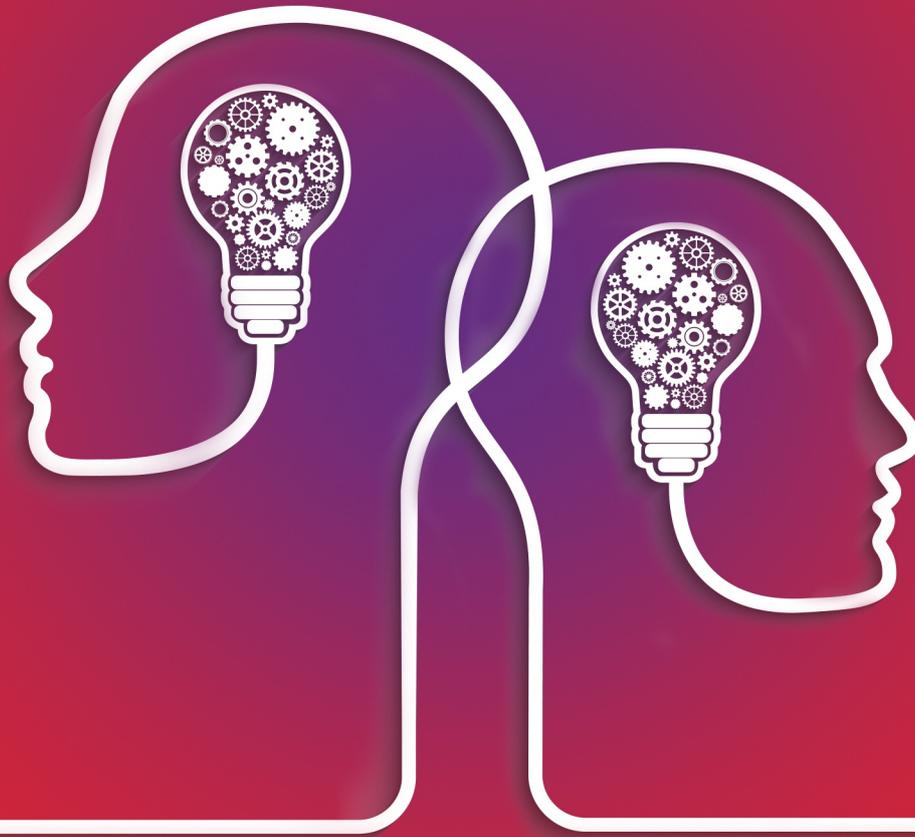




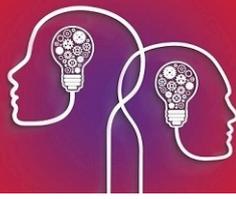
Best Practice
An evolution in medical software

Bp VIP.net

Lookup Fields Guide



VIP.net knowledge base 



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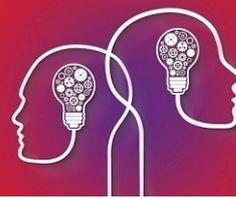
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Best Practice Software Pty Ltd	Best Practice Software New Zealand Ltd
PO Box 1911	PO Box 1459
Bundaberg Queensland Aus-	Hamilton New Zealand 3240
tralia 4670	
www.bpssoftware.net	

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Last updated: June 2017

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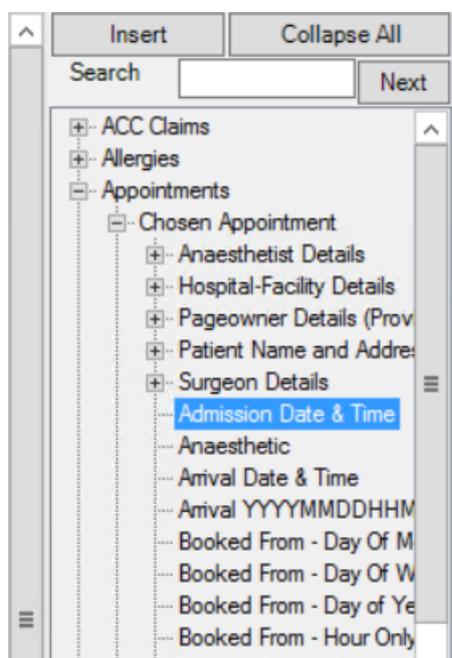


Common lookup fields

When editing a template in the word processor, you can insert 'lookup' or 'merge' fields to insert information stored in the database into the template. The sections below describe the most commonly used lookup fields and where to find them.

