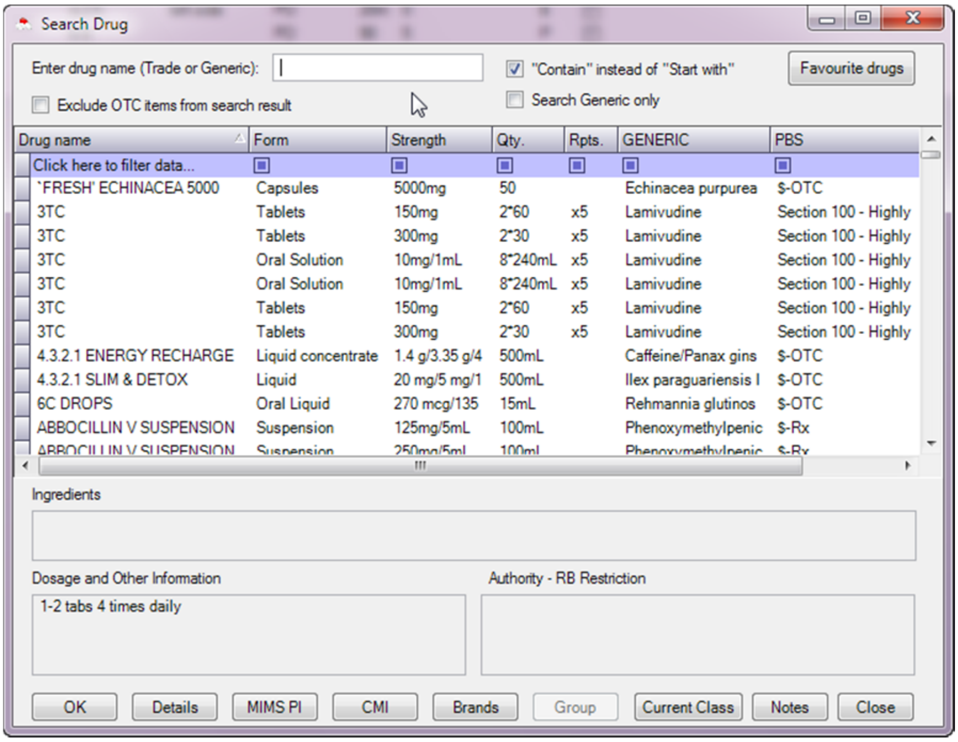
Prescribing

Prescriptions are managed in the Rx tab.

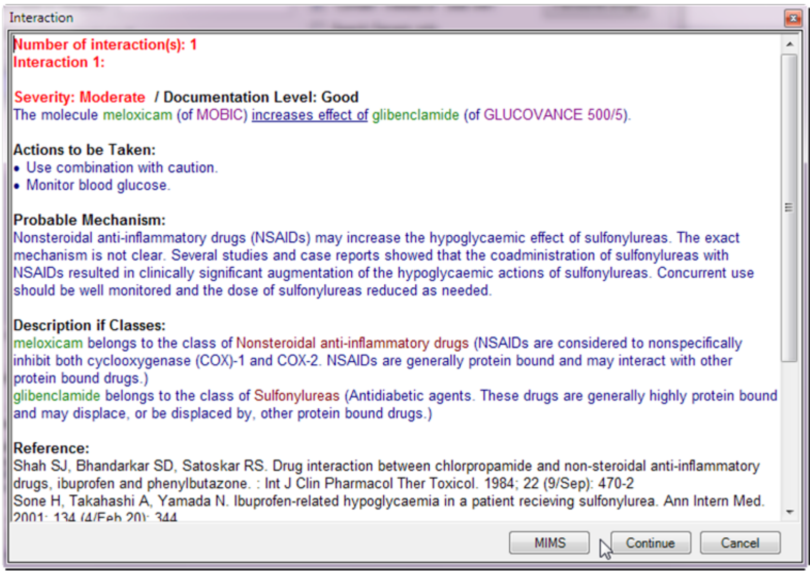
Writing a Prescription

In the Prescribing tab, click "+" button on Tool bar or Right click and select Add drug to start a new prescription.

