



CRS
Cardio Respiratory Sleep

CVS
CardioVascular Services

CVS REFERRAL PROCEDURES

FAQ Cheat Sheets

[Abstract](#)

End User Procedure documents for use of CRS, CVS & VAS referrals in the following Medical software:

- Best Practice
- Medical Director
- MedTech 32
 - Genie

healthy pc

Prepared by:

Clare Talbot

Updated Date: 16 April 2014

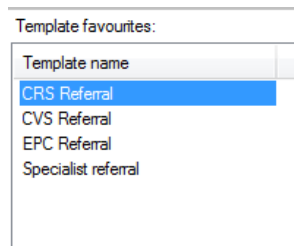
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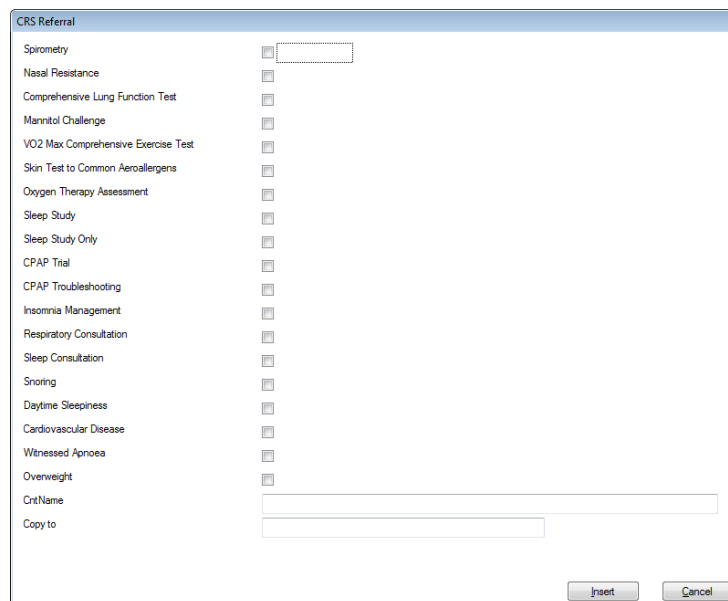
CRS DOCUMENTS

BEST PRACTICE

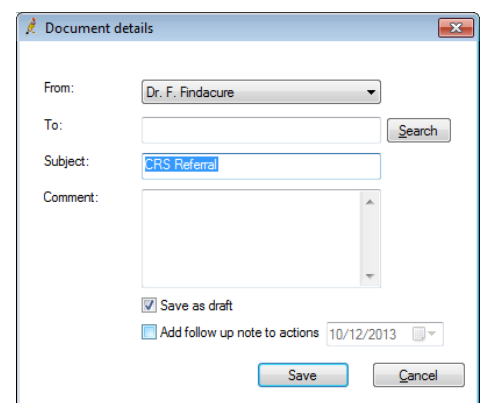
1. With the correct **Patient** open, open the *Word Processor*
2. Select the *CRS Referral* from the Template favourites (bottom left-hand of screen)



3. Select the following information for the **Patient** that is pertinent for the Referral:
 - a. *Clinical History*
 - b. *Current Medications*
 - c. Select the *Copy to doctor* (if required)
4. Select the *tests required* from the pop up screen (shown below) and click *Insert*

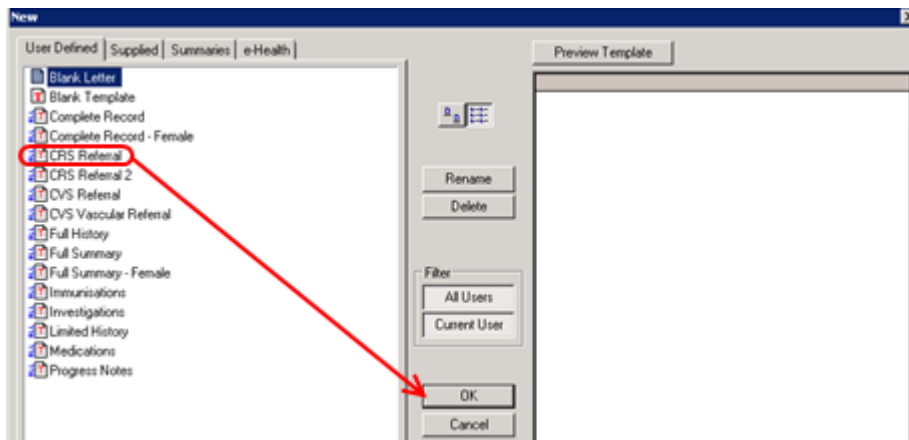


5. Print the document
6. Save to the **Patient file**
7. Enter the following information in the Document Details screen (shown right)
 - a. *From Doctor:* Defaults to current user
 - b. *To Doctor:* Leave blank (not required)
 - c. *Subject:* CRS Referral
 - d. *Comment:* (not required)
 - e. Un tick *save as draft*
 - f. Click to *add follow-up action*
 - g. Click *Save*

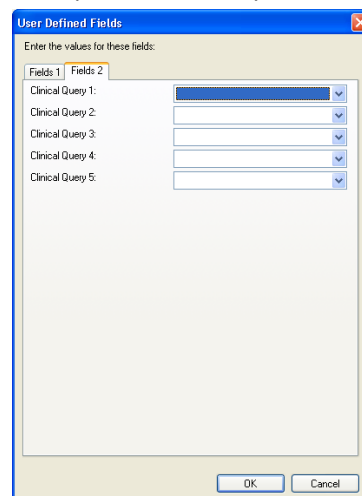
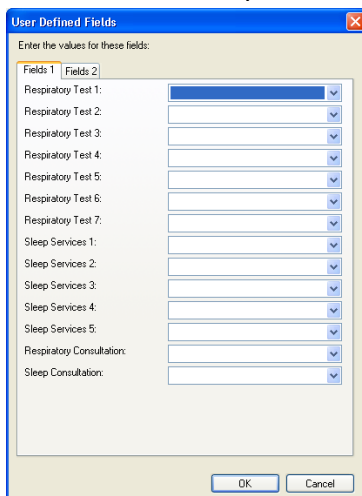


MEDICAL DIRECTOR

1. With the correct **Patient** open, open the *Word Processor* using **F8**
2. Select **File > New**. The following window appears.



