

# Medtech32 House Training Course Outline

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## Reception Module

▪ Introduction ▪ Logging on. ▪ Toolbar Set-up ▪ General Overview of Medtech
▪ Patient Search, Advanced Search ▪ Patient Register – adding Patients, Families, Companies, Transferring and inactivating records
▪ Patient Alerts
▪ Appointment Book – copy & paste, drag & drop, print patient appointments, modify appointment template from appt book, print appointment book, printing enrolment forms and encounter slips ▪ Appointment Overview
▪ Invoicing and Payments - ACC & Work Place Accident Invoicing
▪ Account Holder - View Transactions, Filter, Payments, Deleting, Crediting, Refunds, Reprinting, Historic Invoice/Receipt, Patient Transactions ▪ Brief look at claims
▪ Reports - Day Book, Patient Register Report, Medical History Report ▪ Banking
▪ Outbox Documents (brief overview)
▪ Task Manager
▪ Questions

## Practice Nurse Advanced Module

▪ Introduction ▪ Logging on. ▪ Toolbar Set-up ▪ General Overview of Medtech
▪ Patient Search
▪ Appointment Book ▪ Waiting Room
▪ Overview of Patient Manager & Consultation Notes
▪ Screening ▪ Recalls ▪ Recall Contact List
▪ Immunisations
▪ Provider and Patient Inbox
▪ Classifications
▪ Consultation Notes – Using Keywords, Mapping Screening, Adding Classifications
▪ Contacts
▪ Task Manager
▪ Medical Warnings ▪ Medications & Personal Medicines
▪ Outbox Documents, Wizard, Parking & Retrieving
▪ Growth Charts
▪ Patient Information
▪ Set-up Keywords
▪ Set-up Screening
▪ Questions

## Clinical

▪ Introduction ▪ Logging on ▪ Toolbar Set-up ▪ General Overview of Medtech
▪ Patient Search
▪ Patient Register
▪ Appointment Book ▪ Waiting Room
▪ Overview of Patient Manager & Consultation Notes
▪ Daily Record
▪ Medical Warnings
▪ Prescribing & Personal Medicines
▪ Classifications ▪ History
▪ Screening ▪ Recalls - Recall Contact List
▪ Immunisations
▪ ACC Forms
▪ Patient & Provider Inbox
▪ Consultation Notes Advanced – Using Keywords, Mapping Screening, Adding Classifications
▪ Outbox Documents, Wizard, Parking & Retrieving
▪ Growth Charts & CVRA
▪ Patient Information
▪ Task Manager
▪ Set-up Keywords
▪ Drug & Read Usage Reports
▪ Questions

## NIR & Immunisation Module

Immunisations
Add a New Scheduled Immunisation
Recording Flu 65 Vaccinations
Recording Other Eligible Flu & Travel Vaccinations
Selecting other Schedules in Schedule Selection 3
Recording part of a Group Vaccine
Bring Immunisation Status Up To Date
Giving alternative vaccines
Entering Consultation Notes using Keywords
Outbox Documents
Recall Contact List
The National Immunisation Register
NIR Status Queries
NIR Messages Provider Inbox
Patient Inbox
NIR Message Transfer Utility
Immunisation Schedule Change 1st June 2008

## Reception Advanced Module

▪ Introduction
▪ Lesson Objective
▪ Logging in and selecting Toolbar
▪ Claims – Preview, Finalise, Print
▪ Utilities – Sending Claims
▪ Tools Menu – Message Transfer, Patient Join, Announcements
▪ Set-up, Location, Staff Members, Appointment Templates, Accounting Services, Account Groups, Outbox Documents, Patient Register Options, Reference Numbers, Screening Terms
▪ Banking
▪ Reporting – Day Book, Income Record, Aged Balance Summary
▪ Print Set-up
▪ Medtech Website
▪ Questions

### Query Builders Module

▪ Introduction
▪ Lesson Objective
▪ What is the Query Builder?
▪ Tables and Fields
▪ Query Store
▪ Where
▪ Select
▪ Building Queries
▪ Graphing
▪ Export to Excel
▪ Merge to Alerts
▪ Merge to Recalls
▪ Merge to Patient Tasks
▪ Merge to Outbox Document
▪ Exercise – Practice Building Queries
▪ Questions