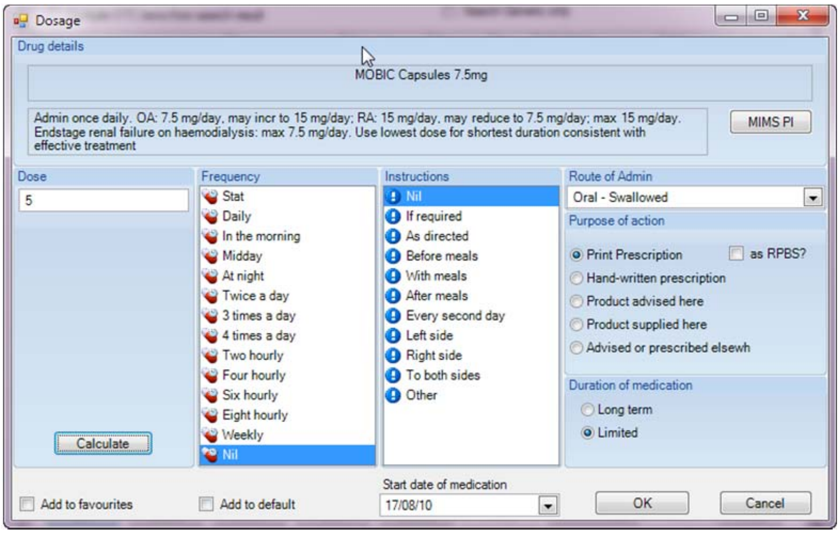
In the Search Drug window, type the name of the drug then select the desired medication from the list and click OK to continue. Doctors can also display the Product Information (PI) and/or Consumer Medicine Information (CMI) by clicking on respective buttons at the bottom.



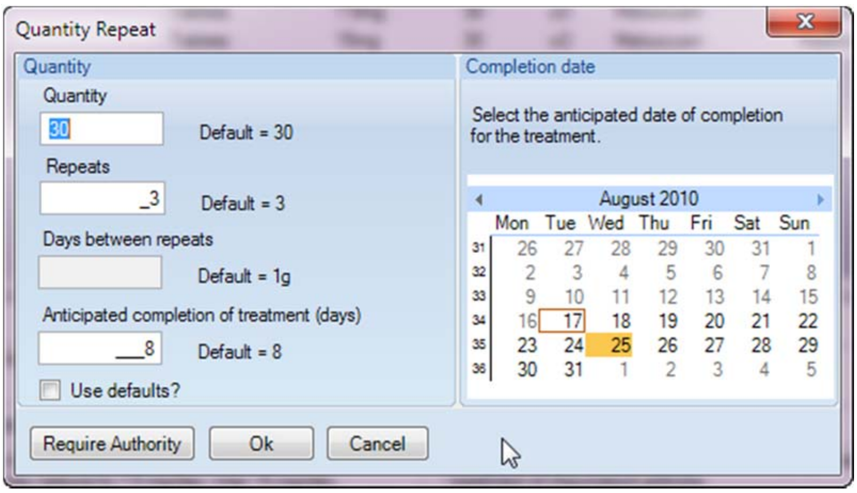
If there is any drug interaction, a pop-up window will appear to notify doctors.



Dosage Instruction, Route of Admin and Purpose of Action need to be entered as required.



Enter the required Quantity Repeat information. For limited duration medications, complete the Anticipated completement of treatment (days) before the prescription is finalized.

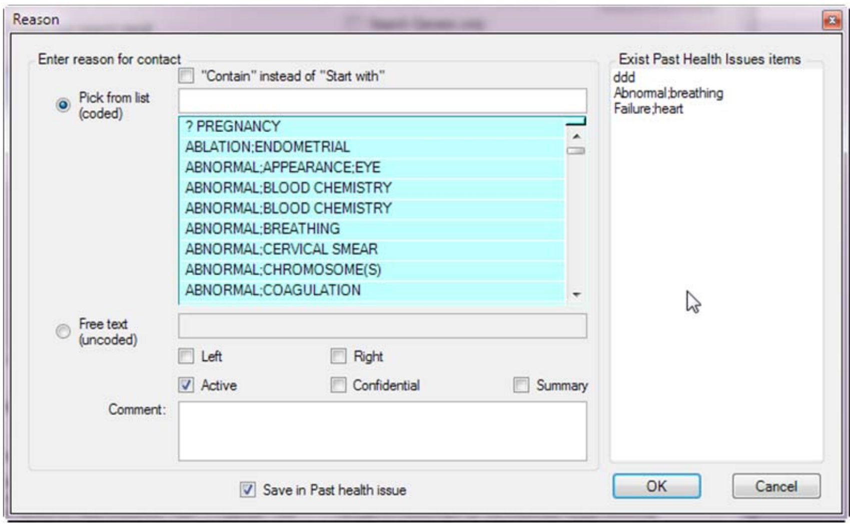


Authority Prescribing

Authority Prescription requires doctor to call the Approval hotline to obtain the Approval number then record it on the script. The Authority Number displayed under the Patient Details must be quocted and the Approval number will need to be entered in the Associated field.