The paths in the tables below tell you where the field is located in the Ctrl-L list to the right of the word processor.

For example, a path of **Appointments / Chosen Appointment / Admission Date & Time** means to insert the field selected below:



More information on templates and lookup fields is available in [Create letter and auto templates](#).

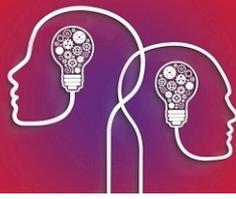
What is a 'Chosen' field?

If a field path has 'Chosen' in the description, the user must select from a list of objects when the letter is created, to determine which data to insert.

For example, the field above is **Appointments / Chosen Appointment / Admission Date & Time**. When a letter template includes this field, the user will be prompted to select which appointment should be used to insert data.

Similarly, if a template includes the field **ACC Claims / Chosen Claim / ClaimNo**, the user will be prompted by the **Choose Claim** screen to select the ACC claim to extract data from.

Other examples of template fields that require choosing a Bp VIP.net object include Investigations, Images from patient notes, Allergies, Medical Notes, Medications, and Procedures.

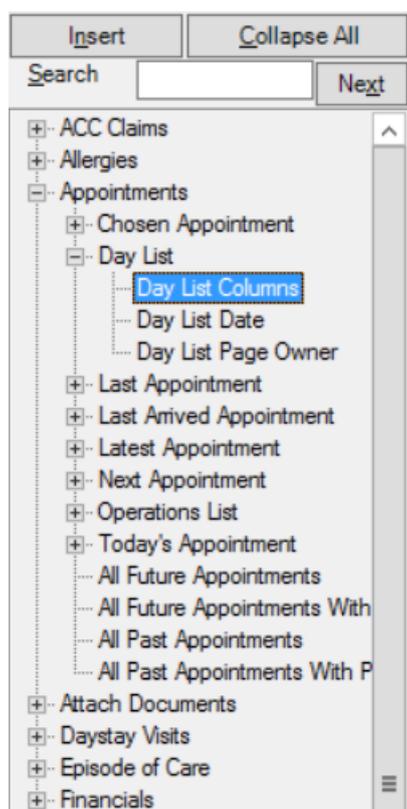


What is a 'Columns' type field?

Rather than inserting single lookup fields into user-created tables to format a template, you can insert a 'Columns' type field, which inserts a preformatted table of related fields.

For example, say you are creating a custom Appointments Day List template, which shows the timetable of appointments for the day from the appointment book.

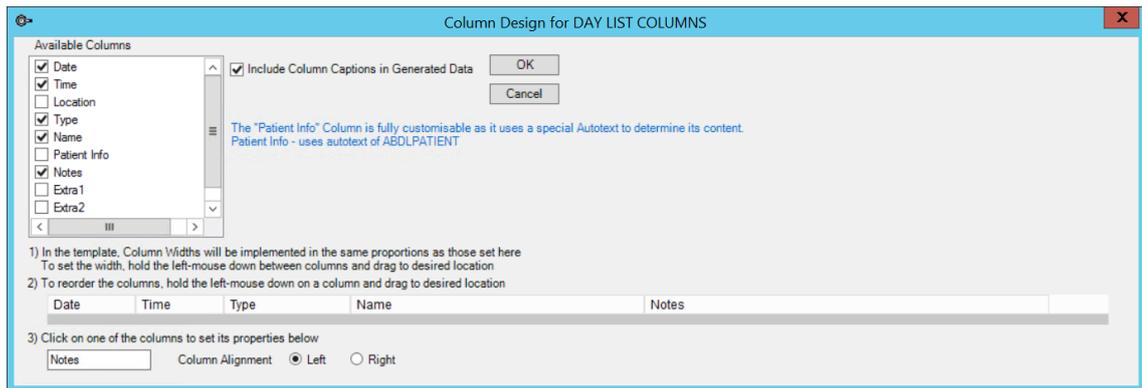
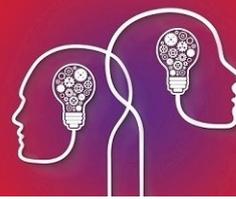
1. Position the cursor in the template where you want to insert a columns field.
2. From the lookup field list, select **Appointments > Day List > Day List Columns** and click **Insert**.



