

Clinical overview

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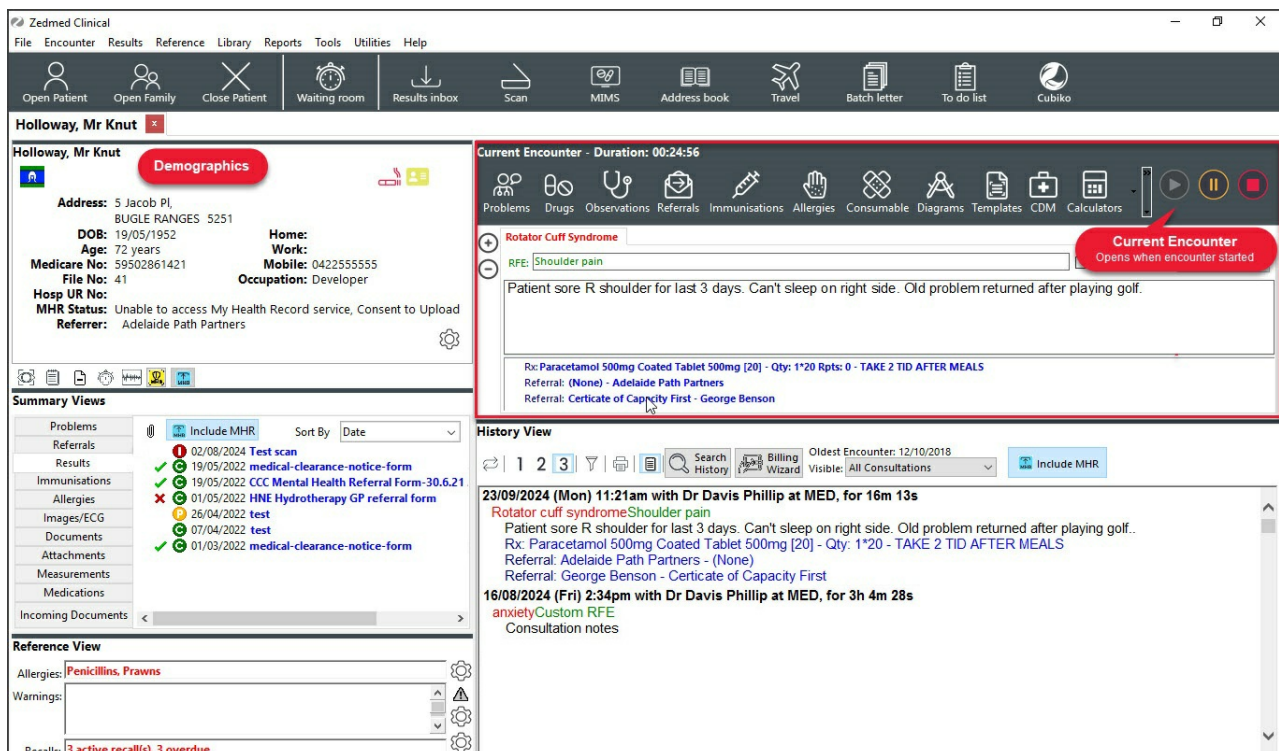
Practitioners use Clinical Records to run consultations, record information and access Zedmed's clinical features. This guide explains the user interface and where to find the information and features.

Clinical UI

When patients are opened in Clinical Records, their information is organised into **Demographics**, **Summary Views**, **Reference View** and **History View**. When an **encounter starts**, the **Current Encounter** section opens with the clinical notes and modules.

To learn more, see [Starting and Encounter](#) and [recording clinical information](#).

Screenshot of Clinical Records with a patient record opened and an encounter started.



Clinical Record menus

The main menu contains both a **Text** (top) and **Icon** (main) menus, and the key features of each are explained below.



