MEDICLINIC D

MEDICLINIC

USER GUIDE FOR DOCTOR'S PRACTICE MANAGER AND ADMIN STAFF

MyPatients application

CLINICAL SERVICES

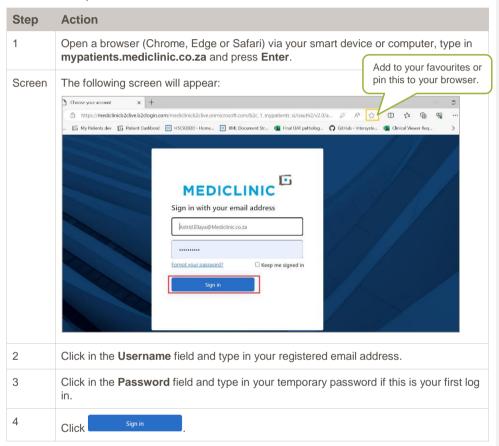
Contents

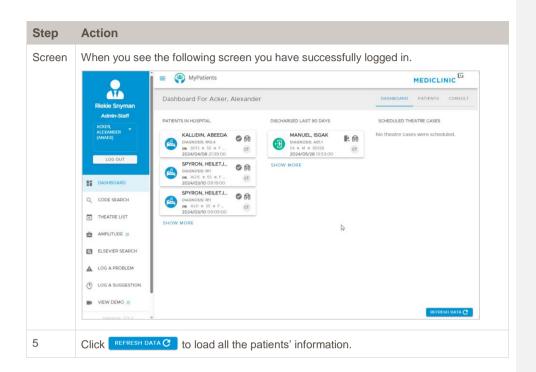
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OVERVIEW

Log in to MyPatients

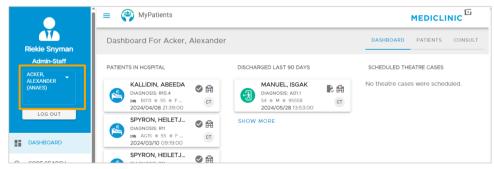
Follow these steps:





Switch between doctors or other Healthcare professionals

Click the dropdown arrow below your name on the menu pane, to select the view for a specific doctor's patients.



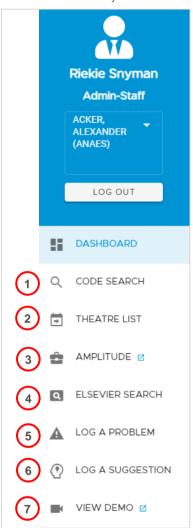
Application icons

The following icons are available in the application:

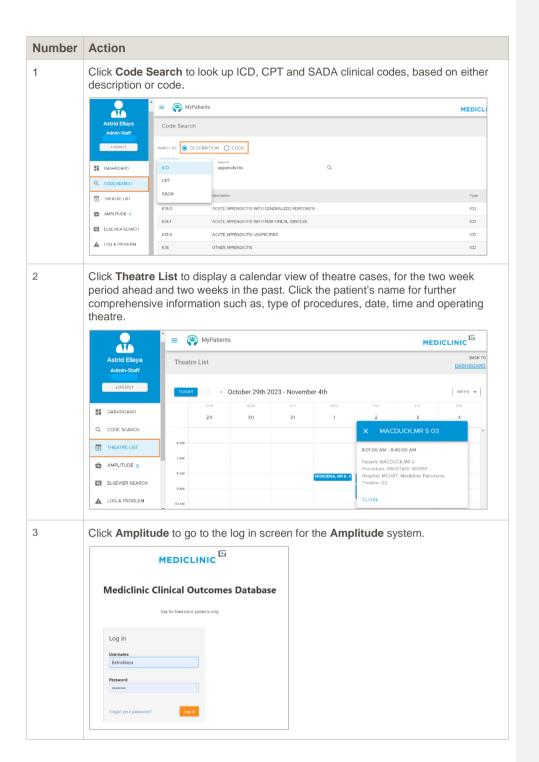
Icon	Description
	Admitted patient
(3)	Discharged patients
	Referred Patient
	Scheduled theatre case
#	Hospital name(hover over this to see the name of the hospital)
	The tick turns green once clicked. Use this to indicate which patients have been seen during ward rounds (resets every day)
\$	Final billed icon- click once billing complete to indicated billed patients.
А	Signifies that the you are the admitting doctor
СТ	Shows that you are an additional treating doctor or part of the Care Team
⊭ EG34	Ward and bed number, e.g. Ward E bed number 34

