

Letter Workflow

Product Training

ENTER CONSULT NOTES



From the patient's Current Consult screen, the doctor will **type** consult notes.

| CLINIC CLOUD | Monday, 23/03/2020 Practice: Springfield General F (C2C-84025026) | Practice Location: All Locations | 0 | | Dr Nick Rivera 🚅 🥳 🕼 💠 Help ~ Leg.col | |
|--|--|---|---|---|---|------------------|
| Mr Homer (Homer) Sim | | | | | | |
| 10:4 Marin | A High cholesterol, irradiated blood | and hearing difficulties. | | | | |
| 12/05/1956 62 vents old | Current Consult Enter tag | | | Q 14 | + + Binish Consult 00:22 | |
| 00 / 00 / 00 | Reason for Presentation: | | Clinical Assessment: | | > | |
| 📞 0411 111 111 🗉 | The patient is 20 year old male who is admidepression. | itted for assessment and treatment of alcohol problem and | They have a history of arrhythmia, but also | have been on antidepressants for the past two years. (5 | Background Information: | |
| 742 Evergreen Terrace SYDNEY NSW 2000 | | | | | barranuna (b. | |
| Show More / | ^ | Current C | Consult 📃 🕞 | | | |
| Clinical Journey | | Ourient e | | iter tag | | |
| Current Consult | History/Discussion: The natient has no prior psychiatric hospita | alisations suicide attempts or | | | | |
| Vitals | to taking antidepressant medic for such a | Reason for P | resentation: | | | |
| Charliet | | | De view eld mele vi | he is admitted for some | want and the store state of slash | al anabian (frad |
| Cilection | | The patient is | s zo vear old male w | no is admitted for assessi | nent and treatment of alcon | bi problem and + |
| 2 Pathology | * | depression. | | | | |
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From the patient's Current Consult screen, the doctor will **type** or **dictate** consult notes into the **desktop** or **Doctor App**.

| CUNIC Monday, 23/03/2020 Practice: Springfield General Practice Location: All Lo (C2C-84/025026) | attors 6 👘 🚯 👡 | | Dr Nick Riviera 🛃 😚 🅼 💠 Help ~ Log.col | |
|---|----------------------------|---|--|-------|
| Mr Homer (Homer) Sim | | | | |
| ID: 4 High cholesterol, irradiated blood and hearing difficulties. | | | | |
| 1205 | لے | | + + + B Finish Consult 00:22 | |
| • | Clinical Assessment | a house house an applied proper state for the post hus water. | > | |
| 742 Evergree 742 Evergree 742 Evergree 742 Evergree 742 Evergree | | so have been on annuepressants for the past two years. | Background Information: | |
| Show More | Current Consult | ~ | | |
| Clinical Jour Ms Monica Hansen 33 YO | Current Consult | Enter tag | | |
| Current Co | | | | |
| Vitals | Reason for Presentation: | | | |
| Checklist | The natient is 20 year old | male who is admitted for assess | ment and treatment of alcohol problem an | d l |
| I Pathology | depressio | | nent and treatment of alcohor problem an | ~ + |
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| Re-record | | | | |
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CREATE A LETTER NOW VS LATER



Doctors have the option to create a letter **now** from within the **Letters tab** in the patient's consult screen.

Create a letter **later** from within the '**Letters to Create**' list from the Scheduler at the end of the day.

Select the Letter Creator icon to create the letter.



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Doctors have the option to create a letter **immediately** from within the **Letters tab** in the patient's consult screen or the Doctor App.

Create a letter **later** from within the '**Letters to Create**' list from the Scheduler or Doctor App at the end of the day.

Select the **Microphone (Record)** icon to create the letter.

| 2303/2020 Practice: Springfield General Practice Location: (C2C-84025025) | CUNG ** | dav. 23/93/2000 Practice: SpringHeel General Practice Location: Al Locaters | 3 | Dr Nac Rhome 🚅 🖓 🕼 🗢 Home - Los aut |
|--|-----------------|---|---|---|
| Term Dr Nick Rom Term | dd Voice Letter | 202.2020 Teleform defended from de File (| | |
| To: Mr Homer (Homer) Simpson From: Dr Nick Rivers To: Mr Homer (Homer) Simpson | or Abernathy | | | Record |





Doctor selects which letter template they would like to use to have their consult notes populated into.

| TO:* | To Julius Hibbert 2418291F Springfield General Hospital, SYDNEY NSW 200 | I0 × | To Patient 🔯 🏦 |
|-------------------------|---|---------|--------------------|
| CC: | Dr Julius Hibbert 2418291F Springfield General Hospital, SYDNEY NSW 200 | 10 × 01 | CC Patient |
| | 2 Dr Lisa Simpson SYDNEY NSW 2000 × | | |
| Op Reports: | | | Select |
| Template: | Lab Results | | |
| Search For Patients: | Operation Report Outstanding Debt Radiology | | Lab Results 🔹 🔻 |
| B I U + | Referral Work Cover Consult Letter | apł | Operation Report |
| | GP Referral Letter | | Outstanding Debt |
| | NEW Letterhead | | Radiology |
| | | | Referral |
| | | | Work Cover |
| | | nt) | Consult Letter |
| | | | GP Referral Letter |
| | | | NEW Letterhead |
| | Sign Create | | Operation Deport |

COMPLETING A DICTATED VS POPULATED LETTER



The doctor will now have their consult notes populated into their selected letter template.