Top menu

- **File** - To open, close and save a patient's record and access the [Clinical Waiting Room](#).
- **Encounter** - Access Start, Pause and Finish and encounter.
- **Results** - Access to the [Results Inbox](#) and [Outbox viewer](#).
- **Reference** - Access to Travel Information, MIMS (look up and view only) and Patient education leaflets.
- **Library** - Links to websites and medical certificate templates commonly used by the practice. [Add item to the library](#).
- **Reports** - All of the patient reports that are available.
- **Tools** - gives access to:
 - **My Options** - where you can customise your default settings, documents and layouts.
 - **Clinical WP Setup** - used to update your clinical templates.
- **Utilities** - Manage data, such as merging patients and tidying up the address book. Requires Administrator access to Clinical.
- **Help** - View release notes, shortcut keys, MIMS information and the current Zedmed clinical version.

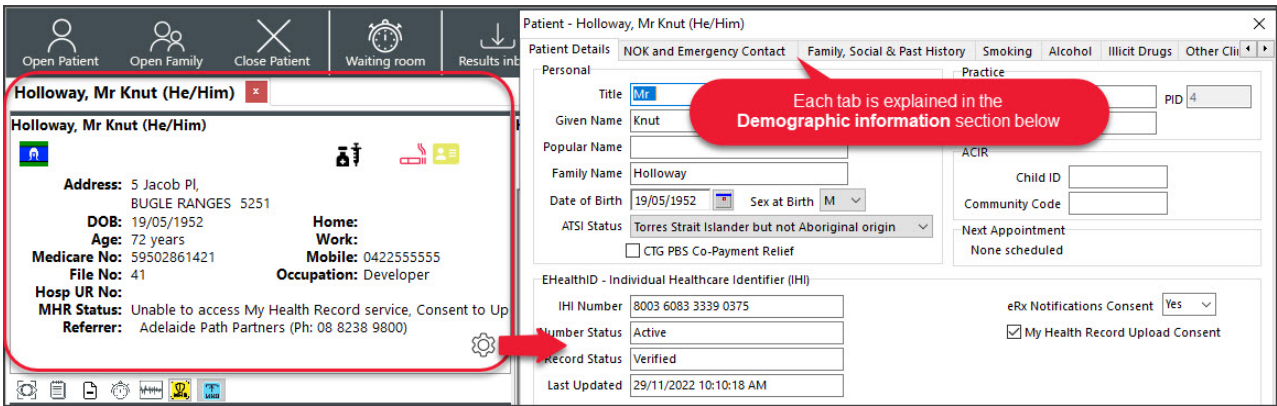
Main menu:

- **Open Patient** - Open a patient's record and access the functionality of the Current Encounter screen. [Learn more](#).
- **Waiting Room** - View patients waiting to be seen. Admit a patient to open their record and start an encounter. [Learn more](#).
- **Results Inbox** - View pathology and radiology results, and any letters that need to be actioned. [Learn more](#).
- **Scan** - Scan results and clinical letters into Zedmed and link them to their respective patients. [Learn more](#).
- **MIMS** - Access integrated MIMS product information. [Learn more](#).
- **Address Book** - Access contact details for referrers, practitioners, laboratories and hospitals. [Learn more](#).
- **Travel** - View the current vaccination requirements for specific countries
- **Batch Letter** - Write clinical letters individually or in batches using standard and custom templates. [Learn more](#).
- **To Do List** - Use as a personal planner and use links to the Patient version of the To Do List. [Learn more](#).
- **Intramail (F7)** - For internal messaging. Messages can be linked to a patient's record and added to their history. [Learn more](#).
- **Cubico** - For practices subscribed to Cubico practice intelligence. [Learn more](#).