The field **Appointments/Day List/Day List Columns** will be inserted into the template.

Appointments/Day List/Day List Columns

3. Double-click on the field in the template. The **Column Design** screen will appear.



4. Tick the fields in the **Available Columns** list that you want to insert.
5. Tick **Include Column Captions in Generated Data** to improve readability of the final table.
6. In step 2), click and drag to rearrange the order of the columns.
7. In step 3), select a column in Step 2) and change the **Column Alignment** from the default if required. For example, dollar amounts might be aligned to the right.

*Note: Some column view fields, especially Appointment fields, contain information that is produced from an autotext. Blue text in the middle of the **Column Design** screen lists the information that is produced from autotexts. In the example in step 3, the **Patient Info** column is generated by the **ADBLPATIENT** autotext.*

8. Click **OK** to update the field columns.

The Day List template will now produce a formatted table of your fields when printed from the appointment book.

Appointments Day List

For Dermatology, Dr Harry @CLINIC, Cardiologist, Dr Jen @CLINIC, Sports Medicine, Dr Tracy On Wednesday, 11 January 2017

Date	Time	Location	Name	Notes
Wednesday, 11 January 2017	09:00	CLINIC	4: ADELAIDE, E Jack	<[C]Ref From Dr Rosemary Aldous Ref Exp: 11/01/2017 9:10 AMC> Doctor's notes.
Wednesday, 11 January 2017	09:10	CLINIC	10: ERROLL, Frank	<[C]Ref From Ref Exp: 11/01/2017 9:20 AMC>
Wednesday, 11 January 2017	09:20	CLINIC	5: SOMER, Jan	<[C]Ref From Ref Exp: 11/01/2017 9:30 AMC>
Wednesday, 11 January 2017	09:30	CLINIC	6: COX, Betty	<[C]Ref From Ref Exp: 11/01/2017 9:40 AMC>

General fields

Path to field	Format displayed
Practice Options / Phone	07 5522 3366
General / Today's Date and Time - Long	20 June 2017 9:56am

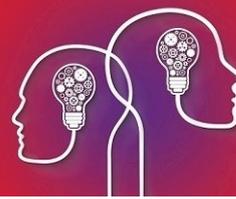


Path to field	Format displayed
General / He-She Also Him-Her and His-Her.	'He' or 'She', depending on the patient's sex.
Patient or Organisation Detail / Name and Address / Full Name	Ian Mann
Patient or Organisation Detail / Demographic Details / Date of Birth	22/05/1960
Patient or Organisation Detail / Name and Address / Full Address (multi-line)	2 Baker Street Takapuna Auckland 1000
Patient or Organisation Detail / Name and Address / Full Address (single line)	2 Baker St, Takapuna, Auckland 1000
Patient or Organisation Detail / Demographic Details / Age - Character Format	57 years 0 months 29 days
Providers / Lead Provider-Internal / Name - Title-First-Surname	Dr Mary Gynecology
Providers / Lead Provider-Internal / Name - Title-Surname-First	Dr Gynecology Mary
Providers / Lead Provider-Internal / Name - Knownname - Initials	ML (made up of initial characters of Known Name)

ACC fields

The following table shows commonly used ACC claim fields.

