

**OBSTETRICS &
GYNECOLOGIST
TRAINING MANUAL**

Content:

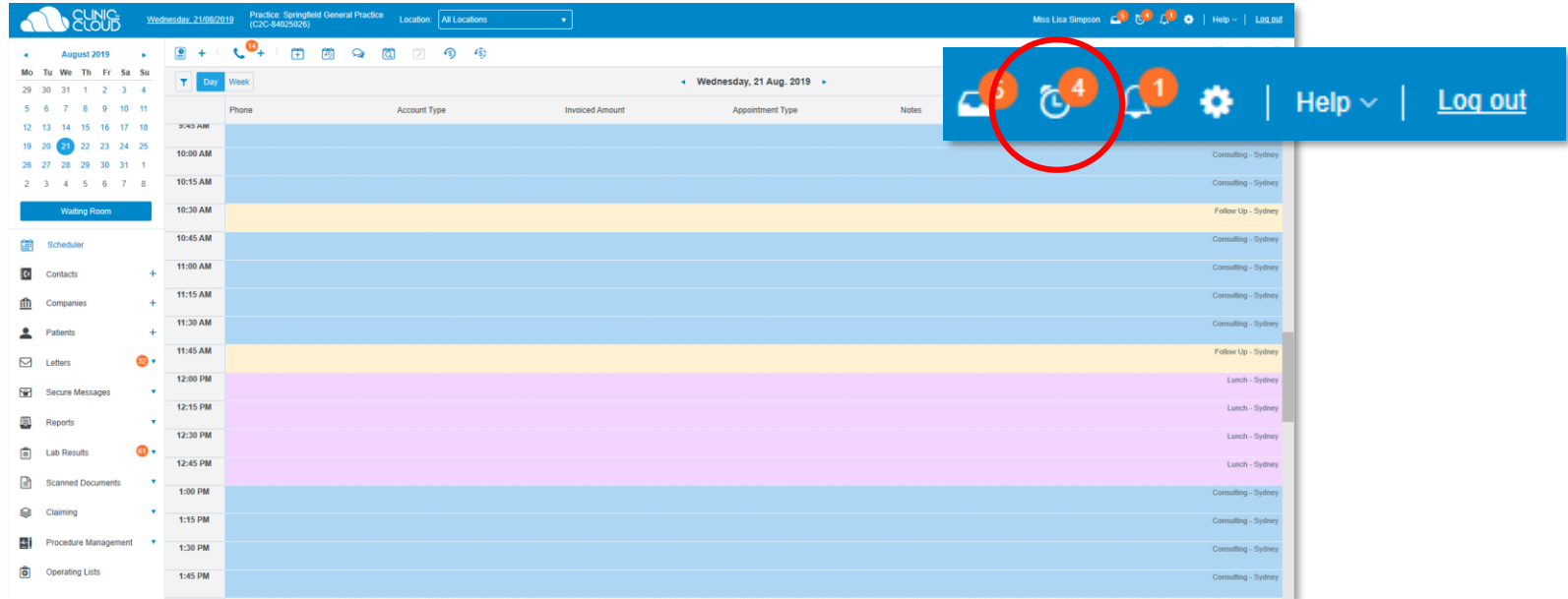
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1

eTasks

Learn how to Add/Edit eTasks [here!](#)

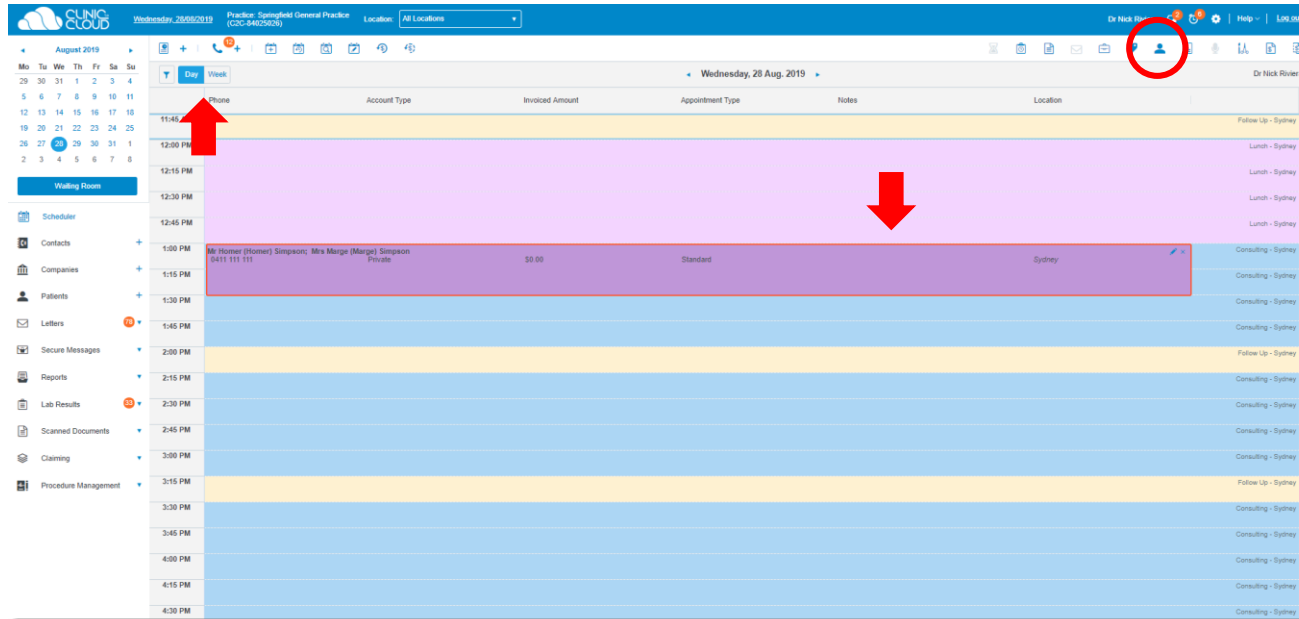



The screenshot shows the CLINIC CLOUD interface for 'Springfield General Practice'. The top navigation bar includes the user name 'Miss Lisa Simpson', a profile icon, a notification bell with a '4' badge, a refresh icon with a '1' badge, a settings gear, a 'Help' dropdown, and a 'Log out' link. A red circle highlights the notification bell, refresh, and settings icons. A red arrow points to the notification bell icon. The main content area displays a calendar for August 21, 2019, with a table of appointments. The table has columns for 'Phone', 'Account Type', 'Invoiced Amount', 'Appointment Type', and 'Notes'. The appointments are listed from 9:45 AM to 1:45 PM, with various appointment types like 'Consulting - Sydney', 'Follow Up - Sydney', and 'Lunch - Sydney'.

2

Schedule Management

Switch between **Day/Week View**, double click to **Start a Consult** and know your **Patient File** shortcut.



