



Asthma CARE

Collaborative **A**irway **R**eview and **E**valuation

NAVIGATING MEDICAL DIRECTOR AND BEST PRACTICE SOFTWARE



This program is proudly sponsored by GlaxoSmithKline

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MEDICAL DIRECTOR INSTRUCTION MANUAL

In order for your patients to get the most out of their asthma treatment, we first need to identify those who may not be optimally managed.

This manual will walk you through the steps to searching for patients and creating a mail merge to generate an invitation for your asthma patient to take part in a review.

STEP 1: Open Medical Director Clinical

STEP 2: Click 'I Agree'

STEP 3: Choose 'Configuration' from the drop down box

STEP 4: Choose 'User' from the drop down box

STEP 5: Enter Password

STEP 6: Click 'OK'

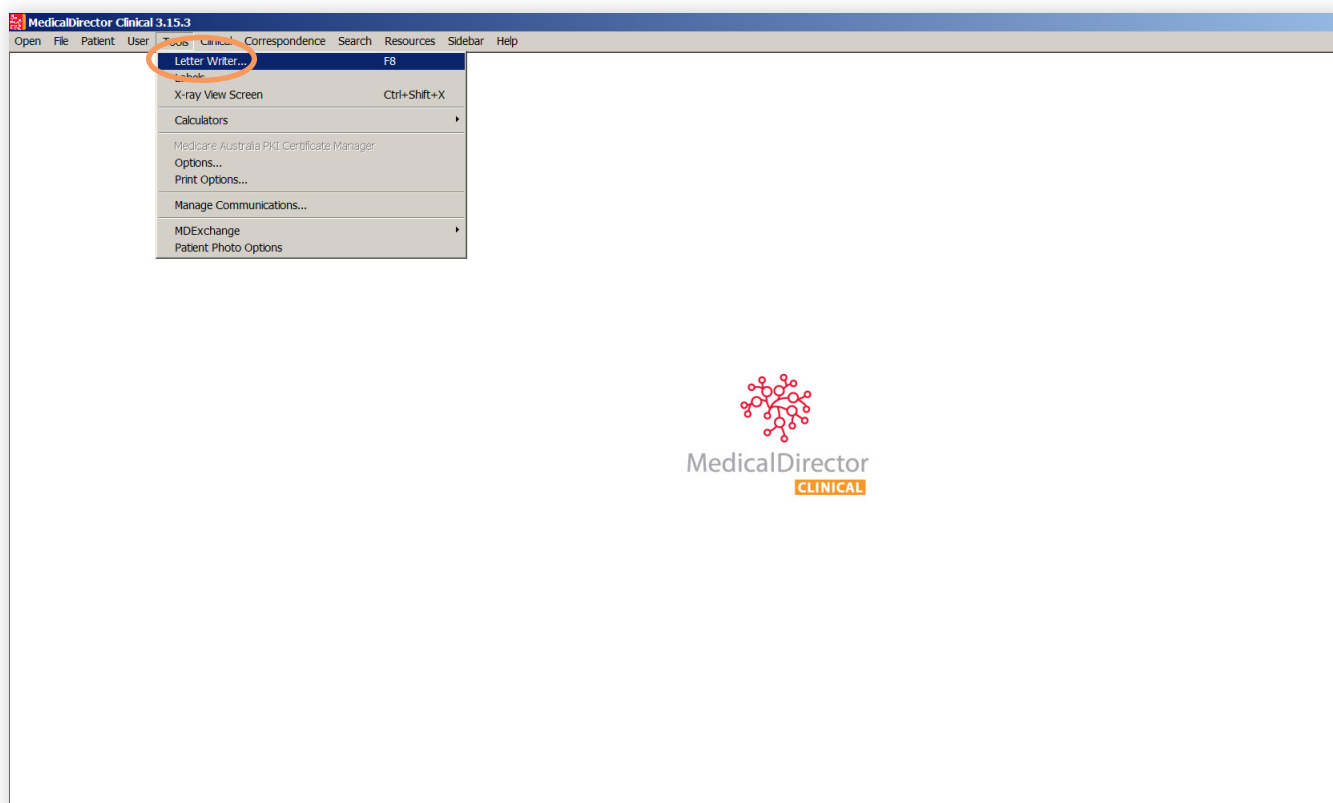
STEP 7: Click 'Close'

STEP 8: Close 'Select Patient From List' box

UPLOADING A TEMPLATE INTO MEDICAL DIRECTOR

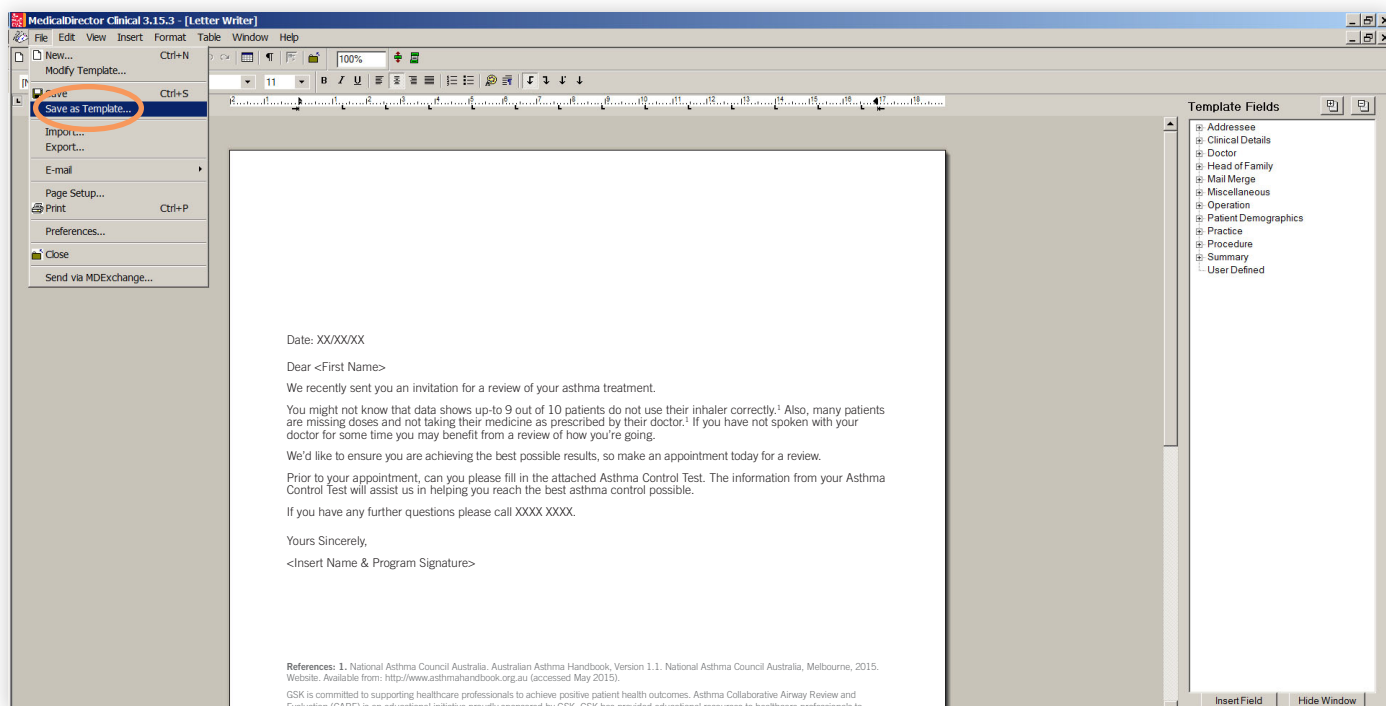
STEP 1: In toolbar, select 'Tools'