ACC Claim field	Path to field	Format displayed
ACC Claim Number	ACC Claims / Chosen Claim / ClaimNo	AB11127
Full Name	Patient or Organisation Detail / Name and Address / Full Name	Ian Mann
Address	Patient or Organisation Detail / Name and Address / Full Address (single line)	2 Baker St, Takapuna, Auckland 1000
Date of Birth	Patient or Organisation Detail / Demographic Details / Date of Birth	22/05/1960



ACC Claim field	Path to field	Format displayed
Telephone	Patient or Organisation Detail / Name and Address / Phone - Home Patient or Organisation Detail / Name and Address / Phone - Bus Patient or Organisation Detail / Name and Address / Phone - Mobile	07 1111 1111 07 1111 1112 0211 770 852
NHI Number	Patient or Organisation Detail / Patient Details / NZnumbers / NHI Number	ABA1234
Date of Injury	ACC Claims / Chosen Claim / Injury Date	14/03/2017
Date of Treatment	ACC Claims / Chosen Claim / Visit Date	21/02/2017
Diagnoses 1 Read2 Code	ACC Claims / Chosen Claim / Diagnosis Code	S340
Diagnoses 1 Read2 Code Description	ACC Claims / Chosen Claim / Diagnosis Description	Closed fracture ankle, medial malleolus.
Specialist Name	ACC Claims / Chosen Claim / Provider / Name Title-First-Surname	Dr Harry Dermatology
NZMC Number	ACC Claims / Chosen Claim / Provider / Numbers - NZMC	555555
HPI Number	ACC Claims / Chosen Claim / Provider / Numbers - HPI	14FLUG
Specialist Signature		
Date signed	General / Todays Date - Long Format	20 June 2017

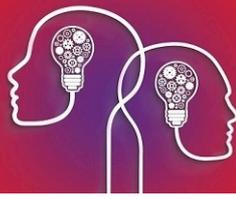
Medical notes from Medical Desktop

Medical Notes

Medical Notes / Text of Multiple Notes

This field inserts data from multiple visit notes from the Medical Desktop visit history:

Date	Provider	Problem	Details	Finished
06/02/2009	Dermatology, Hary D...		accuracy of VA horizontal manifest nystagmus no obvious AHP today loo...	
02/05/2010	Dermatology, Hary D...	H02.1 Ectropion of eyelid	1 week of flashes right eye, then floater with lots of spots, aware of shado...	
03/05/2010	Dermatology, Hary D...	E03.3 Postinfectious hypoth...	no problems	
05/07/2017	Dermatology, Hary D...		Returned redness.	



When a new document is created from a template containing **Medical Notes / Text of Multiple Notes**, Bp VIP.net prompts the user to select the notes to insert from the **Choose Medical Notes** screen.

The **Field Type** column in the **Choose Medical Notes** screen corresponds to the field name on the Medical Desktop. In the following example, the contents of the fields Present Complaints, Exam, and Assessment will be inserted from the visit notes for 05/07/2017, and the contents of the fields History of Present Complaints, Exam, and Assessment will be inserted from the visit on 03/05/2010.

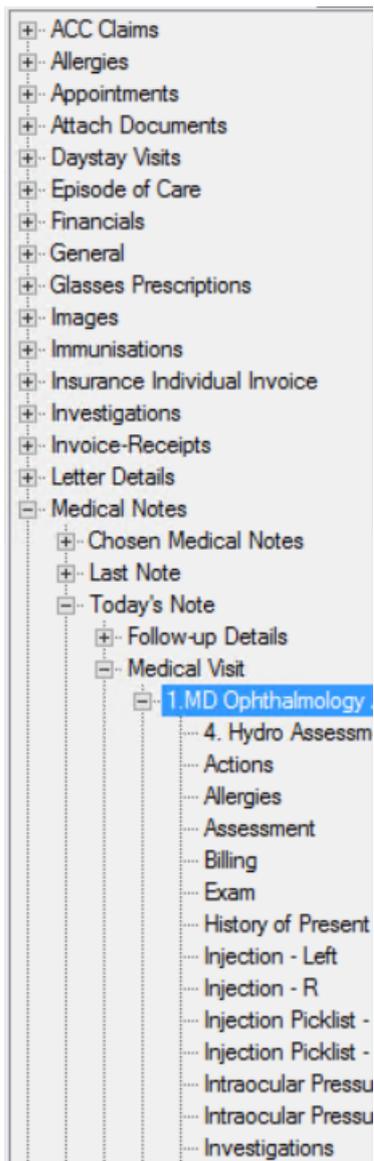
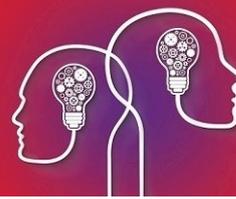
Select	Date	Provider	Field Type	Notes	MedicalId
<input checked="" type="checkbox"/>	5/07/2017 8:35 AM	Dr Dermatology Harry De...	Complaining Of	Itchy eye.	2027
<input checked="" type="checkbox"/>	5/07/2017 8:35 AM	Dr Dermatology Harry De...	Examination Note	Returned redness.	2027
<input checked="" type="checkbox"/>	5/07/2017 8:35 AM	Dr Dermatology Harry De...	Assessment Note	Maintain vigilance.	2027
<input checked="" type="checkbox"/>	3/05/2010	Dr Dermatology Harry De...	History Of Present Compl...	no problems	7
<input checked="" type="checkbox"/>	3/05/2010	Dr Dermatology Harry De...	Examination Note	fully attached good indent...	7
<input checked="" type="checkbox"/>	3/05/2010	Dr Dermatology Harry De...	Assessment Note	stable	7

