



### Setting up Progress Note Shortcuts

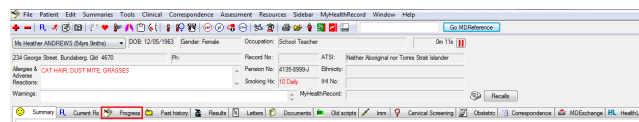
- Quicker way to record notes and ensure you've covered everything for hepatitis C treatment work-up and follow-up. This instruction sheet covers one example of progress note template and shortcut – other examples are available on EC website or by asking the EC nurses.

# 1

Log into Medical Director

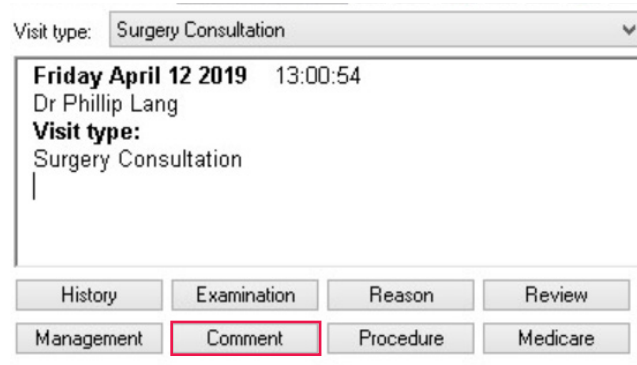
# 2

From the patient window of Medical Director, select the **Progress** tab from the toolbar underneath the patient details



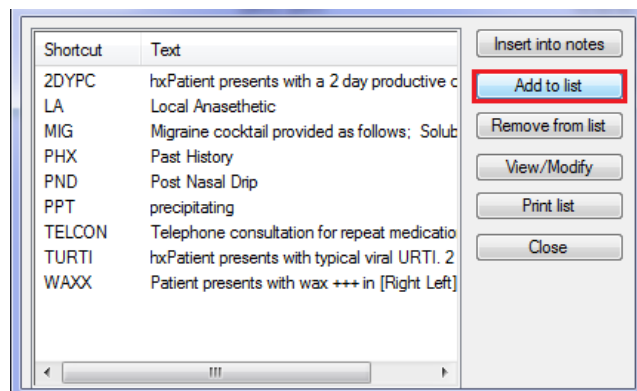
# 3

In the current consultation window, click on **'Comment'** in the bottom toolbar



# 4

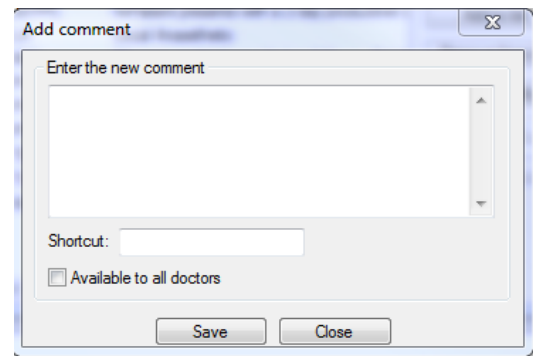
In the **'Add Comment'** window, click **'Add to list'** to add a custom comment entry





# 5

In the text box below **'Enter the new comment'**, type the text to include in the progress notes (see next box)

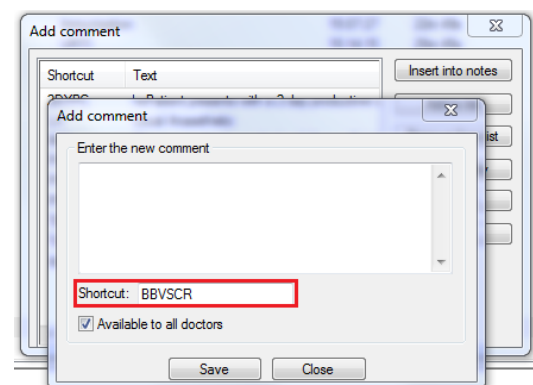


## For example: BBV Nurse initiated testing

- Pre-test discussion conducted for BBV screen and hepatitis C treatment work up (if positive) - pathology collected for the following tests: HIV, HAV, HBV, HCV Ab, HCV RNA, HCV VL, LFTs, FBE
- Previous testing, results and treatment (if applicable):
- Information on testing, treatment & prevention for BBVs provided
- Discussion with client about options and support if results are positive
- Notification to DHHS explained
- Consent gained for BBV screen
- Follow up discussed
- Contact details updated