STEP 2: Click 'Letter Writer'



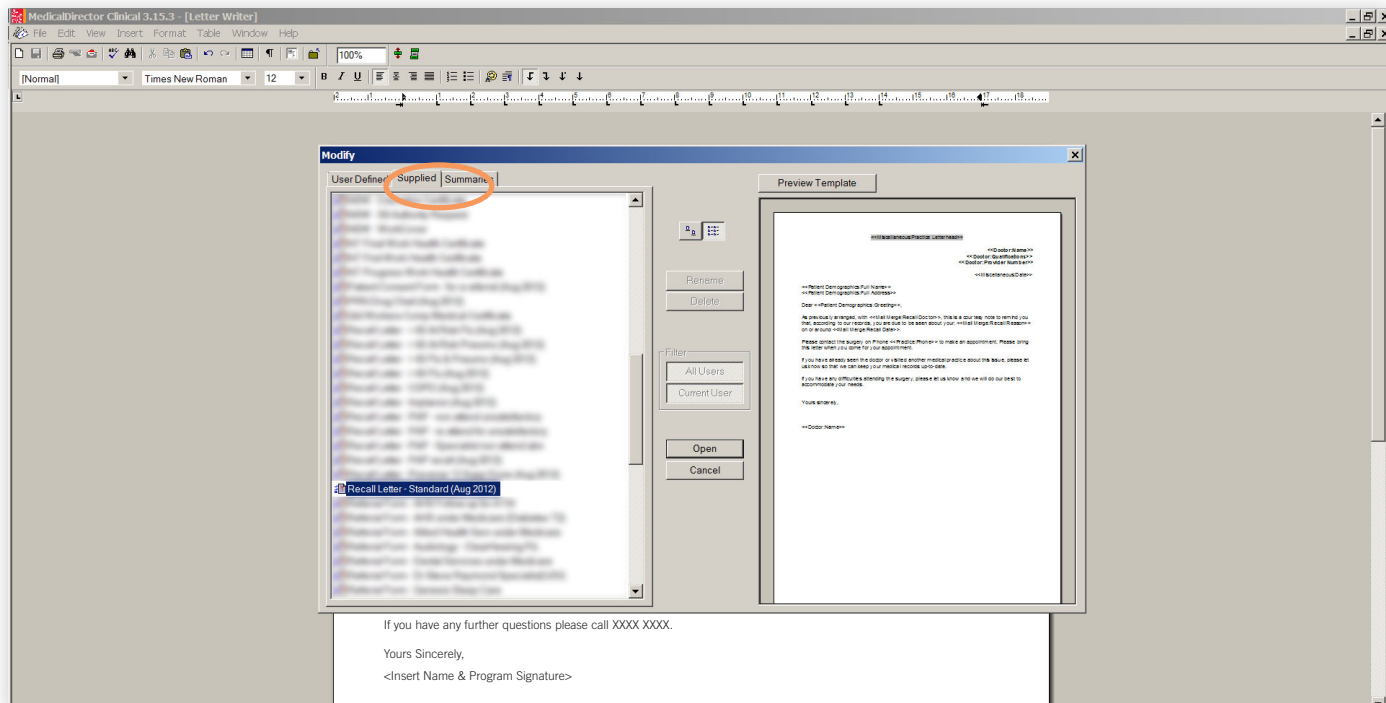
STEP 3: Click 'File'

STEP 4: Click 'Modify Template'



STEP 5: Click 'Supplied' tab

STEP 6: Find and click 'Recall Letter – Standard'



STEP 7: Click 'Open'