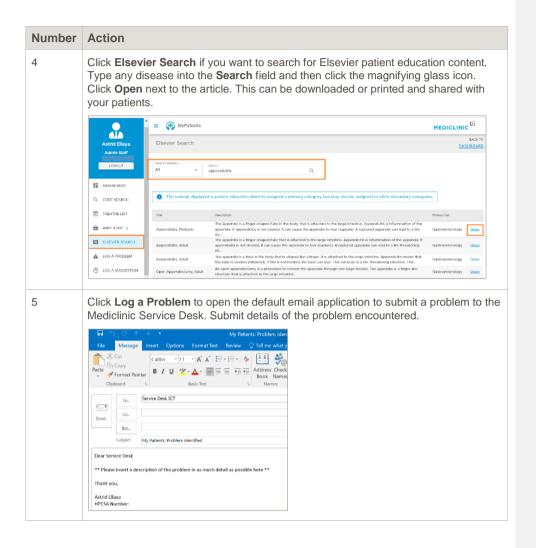
Menu pane navigation

From the **Home** screen you will see the following menu options:



If the menu is hidden, click the **Menu** icon the display it.





Click Log a Suggestion to open the default email application to submit a suggestion to the application development team. Note We are constantly innovating and value your input. You can also use this to send suggestions via the Clinical Viewer. | View | View

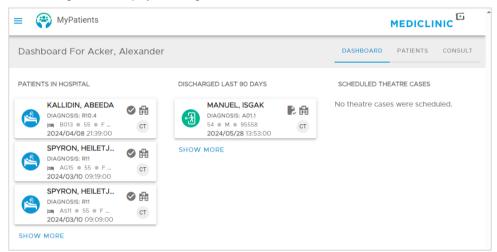
DASHBOARD TAB

Overview

Dashboard is automatically opened providing an overview of your three most recent patients under admitted, discharged and scheduled theatre cases. You will also see recent referrals on this view.

Dashboard layout

The following tabs will display on the right side of the **Dashboard** screen:

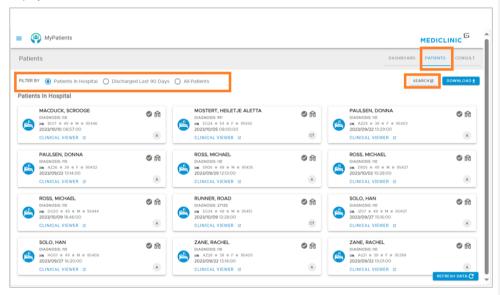


Tab	Description
Dashboard	The Dashboard tab is automatically opened providing an overview of your three most recent patients under admitted, discharged and scheduled theater cases provided your doctor or HCP is listed as a treating provider on Mediclinic Patient Administration System. You will also see recent referrals on this view.
Patients	Displays a full list of all the patients currently in the hospital, the patients that have been discharged and a combined view.
Consult	Allows you to search for a patient whom you are consulting, that you are not yet part of the care team on our Patient Administration System, this will automatically add you on to the care team.

PATIENTS TAB

Overview

From the **Home/Dashboard** screen you can click on **Patients** tab. The following screen will display:



You will be able to see all the patients were your doctor or HCP are indicated as the treating provider on the Patient Administration System.

