User Guide

Tools Ribbon – Patient – GP2GP

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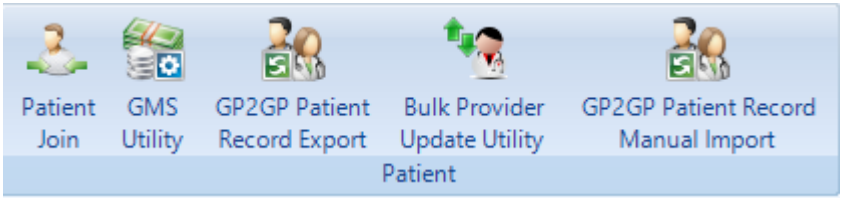
Patient Group



GP2GP Patient Record Export

Select the GP2GP Patient Record Export icon or Ctrl + Shift + Z to open the GP2GP Patient Record Export window

Pre-Conditions for Export

Before a patient record can be exported via the GP2GP Patient Record Export the following conditions must be met:

- Patient must be on the Palette,
- The following Patient Details must exist in the Patient Register for the selected patient:
  - First Name & Surname,
  - Date of Birth,
  - NHI Number,
  - Ethnicity,
  - Gender.

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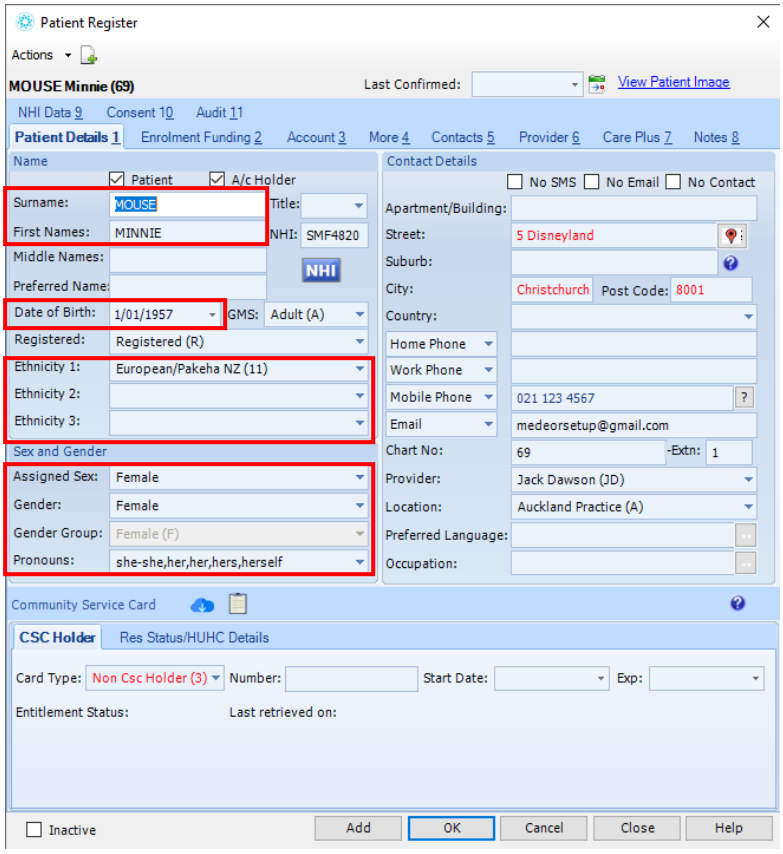
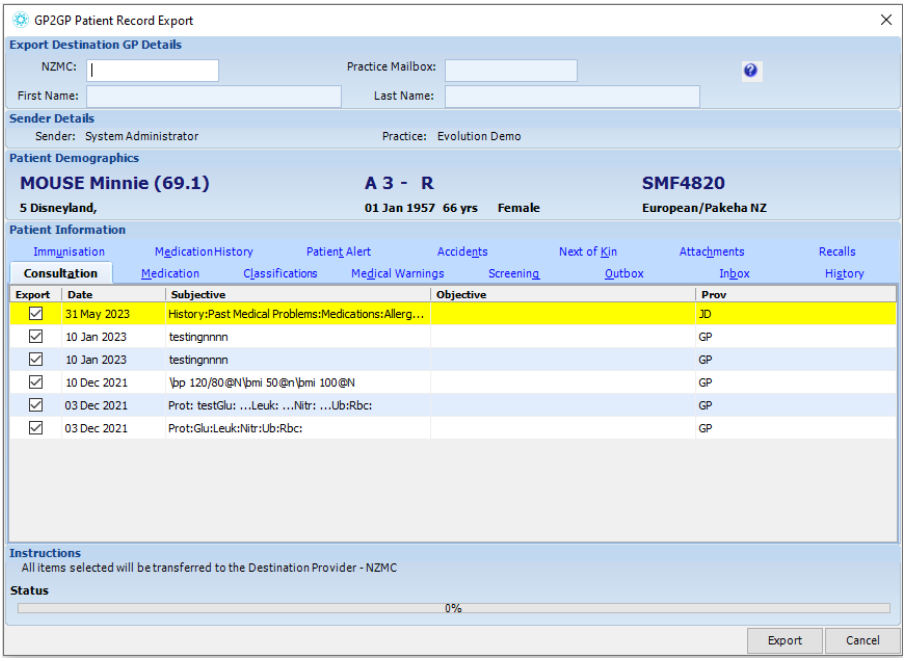