STEP 8: Enter copy that is required

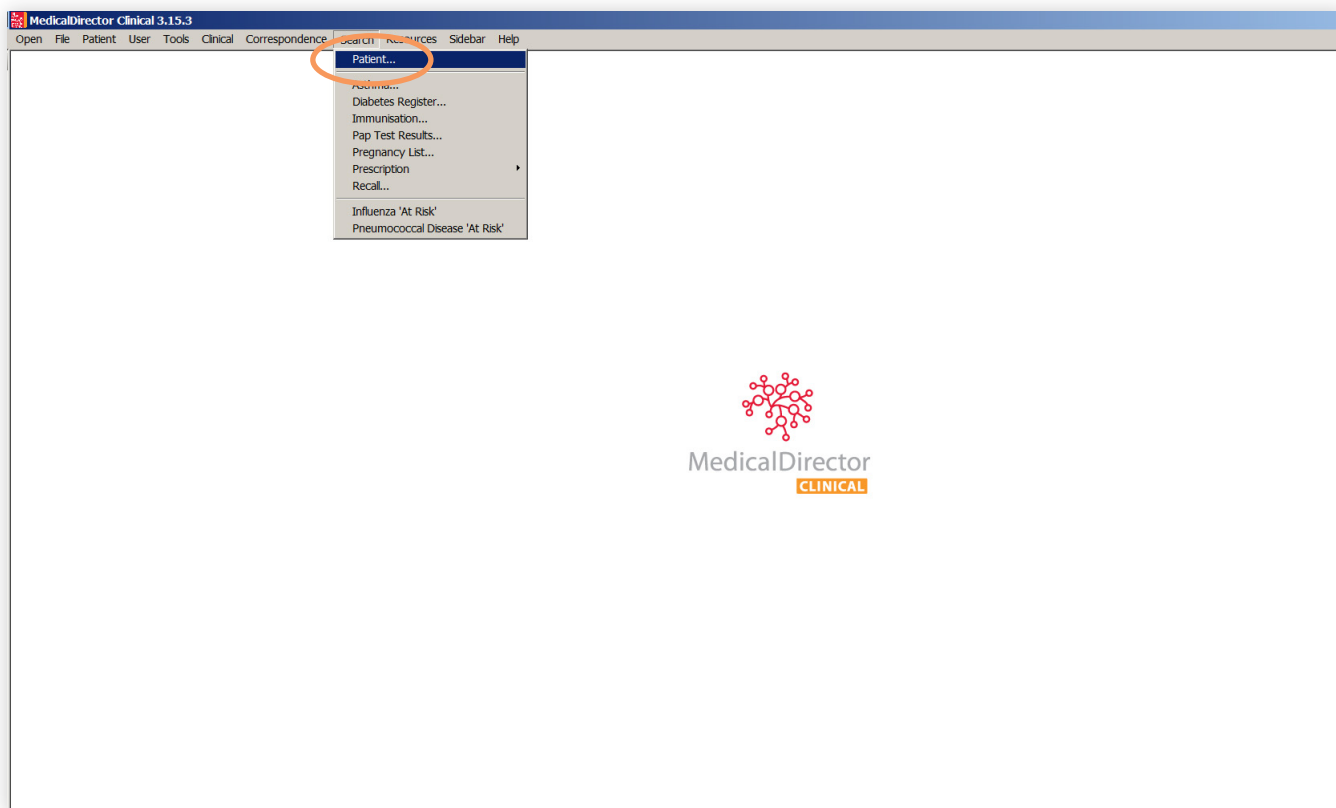
STEP 9: Click 'File' and 'Save as Template'

STEP 10: Rename to Asthma CARE

HOW TO FIND ASTHMA PATIENTS IN MEDICAL DIRECTOR

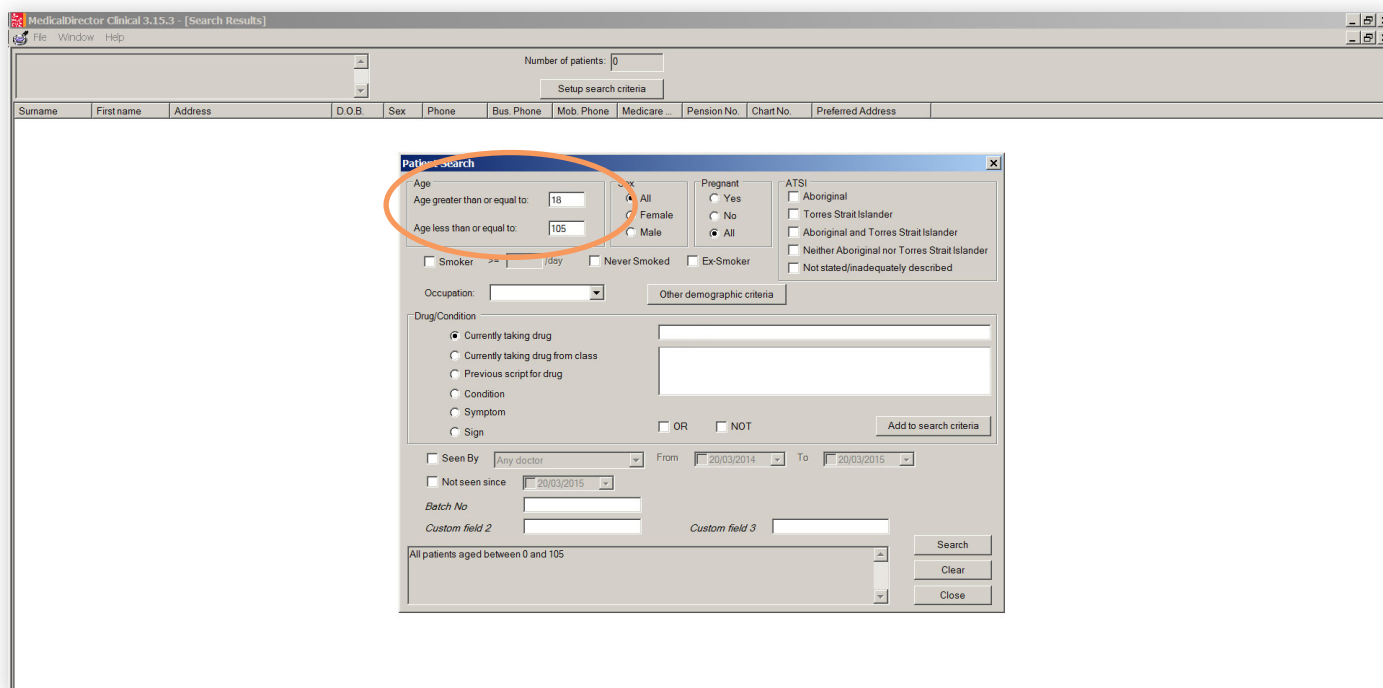
STEP 1: Click 'Search'

STEP 2: Click 'Patient...'



STEP 3: In the Patient Search box enter the following details:

A) Select ages 18-105



B) Tick the 'Currently taking drug' circle and type:

Alvesco Inhaler (ciclesonide) - then 'Add to search criteria'

Breo Ellipta (fluticasone furoate/ vilanterol) - then 'Add to search criteria'

Flixotide Accuhaler (fluticasone propionate) - then 'Add to search criteria'

Flixotide Inhaler (fluticasone propionate) - then 'Add to search criteria'

Flutiform Inhaler (fluticasone propionate/ eformoterol) - then 'Add to search criteria'

Intal Inhaler (sodium cromoglycate) - then 'Add to search criteria'

Pulmicort Turbuhaler (budesonide) - then 'Add to search criteria'

QVAR Autohaler (beclomethasone) - then 'Add to search criteria'

QVAR Inhaler (beclomethasone) - then 'Add to search criteria'

Seretide MDI (fluticasone propionate/ salmeterol) - then 'Add to search criteria'

Seretide Accuhaler (fluticasone propionate/ salmeterol) - then 'Add to search criteria'

Symbicort Rapihaler (budesonide/eformoterol) - then 'Add to search criteria'

Symbicort Turbuhaler (budesonide/eformoterol) - then 'Add to search criteria'

Tilade Inhaler (nedocromil sodium) - then 'Add to search criteria'