Demographics, histories and summaries

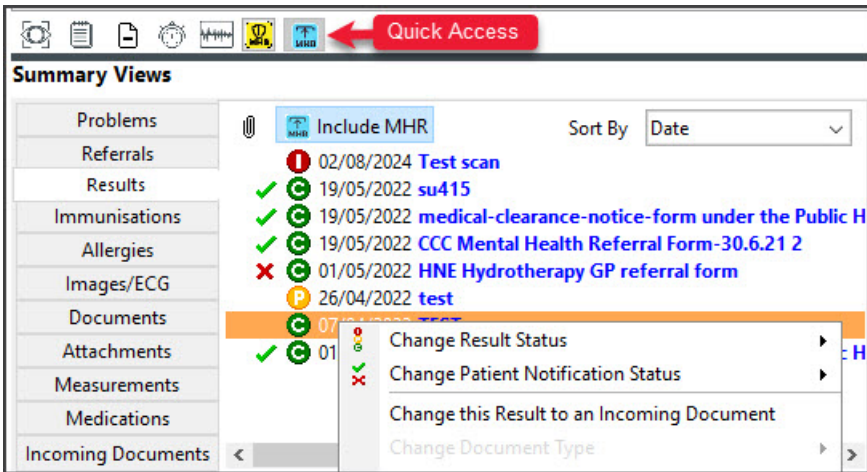
Clinical demographics

The patient summary provides key information at a glance with icons to indicate ASTI Status, Illicit drug user or smoker/vaper status, and Medicare card and Health Care card holders. It also displays key indicator icons and provides quick access to [documents and templates](#). To learn more, see the [Clinical demographics guide](#).



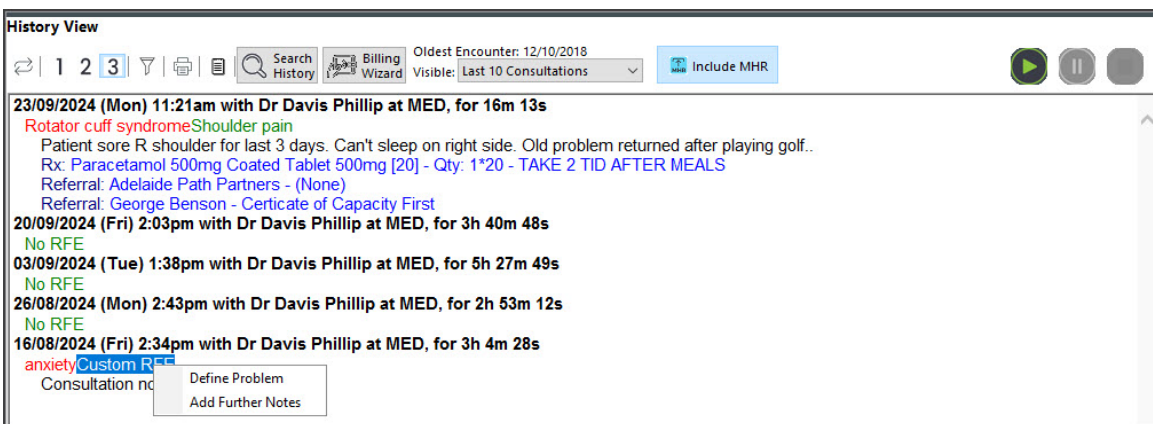
Summary Views

Provides access to all files stored in Zedmed for the patient and information recorded using Zedmed's clinical modules. The information shown can be actioned or opened using the right-click options.



History View

Displays information recorded using Zedmed's clinical notes and modules. The information can be searched and filtered as explained in the functionality section below. To learn more, see the [Clinical History guide](#).



Reference View

This section shows critical information like allergies, recalls and warnings recorded in the patient's file.

Recording clinical information

When an **encounter starts**, the **Current Encounter** menu opens and displays the clinical modules menu and clinical notes fields.

Clinical notes and REF

The "reason for encounter" is entered in the REF field, and clinical information is added by typing or using auto text.

[Learn more](#)

Clinical Modules

Clinical modules become available when the encounter starts and provide specialised ways to add information. [Learn more](#).