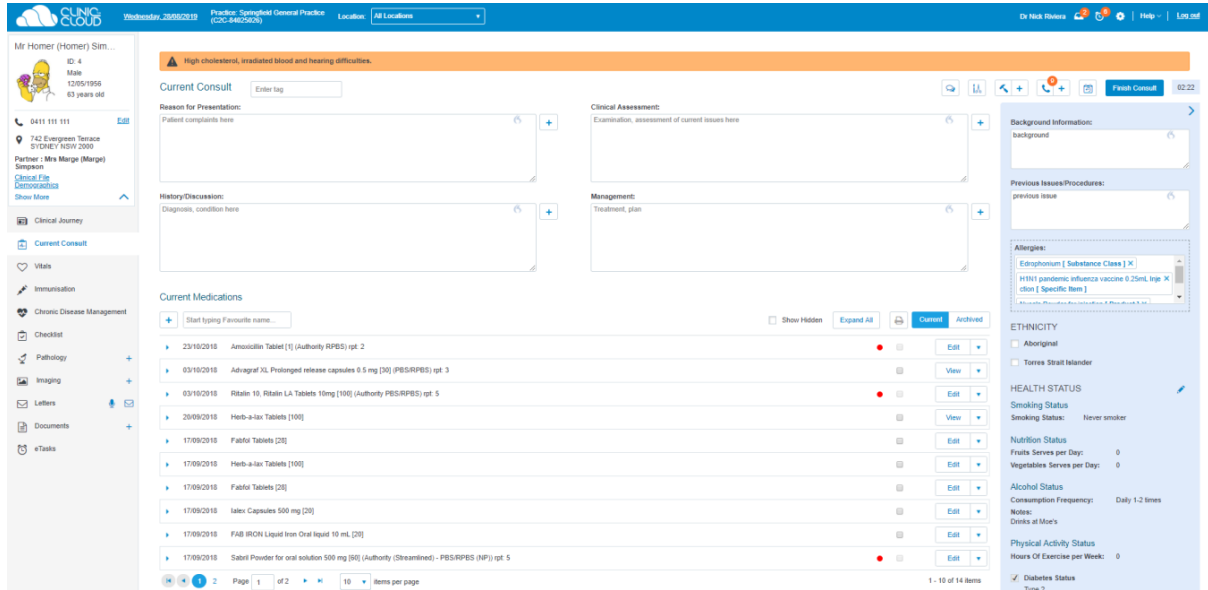
The screenshot displays the CLINIC CLOUD scheduler interface. At the top, the header shows the date 'Wednesday, 28 Aug. 2019' and the practice name 'Spangfield General Practice'. The interface is divided into three main sections:

- Left Sidebar:** Contains navigation options such as 'Waiting Room', 'Scheduler', 'Contacts', 'Companies', 'Patients', 'Letters', 'Secure Messages', 'Reports', 'Lab Results', 'Scanned Documents', 'Claiming', and 'Procedure Management'.
- Calendar View:** Shows a calendar for August 2019 with the 28th highlighted. Below it, a 'Day/Week' view toggle is visible, with a red arrow pointing to it.
- Appointment Grid:** A grid showing appointments for the day. A consultation entry for 'Mr Homer (Homer) Simpson; Mrs Marge (Marge) Simpson' at 1:00 PM is highlighted in purple. A red arrow points to this entry. The grid also shows 'Lunch - Sydney' blocks and 'Follow Up - Sydney' appointments.
- Right Sidebar:** Shows the user profile 'Dr Nick Riviera' with a red circle around the profile icon.

3

Consult Notes

Learn how add **Consult Notes** to a **Normal Consult Type** [here!](#)



The screenshot displays the CLINIC Cloud interface for a patient named Mr Homer (Homer) Sim. The interface is divided into several sections:

- Left Sidebar:** Contains navigation options such as 'Clinical Journey', 'Current Consult' (highlighted with a red arrow), 'Vitals', 'Immunisation', 'Chronic Disease Management', 'Checklist', 'Pathology', 'Imaging', 'Letters', 'Documents', and 'eTasks'.
- Top Header:** Shows the patient's name, ID (4), date of birth (12/05/1956), and age (63 years old). It also includes contact information and a 'Fresh Consult' button.
- Main Content Area:**
 - Current Consult:** Includes fields for 'Reason for Presentation', 'Clinical Assessment', 'History/Discussion', and 'Management'.
 - Current Medications:** A table listing various medications with columns for date, name, and actions (Edit, View).

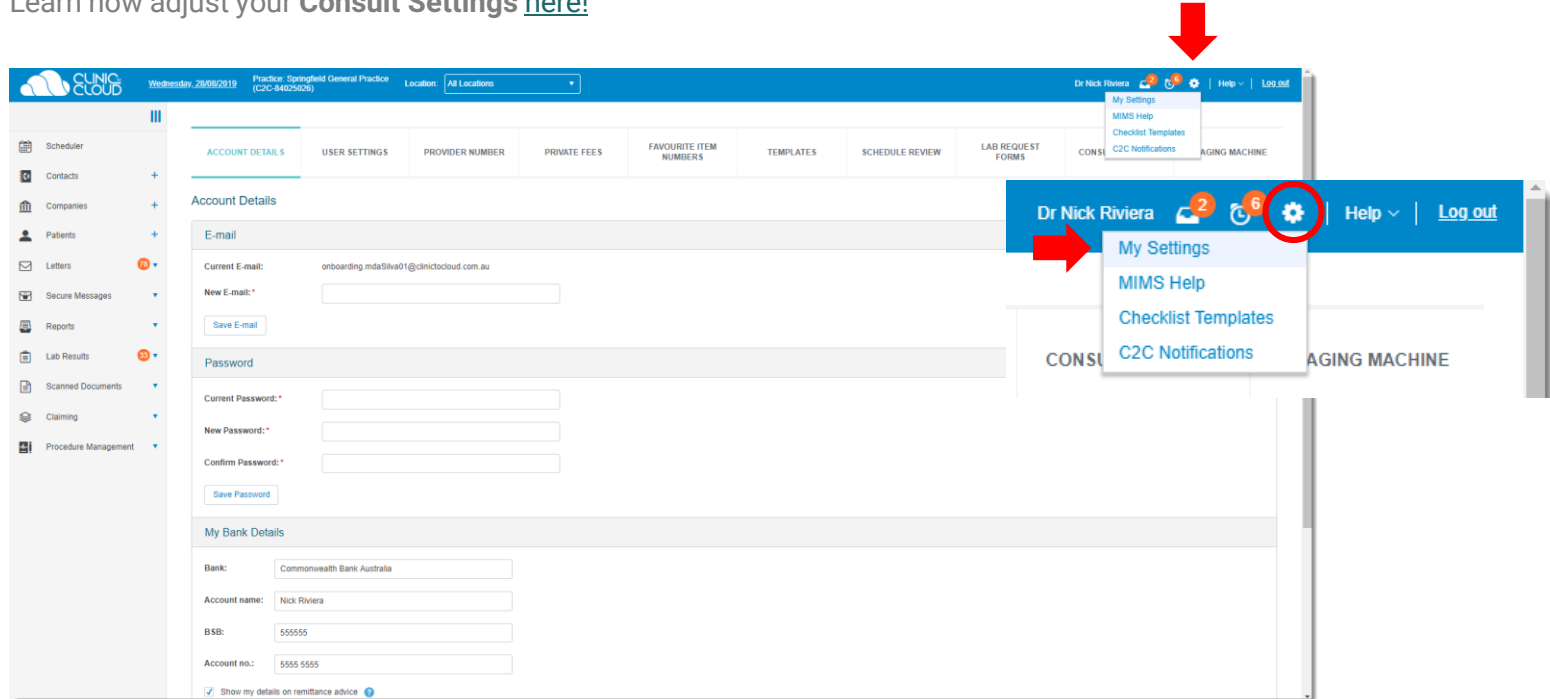
Date	Medication	Actions
23/10/2018	Amoxicillin Tablet (1) (Authority RPBS) opt 2	Edit
03/10/2018	Advigral XL Prolonged release capsules 0.5 mg (30) (PBR/RPES) opt 3	View
03/10/2018	Ritalin 10, Ritalin LA Tablets 10mg (100) (Authority PBR/RPES) opt 5	Edit
20/09/2018	Heb-a-lax Tablets (100)	View
17/09/2018	Fabfal Tablets (20)	Edit
17/09/2018	Heb-a-lax Tablets (100)	Edit
17/09/2018	Fabfal Tablets (20)	Edit
17/09/2018	laxec Capsules 500 mg (20)	Edit
17/09/2018	FAB IRON Liquid Iron Oral liquid 10 mL (20)	Edit
17/09/2018	Sabri Powder for oral solution 500 mg (50) (Authority (Streamlined) - PBR/RPES (NF)) opt 5	Edit
- Right Panel:** Contains 'Background Information', 'Previous Issues/Procedures', 'Allergies' (listing Etoposium and H1N1 pandemic influenza vaccine), 'ETHNICITY', 'HEALTH STATUS', 'Smoking Status', 'Nutrition Status', 'Alcohol Status', and 'Physical Activity Status'.

