Practice Perfect Plus Lite Manual

brought to you by

CGM



Table of Contents

Introduction to Practice Perfect	3
Remote Access	5
Logging into Practice Perfect	6
Opening a Patient File from Practice Perfect	7
Opening a patient file from the MEDEDI Calendar	8
Creating notes from Check Boxes (Vitals Page)	9
Using auto-text clinical notes	11
Making a diagnosis	12
Generating a prescription	12
Adding a procedure	15
Adding an allergy	16
Creating a sick note	17
Generating referrals/ reports	
Save and close a patient file	19
Using the history wizard	20
Navigating the Billing Screen in Practice Perfect	20
Sending items to MEDEDI from Practice Perfect billable items screen	21
Using the Auto-Bill in Practice Perfect	23
Using the Bill Summaries tab in Practice Perfect	23
Remote Support	25



Introduction to Practice Perfect

Designed in 2008, by a doctor for medical professionals to ensure that you get the most out of your workday. Trusted by medical teams of 2 to 200, Practice Perfect understands the exact needs of specialist practitioners.

More than just a digital version of a patient's paper chart, **Electronic Health Records** digitally capture the why, what and how of clinical care. **Create clinical notes** with a click, draw diagrams to **support your examination observations** and even **send blood work or samples to your favourite lab**. **Combine realtime patient and billing data** for records that are nothing short of perfect with **Practice Perfect**.

Always on, always up to date



ACCURATE

Always on and always up to date, **Practice Perfect** is available 24/7 and accurate every time. **Auto-update** ensures that you continue to get the latest and best - as the saying goes, "Practice makes perfect"!

Practice Perfect is used by:

- General Practitioners
- Physicians
- Paediatricians
- Gynaecologists
- Urologists
- Surgeons
- Physiotherapists
- And various other specialities



A SINGLE SOURCE OF THE TRUTH Access vital clinical information to paint a complete picture of a patients' health. Notes, diagrams, lab results, MIMS, and more



PAPERLESS PRACTICE

Automate your practice processes and go paperless. For patient records which are nothing short of perfect, our Electronic Health Records offer greater accuracy, fewer errors and less duplicates than their paper counterparts.



A picture of your patient's health

Vital Clinical Information

Support your clinical decision-making by capturing vital clinical information such as your patient's clinical history, examination notes, procedures, prescriptions, lab reports and more.

Treatment Notes to suit your practice

Get started with a template, it's the perfect way to document your clinical work.

Multi-device Support

Access your patient data from anywhere, seamlessly switching devices to complete complementary tasks.



Remote Access

What is Remote access?

Remote access is the ability to connect remotely to a hosted server on our Azure platform using an application to ensure a secure and encrypted connection.

How to log in using TSPlus

1. Click on the TSPlus icon on your desktop.



2. The TSPlus window will open a login screen. The first time you login, enter your username and password.

Select the 'RemoteApp' option and click 'Log on'.

Note your username and password will be auto-saved for ease of use in future.



Fig 1: Your login screen also has a QR code that will link you to the <u>training landing page</u> with handy FAQ's and a video on how to utilize the system.

3. Next, the Remote App menu will appear on your screen giving you access to the Practice Perfect and MEDEDI systems.





Logging into Practice Perfect

1. Click on the Practice Perfect button on the Remote App



2. Enter your User Name and Password, then click on the tick to login

		Login	3	1 2 3	User Name Password Login
	User Name:			5	LOBIT
1	Demouser0				
	Password:				
2	•••••				



Opening a Patient File from Practice Perfect

1. Click on the 'Patients' button to get to the search option



2. Type in the name of the patient in the search bar and press enter to search

		demo			
DEMO	DEMO	D	MR	Oct 10, 2020	3

3. Once the correct patient file is selected, a brief overview of that patient will appear on the righthand side of the screen. To access the full patient file, click on the 'Open' button.