If the above Pre-Conditions are populated in the Patient Register the following screen is displayed to the user.



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Export Destination Details

This is critical information, so the patient record is sent to the correct GP who requested it.

The NZMC number of the new GP must be used to ensure it reaches the correct GP.

Destination HealthLink mailbox must also be accurately entered, in addition to the First & Surname of the requesting GP.

Important Note

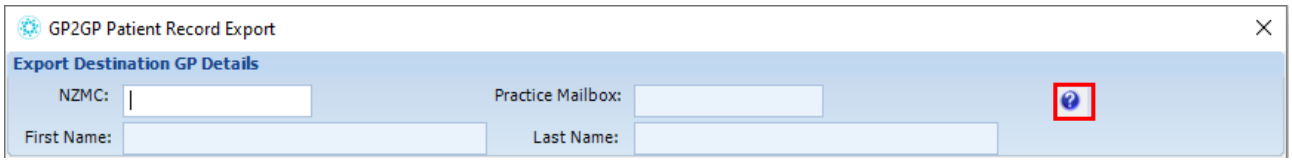
If you do not know this information, use this website below to search for EDIs, Drs Names and Medical Council Numbers

http://www.healthlink.net/edi_guides_resource.htm

If searching the HealthLink EDI guide:

- Choose the relevant area e.g., Rotorua,
- Ctrl F or choose Search and type in the name of the Dr you are searching for.

Help text is available in the GP2GP Patient Record Export screen by clicking the Help button.



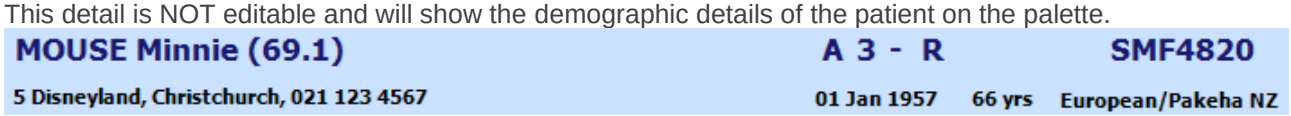
Sender Details

This shows details of the currently logged in Provider and current Location.

These fields are NOT editable and are for information purposes only.

Patient Demographics

This detail is NOT editable and will show the demographic details of the patient on the palette.



Patient Information

The Patient's clinical information is displayed in a form like the current Medtech Evolution Patient Manager.

Important Note

No Financial or Administrative information is extracted.