The following functions can be performed from this screen:

- Filter
- Search

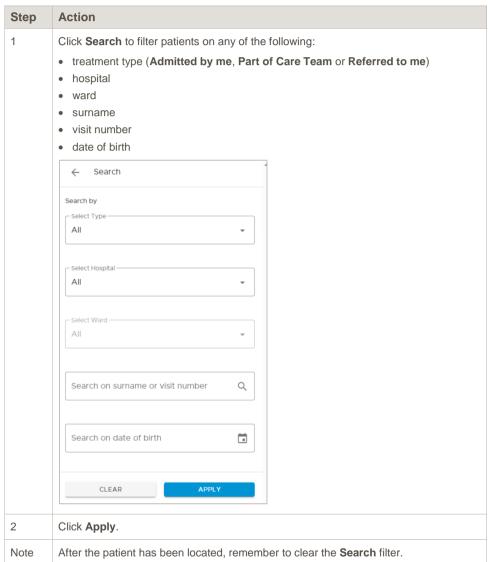
Filter

Filter according to which patients you want to view, note that each filter works independently. Use one of the following filters:

Filter	Description
Patients in hospital	All admitted patients
Discharged last 90 days	Displays a full list of all the patients that have been discharged.
All patients	Admitted and discharged patients.

Search

Follow these steps to search for a patient:



CONSULT TAB

Overview

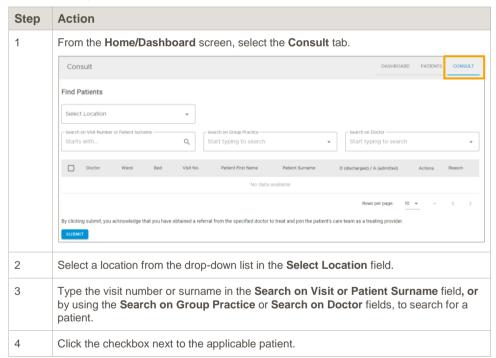
This functionality to allow doctors, HCP and practice staff to auto add themselves into a patients care team. It can be used to support existing process done by hospital Reception staff or Unit Admin Assistant.

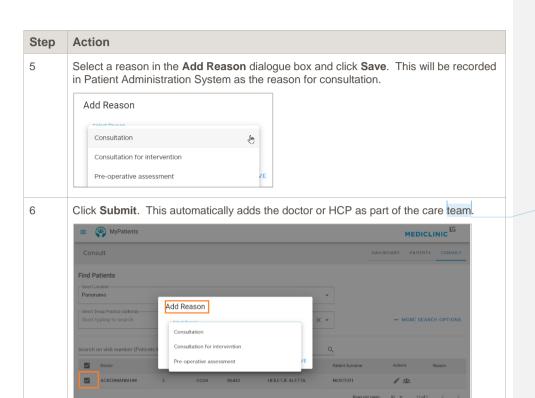
It can be used when consulting a new patient, for pre-operative review when a group practice is added on to a patients care team and can be used for locums or on-call cover.

This is recorded on the Patient Administration System and displays all doctors or HCP who are part of the care team.

Add a doctor to a patient's care team

Follow these steps:



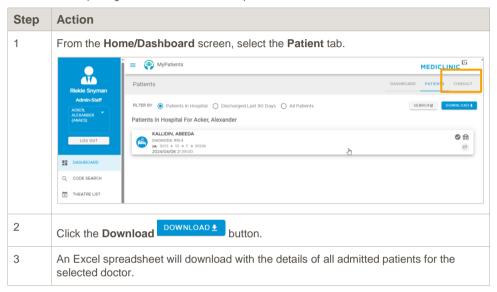


Commented [A1]: For HCP one extra step to select the doctor that referred the patient to them

PATIENTS TAB

Download a list of admitted patients

Follow these steps to generate a list of admitted patients for a doctor:



Patient card and record layout

Once a patient record has been located, click the patient card to open it.



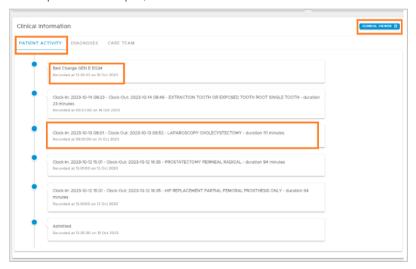
The following information can be viewed:

Sections	Description
Personal details	Contains the patient's demographic and next of kin contact information.
Visit details	Displays body mass index if captured, level of care information, authorisation codes and medical aid and main member details.