Reference: 3 File Number: Gender: Male Born: 10 October 2020 Age: 21 months ID Number: Contact Details Home: Work: Mobile: Fax: Email: Address Home: 1, 10TH AVENUE, 6242 Postal: Medical Aid Fund: PRIVATE PATIENT PRIVATE Number: Dependant: 0 Account View Number: 3	MR DEMO DEMO	🗁 Open 😩 🗐
Name: DEMO, D MR	Reference: 3 File Number: Gender: Male Born: 10 October 2020 Age: 21 months ID Number: Contact Details ID Number: ID Number: Contact Details Home: Work: Mobile: Fax: Email: Address Home: 1, 10TH AVENUE, 6242 Postal: Medical Aid Fund: PRIVATE PATIENT PRIVATE Number: Dependant: 00 Account View Number: 3 Name: DEMO, D MR	

4. Once the patient file is open, it will give an overview of the information available and you can select various options for more detail i.e Allergies, Medical Conditions, Past Conditions etc.





Opening a patient file from the MEDEDI Calendar

To open a patient file from the MEDEDI calendar you must be logged into MEDEDI and on the calendar screen. Right-click on the appointment of the patient file you want to see and select 'Open Patient File'. The patient's profile will open automatically in Practice Perfect. The doctor will be able to add required clinical notes, diagnosis, treatment plans, medication, sick notes and other personal details.





Creating notes from Check Boxes (Vitals Page)

1. To add a patient's vitals measurements, click on the 'Vitals' icon at the top of the window



2. You can enter all the vitals measured for an examination

Font v Si	
 Examination 	
Blood Pressure:	115 / 80 Left · Arm · Sitting · 2022-07-27 14:25 · • • past
Pulse Rate:	82 Regular v 2022-07-27 14:25 🔹 🕯 🕒 Past
Temperature:	34.3 °C ∨ Orally ∨ 2022-07-27 14:25 🔹 ♥ 🗊 🕈 Past
Respiratory Rate:	16 2022-07-27 14:25 🔹 🐨 🐨 Past
Oxygen Saturation:	95 SpO ₂ V Room Air V 2022-07-27 14:25 V Past
Peak Expiratory Flow:	91 L/min 2022-07-27 14:35 🔷 💙 🗊 🕈 Past
Weight and Height:	84 kg 182 cm BMI: 25.36 2022-07-27 14:25 🔷 🕶 Past
Blood Glucose:	5.6 mmol/I Fasting v 2022-07-27 14:37 V T Past
Total Cholesterol:	4.1 mmol/l Fasting v 2022-07-27 14:38 v 🗊 📀 Past

 Once all the information has been captured, the data will be saved under the "Clinical Notes" (white clipboard icon). You can also access it from the "Overview" page, at the section "Previous Notes."





Auto-text clinical notes

The auto text function is a quick and easy way to add pre-recorded clinical notes to procedures.

Once the auto text clinical note is created and linked to a procedure, when adding the procedure to a patient's profile you can easily add the saved clinical note.

Creating auto-text clinical notes

1. To create auto-text options, open the Procedures tab. Then click on the 'Add Procedure' button (plus symbol).



2. Search for the procedure you want to add auto text to, or type in the procedure code.

Procedure:	Search Procedure
ICD10:	chest x
Medication:	0452 FRACTURE (REDUCTION UNDER GENERAL ANAESTI
Clinical Notes:	1225 EXCISION OF MALIGNANT CHEST WALL TUMOURS
	1241 X-RAY SCREENING: CHEST

3. Click on the 'Auto Text' bar on the right side of the screen. Click on the plus symbol to add in a new note. You can also add a new procedure from this screen by clicking on the spanner icon.



4. Give your auto text clinical note a name, then choose a category to add it under and add the description to be used.

Click on the 'save' button to add this to the system.

Name	Demo Example	
Category	General ~	
Shortcut		
X 43 2	n 🕐 🌞 🛪	

Here you can add in the relevant clinical notes to be linked to the name given above.