# 6

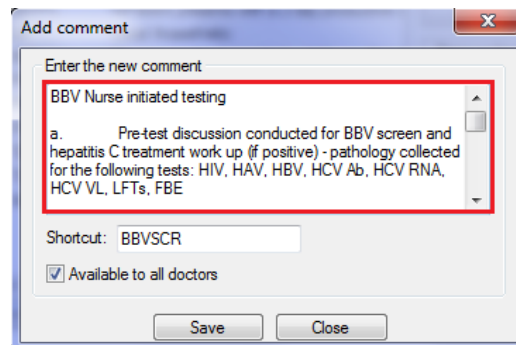
In the **'Shortcut:'** box, type the shortcut name **'BBVSCR'**  
This is what you will type in the progress notes section when you want to use the shortcut to use the template





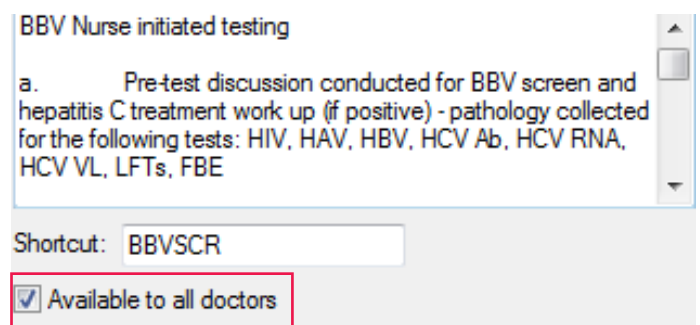
7

In the large textbox below **'Enter the new comment'**, type or copy/paste the text you would like to enter as the template  
 For example, use above text on BBV screening (nurse initiated)