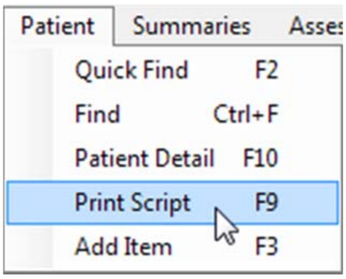
The Approval number is printed on the prescription. You can indicate if a previous Authority has been obtained or the prescription needs to be sent directly to the patient.

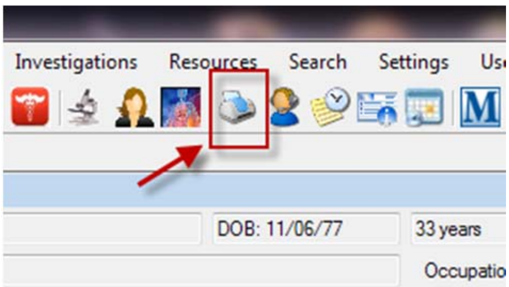
Reasons for contact can be entered in the Reason form. Doctors can pick reasons from the list of ICPC2+ codes and enter anything that is not covered in the code on the comment field. Alternatively, doctor can enter their own reasons as free text (not recommended). Click OK to finish the whole prescribing process.



Printing Prescription

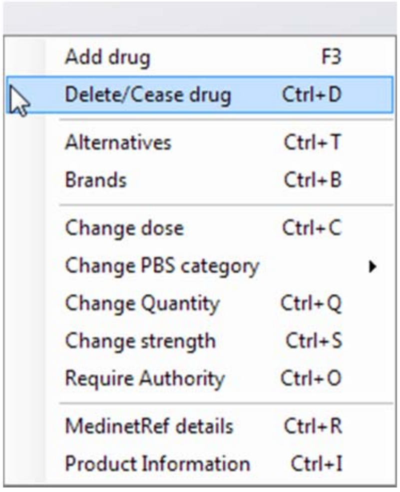
To print a script, select Patient > Print Script or alternatively click the Print icon on the Tool bar.





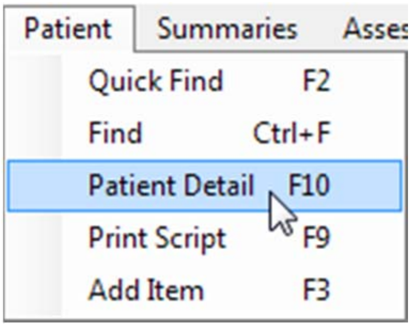
Modify existing Prescription

Doctors can modify their scripts by right click one on the list and select a desired action within the pop up menu.