Using auto-text clinical notes

To use auto text, go to the patient profile. Click in any "free text" field, the 'auto text' search option will appear on the right side of your screen.

Here you will have an overview of the categories and auto text clinical notes you have created under eac category.

1. Selected, the notes you want to add and it will automatically be added under the clinical notes section for procedures.

Search Auto Text General Chest examination Demo Example	Auto Text	
Procedure:	1241 X-RAY SCREENING: CHEST	
ICD10:	Search ICD10 Codes	
Medication:	Search Medication	▼ Dosa
	Add Medication	
Clinical Notes:	Here you can add in the relevant clinical notes to be linked to the name given abov	e.

2. The clinical notes are free text, so can still be edited once they have been added in.

	÷				
E.	Procedures	General Procedures	Detailed Procedures		
Dx	• * (Procedures
	1241 X-RAY S Here you can ad	CREENING: CHEST	to be linked to the name give	en above.	



Making a diagnosis

1. To add a new diagnosis, click on the 'diagnosis' icon (see Fig. 2) and click on the plus sign.



Fig 2. Diagnosis icon

2. You can now search either by ICD10 code or by typing a description for your diagnosis. Select the relevant diagnosis from the dropdown list.

You can set up custom procedures, medications, allergies etc. by clicking on the 'spanner' icon.



Generating a prescription

All information regarding your patient's medication can be recorded and viewed on the patient profile, to access the medication records click on the prescriptions icon (see Fig.3).



Fig.3 Prescriptions icon

1. To create a new prescription, click on the new prescriptions block.





2. Search for the medication that you would like to prescribe and select the dosage to be administered. Click 'accept' and a new prescription will be created.

Add I	Medication (X) 📀
Chronic ICD10: Search ICD10 Codes	(<) ▼ Medical Condition Diagnosis
panado	X 🕐 🗆 Ingredients Custom
PANADO TAB 500MG	VARIPAN TAB 500MG
PANADO (NO ALC/SUGAR) SYR 120MG/5ML	DIS-CHEM PARACETAMOL TAB 500MG
PANADO CHILDREN BANANA TAB 125MG	DOXSYN TAB
PANADO EFT EFT 500MG	PAINOGESIC TAB 500MG
PANADO MEDSIP GINGER 5GM SAC	CETAPON TAB 500MG
PANADO MEDSIP HONEY LEMON SAC	PARACET TAB 500MG
PANADO MELT TAB 500MG	PANADO MELT TAB 500MG
PANADO PAED S-BERRY SYR 120MG/5ML	DISC ZYDUS PARACETAMOL TAB 500MG
PANADO PLUS CAP	AUSTELL PARACETAMOL TAB 500MG
PANADO CAP 500MG Take 1 Tablet(s) Twice Daily Orally as need	ded for Pain (20) Repeat X 6 mims 🟠
Pack Dosage Dosage	nit Interval Location Instruction Repeat
20 Take 1 Tablet(s)	Twice Daily Orally as needed for Pair 6
20 R18.59 Take ^ 1 ^ Tablet(s)	bd - Twice Dail P.O Orally P.C After Me
Apply 2 Capsule(s	s) tds - Three Tim In Affected Eye PRN Diarrhoea 6
Chew 3 Drop(s)	tid - Three Tim In Both Eyes PRN Dyspnoea 5
Inhale 4 ml	Daily In Each Nostril PRN Nausea - 4
Insert 5 cm	Hourly Nasally PRN Pain - as r 3

3. To customise procedures, medications, allergies, etc. on a prescription click on the 'spanner' icon.



4. Once completed the script can be printed for the patient.



Dr Demo User0

MBChB MP: MP4332216 PR: 1122334

Tel: (021) 5550000 Box 123 Cape Town Western Cape 7570

Patient Details Patient's Address: Name: MR DEMO DEMO Patient's Address: DOB: 10 October 2020 1 Cell: 10TH AVENUE Tel (H): 6242 Medical Aid: PRIVATE PATIENT PRIVATE Medical Aid No: Rx:

PANADO CAP 500MG Take 1 Tablet(s) Twice Daily Orally as needed for Pain (20) Repeat X 6

5. The prescription will reflect on the main screen under 'Current Medication' tab.

Fax:





Adding a procedure

1. To add a procedure, click on the procedure icon (see Fig.4).



Fig.4 Procedure icon

- 2. To add a new procedure, click on the plus symbol.
- 3. To add a new procedure to a patient profile, type in the code or search by name.
- 4. Select the relevant ICD10 code, add additional medication, clinical notes, select the date, add procedure duration and an authorization code. Finally, add the location, a modifier and lastly add in consumables. Click on 'accept' to save.

				Add Procedure						×
X 🗈 🙇 🤊 🥐 🗰	*									
Procedure:	30100 X-	RAY OF THE CHEST, SINGLE V	EW							•
ICD10:	Z00.0 - Ge	neral medical examination								�∙
Medication:	Search Mea	lication			▼ Do	sage	• Unit	▼ Route	× 1	* Delete
	Add Medic	cation								
Clinical Notes:	This is a ge	eneral checkup x-ray								
Date:	2022	2-07-27 15:33 🔹 🕶								
Duration:	10	minutes		Anaesthetic Procedure	e: 🗆					
Authorization Code:	123456									
Location:										۹
Modifier:				•						
Consumables:	0201BB8U	TRAY ACCESSORY STERILE							- 1	Delete
	Add Consu	<u>imable</u>								



Adding an allergy

1. If the patient has an allergy that needs to be noted, click on the allergy icon (see Fig. 5)



Fig.5 Allergy icon

2. Click in the Allergies block to manage the list. Now you can add, edit, delete, or move allergies to past tense.

Allergies		
CYCLOPENTOLATE		
Allergi 🛨	Allergies	
CYCLO CYCLOPENTOLATE		Edit Delete

3. To add a new allergy click on the plus sign and fill in accordingly. Click 'accept' to save your changes.

٩		Add Allergy	×
Allergy			
Insects - Bee stings			
bee			× 🕐
Bee stings - Insect	5		
Ingredients (4)			
<u>Products (15)</u>			
Severity			
Unspecified			Ŷ
Diagnosed By		Date Diagnosed	
Dr Demo User0		~ 2022 ~ ~	
Reactions			
Bronchospasm Ch	est Pain Difficulty Breathing		
Notes			
Important			Exclude From Notes



4. The allergy list is now updated.



Creating a sick note

- 1. Practice Perfect comes with a built-in user-friendly 'create a sick note' form.
- 2. Click on the 'Medical Certificates' icon, click on the 'Add Sick Note' button (see Fig. 5).



Fig. 5 Medical Certificates

3. Select all the applicable options to create the sick note. Click on the tick to save.

	(Create S	ick Note		×
Language:	English	9			
Attended Practice On:	2022/08/01 15				
Information:	In My Opinion	Ý	Unfit For:	Work	Ý
From:	2022/08/01 15		To:	2022/08/05 15	
Nature Of:	Illness	Ŷ			
Detail:	Major flu and bronchitis				
Other Detail:					
Patient Will Return On:	2022/08/08 15				
n 1.0		• • •	· .· ·		



4. The the sick note has been created and added to the patient's profile. This document can be printed or emailed to the patient. If any "detail"/ "other detail" or "recommendations" are disclosed, the sick note will bring forward the requirement for the patient to sign the document as well.

Tel: (021) 5550000 Box 123 Cape Town Western Cape 7570		Fax
	Medical Certificate	
In my opinion, he was August 2022 due to ill Description: Major flu He will return to work Recommendations: St	unable to attend work from Monday, 0 ness. and bronchitis on Monday, 08 August 2022. ay home, rest and complete medication	1 August 2022 to Friday, 0 given.
By signing below, the description of their ille	patient gives informed consent for the oness/disorder.	disclosure of the
Signed:	(MR DEMO DEMO)	
		ß

Generating referrals/ reports

1. Practice Perfect allows you to add templates or used pre-generated templates to refer patients and generate reports. Click on the 'Referrals and Reports' icon (see Fig.6), then click on the 'Add Document' button.



