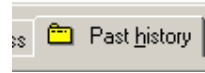


## Sample pages from Medical Director training manual

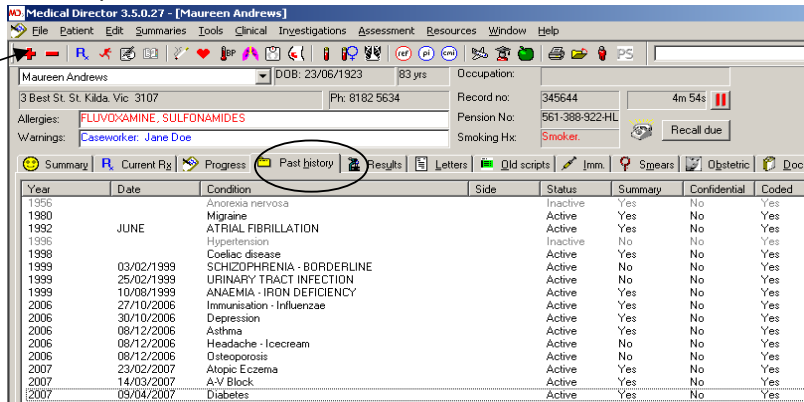
### Past Medical History (PMH)



Past Medical History items can be added in the following way:

1. Click on the **Past History** tab in a patient record.

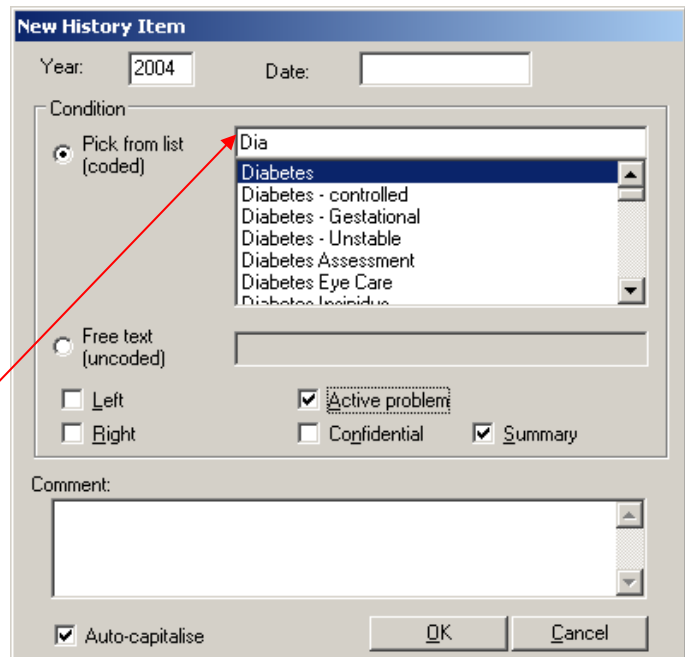
2. Click on the Red + plus button.



3. Click in the Year and Date boxes and overwrite with correct dates. If the dates are unknown you can clear the field and leave blank.

Tip: The dates default to current date and year. You can set the default to appear blank in Tools, Options and this minimises the possibility of accidentally setting PMH items as having been diagnosed by you on the date they were entered.

4. Type the first few letters of the PMH item and then look at your DOCLE picklist for appropriate selection. Double-click on your choice.



You can choose to Type your entry in 'Free text' (uncoded) however this limits the searching/compliance/cross-checking features in MD.

Left/Right – refers to eye, ear, side etc.

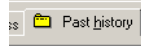
Tick the **Active problem** if relevant and the **Summary** box if this is a PMH item you would want printed on summaries and/or referrals.

## Sample pages from Medical Director training manual



### Exercise – Adding Past Medical History Items

1. Open your patient record
2. Click on the PMH tab
3. Add the following PMH items:



Condition	Year	Date	Active	Summary	Confidential	Left/Right
Diabetes	1995		Yes	Yes	No	
Insomnia	2005		Yes	Yes	No	
Migraine	1990		Yes	No	No	
Diabetes	2006	1/2/06	Yes	Yes	No	
Arm pain		Today	Yes	Yes	No	



### Exercise – Editing PMH Items

With the same patient record open:

1. Double-click on Migraine and change to Inactive.
2. Close and note this PMH item is now greyed out.



### Exercise – Editing PMH Items – adding a comment

With the same patient record open:

1. Double-click on Arm-pain and add the comment 'No associated chest pain'.
2. Close and note this comment now appears on the bottom left of the screen when you select this item.



### Exercise – Deleting PMH Items

With the same patient record open:

1. Look through your list of PMH items and note that diabetes is listed twice. The first time this condition is listed will usually be the one you will keep as it will have been filed in chronological order.
2. Click on the second listing of Diabetes and delete (red minus button).