

Using Medical Objects:

Word Letter Template Design



When creating templates in Word for Medical Objects Word Plugin, there are a few guidelines to follow in order to make sure the letter is able to be recognised by the receiving practice management software.

What to avoid when designing templates:

- **Do not use Headers and Footers or floating text boxes.**
- **Do not use images, business logos or icons.**

Template Design

The following are suggestions that you could implement in your current or new letter templates. Each suggestion is numbered from 1 to 7 and shown in the following screen shot.

1. Place a **full stop** on the first line of the letter. This will ensure text that is typed in the following lines stays formatted correctly.
2. The centre, left or right align tool on the Microsoft Word tool bar can be used to create a free text header, instead of the Microsoft Header tools.
3. The right align tool is used to display the practice providers. If the provider number is displayed in the letter, Medical Objects Word Plugin will detect it and enter it into the **Report Details** section of the message.

NOTE: The providers name and number must be displayed in order for the Word Plugin to detect it. If there is more than one provider in your practice, you may need to either continue selecting the provider numbers from the drop down list in the Report Details section, or have a template for each of the providers with only their provider number listed in the template.

4. The Left align tools is used to display the receiving practice details. If the recipient's provider number is displayed, Medical-Objects Word Plug-in will detect the receiver's provider number and add it to the **Report Details**. In order to detect the receiving provider's details, the Word Plug-in will scan the template letter for provider numbers that are not associated with the provider numbers at your practice. If there any other providers listed after the initial receiving provider they will be added as copy doctors.
5. If you use tabs, **tab stops** should be used; the standard tab method will not hold formatting after the transmission into the receiving practice management software.
Tab Stops can be set on the Microsoft Word ruler.
6. Bullet points can be used to format your text. The receiving software will recognise the different types of bullets.
7. **Simple tables** can be used; however on the receiving end the table will not be visible. The data in the table will still hold its format.

Monday, 27 October 2008
Dr Bob Johnson (005562AW)

Testing Practice,
123 Test Street,
Tester Qld, 4000.

Re: Mr Test John Patient
DOB: 01/01/2000
123 Test Street,
Maroochydore
QLD 4558

Dear Bob Johnson,

Thank you for referring Mr Test patient for our services. We have found that Mr Patient has no serious illness, however he could benefit greatly from eating more healthy foods.

Mr Patient was concerned as to what foods to eat, so I was able to confirm for him the following foods:

- Vegetables
- Fruit
- Water
- Wholegrain Bread

The following table shows some results of his medical:

Test	Average	Max	Min	Range
Heart Rate (Rested)	70	75	60	65-80
Heart Rate (stressed)	135	145	130	100-150

Kind Regards

Lynden Crawford

The Report Details Section

Once you have selected **Send** in Word Plug-in the **Report Details** screen will be displayed. As you can see the report displays the same box numbers used in the template design stage (page 4).

Box 5 - Patient Details: You will notice the patient details have been inserted into the report details screen automatically.

- If the Patient name follows the identifier **Re:** the report details screen will automatically insert the details in to the report for you
- If the Patient date of birth follows the **DOB:** the report details screen this will also will automatically insert the details in to the report for you
- The address details will also be added to the report if they are placed in the next text line following **Re:** and **DOB:**

Box 4 - Addressing Details: The provider you are sending to will be displayed in the **Addressed to** box if you place their details correctly with provider number as shown in the design stage of the template. If any other providers listed after the initial receiving provider they will be added in the **Copies To** box.

Box 3 - From: The report details screen has automatically selected the sending provider that was displayed in the template design section. If there is more than one provider at the practice this may not display correctly so you can use the drop down box to display the correct sending doctor.

Patient Details

Surname: PATIENT First name: Test Middle name: John

DOB: 1/01/2000 Medicare Number: []

Street Address: 123 Test Street,

City: MAROOCHYDORE State: QLD Postcode: 4558

Patient Class: Outpatient Sex: []

Addressing Details

Addressed to: Dr Bob JOHNSON (Testing Practice)

Copies to: []

Report Details

Performed Date: 27.10.2008 Request Order Number: [] From: Lynden CRAWFORD MAIN (LC4558003E7)

Request Date: 27.10.2008 Report Title: Consultation Note Clinical Area: Clinical letter or report

Consultation Note.

Medical-Objects Test Surgery
Suite 11 / 72 Wisers Road
Maroochydore QLD 4558

Mr Christopher Kemp
Mr Lynden Crawford (LC4558003E7)

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Dr Bob Johnson (005562AW)

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Kind Regards
Lynden Crawford

Enquiries: [Mr. LYNDEN CRAWFORD \(MAIN\)](#)

Confidential Report