2. Select the template you would like to use.





3. Open the template and add in the information as required.

								Claim Numbe	r: 123456789	
	COMF	FIR PENSATIO	ST MI	EDICAI OCCUPA iection 6A(b)	L REPC TIONAL II I – Commissi	ORT IN R NJURIES A ioner's rules, fo	ESPECT OF ND DISEASES / rms and particulars -	AN ACCID ACT, 1993 (Act Annexure 15]	ENT No. 130 OF 1	993)
Nai	nes ar	id Surname	of emplo	yee MR D	EMO DEM	10				
de 1, 1	ntity Ni IOTH /	umber AVENUE, 62	242				Address	: P	ostal Code624	12
Vai	ne of e	employer	APLOYE	K NAME A	IND ADDR	CESS DETAIL	5			
١do	iress							P	ostal Code	
Dat	e of ac	cident .202	2/07/31					F1	osal 000e	
					2/08/01					
I.	Date	of your first	consulta	tion	STATE	HOW INCIE	ENT OCCURRED			
			,							
		(MPTOMS	AND SIG	SNS CAUS	(not symp E BY INJU	toms, signs RY HERE	or syndromes)			
I. Ac	Desc	ribe briefly a	AND SIC	existing def	(not symp E BY INJU ect disease I HERE	itoms, signs RY HERE	or syndromes)			
4. AE	Desc D IN X-ray	YMPTOMS cribe briefly a ADDITION	AND SIG	existing defined and the comparison of the compa	(not symp E BY INJU ect disease I HERE	toms, signs RY HERE	or syndromes)	DOCTOR		
1. AE 5. At	Desc D IN X-raj	YMPTOMS cribe briefly a ADDITION/ ys Date eport if avai	AND SIC any pre-e AL INFO 2022/(lable)	existing defined and a constraint of the constra	(not symp E BY INJU ect disease I HERE	toms, signs RY HERE	or syndromes)	DOCTOR		
AE At	Desc DD IN X-ray tach re Surg Brief	YMPTOMS cribe briefly a ADDITION ys Date eport if avait ical Procedu description	AND SIC any pre-e AL INFO 2022/(lable) ires:	mury (les) SNS CAUS existing defi RMATION 08/01 Date	(not symp SE BY INJU ect disease I HERE 2022/0	NT HERE	or syndromes)	DOCTOR		
i. AC At	Desc DD IN X-ray tach re Surg Brief	ribe briefly a ADDITION ys Date eport if avai ical Procedu description	AND SIC any pre-e AL INFO 2022/(lable) ares:	mury (less) sisted and a second	(not symp E BY INJU ect disease I HERE 2022/0	NY HERE	or syndromes) By whom By whom	DOCTOR DOCTOR		30
AE	Desc DD IN X-ray tach re Surg Brief Anae	rMPTOMS pribe briefly a ADDITION ys Date eport if avail iccal Procedu idescription esthetics: Consultati	AND SIC any pre-e AL INFO 2022/(lable) ures: Gene	nijury (les) SNS CAUS Mater RMATION Date Date ral / Local No. Yes	(not symp E BY INJU ect disease I HERE 2022/0	xtoms, signs RY HERE	or syndromes)	DOCTOR DOCTOR uration 1	bours Date 2022	30 min /08/01
1. AE 5. At	Desc D IN X-ray tach re Surg Brief Anae (a)	rMPTOMS sribe briefly i ADDITION/ ys Date sport if avai iceal Procedu description assthetics: Consultati Was the e	AND SIC any pre-e AL INFO 2022/(lable) ures: Gene on Yes /	existing defi RMATION D8/01 Date ral / Local No Yes referred to	(not symp E BY INJU ect disease I HERE 2022/0 Local	ktoms, signs RV HERE 18/01 18/01 With whom rrapy? Yes / h	or syndromes)	DOCTOR DOCTOR uration 1 Physiothe	hours Date 2022 rapist PHYSIC	30. min /08/01
