

# Separating Documents and Letters

## Overview

Some Medical providers prefer to import Referrals, Specialist letters, or Discharge Summaries into the relevant **Letters/Documents** tab of the patients record. This can be performed in Medical Director 2 or 3. Pathology results will still continue to go into the **Results** tab.

Note:



Please note that **steps 1-4** will need to be repeated on each Medical Director workstation.

- 1 Overview
- 2 Medical Director Sorting Logic
  - 2.1 Variations Table
- 3 Message Type no Keywords Variations Table
- 4 Configuring Medical Director RSD
- 5 Configuring Medical Objects Capricorn RSD
- 6 The Results

## Medical Director Sorting Logic

Medical Director allocates messages according to keywords in report titles.

The keywords are "Letter", "Document", "Correspondence" or "Summary".

OBR-24 is not used at all for report allocation as advised by the Australian Standard: [4 Observation Reporting - HL7AUSD-STD-OO-ADRM-2021.1 - HL7 Australia](#) "This field is required in Australian implementations to indicate to the placer system which clinical area to display the results."

For ORU and REF without a keyword see the "Message Type no Keywords Variations Table" below.

MDM behaviour has not been confirmed.

## Variations Table

Column configuration titles below can be set in Medical Director Tools Options RSD

Keyword /s	Status and Discharge Summary Report Storage = Documents Correspondence Storage = Letters	Status and Discharge Summary Report Storage = Letters Correspondence Storage = Documents	Status and Discharge Summary Report Storage = Letters Correspondence Storage = Letters	Status and Discharge Summary Report Storage = Documents Correspondence Storage = Documents
Discharge	Document	Letter	Letters	Documents
Discharge Word	Document	Letter	Letters	Documents
Word Discharge	Letter	Document	Letters	Documents
Discharge Summary	Document	Letter	Letters	Documents
Summary	Letter	Document	Letters	Documents
Summary Word	Letter	Document	Letters	Documents
Word Summary	Letter	Document	Letters	Documents
Letter	Letter	Document	Letters	Documents
Letter Word	Letter	Document	Letters	Documents
Word Letter	Letter	Document	Letters	Documents
Correspondence	Letter	Document	Letters	Documents
Correspondence Word	Letter	Document	Letters	Documents
Word Correspondence	Letter	Document	Letters	Documents

## Message Type no Keywords Variations Table

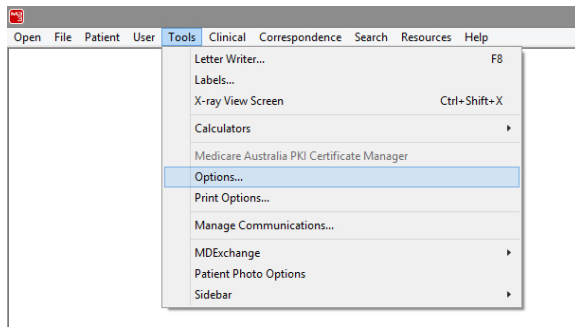
Message Type	Correspondence Storage = Letters	Correspondence Storage = Documents
ORU	Results	Results
REF	Letter	Document

## Configuring Medical Director RSD

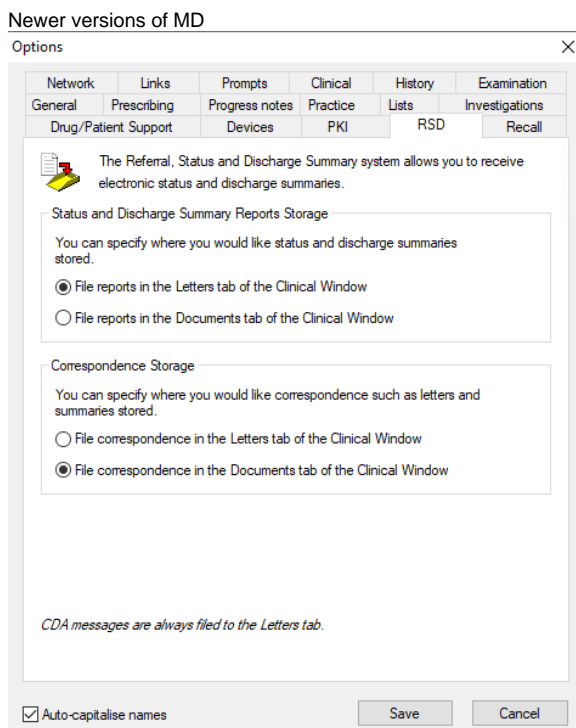
1. Open Medical Director (MD).



