

Using the Health Record Exchange: MDUploader Users Guide



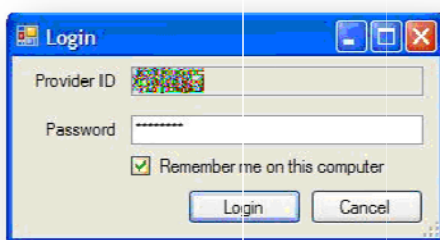
The Medical Director Uploader (MDUploader) is the program that generates and sends the consultation (event) summary to the Health Record eXchange database.

Note... to confirm that your computer is online, check that two green screens appear on the MDUploader icon in your system tray (the system tray is usually located on the bottom right corner of your screen).



Logon Window:

- When you first open Medical Director (MD) you will be prompted to log into the Health Record eXchange (HRX).
- The login screen will have your provider number and a space for you to enter your HRX password.
- If you have never logged into the HRX then your password will be “password1”.

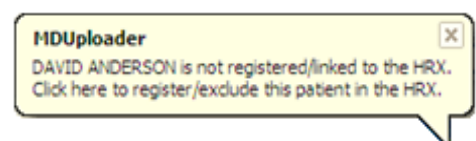


Note: If you prefer, you can tick the ‘Remember me on this computer’ box which will save your password on your computer. You will not be prompted for the password again on this computer.

When you open a patient in Medical Director you will have one of three windows automatically pop up in the bottom right hand corner of the screen.

① Unregistered Patient:

- A message will appear notifying you if your patient is not registered to the HRX.
- To register the patient, click in the message. This will open the ‘Consumer Search’ window.

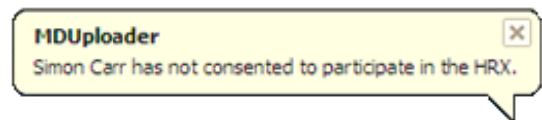


- Check that the information on screen is correct and that the patient has not been registered before.
- Select the **Register** button.

Note: You will also need to fax through a **signed consent form to GPpartners** to complete the registration. Please make sure the GP witnesses the patients' signature and fully completes this section.

② Registered but not connected:

- This message will appear when the patient has been registered, but has not yet provided GPpartners with written consent to participate in the HRX.
- Until consent to participate is verified by the HRX Record Manager you will not be able to share information.
- Please ensure that the patient is given a HRX enrolment kit. (For more information call 1800 250 502).

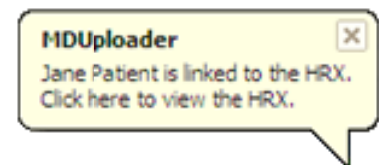


This message will appear if:

- a) GPpartners is waiting for a signed consent form,
- b) it has been less than 24-48 hours since you faxed the consent form through.

③ Fully Registered:

- This message means that the patient is fully registered on the HRX. From this point you can either look at the patient's HRX record by clicking on the message, or just proceed with your consultation.



Upload the consultation to the HRX:

- The HRX is fully integrated with Medical Director so all you need to do is conduct your consultation as usual.
- After you have closed down the session a popup window will appear. Un-tick any information that you do not wish to upload or leave it all ticked, and press Upload.

HRX Upload - GP Event Summary

Patient Details
Name: Jane Patient Date of Birth: 1/01/1990
Address: 520 Lutwyche Road Lutwyche 4030

Provider Details
Name: Dr Robert G Provider No: 571695L
Address: 543 Lutwyche Road Lutwyche No Organisation Postcode Specified

Event Summary Details

Diagnoses

- [2009-06-02] Pregnant
- [2009-02-19] Head Injury
- [2009-01-23] Reflux - gastro-oesophageal
- [2009-01-20] Flu
- [1990-01-01] Asthma

Medications

- [2009-06-02] ZANTAC
- [2009-06-02] SOMAC
- [2008-11-04] VENTOLIN CFC-FREE

Upload Cancel