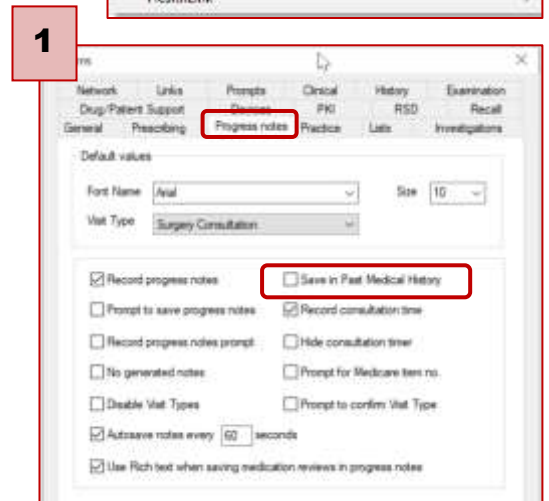
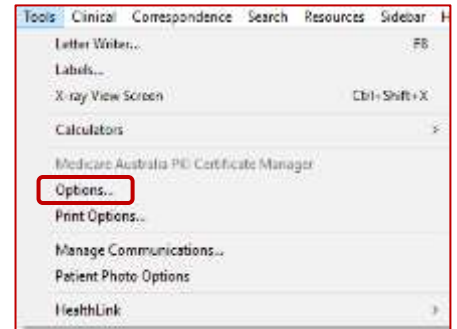


Configuring user options to help maintain data quality

Individual users can change their default settings 'Options' in MedicalDirector Clinical to assist with data collection & quality.

Changing default option so that 'Reason for Contact' does not automatically add to 'Past Medical History':

1. From the **main screen** (not from within a patient record), select the **Tools** menu
2. Select **Options** from the drop-down list.
3. Select the **Progress Notes** tab.
4. Untick **'Save in Past Medical History'** & **Save.**
(NB. If reason for contact is a new diagnosis it will need to be added to the Past History list).



Mandating 'Reason for Contact' & 'Reason for Medication':

Mandating 'reason for contact' & 'reason for medication' means a prompt will appear when the patient record is closed if this information has not yet been entered. This can be a helpful reminder to enter this supplementary data (an accreditation requirement).

1. Select **Tools > Options > Clinical** tab
2. Tick **'Mandate entering a reason(s).....'**

1. Select **Tools > Options > Prescribing** tab
2. **Untick 'Save in Past Medical History'**
3. Tick **'Reason for medication'** under Prompts