Learn how manage **Vitals**, **Immunisations** & **Chronic Disease Management**.

4

Consult Settings

Learn how adjust your **Consult Settings** [here!](#)

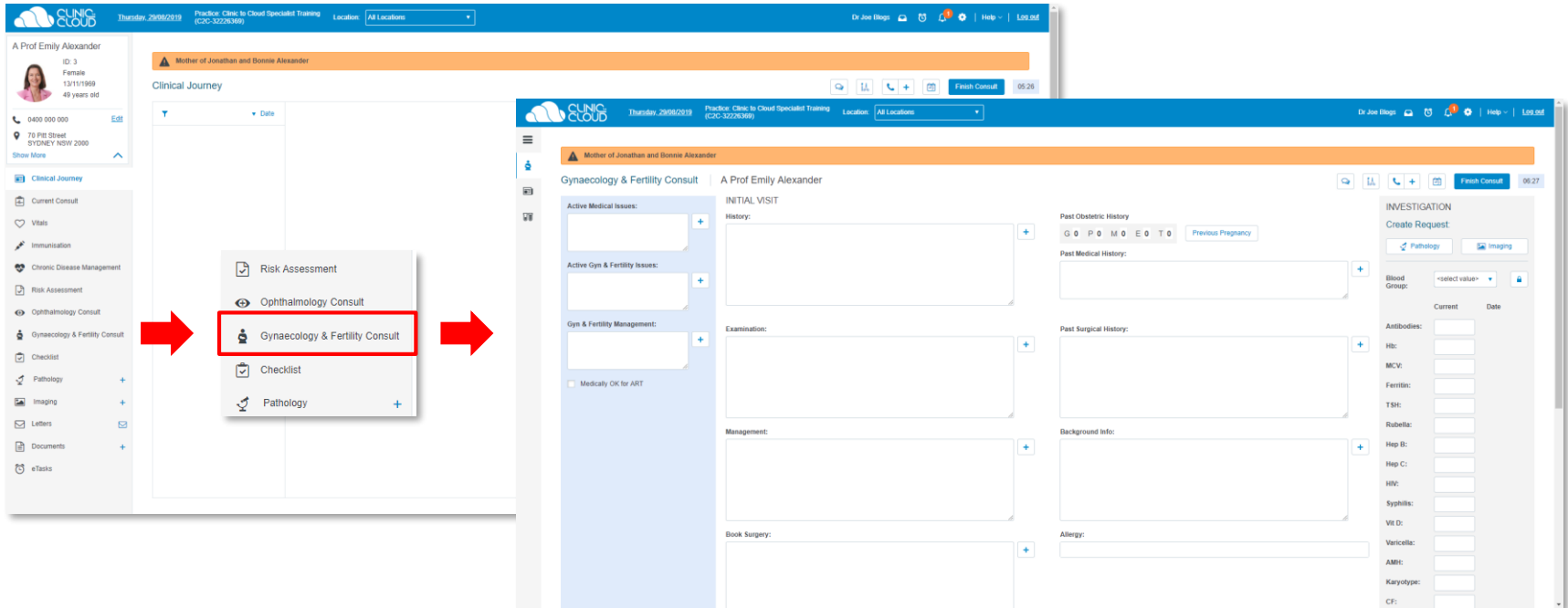


The screenshot displays the CLINIC CLOUD user interface. At the top right, the user profile 'Dr Nick Riviera' is visible with a gear icon for settings. A red arrow points to this gear icon. A dropdown menu is open, showing options: 'My Settings', 'MIMS Help', 'Checklist Templates', and 'C2C Notifications'. A second red arrow points to the 'My Settings' option. The main content area shows the 'Account Details' page with sections for 'E-mail', 'Password', and 'My Bank Details'. The 'E-mail' section includes fields for 'Current E-mail' (onboarding.mdaSilva0@cliniccloud.com.au) and 'New E-mail'. The 'Password' section has fields for 'Current Password', 'New Password', and 'Confirm Password'. The 'My Bank Details' section includes fields for 'Bank' (Commonwealth Bank Australia), 'Account name' (Nick Riviera), 'BSB' (555555), and 'Account no.' (5555 5555).

5

Gynecologist/Fertility Consult Notes

Ensure the Appointment's Consult Type is: Gynecologist/Fertility



The screenshot displays the CLINIC CLOUD interface for a patient named 'Mother of Jonathan and Bonnie Alexander'. The left sidebar shows a 'Clinical Journey' menu with various consultation types. The 'Gynaecology & Fertility Consult' option is highlighted with a red box, and red arrows point from this menu item to the main consultation form on the right. The form includes sections for 'Active Medical Issues', 'Active Gyn & Fertility Issues', 'Gyn & Fertility Management', 'Past Obstetric History', 'Past Medical History', 'Past Surgical History', 'Background Info', and 'Allergy'. The 'INVESTIGATION' section on the right contains a 'Create Request' button and a table for recording test results.

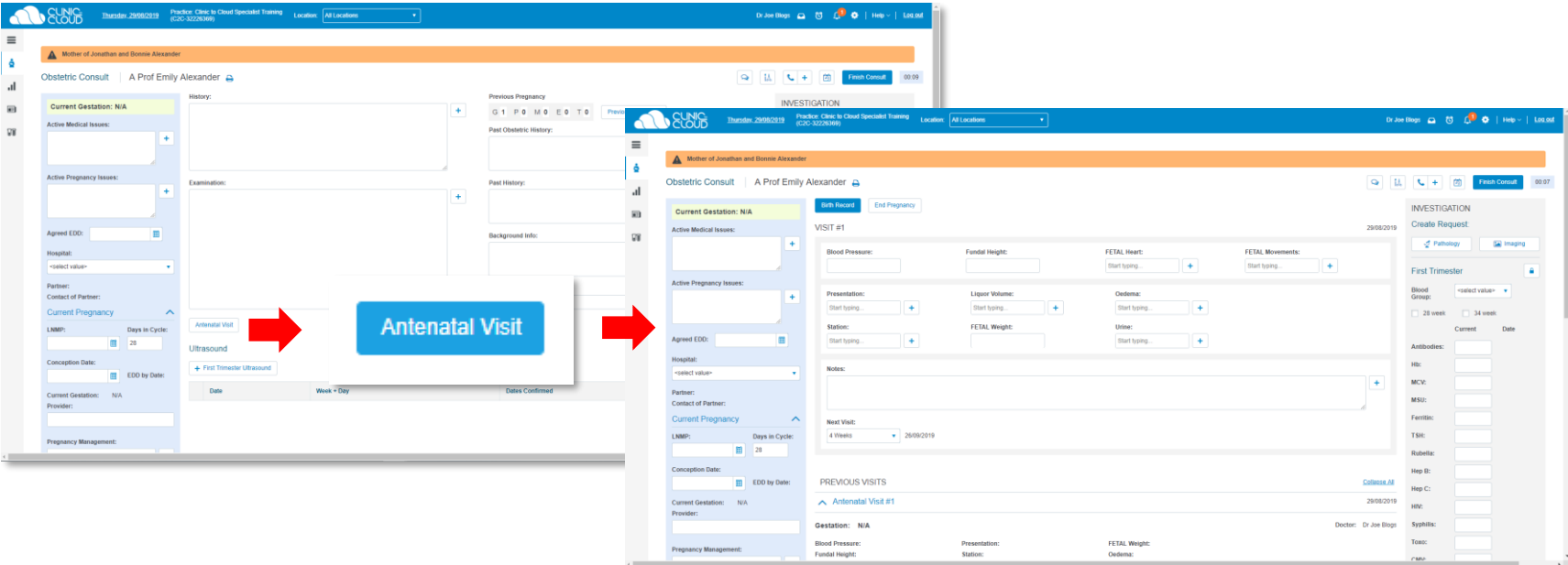
Blood Group:	Current	Date
Antibodies:		
HB:		
MCV:		
Ferritin:		
TSH:		
Rubella:		
Hep B:		
Hep C:		
HIV:		
Syphilis:		
VII D:		
Varicella:		
AMH:		
Karyotype:		
CF:		

6

Obstetrics Consult Notes

Ensure the Appointment's Consult Type is: Obstetrics

IMPORTANT: Antenatal visits commence after your initial Obstetrics Consult



The image displays two screenshots of the CLINIC CLOUD software interface, illustrating the workflow for obstetrics consult notes.