MedicalDirector Clinical 3.15.3 - [Search Results]

Number of patients: 0

Setup search criteria

Surname First name Address D.O.B. Sex Phone Bus Phone Mob. Phone Medicare Pension No. Chart No. Preferred Address

Patient Search

Age
Age greater than or equal to: 18
Age less than or equal to: 105

Sex
☒ All
☐ Female
☐ Male

Pregnant
☐ Yes
☒ No
☐ All

ATSI
☐ Aboriginal
☐ Torres Strait Islander
☐ Aboriginal and Torres Strait Islander
☐ Neither Aboriginal nor Torres Strait Islander
☐ Not stated/inadequately described

☐ Smoker >= /day ☐ Never Smoked ☐ Ex-Smoker

Occupation: Other demographic criteria

Drug/Condition
☒ Currently taking drug
☐ Currently taking drug from class
☐ Previous script for drug
☐ Condition
☐ Symptom
☐ Sign

☐ OR ☐ NOT

Add to search criteria

Seen By: Any doctor From: 20/03/2014 To: 20/03/2015

Not seen since: 20/03/2015

Batch No. Custom field 2 Custom field 3

All patients aged between 0 and 105

Search Clear Close

C) Click the 'Condition' circle, tick the 'OR' box and then type 'Asthma', holding down the CTRL key to select all asthma related conditions and then click 'Add to search criteria'.

MedicalDirector Clinical 3.15.3 - [Search Results]

Number of patients: 0

Setup search criteria

Surname First name Address D.O.B. Sex Phone Bus Phone Mob. Phone Medicare Pension No. Chart No. Preferred Address

Patient Search

Age
Age greater than or equal to: 0
Age less than or equal to: 105

Sex
☒ All
☐ Female
☐ Male

Pregnant
☐ Yes
☒ No
☐ All

ATSI
☐ Aboriginal
☐ Torres Strait Islander
☐ Aboriginal and Torres Strait Islander
☐ Neither Aboriginal nor Torres Strait Islander
☐ Not stated/inadequately described

☐ Smoker >= /day ☐ Never Smoked ☐ Ex-Smoker

Occupation: Other demographic criteria

Drug/Condition
☐ Currently taking drug
☐ Currently taking drug from class
☐ Previous script for drug
☒ Condition
☐ Symptom
☐ Sign

☒ OR ☐ NOT

ASTHMA
Asthma
Asthma - Allergy induced
Asthma - Chronic Persistent
Asthma - Exercise induced

Hold Ctrl or Shift and click to pick multiple

Add to search criteria

Seen By: Any doctor From: 20/03/2014 To: 20/03/2015

Not seen since: 20/03/2015

Batch No. Custom field 2 Custom field 3

All patients aged between 0 and 105

Search Clear Close

- D) Tick 'Seen By' and select 'Any Doctor' from the drop down box on the left.
- E) In the 'From' section select April 2014 – April 2015.
- F) Tick 'Not seen since' and type April 2015.

STEP 4: Select 'Search' in the bottom right hand corner.

MedicalDirector Clinical 3.15.3 - [Search Results]

Number of patients: 0

Setup search criteria

Surname First name Address D.O.B Sex Phone Bus Phone Mob. Phone Medicare Pension No. Chart No. Preferred Address

Patient Search

Age
Age greater than or equal to: 0
Age less than or equal to: 105

Sex
☒ All
☐ Female
☐ Male

Pregnant
☐ Yes
☒ No
☐ All

ATSI
☐ Aboriginal
☐ Torres Strait Islander
☐ Aboriginal and Torres Strait Islander
☐ Neither Aboriginal nor Torres Strait Islander
☐ Not stated/inadequately described

Smoker
☐ Smoker >= /day
☐ Never Smoked
☐ Ex-Smoker

Occupation:

Other demographic criteria

Drug/Condition
☐ Currently taking drug
☐ Currently taking drug from class
☐ Previous script for drug
☒ Condition
☐ Symptom
☐ Sign

ASTHMA
Asthma action plan printed
Asthma exacerbation
Asthma prescription
Asthma review

☐ OR ☐ NOT

Add to search criteria

☒ Seen By Any doctor From 20/03/2013 To 20/03/2015

☐ Not seen since 20/03/2015

Batch No

Custom field 2 Custom field 3

All patients aged between 0 and 105 having (Asthma - Chronic Persistent or Asthma - Exercise induced or Asthma - Family History or Asthma - Frequent Episodic or Asthma - Infective exacerbation or Asthma - Infrequent Episodic or Asthma - precipitated by bacterial infection or Asthma - precipitated by viral infection or Asthma action plan performed or Asthma action plan printed or Asthma exacerbation or Asthma prescription

Search Clear Close

STEP 5: Go through the list and make sure there are no duplicates.

MedicalDirector Clinical 3.15.3 - [Search Results]