Sections	Description		
Clinical Information	Contains patient activity tin and a link that takes you di the Clinical Viewer.		
Forms and Actions	Discharge summary that ca	an be generated and l	Refer functionality.
Clinical notes	Contains all added notes, revisible to the whole care te		agnoses. This is
Audit log	Allows you to view all users that have accessed the patient's records.		
	Audit Trail Click to collapse		^
	Date	Registration No.	Name
	2024-06-03 02:12	MP0450510	ACKER AVB
	2024-05-28 08:44	MP0450510	ACKER AVB
	2024-05-28 08:44	MP0450510	ACKER AVB
	2024-05-27 10:16	SAU0000019	VAN ZYL FJ
	2024-05-21 08:42	MP0450510	ACKER AVB
		Rows per page	5 ¥ 15 of 556 < >

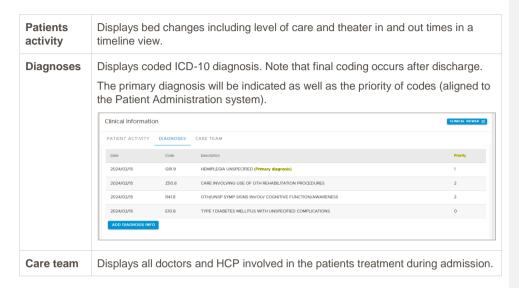
Clinical Information

Once a patient card is open, scroll down the view the **Clinical Information** section.



The tabs provide the following information:

Tab Description

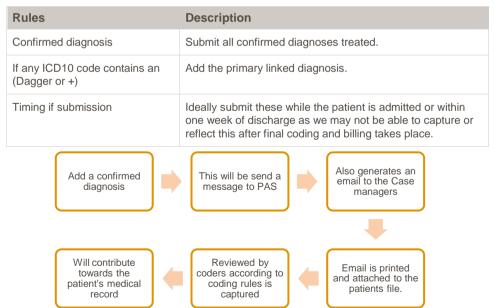


Submission of a confirmed diagnosis

This function allows a doctor or practice staff the ability to electronically submit ICD10 diagnoses and associated clinical information.

This information will assist with improving access to clinical information for the patients unified care record seen in the Clinical Viewer, as well as improved congruence between hospital and practitioner's diagnoses.

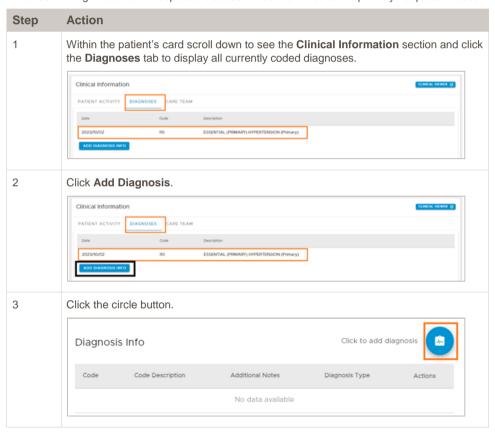
ICD10 codes are used not just for account raising, but also for data collection for clinical and risk management purposes.