1. AE 5. At 5.	Desc Desc DIN X-raj tach re Surg Brief Anac (a) (b) (a)	rMPTOMS pribe briefly ADDITION, ys Date sport if avai icical Procedu description asthetics: Consultati Was the en Is the emp	AND SIC any pre-eAL INFO 2022/(lable) ures: Gene on Yes / mployee un	participation of the second se	(not symp E BY INJU ect disease I HERE 2022/0 Local r physiothe ? Yes / No	xtoms, signs RV HERE 88/01 18/01 With whom rapy? Yes / h Yes	by whom By whom By whom DOCTOR	DOCTOR DOCTOR uration 1	hours Date 2022 arapist PHYSIC	30 min /08/01
1. AE 5. At 5.	Desc DDIN X-ray Lach re Surg Brief (a) (b) (b)	rMPTOMS ribe briefly and ADDITIONA ys Date sport if avai ical Procedu description esthetics: Consultati Was the e Is the emp Possible of	AND SIC any pre-e AL INFO 2022/(lable) ures: Gene on Yes / mployee ployee un late fit for	Industry (less Instantiation of the second Instantiation o	(not symp E BY INJU ect disease I HERE 2022/0 Local r physiothe ? Yes / No uty _2022	Noms, signs RY HERE 18/01 With whom rapy? Yes / h Yes /08/08	or syndromes)	DOCTOR DOCTOR uration 1 Physiothe Normal duty	hours Date 2022 rapist PHYSIC 2022/08/15	30 min /08/01
4. AE 5. (At 5. 7. 3. 3.	Desc DDIN X-ray tach re Surg Brief (a) (b) (b) (b)	rMPTOMS ribe briefly ADDITION/ ys Date eport if avai ical Procedu description ssthetics: Consultati Was the e Is the emp Possible o that I have	AND SIC any pre-e AL INFO 2022/(lable) ires: Gene on Yes / mployee un late fit for	Indux (less instance) instance instance) instance instanc	(not symp E BY INJU ect disease I HERE 2022/0 Local r physiothe ? Yos / No uty 2022	Noms, signs RY HERE 18/01 With whom rapy? Yes / N _Yes _Yes _Yos/08 d myself th:	or syndromes)	DOCTOR DOCTOR uration 1 Physiothe Normal duty) of the employ	bours Date 2022 erapist PHYSIC 2022/08/15	30 min /08/01 1
4. A.E. 5. (At 5. 7. 3. 3. 3.	Desc DD IN X-ray lach re Surg Brief (a) (b) (b) (b) (b)	rMPTOMS ribe briefly ADDITION/ ADDITION/ ys Date eport if avail- ical Procedu description ssthetics: Consultati Was the emp Possible of that I have a set Medicone	AND Sic any pre-e AL INFO 2022/(lable) pres: Gene on Yes / mployee un late fit for by exa bed about	Inny (less) Inny ((not symp E BY IVJU ect disease I HERE 2022/0 Local Local r physiothe ? Yes / No uty 2022 , satisfiec	Noms, signs RY HERE 18/01 With whom rapy? Yes / N Yes. /08/08 d myself th:	or syndromes)	DOCTOR DOCTOR uration 1 Physiothe Normal duty) of the employ	bours Date 2022 erapist PHYSIC 2022/08/15	30 min. /08/01 11
4. AE 5. (At 6. 7. 6. 6. 8. 8. 8. 8. 8. 8. 8. 8. 8. 8. 8. 8. 8.	Desc DDIN X-ray Liach re Surg Brief (a) (b) (b) (b) (c) Driffy 1 Sident nature me (P	rMPTOMS ribe briefly ADDITION/ ys Date sport if avail iccal Procedu description asthetics: Consultati Was the e is the emp Possible of that I havet t as description interl, Difference of Medicar interl, Difference of Medicar interle of Medicar inter	AND SIC AND SIC AL INFO 2022/(lable) rres: Gene Gene Gene Gene Gene Gene Gene Gen	Indux (less) instruction	(not symp E BY INJU ect disease I HERE 2022/0 Local r physiothe ? Yes / No uty _2022 , satisfied ropractor	Noms, signs RY HERE 18/01 With whom rrapy? Yes / N Yes / N Yes / M Yes / M	or syndromes)	DOCTOR DOCTOR uration 1 Physiothe Normal duty) of the employ	hours Date 2022 erapist PHYSIC 2022/08/15 ree is the resu	30 min /08/01 1