To select row(s) - Click the check box(s).
To sort on a column - Click the column header.
To view full details of a column in the box below - click on it.
Note: HyperLinks are disabled in this view.

05/07/2017

Medical Notes / Today's Note / Medical Visit / <Medical Desktop>

This section of the lookup list provides access to fields from the Medical Desktop recorded in a visit that day.



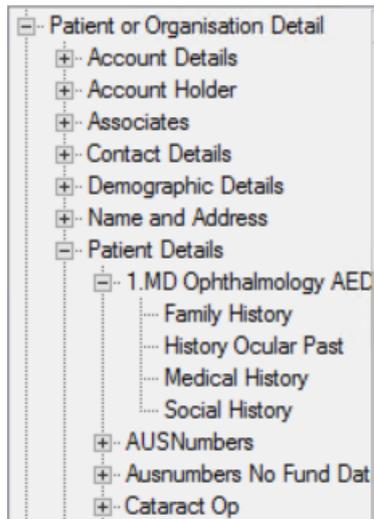
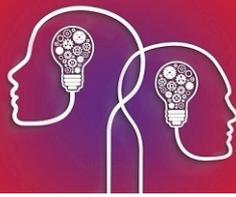
Look for the equivalent of the lookup field on the Medical Desktop to see which field contents is inserted. For example:

- **Medical Notes / Today's Note / Medical Visit / <Medical Desktop> / Optho Notes** inserts the contents of the **Orthoptist Notes** field from MD.
- **Medical Notes / Today's Note / Medical Visit / <Medical Desktop> / Present Complaints** inserts the contents of the **Present Complaints** field.

Patient History Notes

Patient or Organisation Detail / Patient Details / <medical desktop> / History fields

This section of the lookup list provides access to the **History** notes from the Medical Desktop (such as Social History or Ocular History).



Medical Notes / Complete Notes History

This field inserts the following fields from the Medical Desktop for each visit, ordered by visit date and provider:

- Present Complaint
- History of Present Complaints
- Exam
- Assessment
- Management

The following example shows an inserted Complete Notes History:

Visit Date: 15/06/2017 **Provider:** Ent, Fred @CLINIC

Present Complaint

Multiple Sinus infections in the last 12 months. Ears blocked and often painful. Tooth Sensitivity.
Dizziness

Complaint History

Allergies to pollen and dust. Broken nose as a teenager - sporting injury Mild Asthma - PRN Ventolin
Nasal bleeds as a child. Reflux from Pradaxa.

Examination Notes

Inspected the external ear before examination with an otoscope/auriscope. Swabed discharge and removed any wax. Looked for obvious signs of abnormality. Full nose examination and assessed the function, airway resistance Occasionally sense of smell. Looked into the mouth and pharynx.