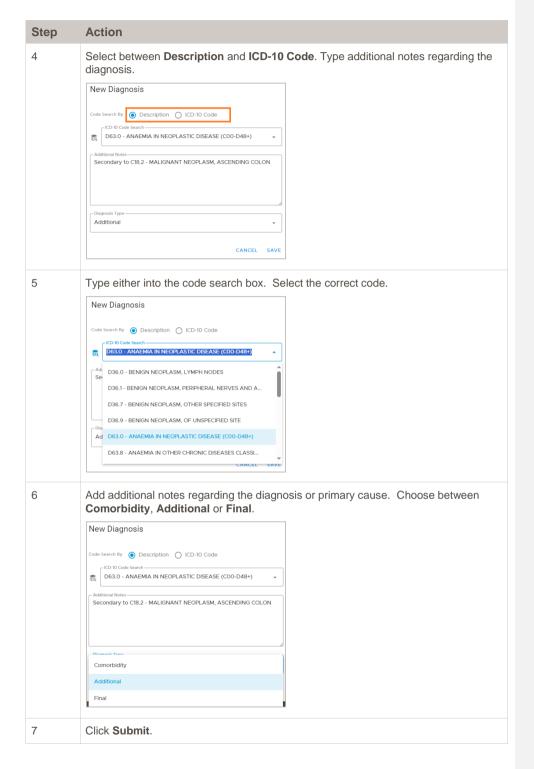


Example



When submitting Anaemia in Neoplastic disease it must be linked to the primary neoplastic cause.





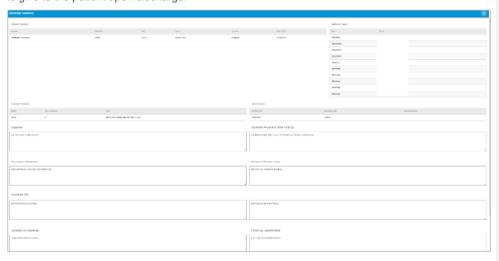
Forms and Actions

On the patient card you will see Forms and Actions for doctors.



Click **Create New** to generate a discharge summary that is pre-populated with the patient's information.

You are able to add clinical information into the fields provided. This can be saved and printed out to give to the patient upon discharge.



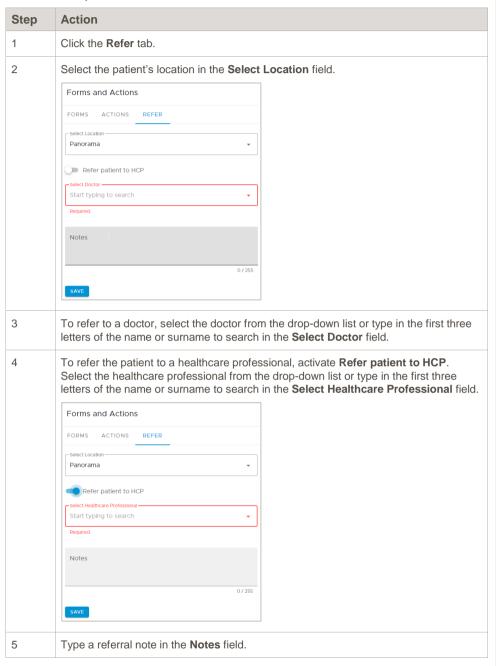
Refer

This function allows users to send a **non-urgent referrals**, and will automatcally add the doctor to the patient's care team. **This should be used after a Doctor or HCP has agreed to see this patient**. It can be also be used for on call cover or between doctors in a group practice that see each others patients.

Doctors can refer to other doctors or healthcare professionals. Healthcare professionals can only refer to other healthcare professionals.



Follow these steps:

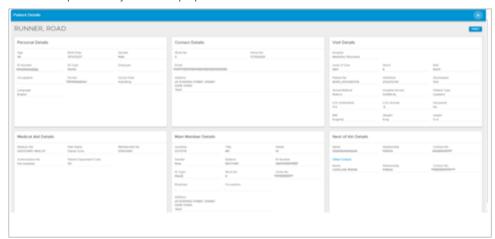




Personal and visit details

Within in a patients card, click View More to see the full visit and personal details.

This can be printed for your record purposes.



ABBREVIATIONS USED IN THE APPLICATION

The following abbreviations are used in the application:

Level of Care	Description
DAY	Day Admission
DCT	Day Clinic Ward
GEN	General Ward
HIC	High Care
ICU	Intensive Care Unit
LUX	Luxury Ward
MED	Private Ward Doctors Auth
MPT	Maternity Private Ward
N/A	No Ward Charges
NEO	Neonatal Ward
NHB	Neonatal High Care N

