

Release Notes

MedCen 6.2 Build 1

Referral Writer

The referral writer has been updated to give the ability to write letters using Rich Text Format. This allows you to use different fonts, sizes and styles in your letters. As much as possible it is like the existing referral writer except that more functions will be available.

Starting new documents

When you click on the New Letter button you will be given a choice of templates to start from. The basic list will give you **[Blank Plain Text]**, **[Blank Rich Text]** and **Standard.rtf**.

If you select **[Blank Plain Text]** you will start a new letter just like in the existing referral writer. You will not be able to use different fonts or styles, and when you print the letter the text will be printed with the standard header.

If you select **[Blank Rich Text]** you will start a new letter, and you will be able to use the controls on the font toolbar to change the font, size and style of your text. When you print the letter it will print exactly as you see it on the screen. Unlike the plain text letters, there is no standard header which will be used so if you want to include information such as the practice name at the top of the letter you will need to enter it yourself.

If you select **Standard.rtf** you will start a new rich text letter, and a standard letter skeleton will already be entered. This has been designed to look like the header from the plain text letter, so you can use this if you want the convenience of a standard heading on your letter but also the power to change the appearance of your text.

More templates like Standard.rtf can be added which is very convenient when you have standard letters you often want to send with similar content. You can also automatically insert information such as the patient's name and address into letter templates so that when you start a letter from a template it will be customised to the patient it is for. As time goes on we intend to develop more templates which are generally useful to all practices, and also provide instructions on creating your own templates for the adventurous (but you don't have to be very adventurous, it's really easy!).

Rich Text controls

If you are viewing a rich text letter, the rich text toolbar will be visible immediately above the body of the letter. If you are viewing a plain text letter you will still be able to see the rich text toolbar, but it will be disabled.



Most of the controls on the rich text toolbar will be familiar if you have used a word processor before. The two combo boxes control the font and size of the text. The first group of three buttons are for Bold, Italic and Underline styles. The second group of three buttons are for left, centre and right text alignment. The final button depicting a page with a green border will show the page setup screen where you can change the margins of the page.



If you are viewing a plain text letter there will be one additional button available. This button allows you to convert a plain text letter to rich text. Once you convert a plain text letter to rich text you can't change it back, so you should only use this if you have a good reason.



Beside the address fields at the top of the page you will now see the 'paste address' button. If you click on this button the address which is currently in the address fields will be copied into the letter at the position of the cursor.

Printing Rich Text Letters

The rich text editor which the referral writer uses is an extension to the normal MedCen environment which is installed separately (and automatically, so you shouldn't notice it being installed). This extension uses a different printing system to the rest of MedCen. Normally when you are printing a document in MedCen it will be set as either A4 or A5 size and it can be previewed if you wish before it goes to the printer. The rich text letters don't have a set size; instead they will automatically format themselves to the paper size of the default windows printer. So, if you are using a printer which is set to A4 size, your letter will be formatted to print on A4 paper. When the rich text referral writer is opened it talks to your printer to find out what size it should be, and will show the letter formatted for that size. There is no option to preview the letter before it is printed because what you see in the editor window will be the same as the printed result.

On the other hand, if you are printing a plain text letter it will use the normal MedCen print system. If you find that rich text letters are not printing correctly (we do our best, but we can't test every model of printer available), you can still use plain text letters which will use the same printing system as the rest of MedCen.

Care Plus Electronic Messaging

South Link Health member practices can now use electronic messaging to enrol patients in Care Plus. The existing Care Plus page on the Clinical Data form has been replaced with a Clinical Projects page. This page will serve as a starting point for clinical projects such as diabetes and cardiovascular risk screening. Care Plus is the first of these projects.

There are four pages on the Care Plus form; Enrol, Review, History and Remove.

Enrol

Use this page to enrol patients in Care Plus. You will not be able to fill in this page until you click on the 'New Enrolment' button at the top of the page. This form will collect the same data as the paper form you will be familiar with. When you click on the Send button, the data you have entered will be composed into an electronic message to South Link Health, and will be sent next time you Send/Receive HealthLink mail.

Review

When a patient is enrolled in Care Plus you can send a message indicating that you have seen them for a Care Plus review. Simply enter the date of the review in the review box and click Send to send a message to South Link Health. As with the enrolment message, the message will be sent via HealthLink next time you do a Send/Receive.

History

This page shows a history of all the Care Plus events that have been electronically sent for this patient.

Remove

This page allows you to remove a patient from the Care Plus programme. Enter one or more reasons for removal and the date of the end of their enrolment, then click Send. The message will be sent next time you perform a HealthLink Send/Receive.

Care Plus indicator on Transaction screen

There is now an indicator on the Transaction screen which will show if a patient is enrolled in Care Plus.

MeNZB Events Data Extraction

This release includes a tailored report for extracting records of MeNZB events. The data can be printed out or saved to a file.