Left Screenshot (Initial Consult): Shows the 'Obstetric Consult' screen for a patient named 'Mother of Jonathan and Sonnie Alexander'. The 'Current Gestation' is 'N/A'. The interface includes sections for 'Active Medical Issues', 'Active Pregnancy Issues', 'Agreed EDD', 'Hospital', 'Partner', and 'Current Pregnancy' (with LMP and Days in Cycle). A red arrow points from the 'Antenatal Visit' button to a central callout box.

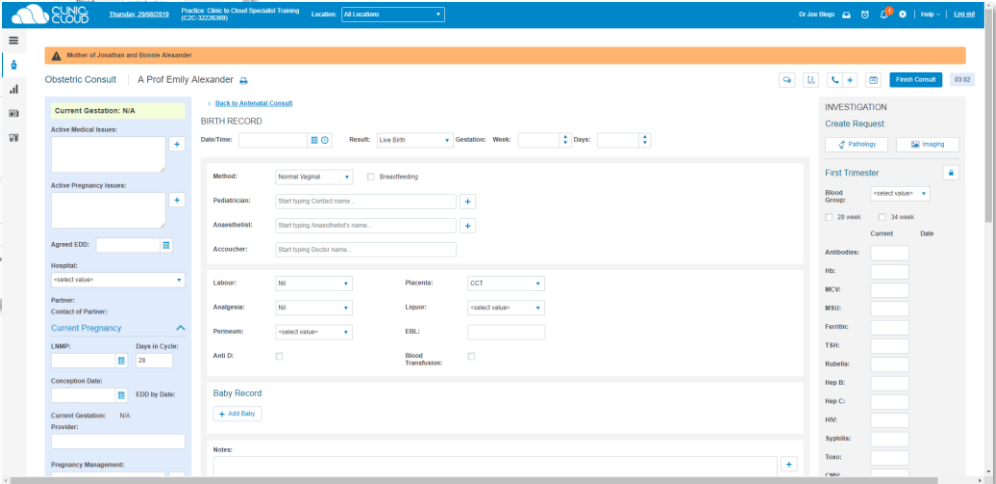
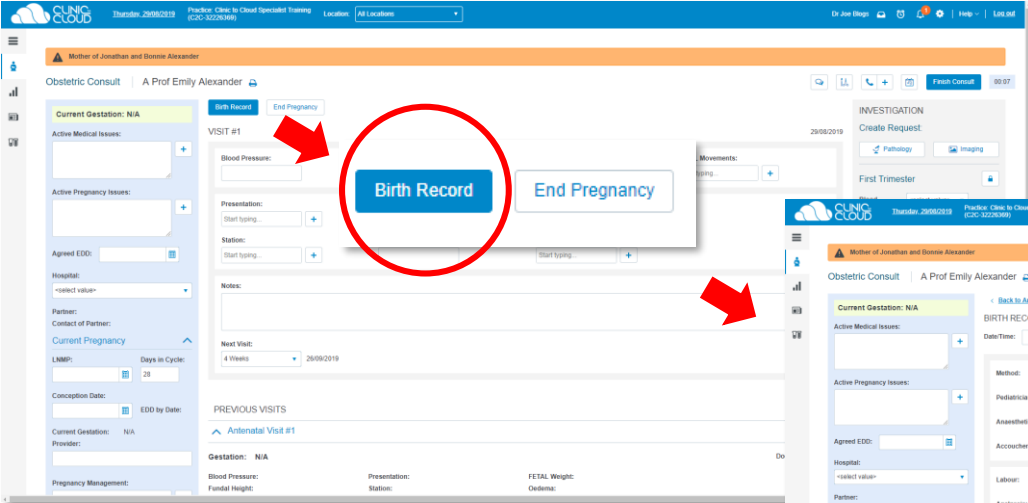
Central Callout: A blue box with the text 'Antenatal Visit' is positioned between the two screenshots, with red arrows pointing from the 'Antenatal Visit' button in the left screenshot and the 'Birth Record' button in the right screenshot.

Right Screenshot (Antenatal Visit): Shows the 'INVESTIGATION' screen for the same patient. The 'Current Gestation' is 'N/A'. The 'VISIT #1' section is active, showing fields for 'Blood Pressure', 'Fundal Height', 'FETAL Heart', 'FETAL Movements', 'Presentation', 'Liquor Volume', 'Oedema', 'FETAL Weight', 'Station', and 'Uterine'. The 'Next Visit' is set to '4 weeks' on '26/09/2019'. The 'PREVIOUS VISITS' section lists 'Antenatal Visit #1' on '25/08/2019'. The 'INVESTIGATION' section on the right includes 'Create Request' for 'Pathology' and 'Imaging', and a 'First Trimester' section with checkboxes for '28 week' and '34 week'.

7

Birth Record

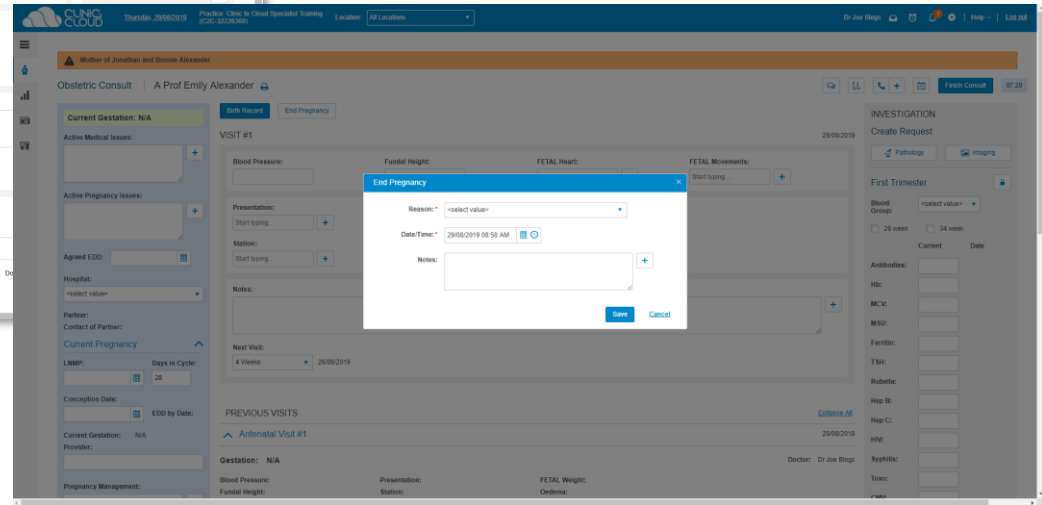
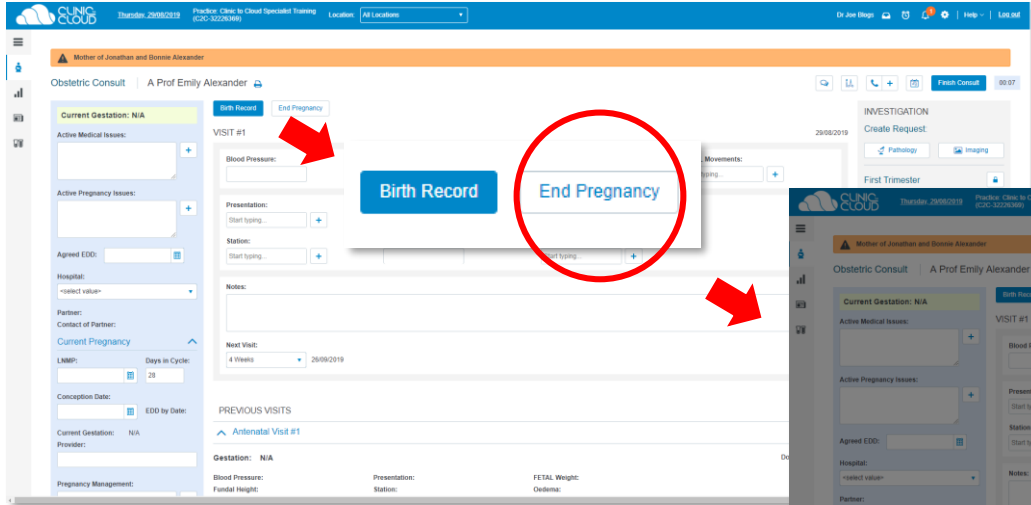
After a few Antenatal Visits, click **Birth Record** to record the birth BEFORE ending the pregnancy record.