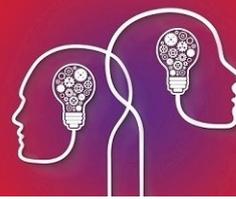
Assessment

Airway obstruction. Rhinorrhoea (runny nose). Sneezing. Loss of smell (anosmia). Facial pain caused by sinusitis. Snoring (associated with nasal obstruction)

Management Notes

To book surgery for Adenoidectomy. Also examine back of throat.

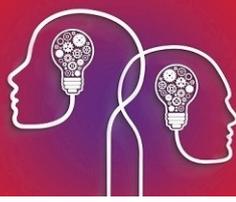
Other common History and Medical Desktop notes include:



Path to field	Description
Medical Notes / Chosen Medical Notes / Examination Note	Exam field from selected Medical Desktop notes.
Medical Notes / Chosen Medical Notes / Management Note	Management field from selected Medical Desktop notes.
Medical Notes / Last Note / History of Present Complaint	Patient's history of present complaints from last recorded note.
Medical Notes / Last Note / Medical Visit / <Medical Desktop> / Visit Date	Date of last visit recorded from Medical Desktop.
Medical Notes / Last Note / Medical Visit / <Medical Desktop> / Ongoing Problems	Comma-separated list of Ongoing Problems as at the last visit.
Allergies / All Allergies	Comma-separated list of all recorded Allergies.
Allergies / Chosen Allergy / Description with Notes	Comma-separated list of Allergies and corresponding Descriptions.
Procedures Chosen from All / Name	Full name of selected procedure.
Procedures Chosen from All / Date and Time	Date and time selected procedure occurred.
Procedures Chosen from All / Location	Location for the selected procedure.

Prescriptions

Path to field	Description												
Medications / All Regular Medications Columns	<p>Column view table of patient's regular Rx:</p> <table border="1"> <caption>Medications/All Regular Medications Columns</caption> <tbody> <tr> <td>21/0 6/20 17</td> <td>Phenergan Elixir 5mg/5mL 100mL</td> <td>70mg Elixir Once Daily for 30 days</td> <td>1</td> </tr> <tr> <td>21/0 6/20 17</td> <td>Pradaxa Capsules 150mg (blister)</td> <td>1 Capsules 2 Times Daily for 30 days</td> <td>60</td> </tr> <tr> <td>21/0 6/20 17</td> <td>Zetop Tablets 10mg</td> <td>1 Tablets 2 Times Daily for 30 days</td> <td>100</td> </tr> </tbody> </table>	21/0 6/20 17	Phenergan Elixir 5mg/5mL 100mL	70mg Elixir Once Daily for 30 days	1	21/0 6/20 17	Pradaxa Capsules 150mg (blister)	1 Capsules 2 Times Daily for 30 days	60	21/0 6/20 17	Zetop Tablets 10mg	1 Tablets 2 Times Daily for 30 days	100
21/0 6/20 17	Phenergan Elixir 5mg/5mL 100mL	70mg Elixir Once Daily for 30 days	1										
21/0 6/20 17	Pradaxa Capsules 150mg (blister)	1 Capsules 2 Times Daily for 30 days	60										
21/0 6/20 17	Zetop Tablets 10mg	1 Tablets 2 Times Daily for 30 days	100										
Medications / Prescriptions / Last Prescription / All Items in Prescription	<p>List of items in patient's last prescription:</p> <p>Prescriptions: Phenergan Elixir 5mg/5mL 100mL 70mg Elixir Once Daily for 30 days - Qty: 1 Rp:2 Pradaxa Capsules 150mg (blister) 1 Capsules 2 Times Daily for 30 days - Qty: 60 Rp:2</p>												