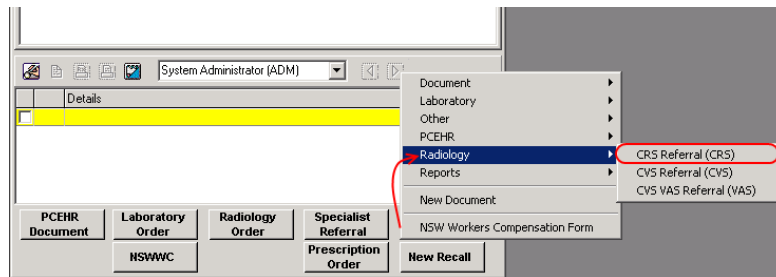
3. Select the *CRS Referral* from the list (circled in red) and select **Ok**
4. Select the following information for the **Patient** that is pertinent for the Referral:
 - a. *Clinical History*
 - b. *Current Medications*
 - c. Select the *Copy to doctor* (if required)
5. Select the *tests required* from the pop up screen (shown below) and click **OK**



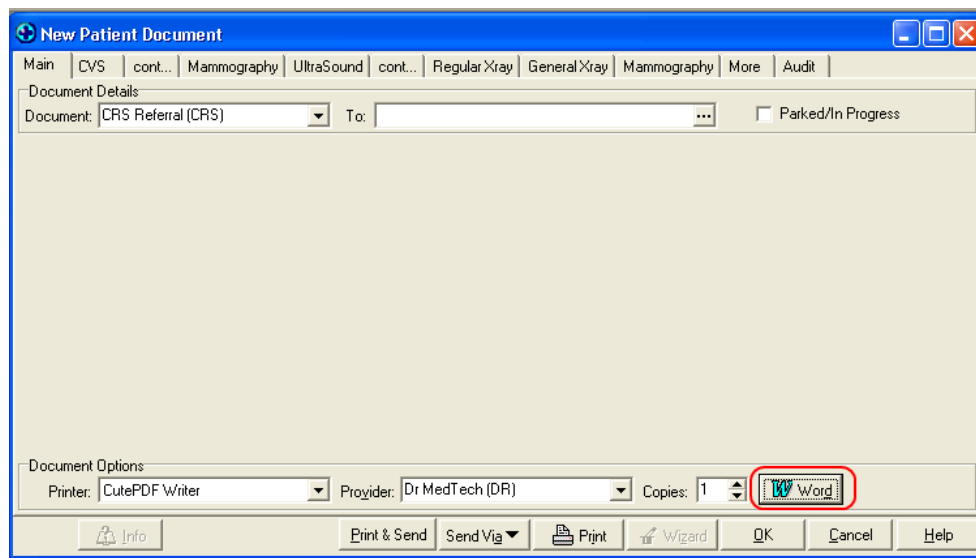
6. Print the document
7. Save to the **Patient file**
8. Enter the following information in the *Document Details* screen (shown right)
 - a. *From Doctor*: Defaults to current user
 - b. *To Doctor*: Leave blank (not required)
 - c. *Subject*: CRS Referral
 - d. *Comment*: (not required)
 - e. Un tick *save as draft*
 - f. Click to *add follow-up action*
 - g. Click **Save**

MEDTECH 32

1. With the correct **Patient** open, open the *Consultation Screen* using *F12*
2. Select *Other Documents*; Select *Radiology*; Select *CRS Referral* (shown below)



3. The following window appears



4. Select the *Copy to doctor* (if required)
5. Select the *Word* button in the bottom right hand corner. This will open the template in *Word*.
6. The following information for the **Patient** that is inserted for the Referral:
 - a. *Clinical History*
 - b. *Current Medications*
7. Select the *tests required* using the tick boxes, then save and close *Word*

Examination Requested:**Respiratory Function Tests:**

- ☐ → Spirometry^α
☐ → Comprehensive Lung Function Test^α
☐ → VO₂ Max Comprehensive Exercise Test^α
☐ → Oxygen Therapy Assessment^α

- ☐ → Nasal Resistance^α
☐ → Mannitol Challenge^α
☐ → Skin Tests to common Aeroallergens^α

Sleep Services:

- ☐ → Sleep Study and treatment including Consultation if clinically indicated^α
☐ → CPAP Trial^α
☐ → Insomnia Management^α

- ☐ → Sleep Study Only^α
☐ → CPAP Troubleshooting^α

Sleep study will be either Laboratory or comprehensive home-based Sleep Study based on clinical history.
Sleep study includes spirometry.