8

End Pregnancy Record

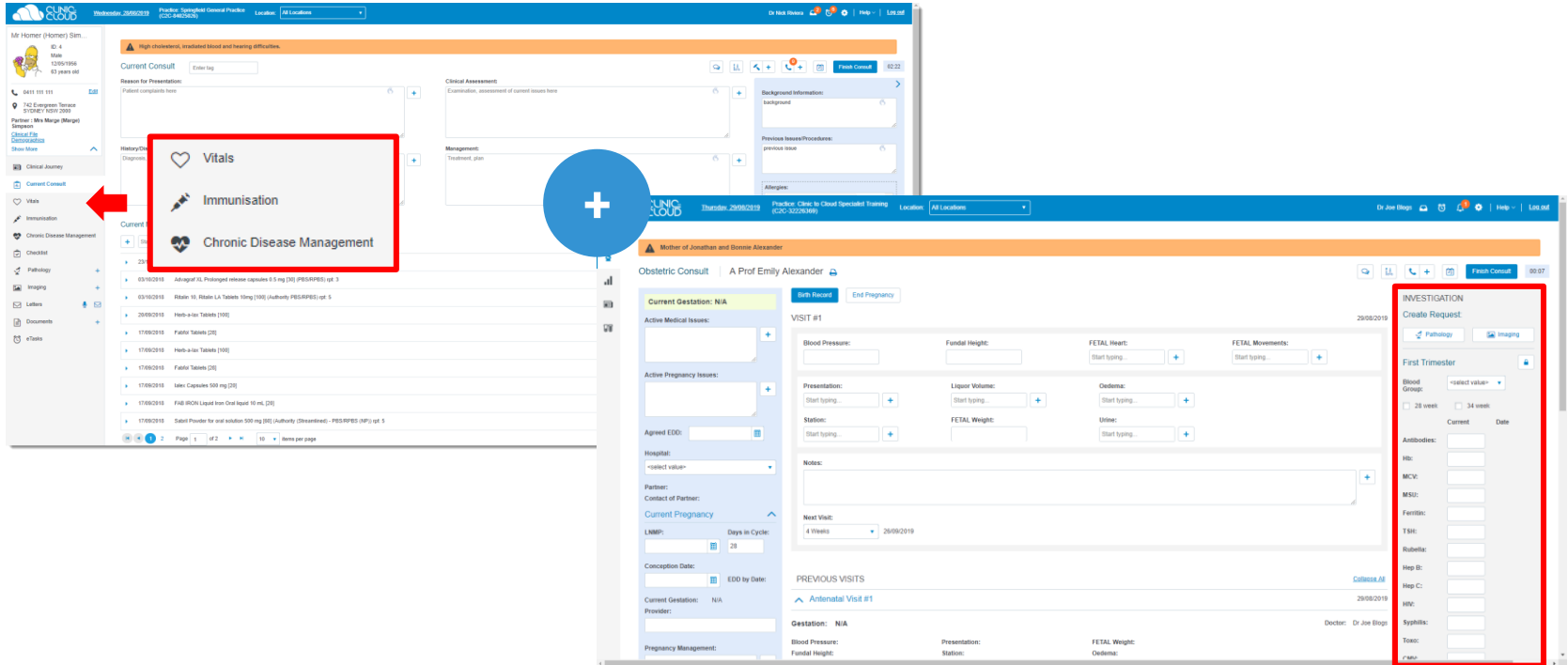
After entering a Birth Record click **End Pregnancy** to complete the pregnancy record.



9

Investigations

Learn how manage Vitals, Immunisations & Chronic Disease Management.



The screenshot displays the CLINIC CLOUD interface with two overlapping windows. The top window shows a patient record for 'Mr Homer (Homer) Sim' with a red box highlighting the 'Vitals', 'Immunisation', and 'Chronic Disease Management' options in the left sidebar. A blue circle with a white plus sign is positioned over the 'Add' button in the sidebar. The bottom window shows a patient record for 'Mother of Jonathan and Stornie Alexander' with a red box highlighting the 'INVESTIGATION' section on the right, which includes options for 'Create Request', 'Pathology', and 'Imaging'.

10

Printing Scripts

Learn how prescribe and **Print Scripts** from a Normal Consult [here!](#)

The screenshot displays the CLINIC CLOUD interface for a patient named Mr Homer (Homer) Simpson. The interface includes a sidebar with navigation options like 'Vitals', 'Immunisation', and 'Chronic Disease Management'. The main area shows a 'Current Consult' with a 'Reason for Presentation' and 'Clinical Assessment'. A 'New Medication' dialog box is open, allowing for the entry of medication details such as name, composition, date, dose, and frequency. Below this, a list of 'Current Medications' is shown, including items like Amoxicillin, Advagraf XL, and Fabri Tablets. A 'Print' icon is highlighted with a red circle and an arrow pointing to a 'Current' tab. Another red arrow points to the 'Save as Print' button at the bottom of the medication list.

Dr Nick Riviera
123 Fake Street, SYDNEY NSW 2000
Phone: (55) 5555 - 5555

Prescriber no: 5555555555555555 Script No: 2

Patient's Medicare no: 6145-19578-9-2

Pharmaceutical Benefits entitlement no. [] Safety Net entitlement (checkbox) (base relevant base) [] Concessional or dependent (RPBS beneficiary or Safety Net concession cardholder) (checkbox) (base relevant base)

Dr Nick Riviera
123 Fake Street, SYDNEY NSW 2000
Phone: (55) 5555 - 5555

Prescriber no: 5555555555555555 Script No: 2

Patient's Medicare no: 6145-19578-9-2

Pharmaceutical Benefits entitlement no. [] Safety Net entitlement (checkbox) (base relevant base) [] Concessional or dependent (RPBS beneficiary or Safety Net concession cardholder) (checkbox) (base relevant base)

Patient's name: Mr Homer (Homer) Simpson (12/05/1956)
Address: 742 Evergreen Terrace, SYDNEY NSW 2000