Level of Care	Description
NHA	Neonatal High Care A
NIC	Neonatal ICU
PSY	General Ward Psychiatric
PVT	Private Ward
REH	Sub-Acute Rehabilitation
SEM	Semi-Private ward
SIC	Specialised ICU
SMT	Semi-Private Maternity
STP	Sub-Acute Ward
VIP	VIP Ward

Speciality	Description
ALLER	Allergologist
ANAES	Anaesthesiologist
CARDI	Cardiologist
CHLTH	Community Health Practitioner
CLINH	Pathologist (Clinical Haematologist)
CLINT	Clinical Technologist
CRTHS	Cardiothoracic Surgeon

Speciality	Description
GERIA	Physician (Geriatric Medicine)
GYNAE	Obstetrician & Gynaecologist
GYNAO	Obstetrician & Gynaecologist (Gynae Oncology)
GYNEU	Obstetrician & Gynaecologist (Urogynaecologist)
HOMEO	Homeopath
INFEC	Physician (Infectious Diseases)
MATFO	Obstetrician & Gynaecologist (Maternal-Foetal Medicine)

Speciality	Description
DENPR	Dentist
DERMA	Dermatologist
EMERG	Emergency Medicine Specialist
ENDOC	Physician (Endocrinologist)
ENTOL	Medical Otorhinolaryngologist
ENTSU	Otorhinolaryngologist (ENT)
FAMIL	Family Physician
GASTR	Physician (Gastroenterologist)
GASTRS	Surgeon (Gastroenterologist)
GENET	Physician (Medical Genetics)
GENPR	General Practitioner
GENSU	Surgeon (General Surgeon)
ALLER	Allergologist
ANAES	Anaesthesiologist
CARDI	Cardiologist
CHLTH	Community Health Practitioner
CLINH	Pathologist (Clinical Haematologist)
CLINT	Clinical Technologist
CRTHS	Cardiothoracic Surgeon
DENPR	Dentist
DERMA	Dermatologist

Speciality	Description
MAXII	
	Maxillo-Facial Surgeon
MEDON	Physician (Medical Oncologist)
MEDPR	Medical Practice
NEONA	Paediatrician (Neonatologist)
NEPHR	Physician (Nephrologist)
NEURO	Neurologist
NEURS	Neurosurgeon
NEURY	Psychiatrist (Neuropsychiatrist)
NUCLE	Nuclear Medicine Specialist
OCCHE	Physician (Occupational Health)
OCCME	Physician (Occupational Medicine)
ONCOL	Physician (Oncologist)
GERIA	Physician (Geriatric Medicine)
GYNAE	Obstetrician & Gynaecologist
GYNAO	Obstetrician & Gynaecologist (Gynae Oncology)
GYNEU	Obstetrician & Gynaecologist (Urogynaecologist)
HOMEO	Homeopath
INFEC	Physician (Infectious Diseases)
MATFO	Obstetrician & Gynaecologist (Maternal-Foetal Medicine)
MAXIL	Maxillo-Facial Surgeon
MEDON	Physician (Medical Oncologist)

Speciality	Description
EMERG	-
CIVIEKG	Emergency Medicine Specialist
ENDOC	Physician (Endocrinologist)
ENTOL	Medical Otorhinolaryngologist
ENTSU	Otorhinolaryngologist (ENT)
FAMIL	Family Physician
GASTR	Physician (Gastroenterologist)
GASTRS	Surgeon (Gastroenterologist)
GENET	Physician (Medical Genetics)
GENPR	General Practitioner
GENSU	Surgeon (General Surgeon)
OPHTH	Ophthalmologist
ORTHS	Orthopaedic Surgeon
ORTHTR	Orthopaedic Surgeon (Traumatology)
PAECA	Paediatrician (Cardiology)
PAEDE	Paediatrician (Endocrinologist)
PAEDI	Paediatrician
PAEDO	Paediatrician (Medical Oncologist)
PAEDS	Surgeon (Paediatric Surgeon)
PAEGE	Paediatrician (Gastroenterologist)
PAENE	Paediatrician (Paediatric Neurologist) (Neuropaediatrics)