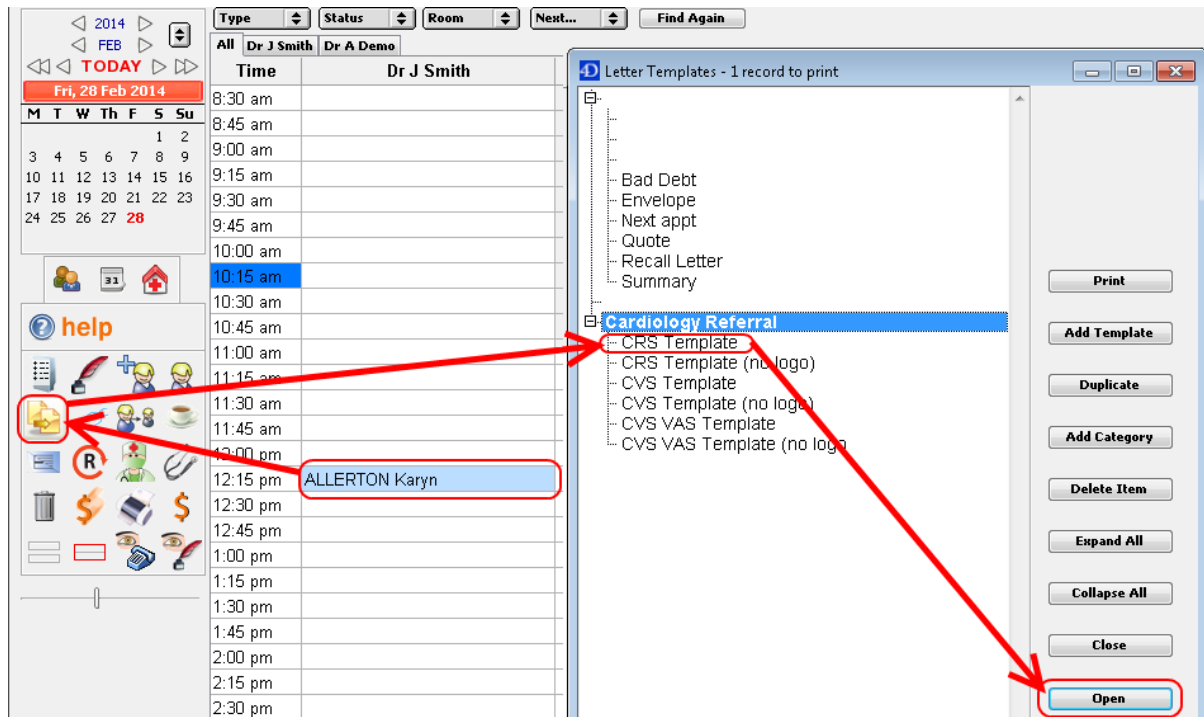
Consultation:

- ☐ → Respiratory Consultation → ☐ → Sleep Consultation

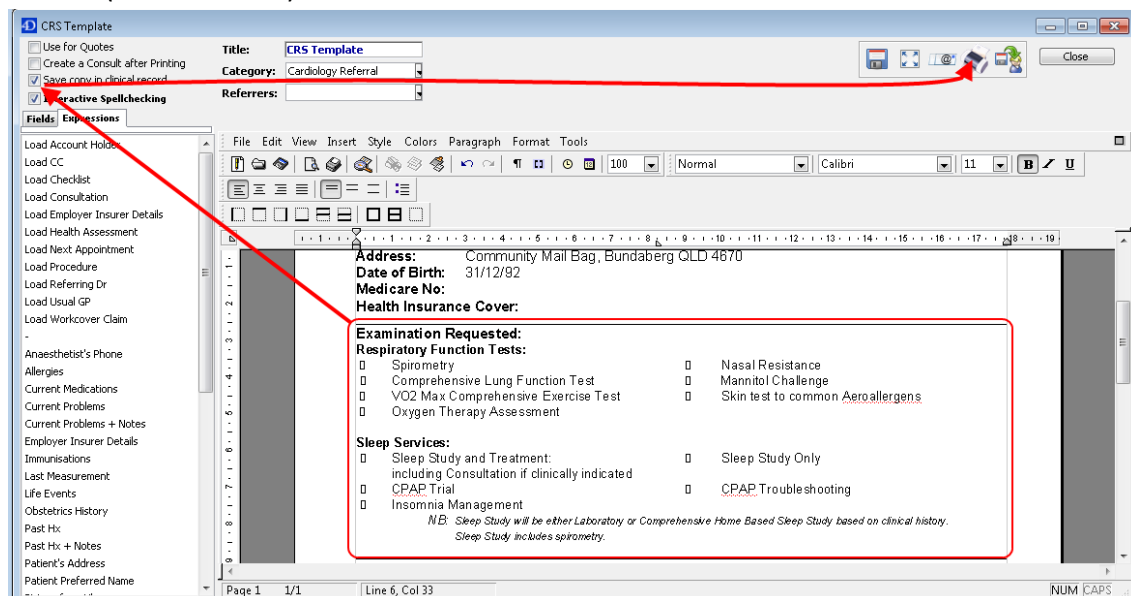
8. Select *Print*.

GENIE

1. Select the correct **patient** from the Main appointment screen
2. Click the *create merged letter template* icon (circled in red below)
3. Select the *CRS template* from the list and click *Open*



4. Click the *View References* icon if all of the field names are highlighted in grey
5. *Delete* the Tests not required for the patient in the Examination Requested section (shown below)



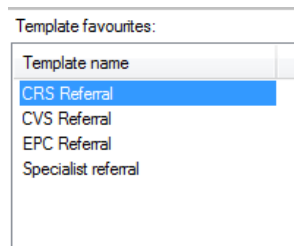
6. *Save a copy to the Patient File* and *Print* the Template

NB: Don't press the Save Template button this will overwrite the template for use for future patients.

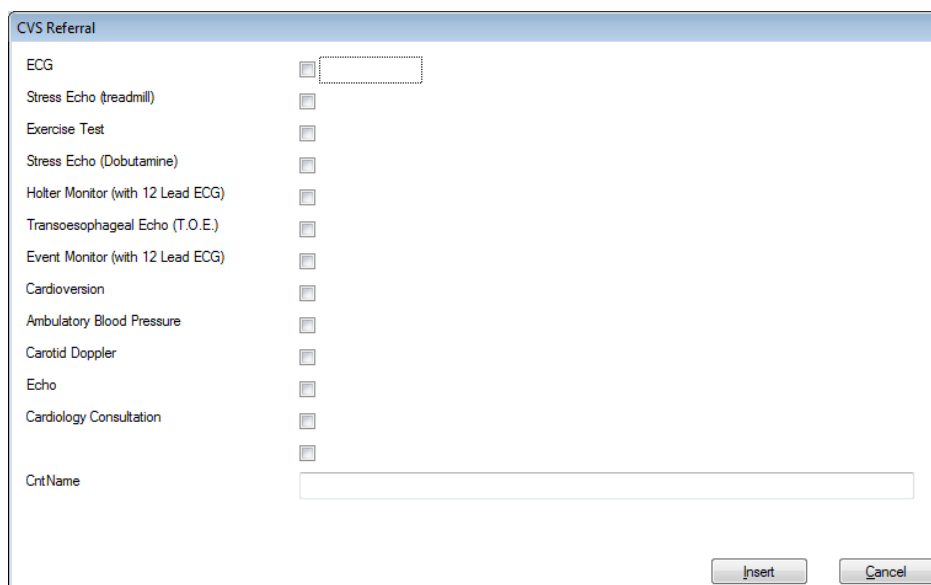
CVS DOCUMENTS

BEST PRACTICE

1. With the correct **Patient** open, open the *Word Processor*
2. Select the *CVS Referral* from the Template favourites (bottom left-hand of screen)