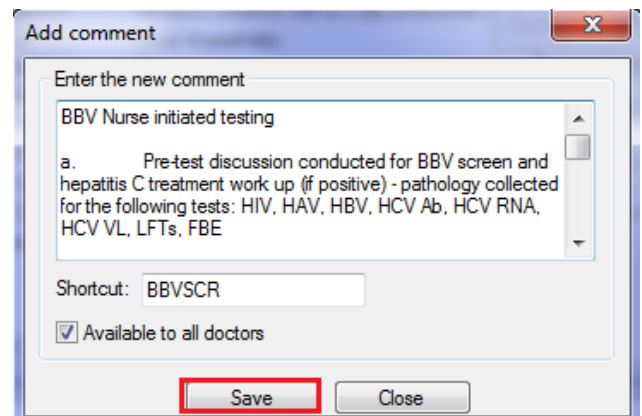
8

Tick the box **'Available to all doctors'**



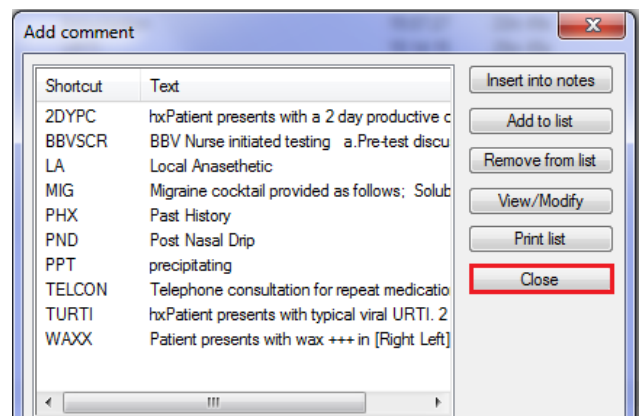
9

Then click **'Save'**



10

Then click **'Close'**

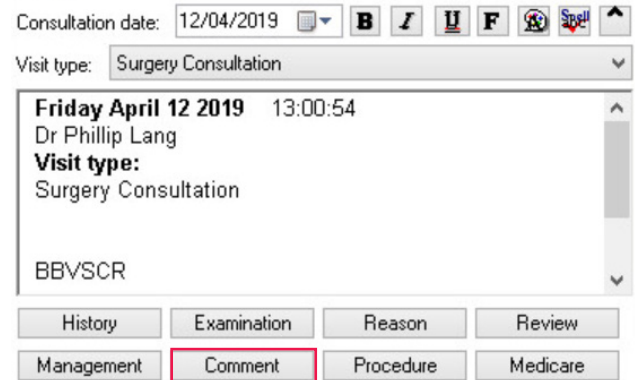




### Using Progress Note shortcuts

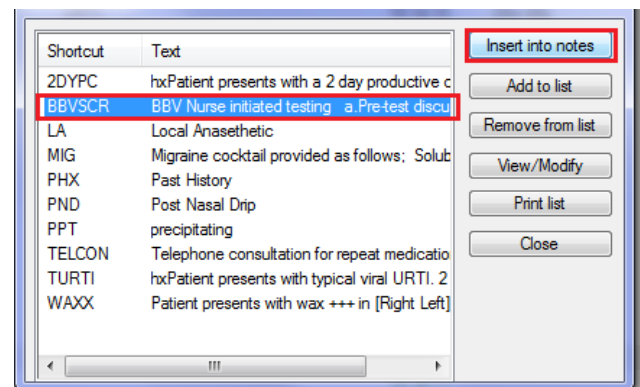
1

In the current consultation window, click on **'Comment'** in the bottom toolbar



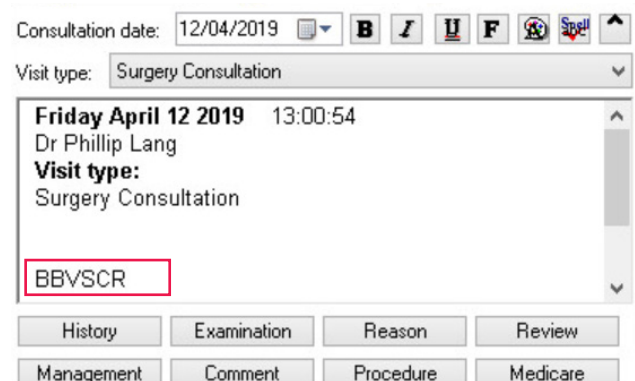
2

Click on **BBVSCR** shortcut so it is highlighted and then click **'Insert into notes'**



3

Alternatively, you can use the keyboard shortcut – type **BB-VSCR** and then press **Enter**





# 4

Both will ensure the **Progress Notes** for the current consultation will have the text appear like this:

The screenshot displays a medical software interface with a navigation bar at the top containing 'Summary', 'Current Rx', 'Progress', 'Past history', and 'Results'. Below the navigation bar, the 'Consultation date' is set to '12/04/2019'. The 'Visit type' is 'Surgery Consultation'. The main content area shows a note for 'Friday April 12 2019' at '13:00:54' by 'Dr Phillip Lang'. The note is titled 'Surgery Consultation' and contains the following text:

BBV Nurse initiated testing

- Pre-test discussion conducted for BBV screen and hepatitis C treatment work up (if positive) - pathology collected for the following tests: HIV,HAV,HBV,HCV Ab,HCV RNA,HCV VL,LFTs,FBE
- Previous testing, results and treatment( if applicable):
- Information on testing, treatment & prevention for BBVs provided
- Discussion with client about options and support if results are positive
- Notification to DHHS explained
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