

Quick Documents

Last Modified on 03/06/2024 9:26 am AEST

Quick Documents is a menu in Clinical that provides easy access to popular documents and templates. It opens from a patient's record so you can access patient-specific documents like the **My Health Record Summary** and **Full History** report and includes key documents such as the **Medical Certificate** template.

To learn how templates are created and added to Quick documents, see our [Managing Clinical Templates](#) guide.

To open Quick Documents:

1. Go to Zedmed's **Reception** tab.
2. Select **Clinical Records**.

The **Clinical Records** screen will open.

3. Open the patient.
4. Select **Quick Documents**.
5. Select the document or template required.

The document will open and you can save or print it out.

Options include:

- [Write a letter](#)
- [My Health Record Summaries](#)
- [Letters imported from the Zedmed website.](#)
- [Templates you made yourself.](#)

File Encounter Results Reference Library Reports Tools Utilities Help

Open Patient Open Family Close Patient Waiting Room Results Inbox Scan MIMS Address Book Travel Batch Writer To Do List

Holloway, Mr Knut

Holloway, Mr Knut

Address: 5 Jacob Pl, BUGLE RANGES 5251
 DOB: 19/05/1952 Home:
 Age: 70 years Work:
 Medicare No: 59502861421 Mobile: 0422803434
 File No: 4 Occupation:
 MHR Status: Consent to Upload Hosp UR No:

Current Encounter - Duration: 04:28:33

Undefined Problem
 RFE: Use Coded RFEs Management Plan

History View

1 2 3 Search History Billing Wizard Oldest Encounter: 25/07/2022 Visible: Last 10 Consultations

08/11/2022 (Tue) 11:13am with Dr Phillip Davis at MED, for 9m 00s
 No RFE
 Rx: Paracetamol 500mg Coated Tablet 500mg [12] - Qty: 1*12 - WHATEVER

07/11/2022 (Mon) 1:06pm with Dr Phillip Davis at MED, for 2h 23m 33s
 No RFE
 Rx: Sertraline 50mg Coated Tablet 50mg [30] - Qty: 1*30 Rpts: 5 - TAKE 1 DROP

08/11/2022 11:22 by Dr: PD - ADDENDUM
 Referral: Dr Vivian Mortier - Ref Letter - Standard

04/11/2022 (Fri) 4:37pm with Dr Phillip Davis at MED, for 4m 59s
 No RFE
 Rx: Paracetamol 500mg Oral Tablet 500mg [24] - Qty: 1*24 - TAKE ONE ONCE A MONTH

03/11/2022 (Thu) 11:21am with Dr Phillip Davis at MED, for 13m 20s
 No RFE

03/11/2022 11:37 by Dr: PD - ADDENDUM
 incorrect patient

26/10/2022 (Wed) 3:27pm with Dr Phillip Davis at MED, for 34m 21s
 insomnia
 having trouble sleeping and staying asleep
 The Patient Report Medical Certificate was produced.
 Rx: Temazepam 10mg Oral Tablet 10mg [25] - Qty: 1*25 - ONCE A DAY BEFORE MEALS NOCTE AS DIRECTED

Server Time: 21/11/2022 1:47 PM