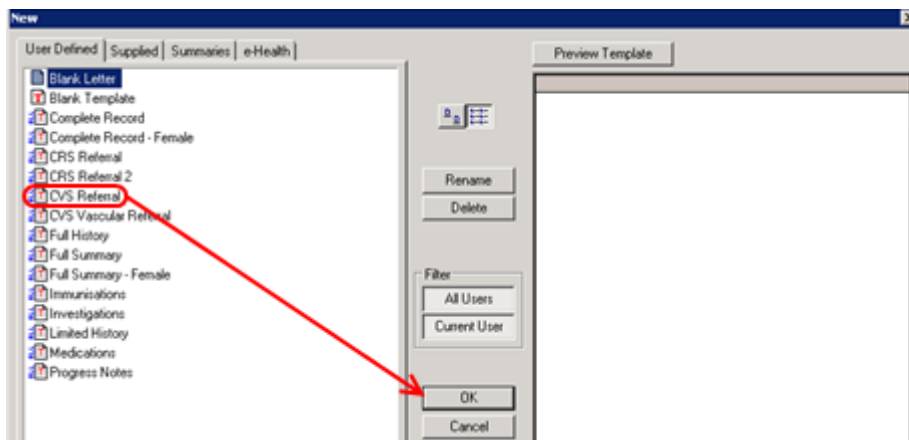
3. Select the following information for the **Patient** that is pertinent for the Referral:
 - a. *Clinical History*
 - b. *Current Medications*
 - c. Select the *Copy to doctor* (if required)
4. Select the *tests required* from the pop up screen (shown below) and click *Insert*



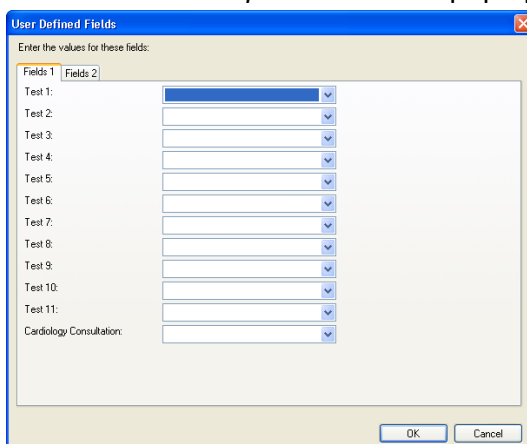
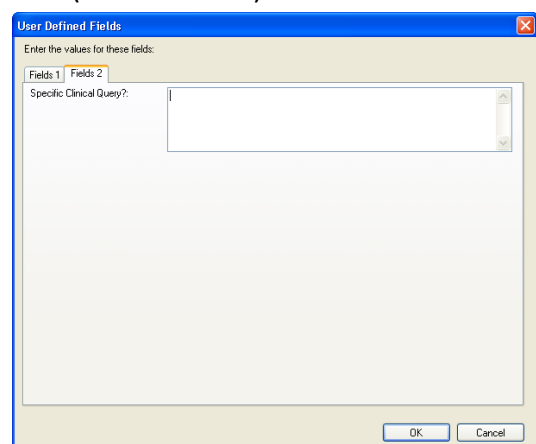
5. Print the document
6. Save to the **Patient file**
7. Enter the following information in the Document Details screen (shown right)
 - a. *From Doctor:* Defaults to current user
 - b. *To Doctor:* Leave blank (not required)
 - c. *Subject:* CVS Referral
 - d. *Comment:* (not required)
 - e. Un tick *save as draft*
 - f. Click to *add follow-up action*
 - g. Click *Save*

MEDICAL DIRECTOR

1. With the correct **Patient** open, open the *Word Processor* using *F8*
2. Select *File > New*. The following window appears.



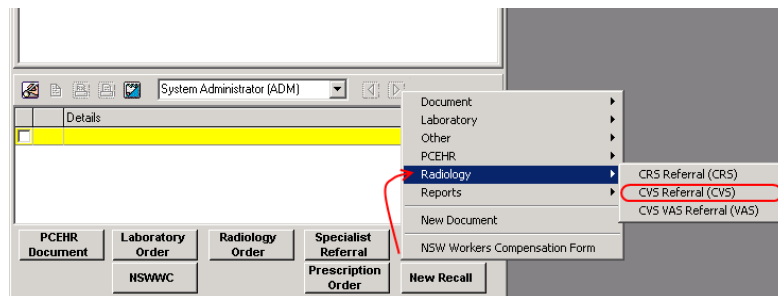
3. Select the *CVS Referral* from the list (circled in red) and select *Ok*
4. Select the following information for the **Patient** that is pertinent for the Referral:
 - a. *Clinical History*
 - b. *Current Medications*
 - c. Select the *Copy to doctor* (if required)
5. Select the *tests required* from the pop up screen (shown below) and click *OK*