4. Save the form to add to the patient's file. This form can then be printed or emailed.

Save and close a patient file

When you're done working in a patient file you can save it and you are able to edit it at a later stage to add/review notes and procedures.

1. Click on the 'Close' button on the top left of the screen.



2. On the next screen, there is a 'Do Not Save' option which deletes all changes made and a'Save And Close' option which will save and close the patient file for future reference.





Using the history wizard

The 'History Wizard' button gives you quick access to all updates made on a patient file in a slide format. You will be able to see all topics and options on the patient's profile.

1. To access the history wizard open the patient file, click on the 'History Wizard' button.



2. Use the Arrows to navigate between screens. You are able to edit the patient file by simply clicking on the plus icon on the relevant screen, to save changes click on the tick.

• +	Current Medication	
Acute Medication		
PANADO CAP 500MG		Reactions Rescript Move All To Pas
Chronic Medication		

Navigating the Billing Screen in Practice Perfect

The consultation is complete. All diagnoses, notes and procedures have been performed and captured and you are now ready to bill the patient.

1. Click on the Billing icon (Fig.7). You will be directed to the billable items screen that is linked to the MEDEDI system.

Billing Fig.7 Billing						
Billable Items	Bill Summaries					
U		EMC		s	end Korsend & Op	oen 🍳
MedEDI Bill	Details					
Doctor:	Dr Demo User 1					Ý
Practice:	EMC DEMO					Ý
Bill Date:	2022/08/01 15					
Authorization:						
Consultation:						~ 🗨
Diagnosis						
✓ J18.0 - Br	onchopneumonia, unspecified	1 Aug 2022			Dr Demo User0	⊗
Procedures	:		ICD10			
✓ 1241 - X-	RAY SCREENING: CHEST	1 Aug 2022	Z00.0		Dr Demo User0	\otimes
Medication	and Consumables		Nappi	Quantity		
✓ 0201BB8U	- TRAY ACCESSORY STERILE	1 Aug 2022	423697	1	Dr Demo User0	\otimes
PANADO T	AB 500MG	1 Aug 2022	752274058	24	Dr Demo User0	×



Sending items to MEDEDI from Practice Perfect billable items screen

On the billing screen it will give an overview of everything recorded in the patient file that needs to be billed.

Practice Perfect Only

If you are only using Practice Perfect, to transfer the bill and send it to MEDEDI click on the 'MES SEND' button. This will now be transferred to MEDEDI to be processed later.



Practice Perfect and MEDEDI

If you are only using Practice Perfect and MEDEDI, click the 'MES Send & Open' button. This will open the MEDEDI billing screen and the Doctor is able to do the billing directly.



Billing in MEDEDI

1. Once the bill is in MEDEDI, to find the Practice Perfect bill in MEDEDI, click on the 'Bill / Debit Patient' menu button.



