





Medical Transcription for Admin Officers

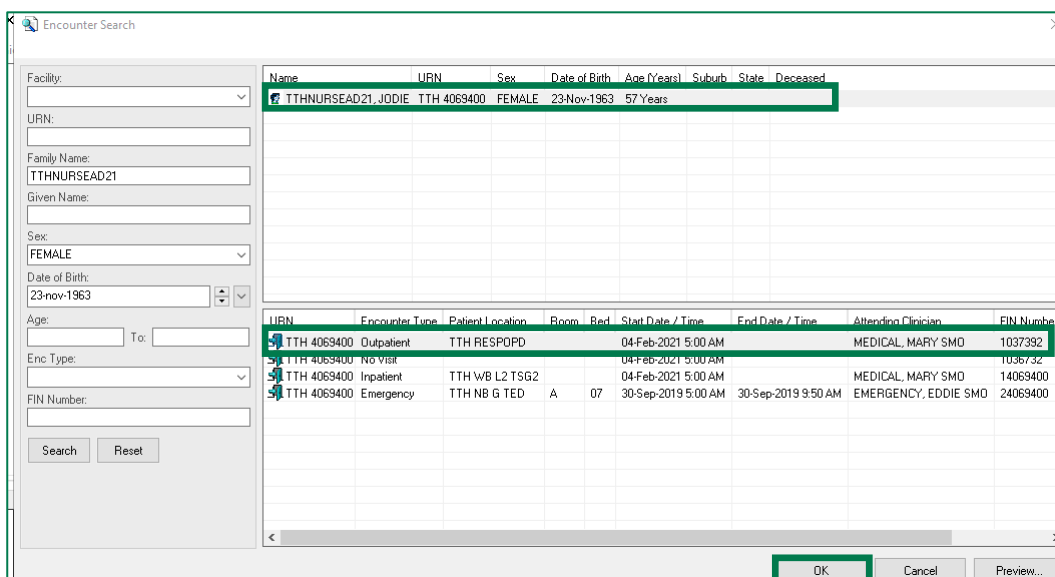
Letters can be typed into Word and immediately copied into the ieMR. A copy of the letter should not be saved on a network drive or anywhere else. ieMR is the source of truth.

Transcribing Letters

1. Log into *PowerChart*
2. Click on the *Search* icon  and enter patient identifiers in the respective fields on the search fields pane on the left-hand side

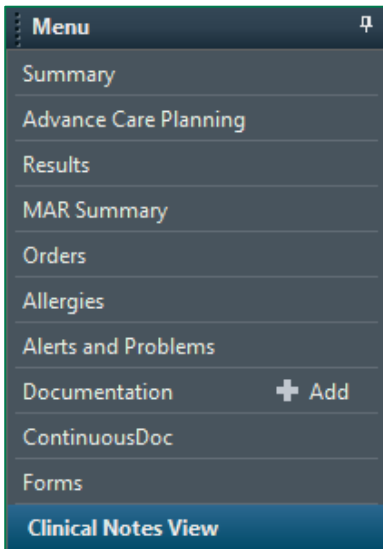
 Using the URN in combination with the family name and date of birth to search is most likely to return the patient required.

3. Click *Search*.
4. Select the correct *Patient* from the Patient Results.
5. Identify the correct *Encounter* from the list in the *Patient Encounters*, either
 - a relevant *TTH Outpatient encounter* **OR**
 - *TTH No Visit Encounter* (e.g. if phone consultation)
6. Click *OK* to open the patient's medical record to that encounter

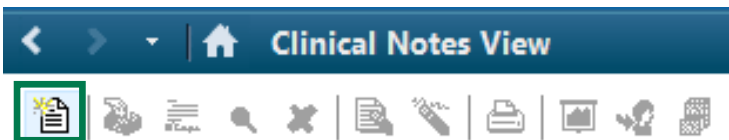


Medical Transcription for Admin Officers

- Click on the *Clinical Notes View* tab from the menu on the left-hand side.



- Click on the *Add* icon from the *Clinical Notes View* toolbar.



- The *Add Document* window will open. Ensure the following details are completed:

- Type:** Corro and Referrals Outward
- Author:** This defaults to the ieMR user logged in (Medical Typist). This will ensure the signed note from the doctor will return to the medical typist's Message Centre.



Keeping the Medical Typist's name as the Author ensures that the signed note from the doctor will return to the medical typist's Message Centre.

Changing the Author from Medical Typist's name to Doctor's name means the signed document will not auto-return to the Medical Typist's Message Centre.

- Date:** Backdate to clinic date if required
- Title:** Clinic Name + Doctor Name



Medical Transcription for Admin Officers

*Type: **Corro and Referrals Outward** *Author: AOTTH01, KATE AO SCHED
*Date: 04-Feb-2021 0800 AEST Status: In Progress
Subject: Medical Clinic - Dr Mary Medical

- 10. Add letter content into document.
- 11. Click *Save and Close*.