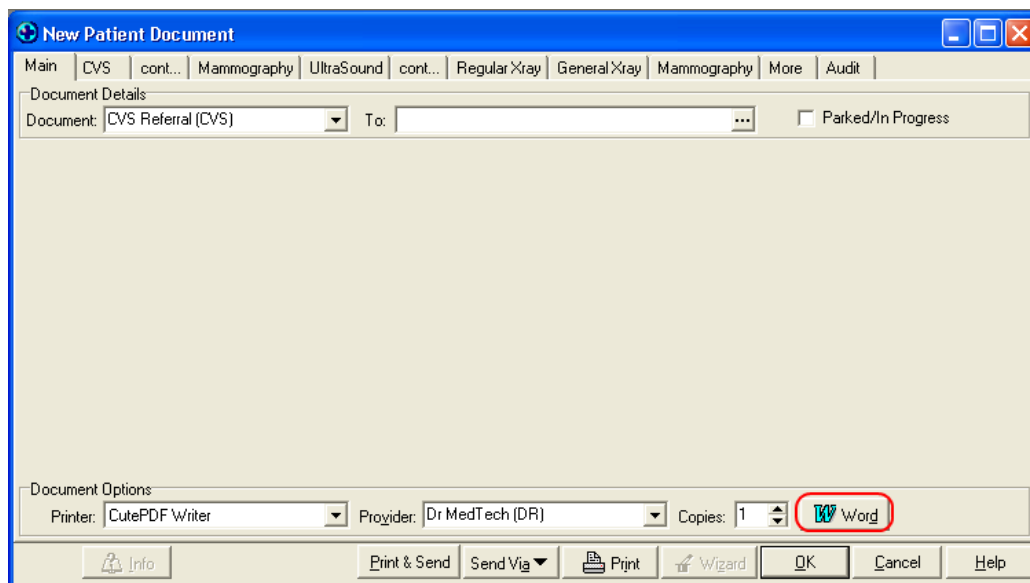
6. Print the document
7. Save to the **Patient file**
8. Enter the following information in the *Document Details* screen (shown right)
 - a. *From Doctor*: Defaults to current user
 - b. *To Doctor*: Leave blank (not required)
 - c. *Subject*: CVS Referral
 - d. *Comment*: (not required)
 - e. Un tick *save as draft*
 - f. Click to *add follow-up action*
 - g. Click *Save*

MEDTECH 32

1. With the correct **Patient** open, open the *Consultation Screen* using *F12*
2. Select *Other Documents*; Select *Radiology*; Select *CVS Referral* (shown below)



3. The following window appears



4. Select the *Copy to doctor* (if required)
5. Select the *Word* button in the bottom right hand corner. This will open the template in *Word*.
6. The following information for the **Patient** that is inserted for the Referral:
 - a. *Clinical History*
 - b. *Current Medications*
7. Select the *tests required* using the tick boxes, then save and close *Word*

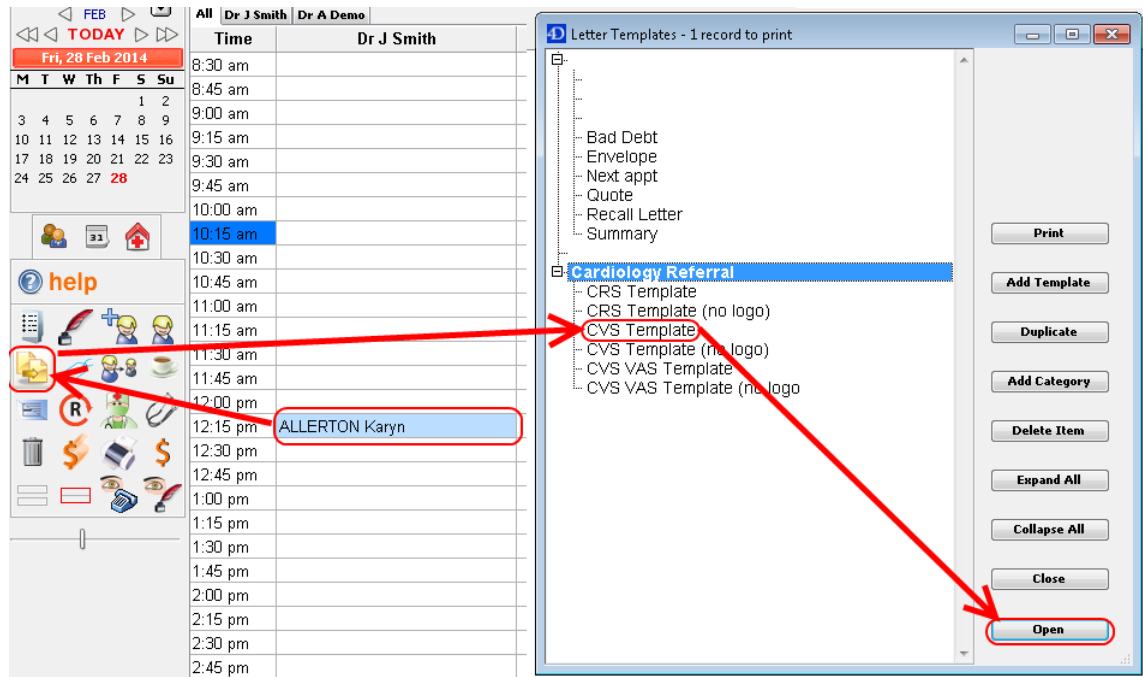
Examination Requested:

- | | |
|---|--|
| <input type="checkbox"/> → ECG | <input type="checkbox"/> → Stress Echo (Treadmill) |
| <input type="checkbox"/> → Exercise Test | <input type="checkbox"/> → Stress Echo (Dobutamine) |
| <input type="checkbox"/> → Holter Monitor (with 12 Lead ECG) | <input type="checkbox"/> → Transoesophageal Echo (T.O.E) |
| <input type="checkbox"/> → Event Monitor (with 12 Lead ECG) | <input type="checkbox"/> → Cardioversion |
| <input type="checkbox"/> → Ambulatory Blood Pressure Monitor | <input type="checkbox"/> → Carotid Doppler |
| <input type="checkbox"/> → (This Test is not covered By Medicare) | |
| <input type="checkbox"/> → Echo | |
| <input type="checkbox"/> → Cardiology Consultation | |