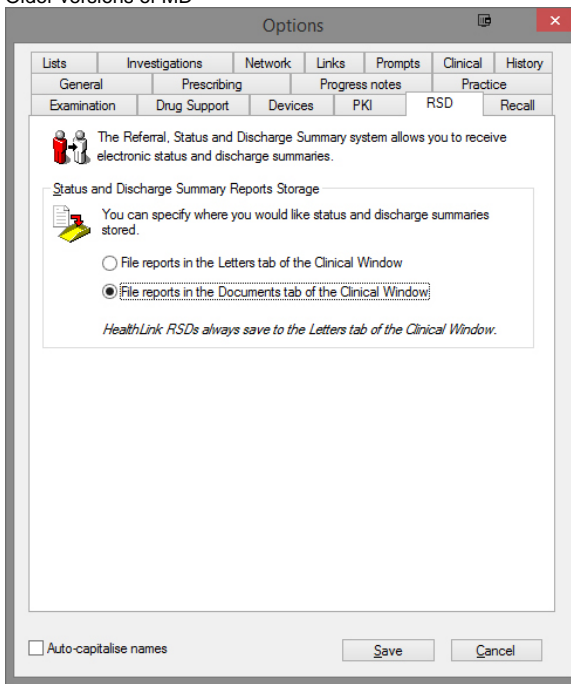
2. Once Medical Director (MD) has opened, select **Tools** then **Options**.



3. The following window will appear. Select the **RSD** tab.




## Older versions of MD



4. Tick the radio button for **File reports in the Documents or Letters tab of the Clinical Window** (Choose as required).

Note:


 The configuration is now complete for Medical Director.

## Configuring Medical Objects Capricorn RSD

1. Double click the HL7 tray icon.

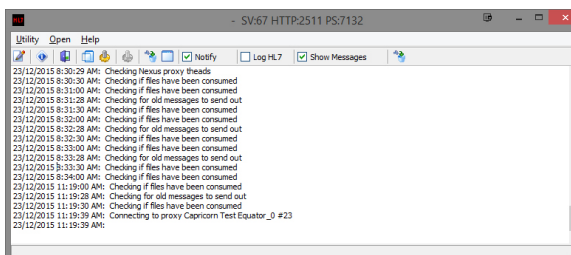


Note:

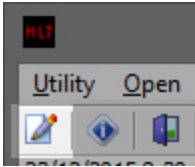
 If the Capricorn HL7 tray icon is not visible, open Capricorn from **Start Menu > All Programs > Medical-Objects > Medical Objects Capricorn** or from **C:\MO\Capricorn\Capricorn.exe**.

If Capricorn is running as a service, you must stop the service before opening the tray icon. For more information, Please see [this guide](#).

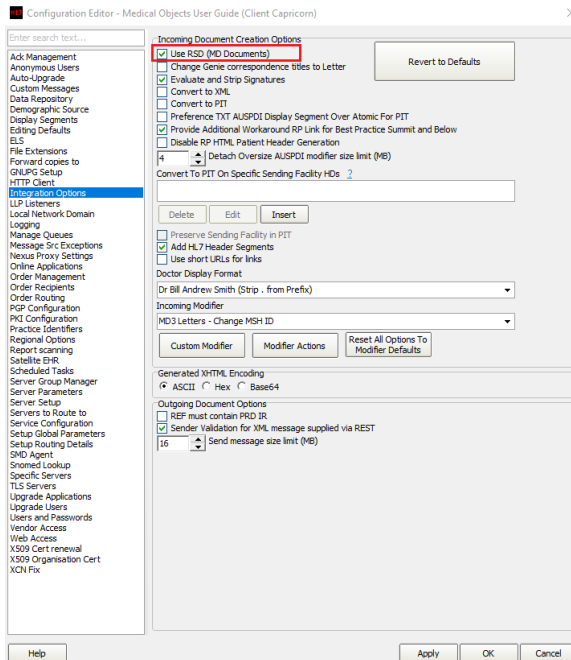
2. The Log window is displayed.



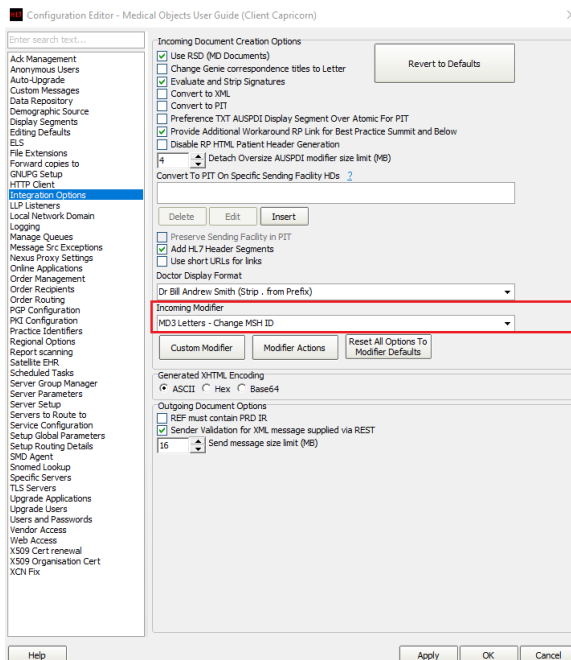
3. Click the **Edit Server Properties** icon.



4. Click on the **Integration Options**.
5. Tick the **Use RSD (MD Documents)** box.



6. Set the correct modifier for the Medical Director Software.



Medical Director 3 --> MD3 Letters - Change MSH ID

7. The configuration is complete. Click **Apply** and **OK**.

# The Results

1. The Letters will be imported into the MD Holding File.
2. Once the letter has been processed by the operator the letter will be transferred to the relevant chosen area shown below.

