## **Attaching Previous Results in Medical Director**

When creating a template, include the merge field 'Investigation Results (selected)' Which can be found under the 'Summary' heading as shown below. Alternatively, 'Investigation Results (AII)' will include all previous results without asking the user to select which ones to include.

1 Template Setup 2 Importing Data into the Referral

## **Template Setup**

- 1. To set up your template, open Letter Writer in Medical Director.
- 2. Select File, and Modify Template.

	Modify	@ <mark>×</mark>
User Defined Supplied Summaries		Pre <u>v</u> jew Template
Bark Leter     Bark Leter     Bark Template     Letterhead     Moving Practice Location     Howard - Observice A Canage	8 <u>0</u>	
	Bename Delete	
	Filter All Users Current User	
	Open Çancel	

- 3. Select the template you wish to modify and click Open.
- 4. On the right hand side, There will be a panel titled **'Template Fields.'** From this panel select the **Summary** option, and double click **'Investigation Results'** to add it to the template.



5. Once the section is added, it will look similar to the below image.

## **Previous History/Results**

<<Summary:Investigation Results (Selected)>>

6. Save the template by clicking File, Save as Template.



7. Give The template a name and select OK.

## Importing Data into the Referral

When the template is used to create a referral, the user will be prompted to select which previous results they wish to include.

1. From the patients file, Select Tools, and Letter Writer.



2. Within Letter Writer, select File, and New.



3. Select the template you have just created and click Open.

	New		8	
User Defined Supplied Summaries eHealth Bark Later Bark Tendate Moving Pactor Loadon Reference Later Reference Later Reference Later Reference Later Reference Later Reference Codence & Gynae	New	Pregew Template		
	Fiter All Users Current User			
	QK Cancel			

4. The **Investigation selection** window will appear. Select the results you wish to include, and select **OK**.

Investigation Selection				×			
L		Report Date	Test name	Checked by		^	
L	<ul><li>✓</li></ul>	05/12/2006	E/LFT (MASTER)	Dr A Practitioner			
L		16/07/2008	PAP SMEAR	Dr A Practitioner			
L	-	27/08/2010	PAP SMEAR	Dr A Practitioner			
L		17/08/2012	E/LFT (MASTER)	Dr A Practitioner			
L		17/08/2012	MASTER FULL BLOOD	Dr A Practitioner			
L		17/08/2012	MASTER IRON STUDI	Dr A Practitioner			
L		22/08/2012	CYTOLOGY NON-GYN	Dr A Practitioner			
L		22/08/2012	PAP SMEAR	Dr A Practitioner		~	
	Select All Qear All Mew OK Cancel						

5. The selected results will automatically be added to the document as shown below.