Number of patients: 101

Setup search criteria

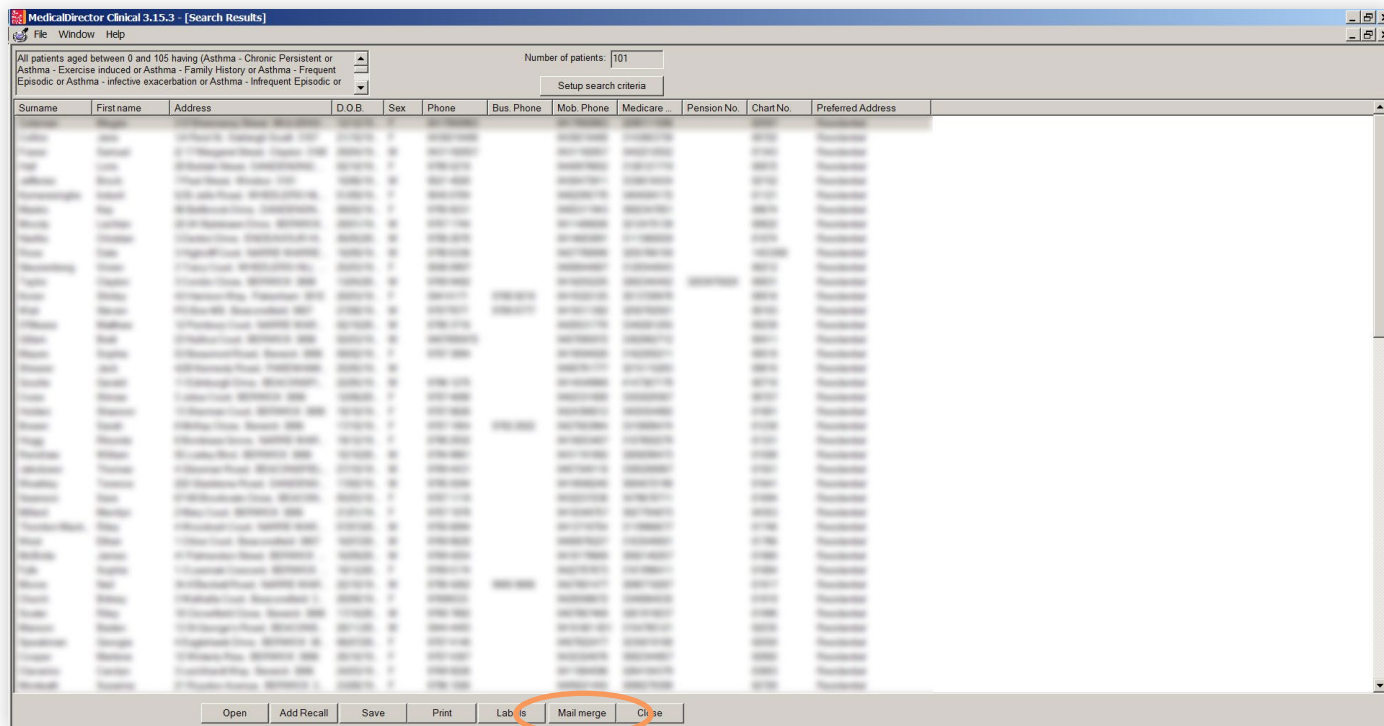
Surname First name Address D.O.B Sex Phone Bus Phone Mob. Phone Medicare Pension No. Chart No. Preferred Address

All patients aged between 0 and 105 having (Asthma - Chronic Persistent or Asthma - Exercise induced or Asthma - Family History or Asthma - Frequent Episodic or Asthma - Infective exacerbation or Asthma - Infrequent Episodic or Asthma - precipitated by bacterial infection or Asthma - precipitated by viral infection or Asthma action plan performed or Asthma action plan printed or Asthma exacerbation or Asthma prescription)

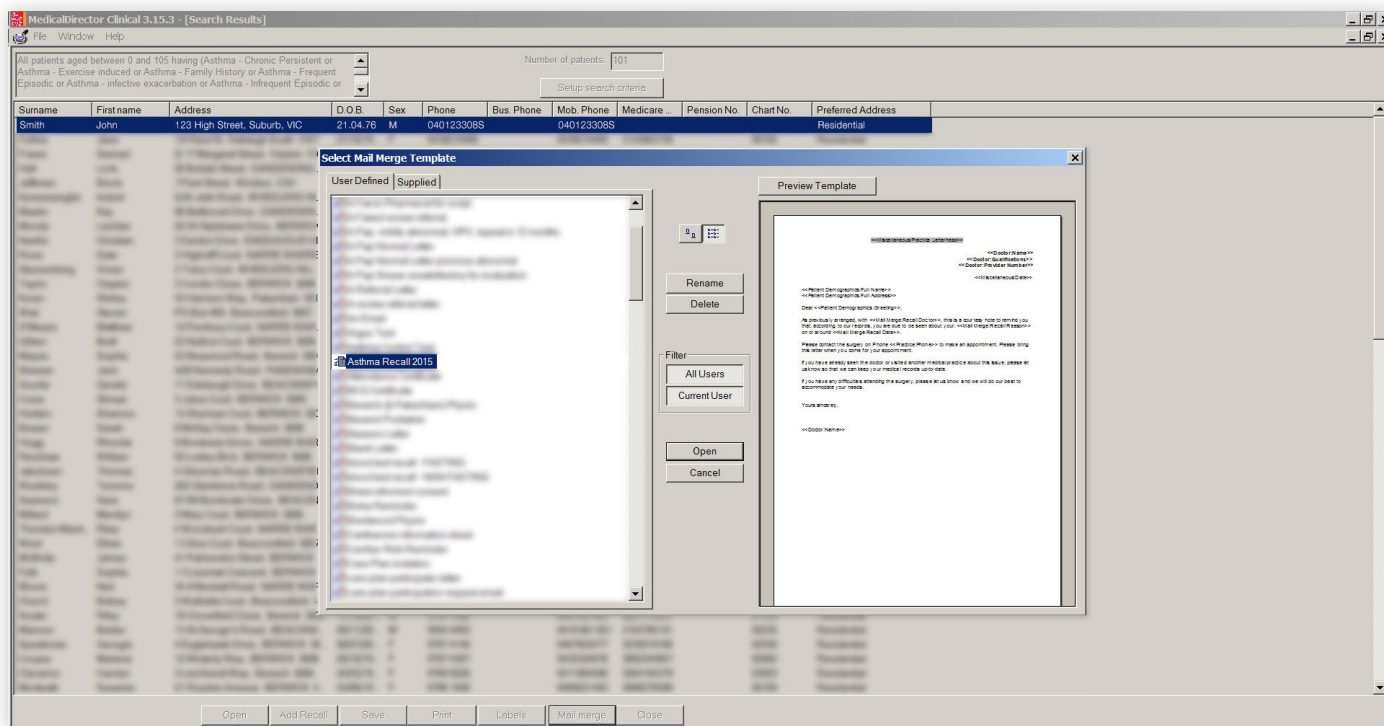
Open Add Recall Save Print Labels Mail merge Close