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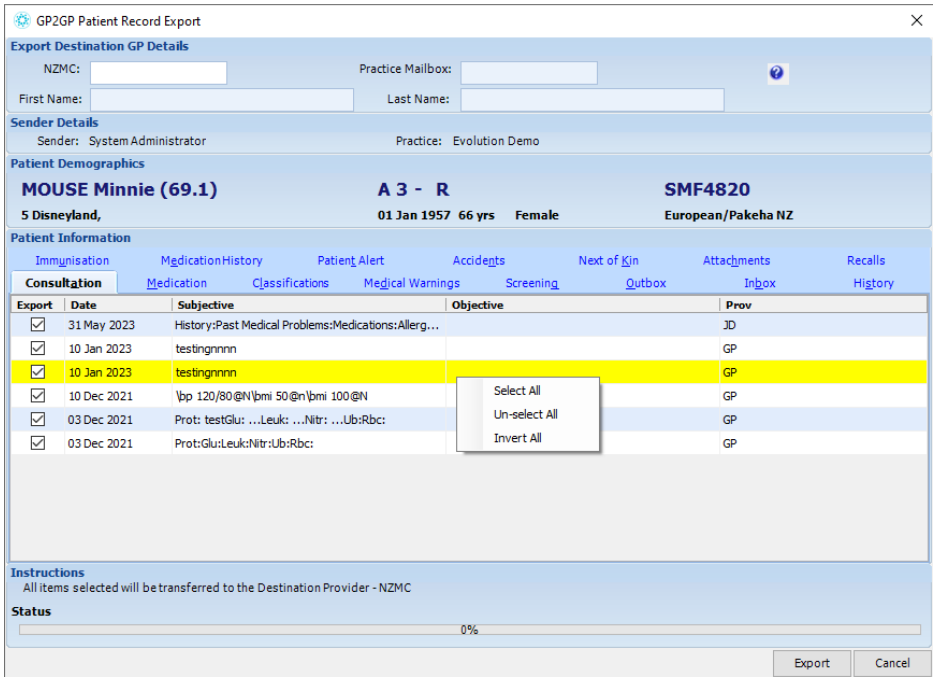
Workflow

Each Information Tab must be opened BEFORE the record can be exported. Each tab that has been opened turns BLACK. All Tabs must be BLACK before an Export can be actioned.

Within each tab information can be selected or de-selected by clicking the corresponding tick box within the

Export column. The right mouse button provides functionality to allow selecting or de-selecting all items displayed in the information tab.



Important Note

Confidential items are also extracted and displayed in RED and must be manually 'ticked' to avoid inadvertent sending of confidential information. All data items are marked for transfer by default, EXCEPT items marked confidential.

You can ONLY see (and export) confidential items that you have created or have established a Clinical Trust Relationship with other Providers in your Practice.

The user can deselect information as they see fit when reviewing the information in the Patient Record to be exported.

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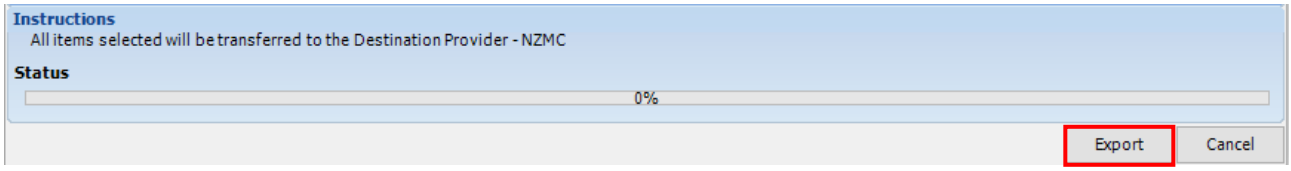
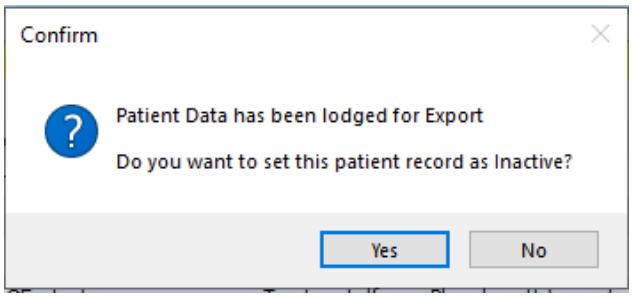
Export

On clicking the Export button, the Patient Record File is generated and is sent to the selected Provider the next time the Message Transfer Utility is run, either manually or scheduled.