Phone: (05) 5555 - 5555

Prescriber No: 5555555555555555

Mr Homer (Homer) Simpson (12/05/1956)
742 Evergreen Terrace, SYDNEY NSW 2000

Script No: 2

Phone: (55) 5555 - 5555

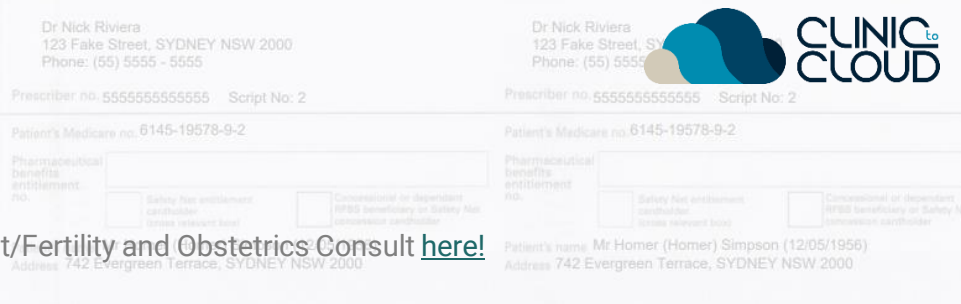
Prescriber No: 5555555555555555

Mr Homer (Homer) Simpson (12/05/1956)
742 Evergreen Terrace, SYDNEY NSW 2000

Script No: 2

Printing Scripts

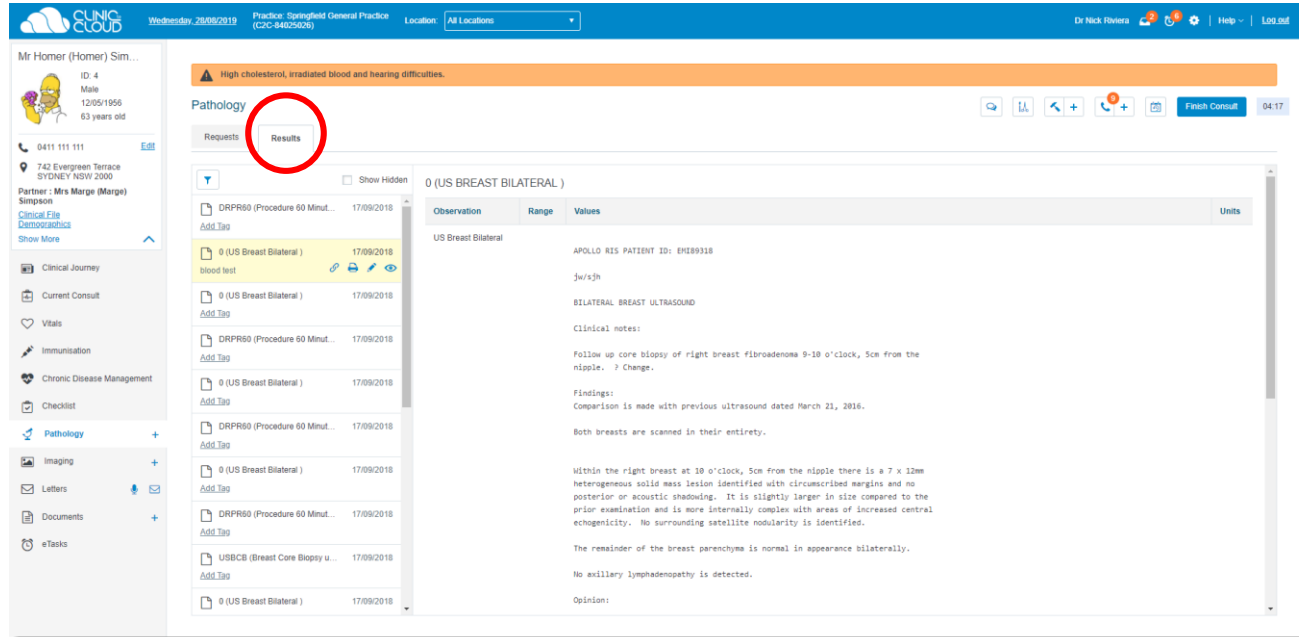
Learn how prescribe and **Print Scripts** from a Gynecologist/Fertility and Obstetrics Consult [here!](#)




12

Lab Results

Learn how to view and manage **Lab Results** [here!](#)

The screenshot shows the CLINIC CLOUD interface for a patient named Mr Homer (Homer) Sim. The top navigation bar includes the clinic name, date (Wednesday, 28/05/2019), practice name (Springfield General Practice), location (All Locations), and user information (Dr Nick Rivers). The left sidebar contains various menu items, with 'Pathology' highlighted and circled in red. A red arrow points to this menu item. The main content area displays a list of pathology requests, with one result selected and expanded. The selected result is for a 'blood test' on 17/09/2018. The expanded view shows a table with columns for Observation, Range, Values, and Units. The observation is 'US Breast Bilateral', and the values include patient ID, test name, and clinical notes. The clinical notes describe a core biopsy of a right breast fibroadenoma and findings from a bilateral breast ultrasound.

High cholesterol, irradiated blood and hearing difficulties.

Pathology

Requests: **Results**

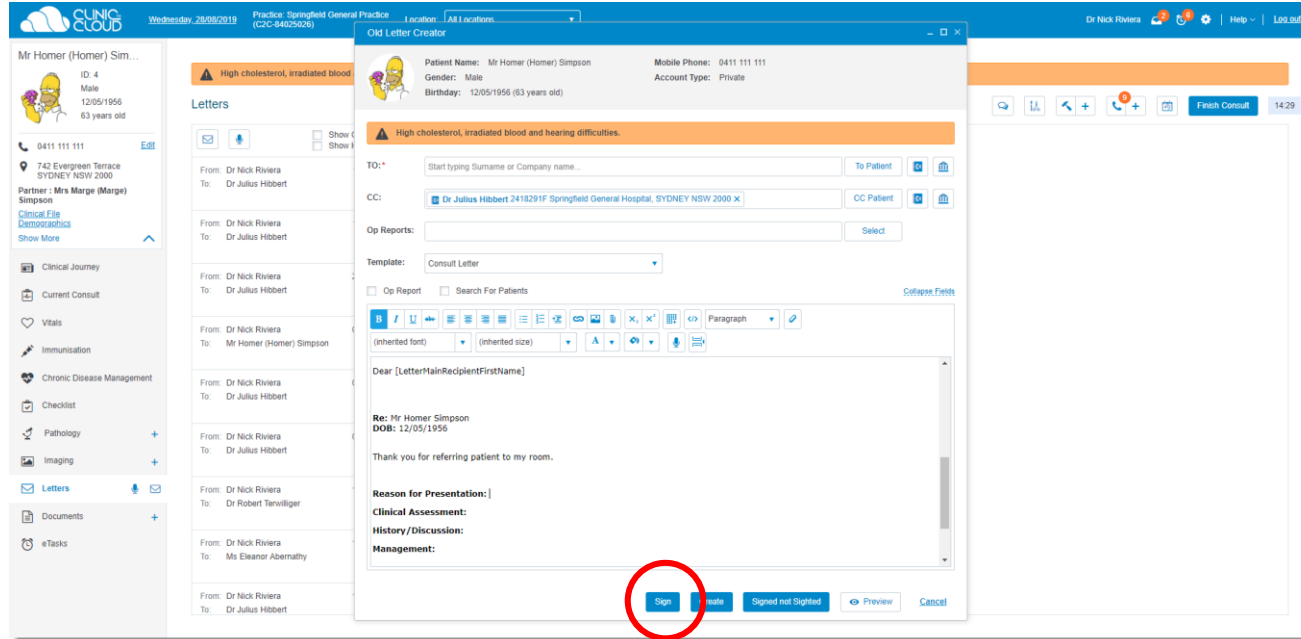
0 (US Breast Bilateral) 17/09/2018
blood test

Observation	Range	Values	Units
US Breast Bilateral		APOLLO RIS PATIENT ID: EM899318	
		fw/sjh	
		BILATERAL BREAST ULTRASOUND	
		Clinical notes:	
		Follow up core biopsy of right breast fibroadenoma 9-10 o'clock, 5cm from the nipple. ? Change.	
		Findings:	
		Comparison is made with previous ultrasound dated March 21, 2016.	
		Both breasts are scanned in their entirety.	
		Within the right breast at 10 o'clock, 5cm from the nipple there is a 7 x 12mm heterogeneous solid mass lesion identified with circumscribed margins and no posterior or acoustic shadowing. It is slightly larger in size compared to the prior examination and is more internally complex with areas of increased central echogenicity. No surrounding satellite nodularity is identified.	
		The remainder of the breast parenchyma is normal in appearance bilaterally.	
		No axillary lymphadenopathy is detected.	
		Opinion:	

13

Letters

Learn how to create and manage Letters [here!](#)



The screenshot displays the 'Old Letter Creator' window in the CLINIC CLOUD system. On the left sidebar, a red arrow points to the 'Letters' menu item. The main window is divided into several sections:

- Header:** Shows the patient's name 'Mr Homer (Homer) Simpson', ID 4, gender Male, and birthday 12/05/1956 (63 years old).
- Alerts:** A warning banner at the top reads 'High cholesterol, irradiated blood and hearing difficulties.'
- Form Fields:**
 - TO:** A dropdown menu with 'Start typing Surname or Company name...' and a 'To Patient' button.
 - CC:** A dropdown menu with 'Dr Julius Hibbert 2418291F Springfield General Hospital, SYDNEY NSW 2000' and a 'CC Patient' button.
 - Op Reports:** A dropdown menu with a 'Select' button.
 - Template:** A dropdown menu set to 'Consult Letter'.
 - Options:** Checkboxes for 'Op Report' and 'Search For Patients'.
 - Rich Text Editor:** A toolbar with various text formatting options (bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, undo, redo) and a 'Paragraph' dropdown.
 - Text Area:** Contains the following text:

Dear [LetterMainRecipientFirstName]

Re: Mr Homer Simpson
DOB: 12/05/1956

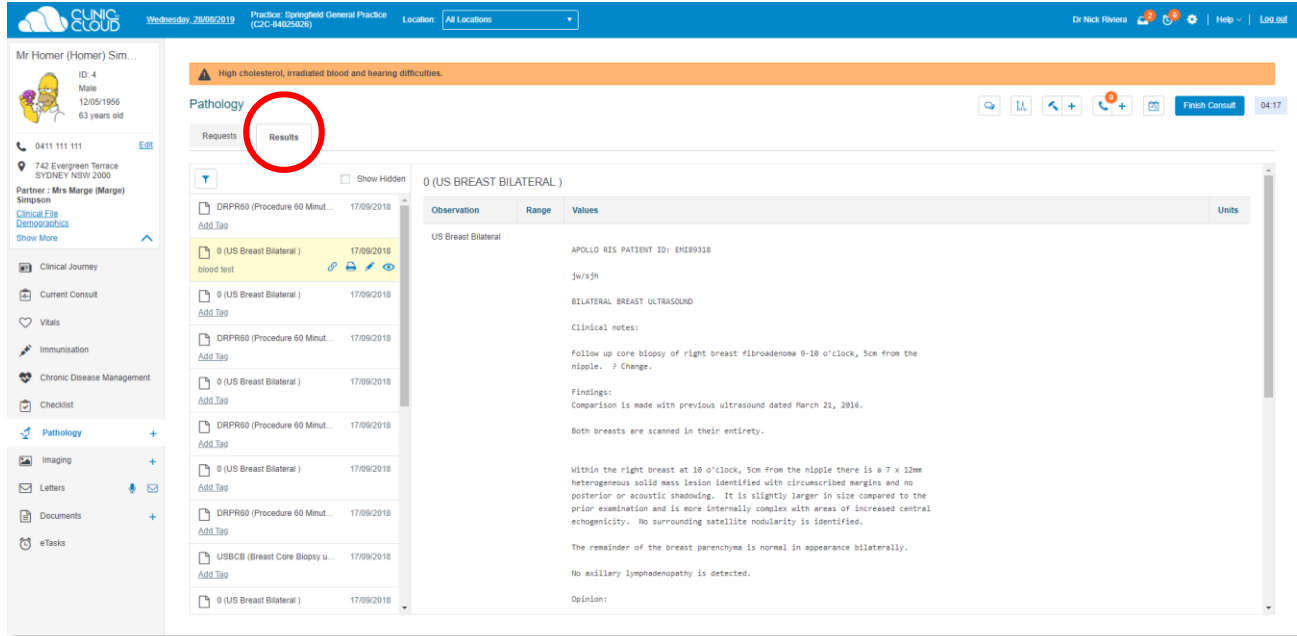
Thank you for referring patient to my room.

Reason for Presentation:
Clinical Assessment:
History/Discussion:
Management:
- Buttons:** At the bottom of the form, there are buttons for 'Sign' (circled in red), 'Print', 'Signed not Sighted', 'Preview', and 'Cancel'.

14

Scanning

Learn how to view and manage **Scanned Documents** [here!](#)



Mr Homer (Homer) Sim...
 ID: 4
 Male
 12/05/1956
 63 years old

0411 111 111
 742 Evergreen Terrace
 SYDNEY NSW 2000

Partner: Mrs Marge (Marge) Simpson
[Clinical File](#)
[Demographics](#)
[Show More](#)

Clinical Journey
 Current Consult
 Vitals
 Immunisation
 Chronic Disease Management
 Checklist
Pathology
 Imaging
 Letters
 Documents
 eTasks

Wednesday, 28/05/2019
 Practice: Springfield General Practice (CZC-04025626)
 Location: All Locations
 Dr Nick Rivers
 Help | Log out

High cholesterol, irradiated blood and hearing difficulties.

Pathology

Requests Results

0 (US Breast Bilateral) 17/09/2018
 blood test

0 (US Breast Bilateral) 17/09/2018
 Add Tag

DRPRS0 (Procedure 60 Minut... 17/09/2018
 Add Tag

0 (US Breast Bilateral) 17/09/2018
 Add Tag

DRPRS0 (Procedure 60 Minut... 17/09/2018
 Add Tag

0 (US Breast Bilateral) 17/09/2018
 Add Tag

DRPRS0 (Procedure 60 Minut... 17/09/2018
 Add Tag

0 (US Breast Bilateral) 17/09/2018
 Add Tag

DRPRS0 (Procedure 60 Minut... 17/09/2018
 Add Tag

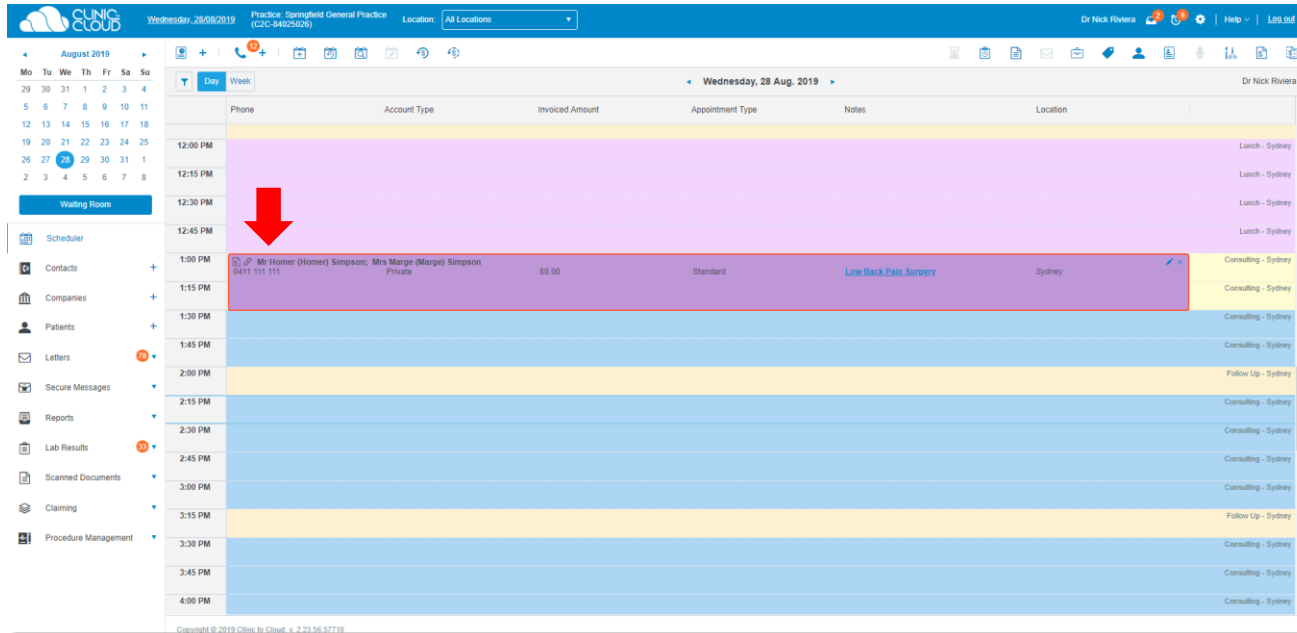
USBCB (Breast Core Biopsy u... 17/09/2018
 Add Tag

0 (US Breast Bilateral) 17/09/2018

Observation	Range	Values	Units
US Breast Bilateral			
APOLLO RIS PATIENT ID:		EM899318	
		fw/sjh	
BILATERAL BREAST ULTRASOUND			
Clinical notes:			
Follow up core biopsy of right breast fibroadenoma 9-10 o'clock, 5cm from the nipple. ? Change.			
Findings:			
Comparison is made with previous ultrasound dated March 21, 2016.			
Both breasts are scanned in their entirety.			
Within the right breast at 10 o'clock, 5cm from the nipple there is a 7 x 12mm heterogeneous solid mass lesion identified with circumscribed margins and no posterior or acoustic shadowing. It is slightly larger in size compared to the prior examination and is more internally complex with areas of increased central echogenicity. No surrounding satellite nodularity is identified.			
The remainder of the breast parenchyma is normal in appearance bilaterally.			
No axillary lymphadenopathy is detected.			
Opinion:			

Procedure Management

Learn how to create a [Fee Estimate](#), [Book Procedure Appointment](#) and how your Admin/Reception can print the [Operation List](#).