Add Document: TTHNURSEAD21, JODIE - TTH 4069400

*Type: **Corro and Referrals Outward** *Author: AOTTH01, KATE AO SCHED
*Date: 04-Feb-2021 0800 AEST Status: In Progress
Subject: Medical Clinic - Dr Mary Medical

Arial 10

Dr J Smith
Family Medical Centre
123 Health Street
Townsville QLD 48 10

Dear Dr Smith

Re: [patient details]

[dictated letter details]

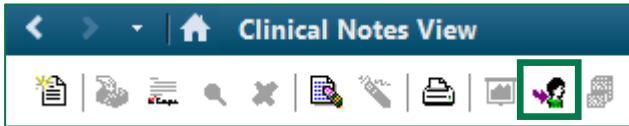
Sincerely,
Dr Mary Medical
Consultant

Sign Save **Save & Close** Cancel

You will be then returned to the main *Clinical Notes View* page.

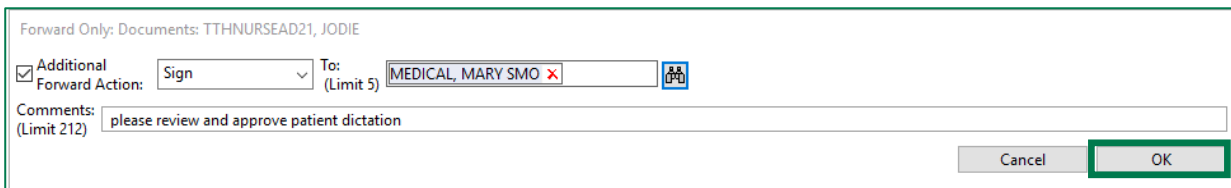
- 12. Highlight the newly created document from the list and select *Forward* from the toolbar.

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The *Forward Only* window will appear.

13. Select *Sign* from the drop-down menu.
14. Enter the Clinician's name by typing [Last name, First Name] and clicking the *Binoculars* icon to select the correct Clinician.
15. Add a comment if desired.
16. Click *OK*.



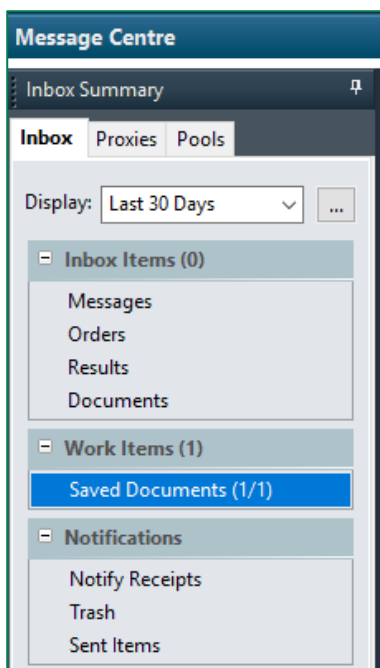
Forward Only: Documents: TTHNURSEAD21, JODIE

Additional Forward Action: Sign To: MEDICAL, MARY SMO 

Comments: please review and approve patient dictation

Cancel OK

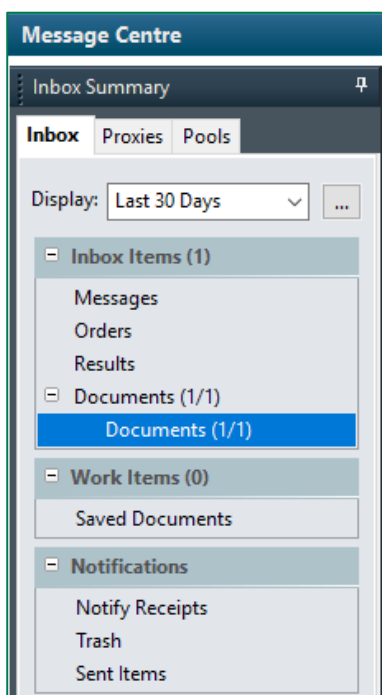
The letter will appear in your *Message Centre* in the *Saved Documents* folder under *Work Items*.



Medical Transcription for Admin Officers

Managing Returned Correspondence

1. Log into *PowerChart*
2. Open *Message Centre*
3. Click on the *Sign* category under *Documents* section of the *Inbox Items*.



Double-click on the relevant document to open.

4. Copy and paste content into Secure Web Transfer for sending to GP.
5. Select *OK* (or *OK & Next* to move to the next document).
6. The document will no longer display in *Message Centre*.

The document is now finalised as a final report.



Medical Transcription for Admin Officers

Result type: Corro and Referrals Outward
Result date: 04 February 2021 8:00 AEST
Result status: Auth (Verified)
Result title: Medical Clinic - Dr Mary Medical
Performed by: AOTTH01, KATE AO SCHED on 08 February 2021 9:26 AEST
Verified by: MEDICAL, MARY SMO on 08 February 2021 9:40 AEST
Encounter info: 1037392, TTH, Outpatient, 08-Feb-2021 -

*** Final Report ***

Dr J Smith
Family Medical Centre
123 Health Street
Townsville QLD 4810

Dear Dr Smith

Re: [patient details]