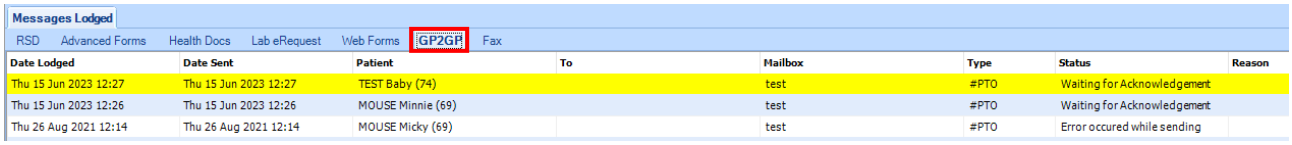


When the Export file has been generated successfully you will be prompted to select if you would like the current patient record entered in your Medtech Evolution database to be made Inactive or left Active.

If you select Yes to mark as Inactive, the Patient Register will be automatically updated, provided the patient does not have an outstanding Account balance, if they do the patient will remain active.



Details of the GP2GP Patient Transfer Record message, will appear within Message Lodged screen on a new GP2GP tab.



Once the message is sent it remains permanently accessible via the Patient Outbox.

Large Patient Files (greater than 20Mb in size)

HealthLink have imposed a limit of 20Mb for GP2GP Patient Transfer Record files. If the patient record file size exceeds this the file is encrypted and allows you to copy the file to external media. This check is performed automatically for your convenience.

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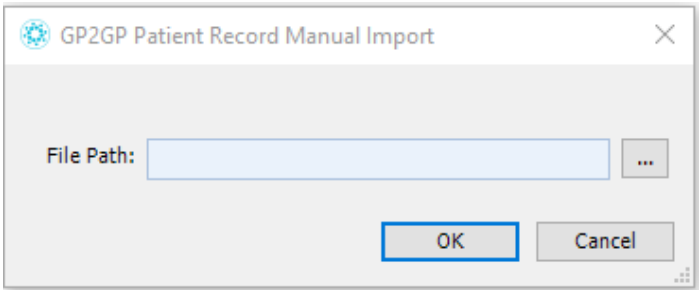
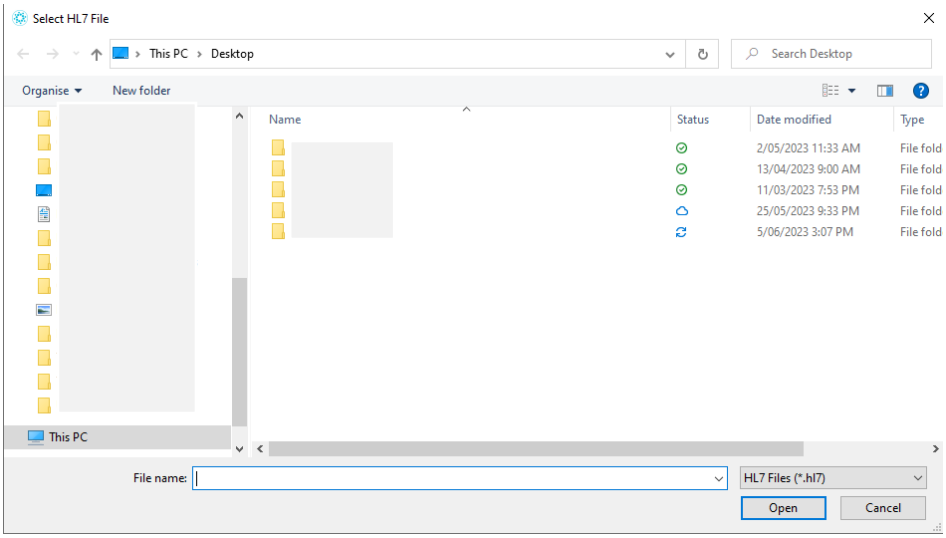
GP2GP Patient Record Manual Import

Select the GP2GP Patient Record Manual Import icon to open the GP2GP Patient Record Manual Import window.

This is used to import a Patients record which have been sent via HL7.



Select the ellipsis to open the File Open Window and find the saved HL7 files to import into Evolution



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