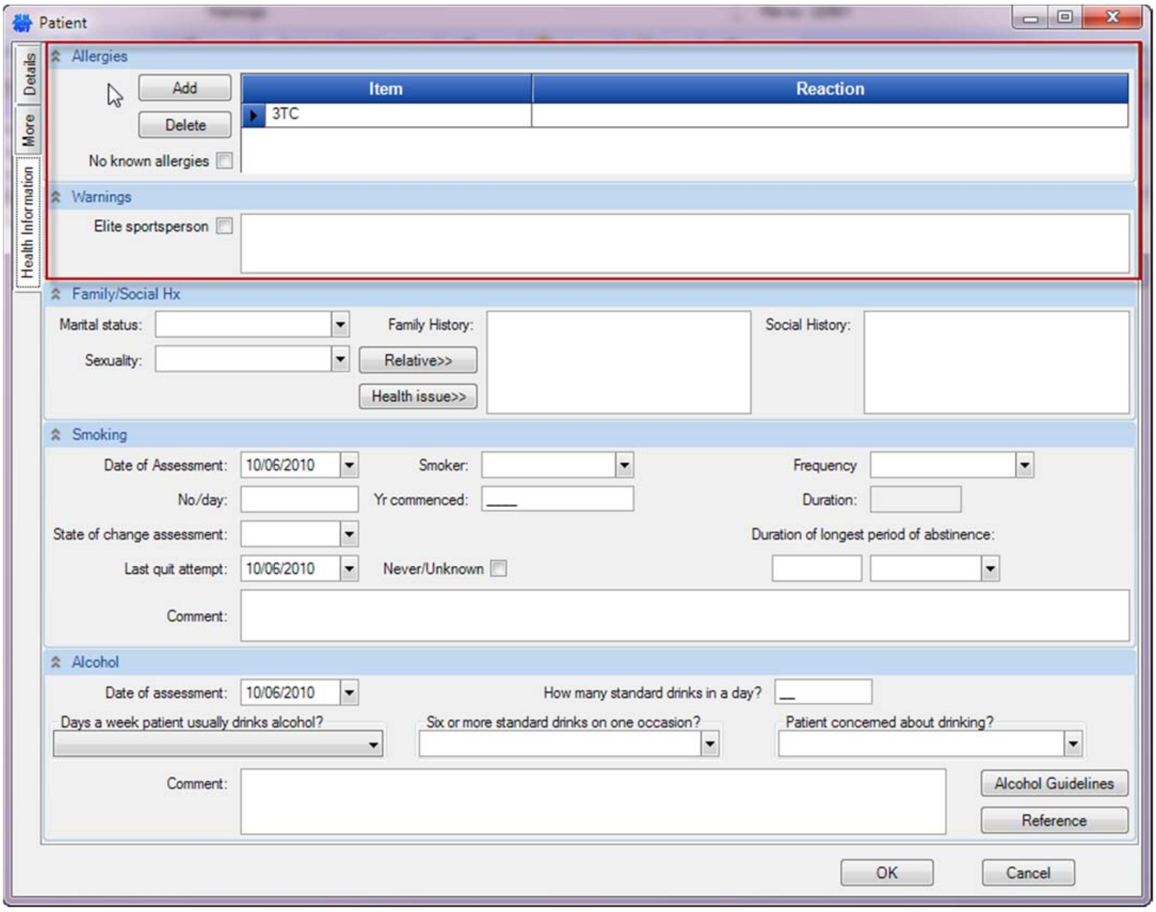


Drug Allergies and Interactions

Doctors can check and modify a patient Allergies and Interactions status by going to Patient > Patient Detail.



In the Patient Details form, click the Health Information tab to enter allergies and other related information.