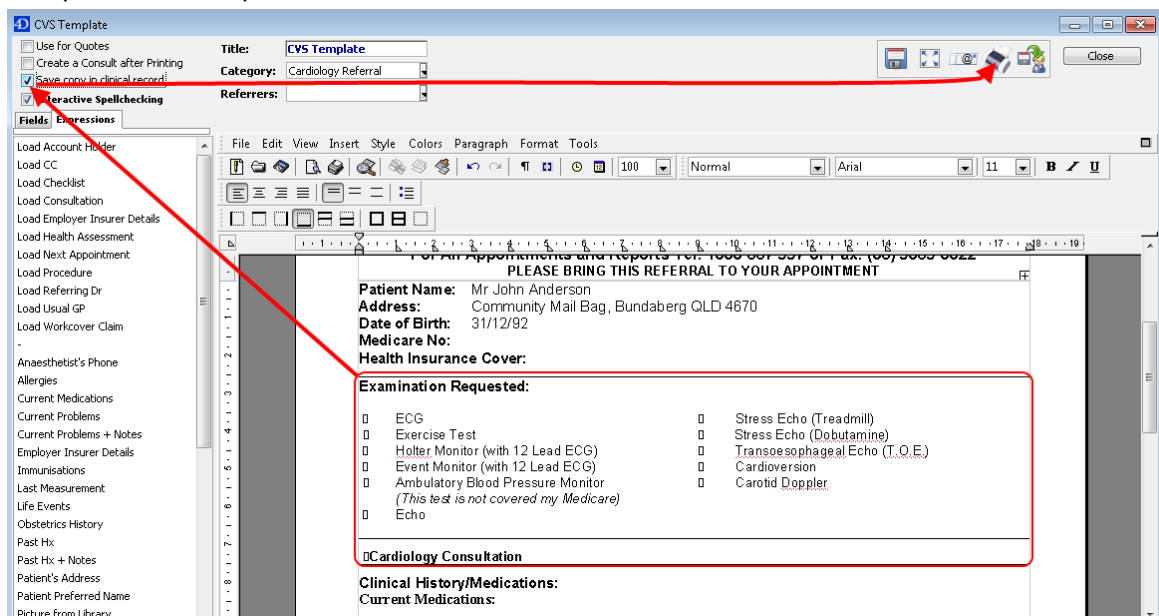
8. Select *Print*.

GENIE

1. Select the correct **patient** from the Main appointment screen
2. Click the *create merged letter template* icon (circled in red below)
3. Select the *CVS template* from the list and click *Open*



4. Click the *View References* icon if all of the field names are highlighted in grey
5. *Delete* the Tests not required for the patient in the Examination Requested section (shown below)



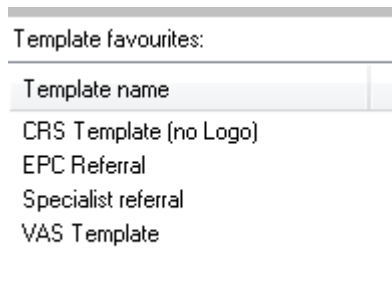
6. *Save a copy to the Patient File* and *Print* the Template

NB: Don't press the Save Template button this will overwrite the template for use for future patients.

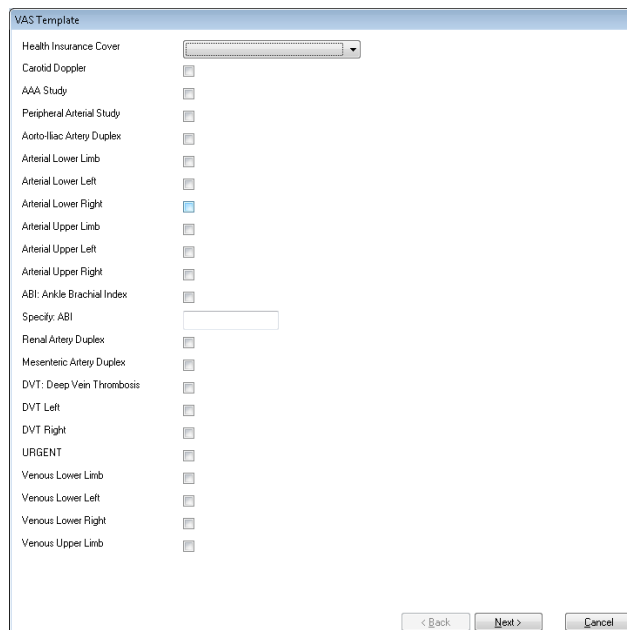
VAS DOCUMENTS

BEST PRACTICE

1. With the correct **Patient** open, open the *Word Processor*
2. Select the *VAS Referral* from the Template favourites (bottom left-hand of screen)



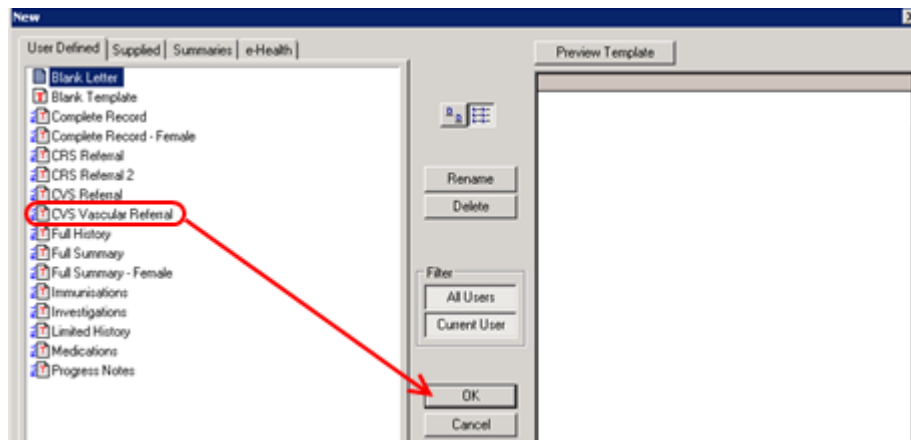
3. Select the following information for the **Patient** that is pertinent for the Referral:
 - a. *Clinical History*
 - b. *Current Medications*
 - c. Select the *Copy to doctor* (if required)
4. Select the *tests required* from the pop up screen (shown below) and click *Insert*