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The doctor can now click the red record button to complete a recording to be converting to text into their selected letter template **within the desktop or Doctor App.**

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|-------------------------|----------------|-------|----------------------------------|---------------------|------------------|
| 70.1 | (mar. 10.00) | | | ●●●○○ Telstra 4G 15 | ∺1 pm 🛛 🖬 Ser |
| 10:- | C Dr Julius I | lippe | | / Ms Monica Hansen | 33 YC |
| CC: | C Dr Julius H | libbe | 00:00 | | 00:0 |
| Op Reports: | | | | | |
| Template: | Consult Letter | | | | |
| Search For Patients: | | | 00:00 | | |
| | | | | | Re-record |
| | | | Create Signed not Sighted Cancel | | \bigcirc |

CREATE, SIGN OR SIGN NOT SIGTHED



The doctor can '**Sign**' to advise the administrator that this letter does not require further editing and is ready to be sent.

The doctor can '**Create**' to have their populated text sent to the Administrator to revise and sign after.

The doctor can '**Sign not Sighted**' to have their populated text sent to the Administrator to revise and send on their behalf without reviewing the letter one last time.



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The doctor can '**Create**' to have their recording text sent to the Administrator to revise and sign after.

The doctor can '**Sign not Sighted**' to have their recording text sent to the Administrator to revise and send on their behalf without reviewing the letter one last time.

| TO:* | Dr Julius Hibbert 2418291F Dr Julius Hibbert 2418291F Dr Lisa Simpson SYDNEY N | Springfield General Hospital, SYDNEY NSW 2000 × Springfield General Hospital, SYDNEY NSW 2000 × SW 2000 × | To Patient C m | |
|--------------------------------------|--|---|----------------------------------|--------------------|
| Op Reports: | | | | |
| Template: Search For Patients: | Consult Letter | ۲ | Create | Signed not Sighted |
| | | 00:00 | | |
| _ | _ | Create | Signeu not Sighted <u>Cancel</u> | |

RECEIVED AS RECOGNISED, DRAFT OR SIGNED



If the doctor clicked '**Create**', the letter will be in '**Draft**' status for the administrator to edit and send back to the doctor to **review** and **sign**.

If the doctor clicked **'Signed not Sighted**', the letter will be in **'Draft**' status for the administrator to edit and send without a final review by the doctor.

If the doctor clicked '**Sign**', the letter will be in '**Signed**' status for the Administrator to send immediately.

| î Scheduler | | Letters List | | | | Signed | |
|----------------------|-------------|--|--------------------|--------------------------|-------------------|----------------------|-----|
| Contacts - | + + + | Letters Archived Letters Send All Date + | T Author | Y Patient | To To | Draft | 10 |
| 🖂 Letters 🛛 🕕 | D • | 11/07/2019 | Dr Nick Riviera | Mr Ned Flanders | Dr Julius Hibbert | | |
| Letter List 🤨 | > | 11/07/2019 | Dr Nick Riviera | Mr Ned Flanders | Dr Julius Hibbert | | |
| Letters To Create 🚯 | 0 | 11/07/2019 | Dr Nick Riviera | Mr Homer (Homer) Simpson | Dr Jalius Hibbert | Ready For Review | 1 0 |
| Secure Messages | 1 | 11/07/2019 | Dr Nick Riviera | Mr Homer (Homer) Simpson | Dr Jalius Hibbert | | |
| Reports | * | 11/07/2019 | Dr Nick Riviera | Mr Hamer (Homer) Simpson | Dr Jalius Hibbert | Signed | |
| 📋 Lab Results 🕴 | D • | 11/07/2019 | Dr Nick Riviera | Mr Hamer (Homer) Simpson | Dr Jalus Hibbert | Recognized | |
| Scanned Decamenta | * | 11/07/2019 | Dr Nick Riviera | Mr Homer (Homer) Simpson | Dr Jalus Hibbert | Sgred d 🖉 | |
| St Claiming | * | 11/06/2019 | Dr Nick Riviera | Mr Homer (Homer) Simpson | Dr Jalus Hibbert | Ready For Review | |
| Procedure Management | * | 28/03/2019 | Dr Nick Riviera | Mr Hamer (Homer) Simpson | Dr Julius Hibbert | Signed 🔒 🗃 🐗 😐 | |
| Operating Lists | | H 🔸 1 2 3 🚺 5 📖 | Page 4 of 15 + H 1 | 10 🔹 dems per page | | 31 - 40 of 143 terms | |

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Administrators view letters to action within the 'Letter List'.

Letters will be in '**Recognised**' status for the administrator to review the converted text against the voice dictation.

If the doctor clicked **'Create**', the Administrator will review the letter and send back to the doctor for final review before it is signed.