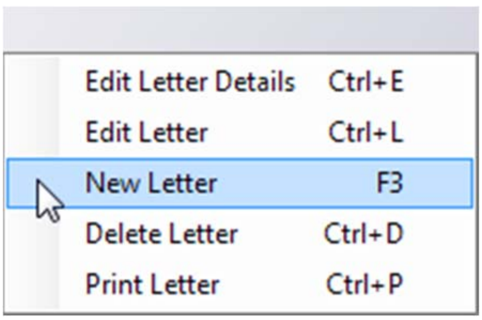


Letter Writing

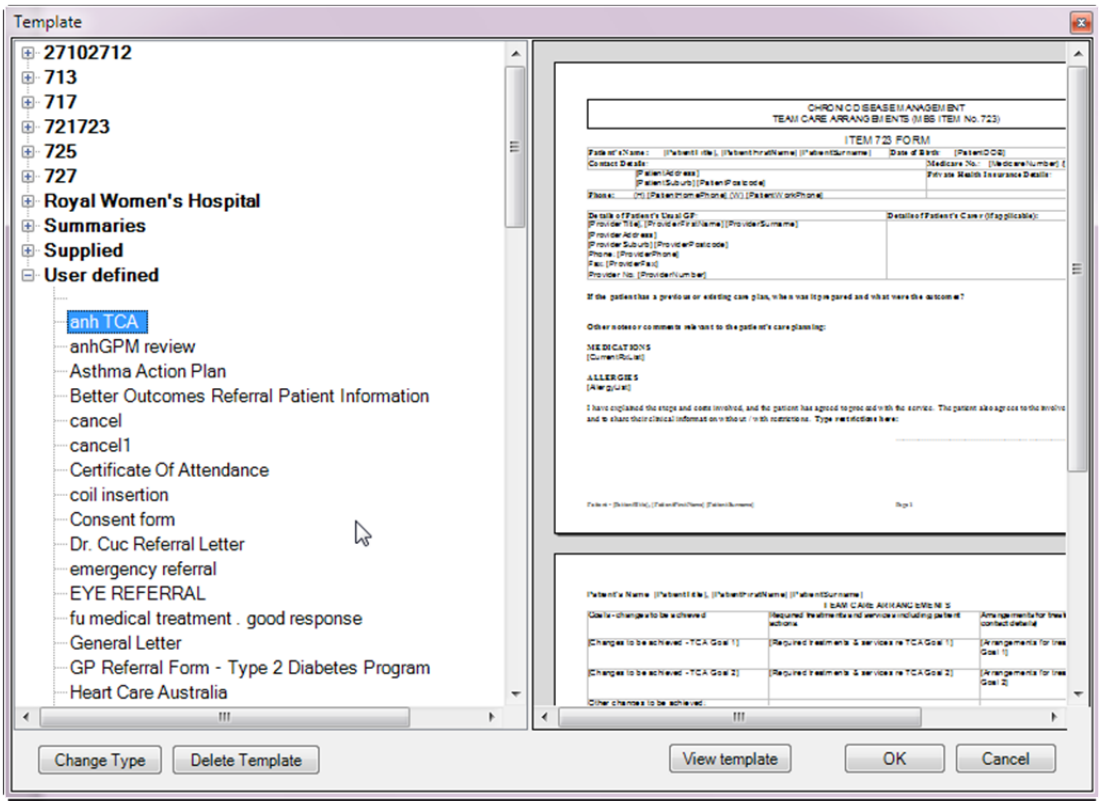
This module allows doctors to write letters to patients or other healthcare professionals. The left panel displays all letters written under this patient. Medinet displays the preview of the selected letter on the right panel.

Writing a Letter

To create a new letter, click on the "+" icon on the Tool bar or right click anywhere within the left panel and select New Letter. Medinet will display the Letter Template selection screen.



In the Letter Template screen, doctor can choose a predefined template on the Left panel. The right panel will display the details of the template. Click OK to start creating a new letter base on the selected template.



Letter Template

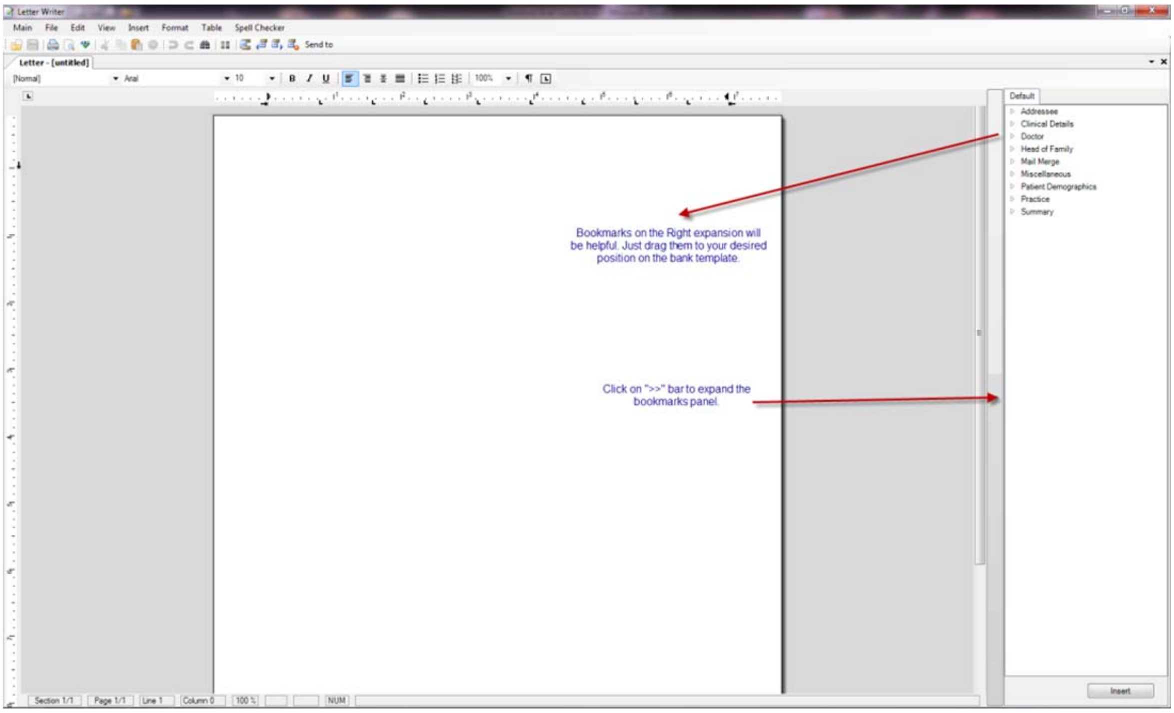
Templates save time by populating data that can otherwise be time consuming to replicate.

