

The Medical Desktop - Emailing



Print out Reports

1. Click **Create Letter/Create Referral** to select a letter template.
2. Click **Print Notes History** to print a complete history of the patients notes entered in the **Medical Desktop**.
3. Click **Progress Notes** to print a report of notes entered for the selected visit.
4. Click **Import** to import and image into the days notes.
5. The **Create By** fields display the user who created the note and the time.

Letters and Reports

1 → Create Letter

2 → Create Referral

3 → Print Notes History

4 → Import

5 → Created By: Practice, Best | 21/05/2020 00:00

Buttons: Save/Refresh, Save/Close

Print Out Reports

3 Progress Notes

Printed By: Best Practice | Date Printed: 21/05/2020

Patient Details:
 Name: Baker, Anthony Logan
 Address:
 DOB: 1/09/1966

Visit Date: 25/10/2016 | **Provider:** Ophthalmology, Sarah

Present Complaint:
 Extracapsular extraction of crystalline lens by phacoemulsification and aspiration of cataract Note Test

History of Present Complaint:
 Blurred vision started a year ago in R eye. Primarily using L eye dominance in reading.

Examination Notes:
 Extracapsular extraction of crystalline lens by phacoemulsification and aspiration of cataract Note Test. The right eye is 50 of the right

Actions:
 Medication: Loxamine Tablets 20mg (20mg)Tablets(Once Daily)(for 90 days)(90) Tablet(20mg(90)) S Rp:0T take one in the ev evening) - Qty:90 Rp:0
 Pathology: COAGULATION PROFILE, B12, Blood
 Procedure Itemcode: DEFPROC
 Radiology:

2 Complete Notes History

Printed By Best Practice | Date Printed: 21/05/2020

Patient Details:
 Name: Tony Baker
 Address: 76 Alice, Beerscourt, Hamilton 3200
 DOB: 01/09/1966

17/07/2019 Dr Ent Fred test

- Click **Save/Refresh** to save the note.
- Click **Save/Close (F12)** to save and close.
- If you close the Medical Note, the note will **not** delete. To delete a note, click the **Delete** button.

The Medical Desktop - Emailing



Send an email from the Medical Desktop

1. Click the **Email** button.

The **Email** screen displays populated with the patients email address if it has been recorded.



✉ Email: New Email Message

From:

To: 3 Email addresses separated by semicolons

Cc: 1

Bcc:

Subject: 2

Attachments: 4

Message:

Attach Files

Attach Letters

5 SEND!

Cancel

2. Enter a **Subject** (compulsory field).
3. Click **Attach Letters** to attach patient letters created in Bp VIP.net.
4. Click **Attach Files** to navigate to File Explorer.
5. Enter the message (this will save in Bp VIP.net in Reports > Email Log).
6. Click **Send**.