If the doctor clicked **'Signed not Sighted**', the Administrator will review the letter and send the letter on behalf of the doctor without final review.

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|--------------------|----------|----------|------------------|--------------------|------------------------------------|-------------------|------------------|----------------------|----------|--|
| 😰 Scheduler | | Letters | ; List | | | | | | | |
| Contacts | + | Letters | Archived Letters | | | | | | | |
| Companies | + | Send All | | | | Deservices | | | | |
| Patients | + | | Dele + | T Author | T Petient | Recognised | 1 | | | |
| Letters | . | | 11/07/2019 | Dr Nick Riviera | Mr Ned Flanders | | | | | |
| Letter List | 0 | | 11/07/2019 | Dr Nick Riviera | Mr Ned Flanders | | | | | |
| Letters To Create | 0 | | 11/07/2019 | Dr Nick Riviera | Mr Homer (Homer) Simpson | Dr Julius Hibbert | Recognised | | | |
| Secure Messages | | | 11/07/2019 | Dr Nick Riviera | Mr Homer (Homer) Simpson | Dr Julius Hibbert | Recognised | | | |
| 😸 Reports | | | 11/07/2019 | Dr Nick Riviera | Mr Homer (Homer) Simpson | Dr Jalius Hibbert | Signed 🖷 | | | |
| Lab Results | • | | 11/07/2019 | Dr Nick Riviera | Mr Homer (Homer) Simpson | Dr Jallus Hibbert | Recognized | ۲ | | |
| Scenned Documents | | | 11/07/2019 | Dr Nick Riviera | Mr Homer (Homer) Simpson | Dr Jalius Hibbert | Signed | | | |
| S Claiming | | | 11/06/2019 | Dr Nick Riviera | Mr Homer (Homer) Simpson | Dr Jallus Hibbert | Ready For Review | / 0 | | |
| Procedure Managers | • tre | | 28/03/2019 | Dr Nick Riviera | Mr Homer (Homer) Simpson | Dr Julius Hibbert | Signed | | | |
| Operating Lists | | | 1 2 3 🚯 5 1 | age 4 of 15 + H 10 | derns per page | | | 31 - 40 of 148 Berrs | | |

READY FOR REVIEW AND SIGNED



Doctors view letters to review or sign within the 'Letter List'.

Once the Administrator has edited the Clinician's letter and has clicked '**Ready for Review**' after editing the letter, the letter will go back to the Clinician '**Ready for Review**' to sign before sending .



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Once the Administrator has edited the Clinician's letter and has clicked '**Create Letter From Recognised Text**' after editing the letter, the letter will go back to the Clinician '**Ready for Review**' to sign before sending.

If the Clinician clicked '**Sign not Sighted**' when creating the letter, the Administrator will be able to '**Sign**' after editing then send the letter.



SENDING A LETTER



'Signed' letters can be sent via Secure Messaging or by printing the letter to post by mail.

Letters with the padlock icon indicate Secure Messaging is available for the recipient of the letter.

| | Ш | | Letter Status | | T | | |
|----------------------|------|--------------------|-----------------------|--------------------------|-------------------|-----------------------|----------------|
| Scheduler | | Letters List | | | | | |
| Contacts | + | Letters Archived I | Signed | | | | Λ |
| Companies | + | Send All | olgited | | | | |
| Patients | + | Date 🔻 | | | | | |
| Letters | 42 🔺 | 17/09/2018 | Signed | | ₽ . | 1 0 | |
| Letter List | 42 | 17/09/2018 | | | | | ₽ ■ ⋪ |
| Letters To Create | | 17/09/2018 | 120 | | | | ₽ ■ ∅ |
| Secure Messages | | 17/09/2018 | Signed | | | $\triangleleft \circ$ | ₽ ■ ∅ |
| Reports | | 17/09/2018 | Dr Nick Riviera | Mr Homer (Homer) Simpson | Dr Marvin Monroe | Signed | ₽ ■ ⋪ |
| Lab Results | 61 🗸 | 17/09/2018 | Dr Nick Riviera | Mr Homer (Homer) Simpson | Dr Julius Hibbert | Signed | ₽ ■ ∅ |
| Scanned Documents | | 17/09/2018 | Dr Nick Riviera | Mr Homer (Homer) Simpson | Dr Julius Hibbert | Signed | ₽ ■ ⋪ |
| Claiming | | 17/09/2018 | Dr Nick Riviera | Mr Homer (Homer) Simpson | Dr Marvin Monroe | Signed | ₽ ■ ∅ |
| Procedure Management | | 17/09/2018 | Dr Nick Riviera | Mr Homer (Homer) Simpson | Dr Julius Hibbert | Signed | ₽ ■ ⋪ |
| Operating Lists | | 17/09/2018 | Dr Nick Riviera | Mr Homer (Homer) Simpson | Moe's Tavern | Signed | ₽ ■ ⋪ |
| | | H 4 6 7 8 | 9 10 Page 9 of 15 🕨 🕨 | 10 • items per page | | | 81 - 90 of 149 |









Admin