HOW TO CREATE A MAIL MERGE FROM THE CREATED LIST

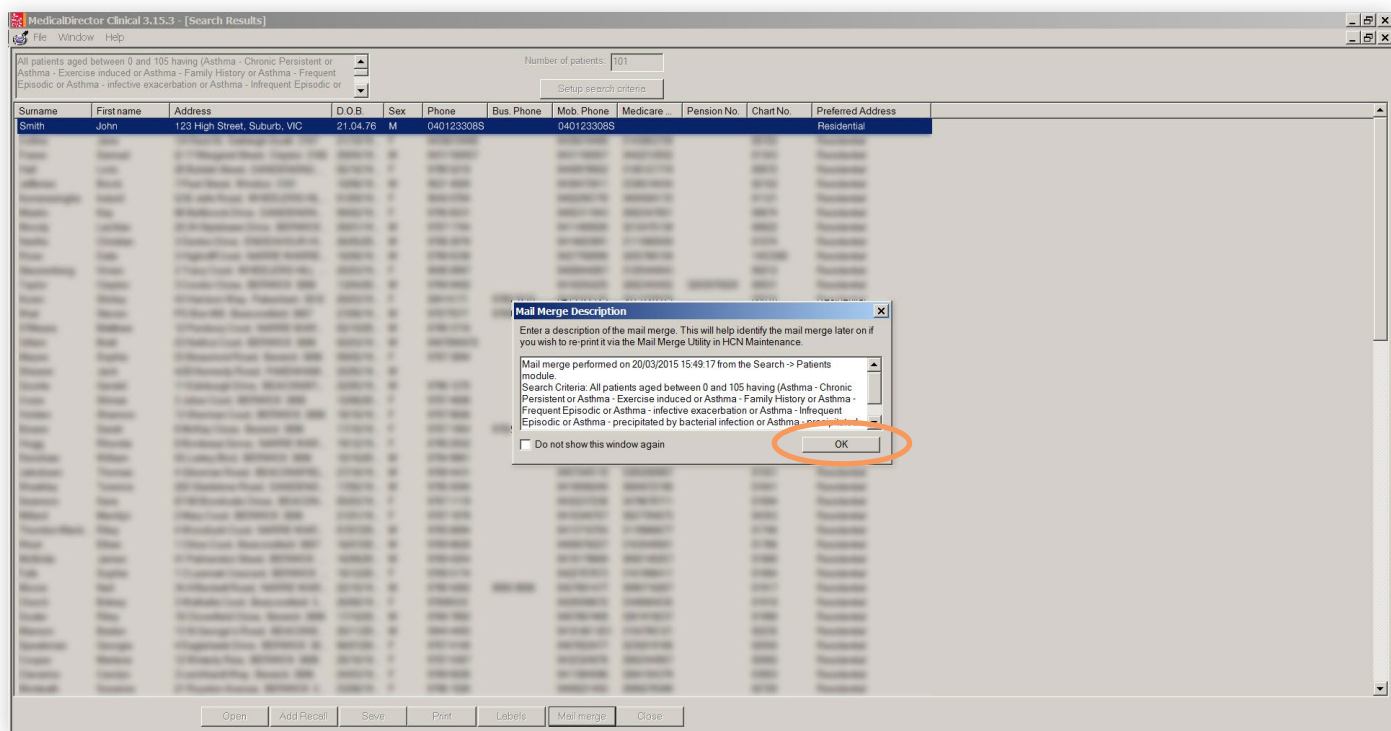
STEP 1: Select 'Mail merge' at the bottom of the newly created asthma patient list.



STEP 2: In the left list select 'Asthma CARE' and click 'Open'.

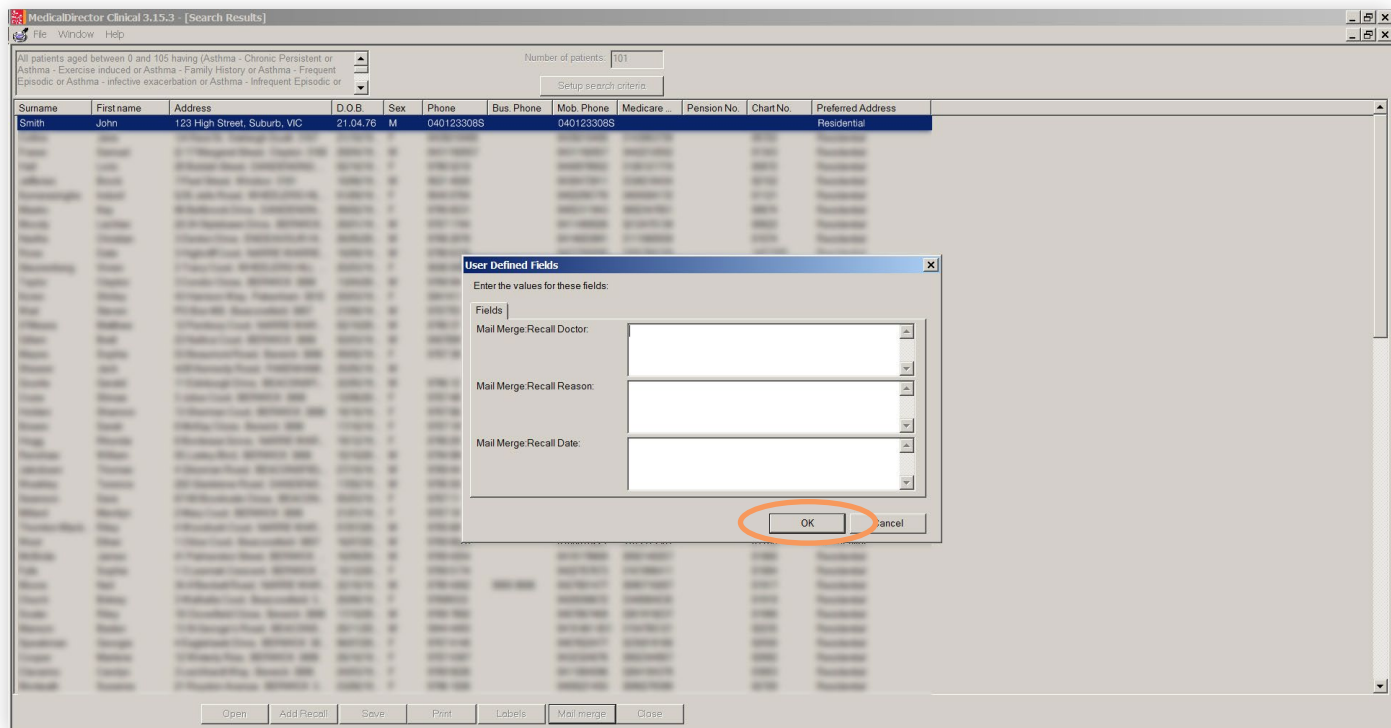


STEP 3: Click 'OK' on the 'Mail Merge Description' pop up.



STEP 4: Select user name and click 'OK'.