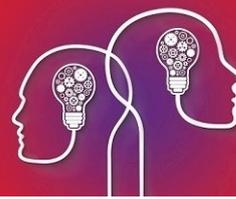
Path to field	Description																				
Medications / Non PRN Medications Columns	<p>Column view table of patient's non-PRN medications:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #c00000; color: white;">Medication</th> <th style="background-color: #c00000; color: white;">Dose</th> <th style="background-color: #c00000; color: white;">Quantity</th> <th style="background-color: #c00000; color: white;">Route</th> <th style="background-color: #c00000; color: white;">Directions</th> </tr> </thead> <tbody> <tr> <td>risperidone 4 mg tablet</td> <td>2 tablet 2 Times Daily for 7 days</td> <td>28 tablet</td> <td>Oral</td> <td></td> </tr> <tr> <td>Phenergan Elixir 5mg/5mL 100mL</td> <td>70mg Elixir Once Daily for 30 days</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>Pradaxa Capsules 150mg (blister)</td> <td>1 Capsules 2 Times Daily for 30 days</td> <td>60</td> <td></td> <td></td> </tr> </tbody> </table>	Medication	Dose	Quantity	Route	Directions	risperidone 4 mg tablet	2 tablet 2 Times Daily for 7 days	28 tablet	Oral		Phenergan Elixir 5mg/5mL 100mL	70mg Elixir Once Daily for 30 days	1			Pradaxa Capsules 150mg (blister)	1 Capsules 2 Times Daily for 30 days	60		
Medication	Dose	Quantity	Route	Directions																	
risperidone 4 mg tablet	2 tablet 2 Times Daily for 7 days	28 tablet	Oral																		
Phenergan Elixir 5mg/5mL 100mL	70mg Elixir Once Daily for 30 days	1																			
Pradaxa Capsules 150mg (blister)	1 Capsules 2 Times Daily for 30 days	60																			

Ophthalmology

Ophthalmology field	Path to field (L)	Path to field (R)
Unaided	Medical Notes / Chosen Medical Notes / Medical Visit / <medical desktop> / VA Unaided - L	Medical Notes / Chosen Medical Notes / Medical Visit / <medical desktop> / VA Unaided - R
With Glasses	Medical Notes / Chosen Medical Notes / Medical Visit / <medical desktop> / VA Best Corrected - L	Medical Notes / Chosen Medical Notes / Medical Visit / <medical desktop> / VA Best Corrected - R
With Pinhole	Medical Notes / Chosen Medical Notes / Medical Visit / <medical desktop> / VA Pinhole - L	Medical Notes / Chosen Medical Notes / Medical Visit / <medical desktop> / VA Pinhole - R
Intraocular Pressure	Medical Notes / Chosen Medical Notes / Medical Visit / <medical desktop> / Intraocular Pressure - L (in mmHg)	Medical Notes / Chosen Medical Notes / Medical Visit / <medical desktop> / Intraocular Pressure - R (in mmHg)

Investigations

Path to field	Description
Investigations / Plain Text of Multiple Results	Tab-spaced list of investigation results with no formatting.
Investigations / Text of Multiple Results	Formatted list of results with headings and indentation.
Investigations / Investigation Result Columns	Column view table of investigation results.



Monitoring and Recalls

Path to field	Description
Monitoring & Recalls / All Tests (Autotext use)	Comma-separated list of all current Recalls.
Monitoring & Recalls / All Tests Overdue (Autotext use)	Comma-separated list of all tests with due dates that fall before the current date.
Monitoring & Recalls / Monitoring Details / Overdue Recall Columns	Column view table of overdue tests.
Monitoring & Recalls / Monitoring Details / Test Name	Name of test.
Monitoring & Recalls / Monitoring Details / Due Date	Next due date of test.

Appointments

When retrieving appointment details, Best Practice Software recommend using the **Last Arrived Appointment** or **Today's Appointment** lookup fields.

Path to field	Description
Appointments / Last Arrived Appointment /	Includes fields from the last appointment at which the patient was arrived in Bp VIP.net.
Appointments / Today's Appointment /	Includes fields from appointments booked for the current date.
Appointments / Operations List / Operations List Columns	Column view table of a patient's operations list.
Appointments / Day List / Day List Columns	Column view table of a patient's day list.

Financials

Path to field	Description
Quotes / Quote Columns	Column view table of a practice's quotes.
Statement / Statement Columns	Column view table of a practice's statements.
Financials / Transaction Columns	Column view table of a practice's transactions.
Invoice-Receipts / InvoiceReceipt Columns	Column view table of a practice's invoices and receipts.