Modifying Template

To edit a letter template, click Resources > Edit Letter Template on the Menu bar. Select the template from the list and click OK to start editing.

Adding new Template

To add a new letter template, click Resources > Edit letter Template on the Menu bar. When asked to select the template to edit, click Cancel to start with a blank template.



The left panel displays the template being edited. The right panel displays a list of fields that when added to a letter or template, automatically populate with data obtained from the patients record.

When finish, click File > Save As … on the Menu bar. Enter an appropriate name for the template and click the Save button.

Note: You can make an exact copy of an existing template and modify it to save time.

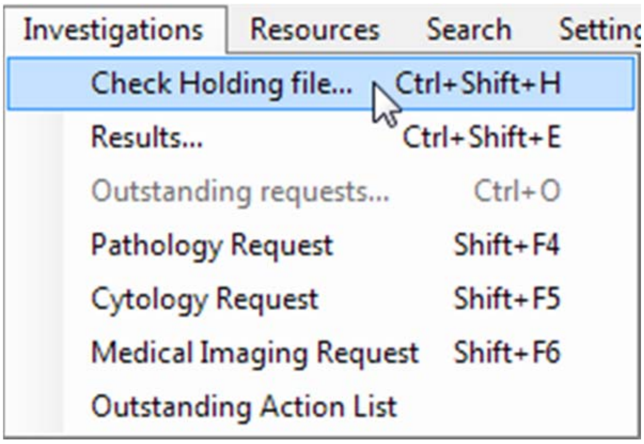
Importing Templates

Doctors can design templates using Word Processing software ie. Ms Word and save them in Rich Text (rtf) format. Third party software such as Medical Director can export existing templates into rtf files. Medinet can import these rtf files and save them as templates.

To import templates, select Resources > Import Letter Template on the Menu bar.

Investigations

Doctors can check results for patient by selecting Investigations > Check Holding Files … on the Menu bar.



In Check Investigation results window, doctors can select investigation results belong to all doctors or a specific doctor.

The Document Holding Files screen displays the list of all results to be checked. Double click on the result will display it on a separate window.

The result will be transferred to the patient's medical record when doctor select the one of the action buttons at the bottom:

1. No Action Required: Indicates no further action are to be taken.
2. Return Urgently: Indicates the result as having sufficient concern which requires an immediate recall. A recall notification can be generated at this stage.
3. Discuss Result: Indicates that the result requires further discussion with the doctor.
4. Add Comment: Allows comments to be added which later can be viewed in the patient's record.

All investigation results of a patient, after being processed by doctors, will be displayed in Results tab.