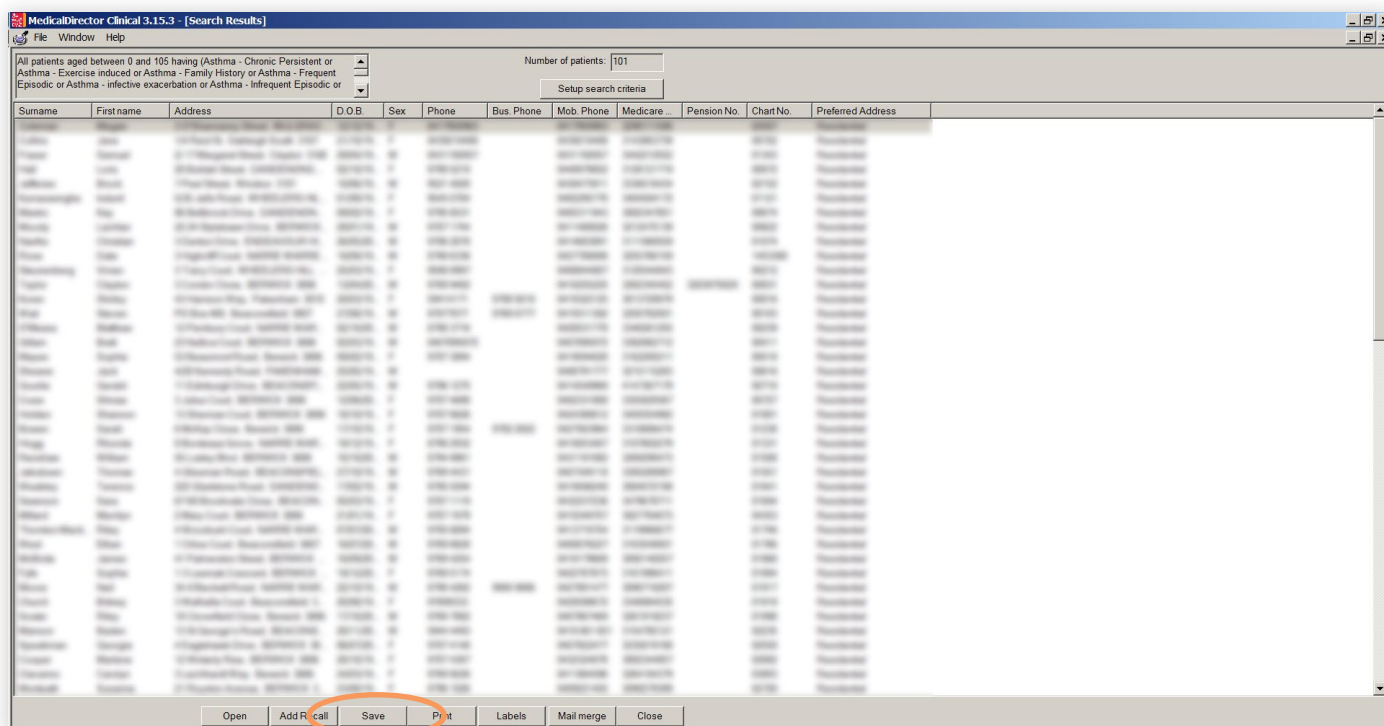
STEP 5: When 'User Defined Fields' appears, leave boxes empty and click 'OK' once more.



STEP 6: Letters will print, post letters to patients.

Continue on for management in Microsoft Excel.

STEP 7: Once the list of patients is displayed you can save the list, open in Excel and manually track who has made an appointment. To do this select the 'Save' button



STEP 8: Save as a HTML file on your desktop.

STEP 9: Open Excel, click 'File' > 'Import' > 'HTML File' and open your file.

You can now access the patient list and manually keep track of who has made appointments via the Excel Spread sheet.

BEST PRACTICE INSTRUCTION MANUAL

In order for your patients to get the most out of their asthma treatment, we first need to identify those who may not be optimally managed.

There are 8 simple steps to follow, to generate an invitation for your asthma patient to take part in a review of their treatment.

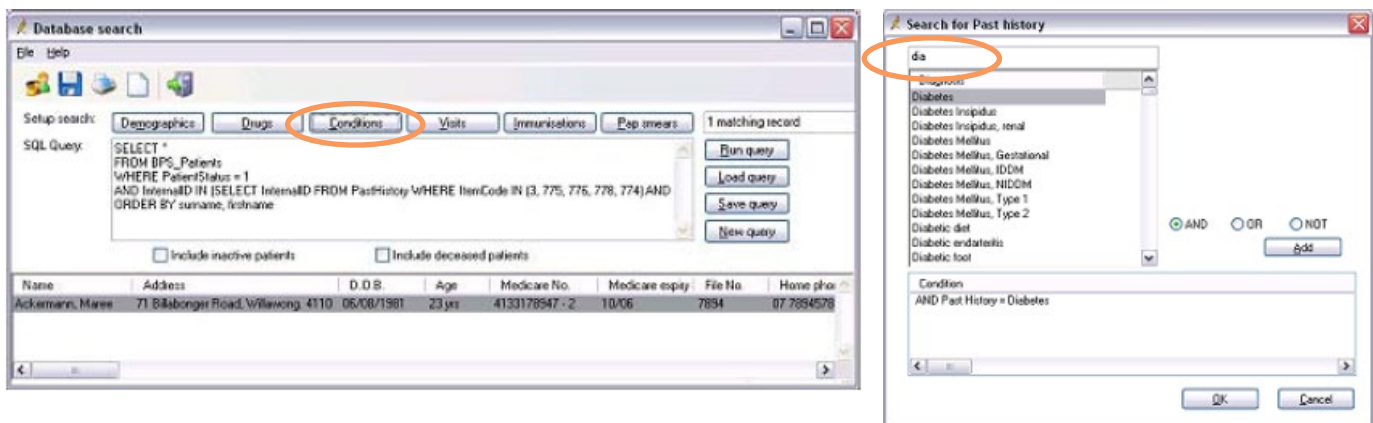
STEP 1: In the Best Practice main menu select 'Utilities > Search' to view the Database Search window.

*Note: If this option is not available, your user name does not have permission to use this function, you will need to ask a user with a higher permission level to run the search for you.

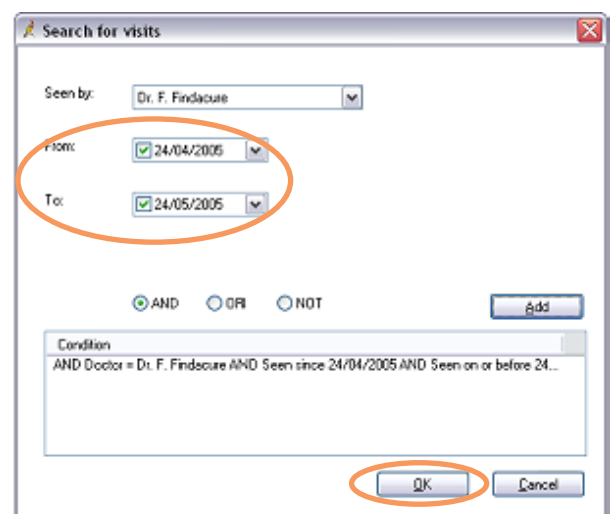
The Best Practice Search utility has a number of standard search filters that can be used to build data searches.