Wednesday, 28/08/2019 Practice: Springfield General Practice (CZC-94825295) Location: All Locations Dr Nick Riviera Help Log Out

August 2019

Mo Tu We Th Fr Sa Su

29 30 31 1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31 1

2 3 4 5 6 7 8

Waiting Room

Scheduler

Contacts

Companies

Patients

Letters

Secure Messages

Reports

Lab Results

Scanned Documents

Claiming

Procedure Management

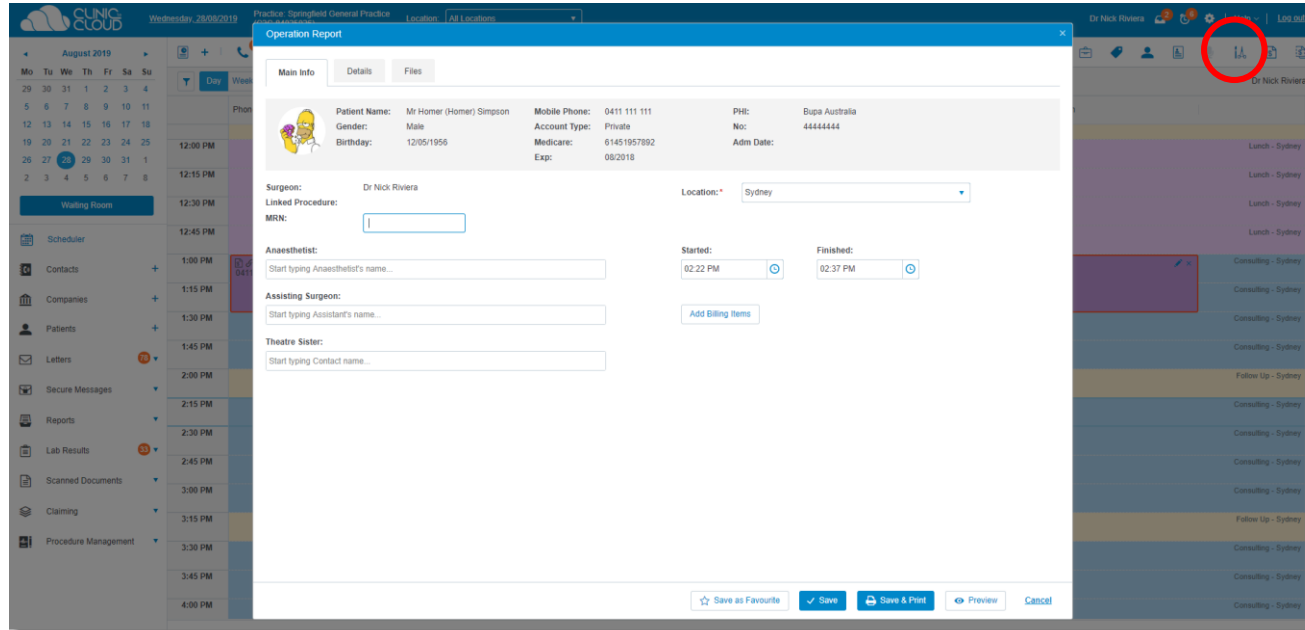
Time	Phone	Account Type	Invoiced Amount	Appointment Type	Notes	Location
12:00 PM						Lunch - Sydney
12:15 PM						Lunch - Sydney
12:30 PM						Lunch - Sydney
12:45 PM						Lunch - Sydney
1:00 PM	0411 111 111	Private	\$0.00	Standard	Low Back Pain Surgery	Sydney
1:15 PM						Consulting - Sydney
1:30 PM						Consulting - Sydney
1:45 PM						Consulting - Sydney
2:00 PM						Follow Up - Sydney
2:15 PM						Consulting - Sydney
2:30 PM						Consulting - Sydney
2:45 PM						Consulting - Sydney
3:00 PM						Consulting - Sydney
3:15 PM						Follow Up - Sydney
3:30 PM						Consulting - Sydney
3:45 PM						Consulting - Sydney
4:00 PM						Consulting - Sydney

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16

Operation Report

Learn how to create an Operation Report [here!](#)

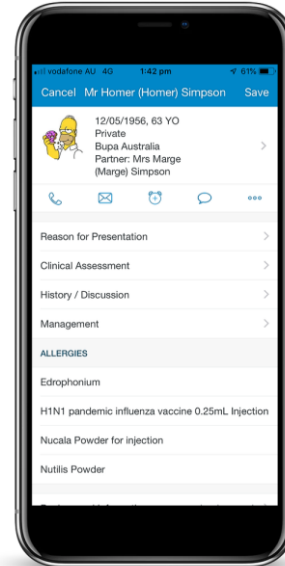
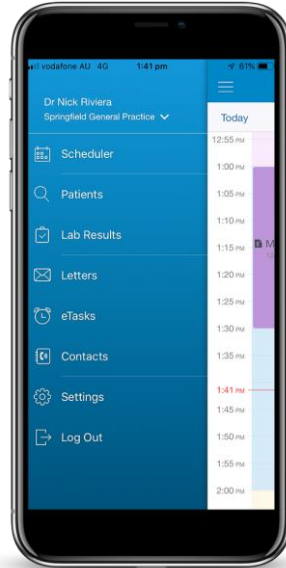
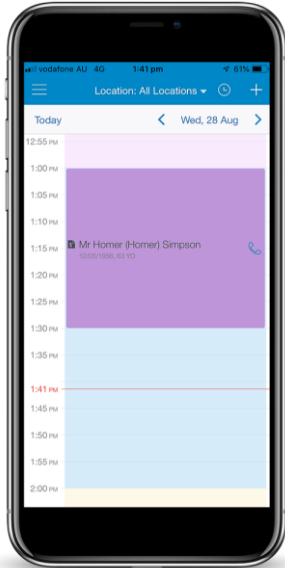


The screenshot displays the 'Operation Report' form in the CLINIC CLOUD system. The form is titled 'Operation Report' and is set for 'Springfield General Practice' at 'All Locations'. The patient is identified as Mr Homer (Homer) Simpson, born 12/05/1955, with a mobile phone of 0411 111 111. The surgeon is Dr Nick Riviera, and the location is Sydney. The report is scheduled to start at 02:22 PM and finish at 02:37 PM. The form includes fields for 'Anaesthetist', 'Assisting Surgeon', and 'Theatre Sister', each with a 'Start typing' prompt. A red circle highlights the 'Print' icon in the top right corner of the form window. At the bottom of the form, there are buttons for 'Save as Favourite', 'Save', 'Save & Print', 'Preview', and 'Cancel'.

17

Doctor App

Download and learn how to use **Doctor App** [here!](#)



18

Help Centre

Find more in our **Help Centre** by [clicking here](#) and typing in a keyword in your search

How can we help?

SEARCH



ALERTS & UPDATES



KNOWLEDGE BASE



VIDEO TUTORIALS



RELEASE NOTES



THANK YOU