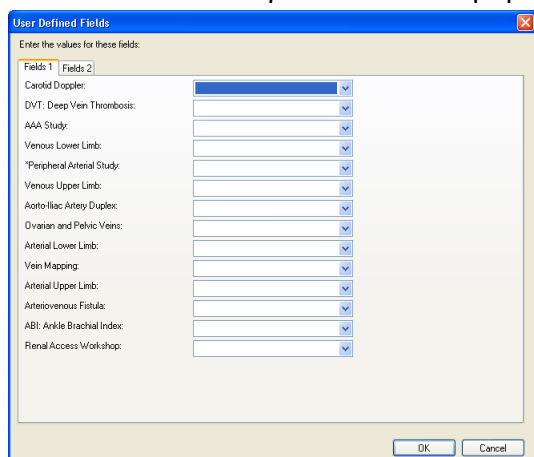
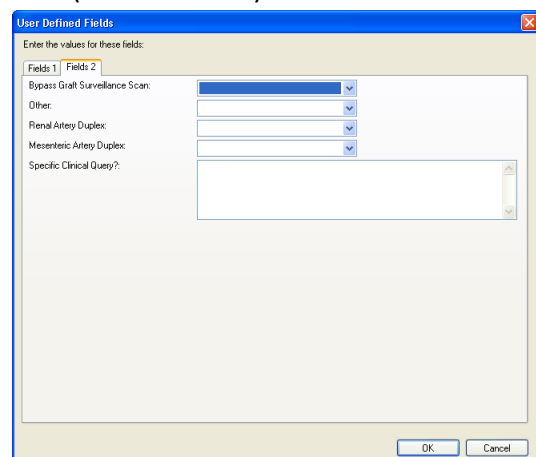
5. Print the document
6. Save to the **Patient file**
7. Enter the following information in the Document Details screen (shown right)
 - a. *From Doctor*: Defaults to current user
 - b. *To Doctor*: Leave blank (not required)
 - c. *Subject*: VAS Referral
 - d. *Comment*: (not required)
 - e. Un tick *save as draft*
 - f. Click to *add follow-up action*
 - g. Click *Save*

MEDICAL DIRECTOR

1. With the correct **Patient** open, open the *Word Processor* using *F8*
2. Select *File > New*. The following window appears.



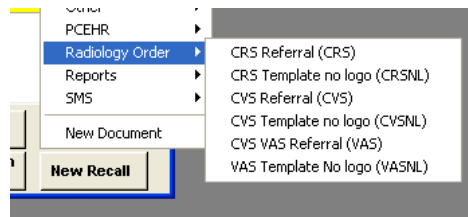
3. Select the *CVS Referral* from the list (circled in red) and select *Ok*
4. Select the following information for the **Patient** that is pertinent for the Referral:
 - a. *Clinical History*
 - b. *Current Medications*
 - c. Select the *Copy to doctor* (if required)
5. Select the *tests required* from the pop up screen (shown below) and click *OK*

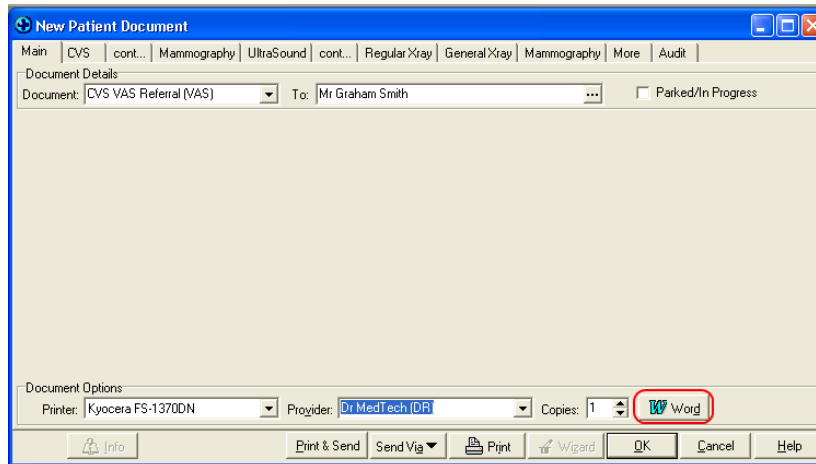
6. Print the document
7. Save to the **Patient file**
8. Enter the following information in the *Document Details* screen (shown right)
 - a. *From Doctor*: Defaults to current user
 - b. *To Doctor*: Leave blank (not required)
 - c. *Subject*: CVS Referral
 - d. *Comment*: (not required)
 - e. Un tick *save as draft*
 - f. Click to *add follow-up action*
 - g. Click *Save*

MEDTECH 32

1. With the correct **Patient** open, open the *Consultation Screen* using *F12*
2. Select *Other Documents*; Select *Radiology*; Select *CVS VAS Referral* (shown below)



3. The following window appears



4. Select the *Copy to doctor* (if required)
5. Select the *Word* button in the bottom right hand corner (circled in red above). This will open the template in *Word*.
6. The following information for the **Patient** that is inserted for the Referral:
 - a. *Clinical History*
 - b. *Current Medications*
7. Select the *tests required* using the tick boxes, then save and close *Word*

Examination Requested:**Arterial Ultrasound**

- ☐ → Carotid Doppler
☐ → AAA Study
☐ → *Peripheral Arterial Study
☐ → Aorto-Iliac Artery Duplex
☐ → Arterial Lower Limb
 → ☐ L → ☐ R
☐ → Arterial Upper Limb
 → ☐ L → ☐ R
☐ → ABI: Ankle Brachial Index
 → ☐ L → ☐ R
☐ → Bypass Graft Surveillance Scan
 Specify: →
☐ → Renal Artery Duplex
☐ → Mesenteric Artery Duplex

Venous Ultrasound

- ☐ → DVT: Deep Vein Thrombosis
 → ☐ L → ☐ R → ☐ URGENT
☐ → Venous Lower Limb
 → ☐ L → ☐ R
☐ → Venous Upper Limb
 → ☐ L → ☐ R
☐ → Ovarian and Pelvic Veins
☐ → Vein Mapping
 Specify: →
☐ → Arteriovenous Fistula
☐ → Renal Access Workup
☐ → Other:

*A: Peripheral Arterial Study includes duplex scans of the abdominal, femoral, popliteal and tibial arteries. Depending on a patient's condition and geographic location this will in most instances require more than one attendance.