For Asthma CARE you will only need to use two filters; 'Condition' and 'Drugs' to create a list of current patients suffering from asthma.

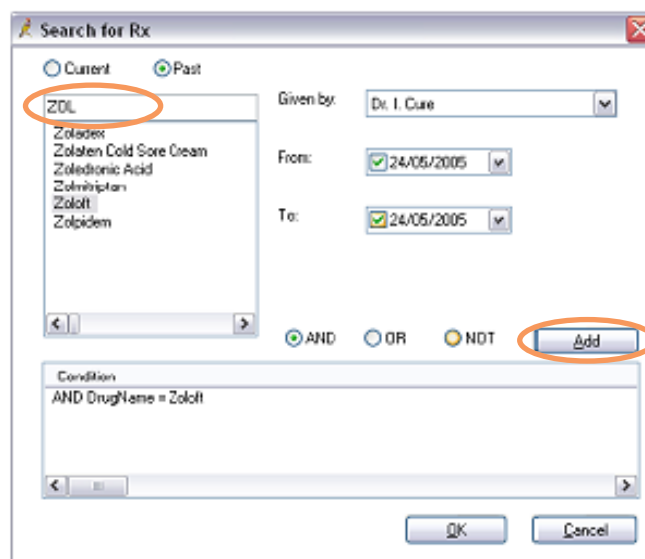
STEP 2: Select 'Conditions' from the panel of tabs and search for 'Asthma'. Double click on the required 'Asthma' section and select 'OK'.



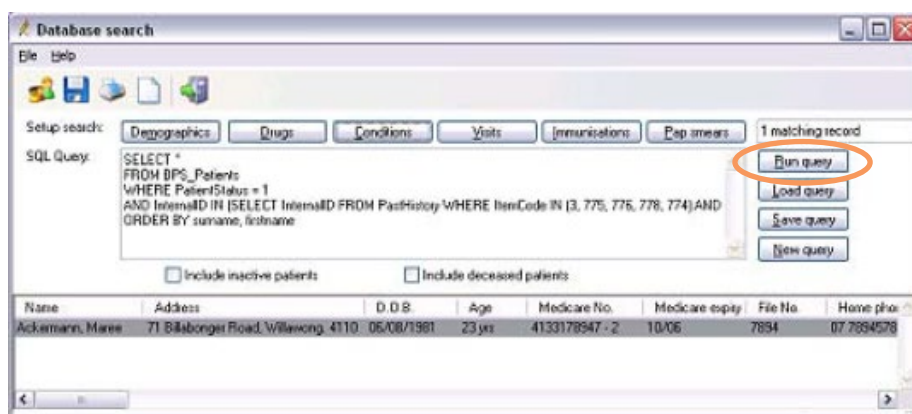
STEP 3: Select 'Visits' from the panel of tabs in the Database Search window to refine the search further with a specific date range of the last 12 months then select 'OK'.



STEP 4: Select 'Drugs' from the panel of tabs in the Database Search window and type in the following drugs selecting 'Add' after each. **Alvesco Inhaler** (ciclesonide), **Breo Ellipta** (fluticasone furoate/ vilanterol), **Flixotide Accuhaler** (fluticasone propionate), **Flixotide Inhaler** (fluticasone propionate), **Flutiform Inhaler** (fluticasone propionate/ eformoterol), **Intal Inhaler** (sodium cromoglycate), **Pulmicort Turbuhaler** (budesonide), **QVAR Autohaler** (beclomethasone), **QVAR Inhaler** (beclomethasone), **Seretide MDI** (fluticasone propionate/ salmeterol), **Seretide Accuhaler** (fluticasone propionate/ salmeterol), **Symbicort Rapihaler** (budesonide/eformoterol), **Symbicort Turbuhaler** (budesonide/ eformoterol), and **Tilade Inhaler** (nedocromil sodium). Press 'OK' when list of products have been added.



STEP 5: Once the list of requirements has been established select 'Run Query' to execute the search and run a list of outcomes.



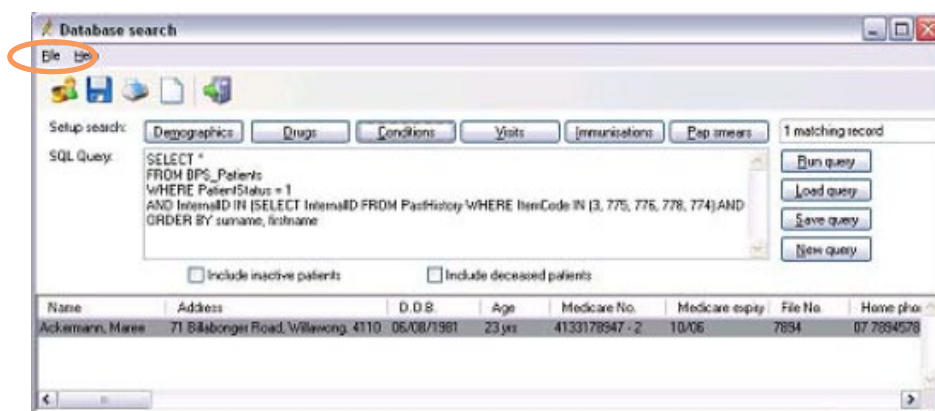
STEP 6: Once the list of patients is displayed you can run the mail merge process. To do this select 'File' > 'Mail Merge'.

STEP 7: The 'Word Processor Templates' screen will be displayed. Select the letter template you would like to use and store a copy of the letter in each patient's record by ticking the box 'Save a copy in each patient's record'. Click 'Open' to begin printing the letters.

STEP 8: Once the list of patients is displayed you can print the labels. This will print labels for all patients currently on the screen. To customise the label select 'Setup' > 'Labels' from the main Best Practice screen.

Continue on for management in Microsoft Excel.

STEP 1: Once the list of patients is displayed you can save the list, open in Excel and manually track who has made an appointment. To do this select 'File' > 'Save' >



STEP 2: Save as a HTML file on your desktop.

STEP 3: Open Excel, click 'File' > 'Import' > 'HTML File' and open your file.

You can now access the patient list and manually keep track of who has made appointments via the Excel Spread sheet.



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