

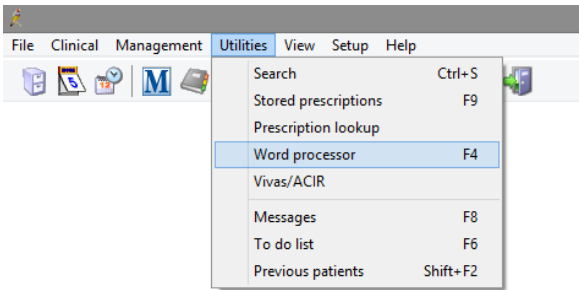
Attaching Previous Results in Best Practice

When creating a template, include the merge field 'Investigation Reports' Which can be found under the 'Clinical' heading as shown below.

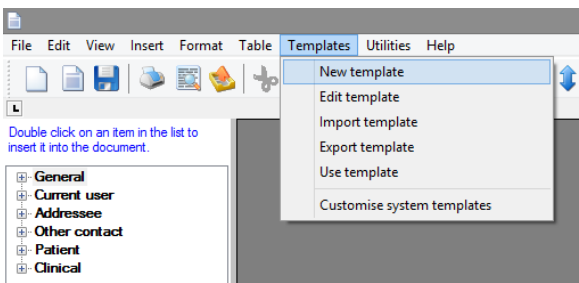
- 1 [Template Setup](#)
- 2 [Importing Data into the Referral](#)

Template Setup

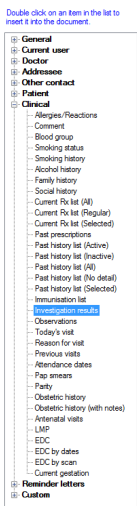
1. To set up your template, open the Best Practice **Word Processor** from the **Utilities** menu.



2. Select **Templates**, and **New Template**. Select **Edit Template** if you wish to modify an existing one.



3. To add the field to the template, double click on the 'Investigation Results' within the 'Clinical' entry in the left hand panel.

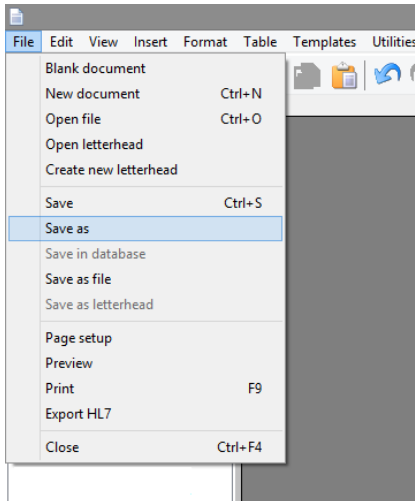


4. Once the section is added, it will look similar to the below image.

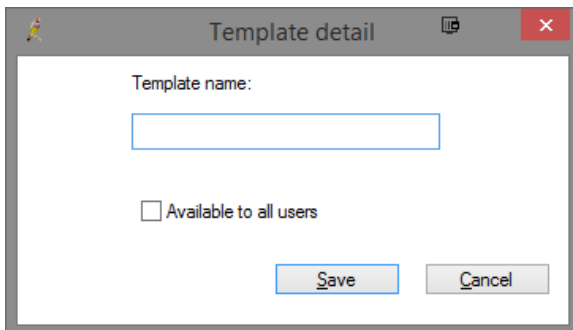
Previous History/Results

<|x>

5. Save the template by clicking **File, Save as**.



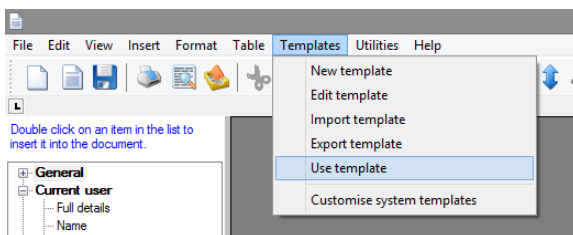
6. Give The template a name and select **Save**.



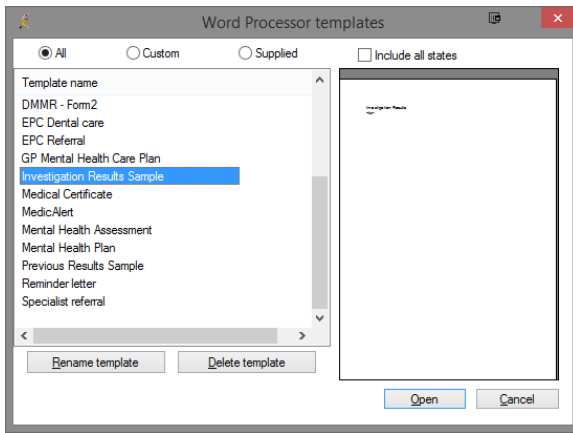
Importing Data into the Referral

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 within the Patients file, Open the **Word Processor**.
2. Select the **Templates** menu, and select **Use Template**.



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



4. The **Insert Results** window will appear. Select the results you wish to include, and select **OK**.
5. The selected results will automatically be added to the document as shown below.

Investigation Results
 Patient :
 Birthdate: Age: Sex: M
 Your Reference : ZZZZZZZ46
 Lab. Reference: 341-052841
 Medicare Number:
 Phone Enquiries:
 Referred by....: Dr Findacure
 Addressee.....: Dr Findacure
 Collected: 29/03/2004
 Reported: 29/03/2004 15:40
 HISTOPATHOLOGY REPORT

gc/mdp

SPECIMEN 2382 - SKIN RIGHT SHOULDER.
 CLINICAL NOTES: LOOKS BENIGN.

MACROSCOPIC:

An ellipse of skin 20 x 7 x 7 mm has a light brown central skin lesion
 5 x 6 x 2 mm. Surgical margins inked. ZIS: 1B.

MICROSCOPIC:

I agree with your assessment. The section shows an inflamed mildly
 activated seborrheic keratosis. The surgical margins are clear and there
 is no evidence of invasive carcinoma.

SUMMARY: SKIN RIGHT SHOULDER AREA: EXCISED SEBORRHOEIC KERATOSIS.

Gavine Cooper.