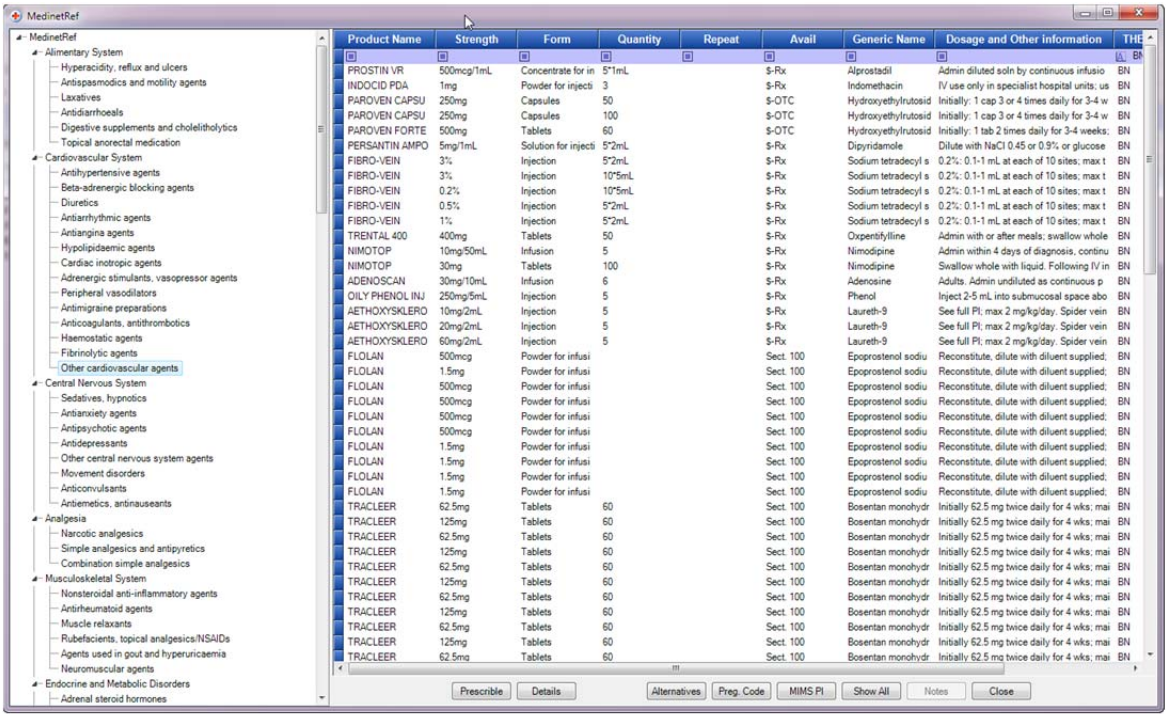
Doctors can flag the result as Notified after notifying the patient by clicking on the Mark Result as Notified button.

Clinical Resources and Knowledgebase

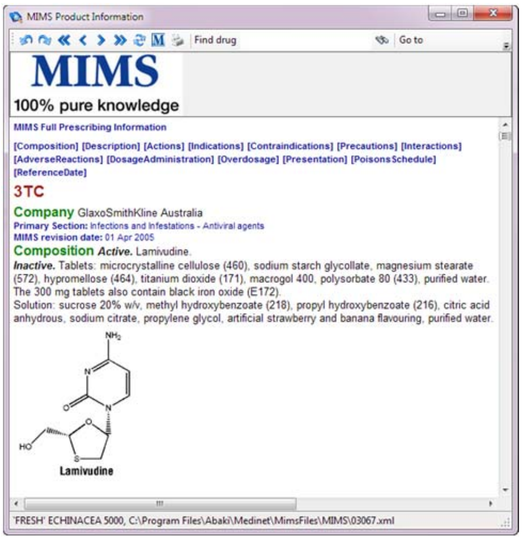
A number of clinical resources are available via the Resources menu on the Menu bar.

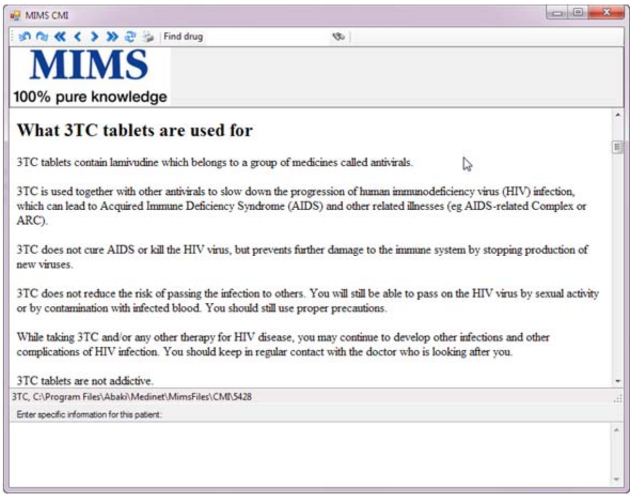
Medinet Reference

Medinet Reference allows doctors to search and view detailed information about each medication. This drug database is provided by MIMS Australia.



MIMS Product Information (PI) and Consumer Medicine Information (CMI)





Medinet PI and CMI provide detailed information about each drug.

Patient Information Leaflet

Patient Information Leaflet is a collection that covers many topics of interest to doctors and patients. The leaflets are designed to be printed on A4 papers which can be easily given out to patients.

Travel Medicine

Travel Medicine displays information about vaccination required (or recommended) for travellers.