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Speciality	Description
MEDPR	Medical Practice
NEONA	Paediatrician (Neonatologist)
NEPHR	Physician (Nephrologist)
NEURO	Neurologist
NEURS	Neurosurgeon
NEURY	Psychiatrist (Neuropsychiatrist)
NUCLE	Nuclear Medicine Specialist
OCCHE	Physician (Occupational Health)
OCCME	Physician (Occupational Medicine)
ONCOL	Physician (Oncologist)
PSYCT	Psychiatrist
PSYTC	Psychiatrist (Forensic Psychiatrist)
PTHAN	Pathologist (Anatomical)
PTHCH	Pathologist (Chemical)
PTHCL	Pathologist (Clinical)
PTHFO	Pathologist (Forensic)
PTHHA	Pathologist (Haematology)
PTHMI	Pathologist (Microbiology)(Infectious Diseases)
PTHVI	Pathologist (Virological) (Infectious Diseases)
PULMO	Physician (Pulmonologist)

Speciality	Description
PAENH	Paediatrician (Nephrologist)
PAEPU	Paediatrician (Pulmonologist / Pneumonologist)
PAERH	Paediatrician (Rheumatology)
PATHO	Pathologist (Anatomic and Clinical)
PHYSI	Physician (Internal Medicine)
PLAST	Plastic and Reconstructive Surgeon
PSCLIN	Psychologist (Clinical Psychologist)
PSEDU	Psychologist (Educational Psychologist)
PSYCC	Psychiatrist (Child Psychiatrist)
OPHTH	Ophthalmologist
ORTHS	Orthopaedic Surgeon
ORTHTR	Orthopaedic Surgeon (Traumatology)
PAECA	Paediatrician (Cardiology)
PAEDE	Paediatrician (Endocrinologist)
PAEDI	Paediatrician
PAEDO	Paediatrician (Medical Oncologist)
PAEDS	Surgeon (Paediatric Surgeon)
PAEGE	Paediatrician (Gastroenterologist)

Speciality	Description
RADIA	Oncologist (Radiation Oncologist)
RADOL	Radiologist (Diagnostic Radiologist)
REPRO	Obstetrician & Gynaecologist (Reproductive Medicine)
RHEUM	Physician (Rheumatologist)
SPORT	Physician (Sports Medicine)
SURGE	Surgeon
THORS	Surgeon (Thoracic Surgeon)
UROLO	Urologist (Surgical Urologist)
VASCU	Surgeon (Vascular Surgeon)
PSYCT	Psychiatrist
PSYTC	Psychiatrist (Forensic Psychiatrist)
PTHAN	Pathologist (Anatomical)
PTHCH	Pathologist (Chemical)
PTHCL	Pathologist (Clinical)
PTHFO	Pathologist (Forensic)
PTHHA	Pathologist (Haematology)
PTHMI	Pathologist (Microbiology)(Infectious Diseases)
PTHVI	Pathologist (Virological) (Infectious Diseases)

Speciality	Description
PAENE	Paediatrician (Paediatric Neurologist) (Neuropaediatrics)
PAENH	Paediatrician (Nephrologist)
PAEPU	Paediatrician (Pulmonologist / Pneumonologist)
PAERH	Paediatrician (Rheumatology)
PATHO	Pathologist (Anatomic and Clinical)
PHYSI	Physician (Internal Medicine)
PLAST	Plastic and Reconstructive Surgeon
PSCLIN	Psychologist (Clinical Psychologist)
PSEDU	Psychologist (Educational Psychologist)
PSYCC	Psychiatrist (Child Psychiatrist)

Speciality	Description
PULMO	Physician (Pulmonologist)
RADIA	Oncologist (Radiation Oncologist)
RADOL	Radiologist (Diagnostic Radiologist)
REPRO	Obstetrician & Gynaecologist (Reproductive Medicine)
RHEUM	Physician (Rheumatologist)
SPORT	Physician (Sports Medicine)
SURGE	Surgeon
THORS	Surgeon (Thoracic Surgeon)
UROLO	Urologist (Surgical Urologist)
VASCU	Surgeon (Vascular Surgeon)