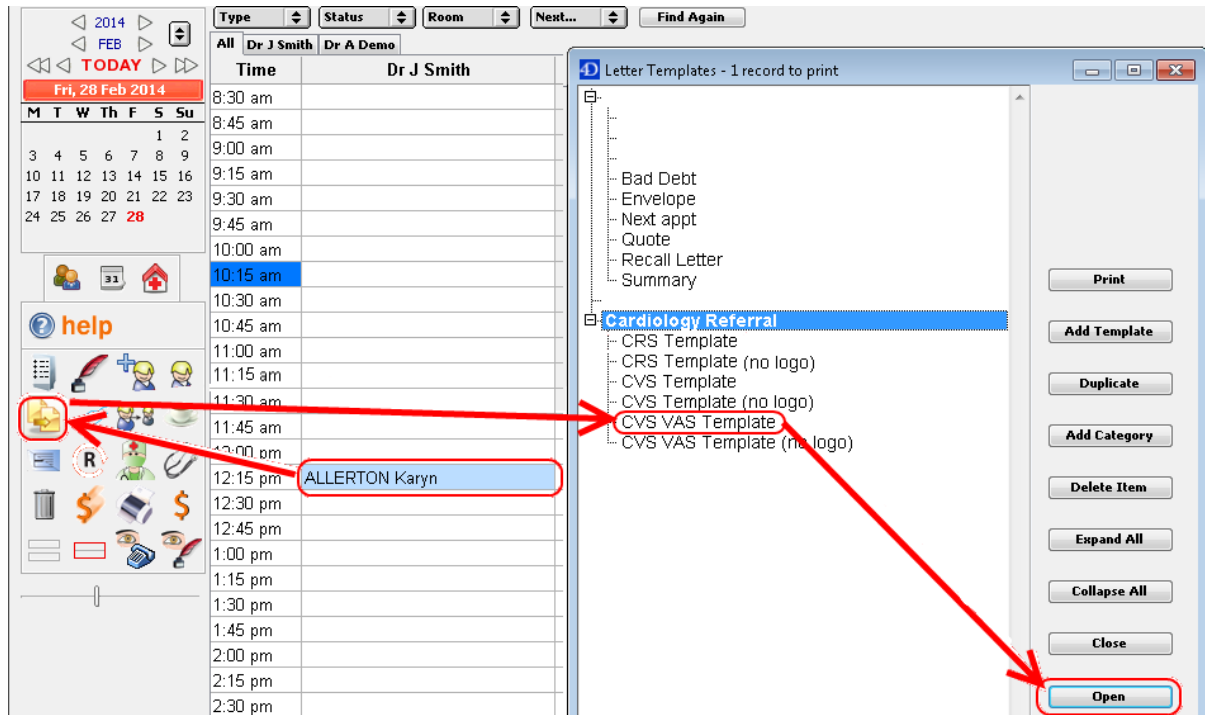
Vascular Consultation Required

- ☐ → Dr Steve Baker → ☐ → Dr Rick Bond → ☐ → Prof Patrice Mwipatayi → ☐ → Dr Patrik Tosonovsky
 → For all appointments → → For all appointments → → For all appointments → → For all appointments
 → Tel: 9366-1886 → → Tel: 1300-887-997 → → Tel: 9386-9588 → → Tel: 9386-9588

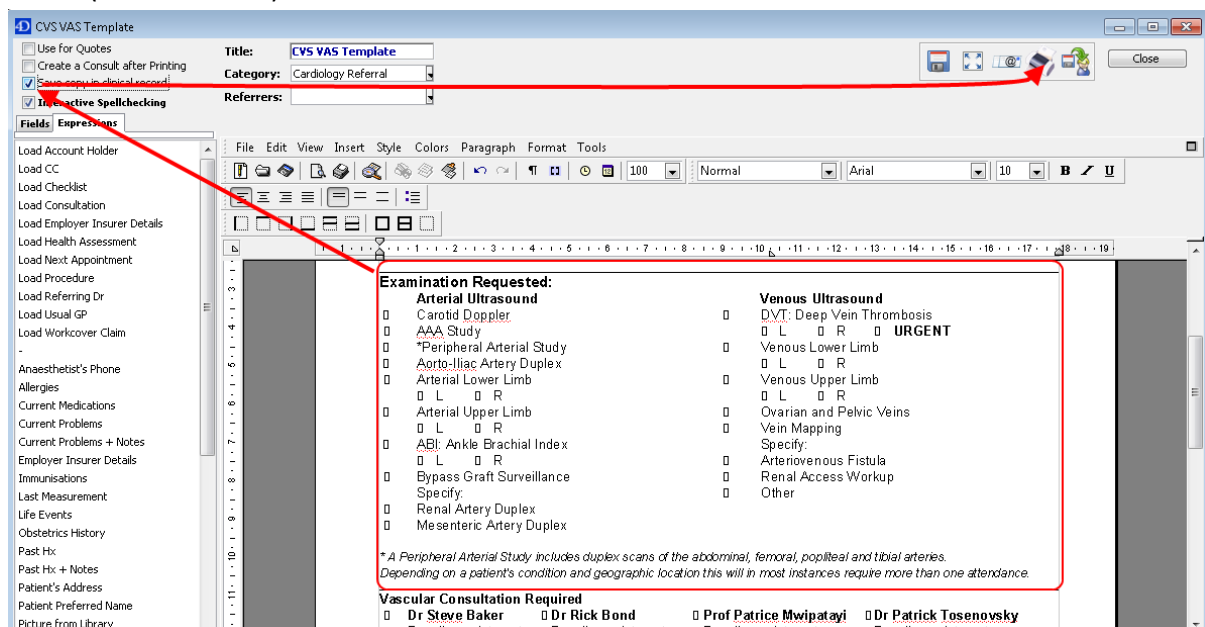
8. Select *Print*.

GENIE

1. Select the correct **patient** from the Main appointment screen
2. Click the *create merged letter template* (circled in red below)
3. Select the VAS template from the list and click *Open*



4. Click the *View References* icon if all of the field names are highlighted in grey
5. *Delete* the Tests not required for the patient in the Examination Requested section (shown below)



6. *Save a copy to the Patient File and Print the Template*

NB: Don't press the Save Template button this will overwrite the template for use for future patients.