2. Then click on the 'Practice Perfect Plus' button on the menu





3. Here you will see a list of all unprocessed bills sent through from Practice Perfect.

	Baskets					Bill Patient Bill As Pr	rivate
Waiting List	Status	Date	Ext. Bill No.	Account Number	Doctor	Patient/Account Holder	
Bill Patient	? Unprocessed	01/08/2022	150	3	DR Dr Demo1	MR DEMO DEMO	
Bill As Private							

4. Select the bill from the transaction list that you want to process. Select either 'Bill Patient' – to send a claim to the medical aid OR select 'Bill as Private' - for the patient to pay directly.

	Waiting List		Baskets					Bill Patient Bill As Pr
			Status	Date	Ext. Bill No.	Account Number	Doctor	Patient/Account Holder
	Rill Dationt	2	Unprocessed	01/08/2022	150	3	DR Dr Demo1	MR DEMO DEMO
	Bill As Private							

- 5. The bill details screen will open in MEDEDI. There is still the option here to add/remove or modify the bill.
- 6. Click on the 'accept changes' button to complete the process. The claim will be sent to the medical aid or the patient will be billed privately.



7. Once the bill has been processed from the Practice Perfect Plus menu, it will be cleared and moved along to the next step (see <u>MEDEDI manual</u>).



		Wai	ting List			MEDEDI
CGM Medical	Account					
	Baskets					Bill Patient Bill As Private
Waiting List	Status	Date	Ext. Bill No.	Account Number	Doctor	Patient/Account Holder
Bill Patient						
Bill As Private						
e 🍸						
CCU Constinue			wain	wenu		
CGM Medea	Notifications					
	Date	Priority	Description			
Choose an Option	1 Aug 2022 1:31 PM	0 2	Collect Payn	nent from MR D D	EMO (Acc: 3)	

Using the Auto-Bill in Practice Perfect

- 1. On the billing screen for Practice Perfect, there is the option to select MEDEDI Auto Bill directly or to select Send and Open the bill directly.
- 2. In order for this option to work correctly, the naming of the users in both Practice Perfect and MEDEDI need to be identical.

MedEDI Auto Bill Set	up 🗴 🖌
Send bill to MedEDI when auto billing *:	✓
Send and open bill in MedEDI when auto billing	*: 🗌
MedEDI Username:	MEDEDI
	Default All Users *

Using the Bill Summaries tab in Practice Perfect

1. Click on the 'Bill Summaries' tab on the billing screen in order to access the history of the patient's bills that have been issued.

Billable Items Bill Summaries

2. Select the relevant bill from the history list and it will display on the right-hand side of the screen. Here you can print, email the bill or save the bill to a different location. You can even open the bill in MEDEDI from this location.



Summe	aries 🔲		Open 🛛			
		Billing Iten	n <mark>s Sum</mark> m	ary		
Practice D	etails				A Practic	0
EMC DE	MO)		DEDEEC	T
Practice No:	1122334				* PERFEC	
Tel:	(021) 5550000				PLUS	
Email:					MCDCDIM	
User:	Dr Demo User0)		WEDEDITE	
Bill ID: 150					Bill Date: 1 August 20	22
Account D	etails (Party responsible					
Account No:	3		Account Name	DEMO, D MR		
Work Phone			Fax			
Mobile Phone			Home Phone		242	_
Email	1.0		Postal Address	TIDIH AVENUE 6	242	
Medical Ai	id Details					
Scheme	PRIVATE PATIENT		Plan	PRIVATE		
Option Dependent cod	PRIVATE		Number			_
Dependent cod						
Patient De	tails (also the Main Mei	mber)				
Title	MR					_
Einstname	DEMO					
ID Number	o cmo					_
Date of Birth	10 October 2020					
Cell Phone						
Home Phone						
Work Phone						_
Email						
MedEDI Bi	ll Details - (DB:00)					
Practice:	EMC DEMO	Docto	c Dr Der	no User 1		
Pr No:	1122334	Cound	il No: MP4332	211		
Consult Code						
Status:	Pending	Invoio	e No:)
Diagnosis						
ICD10	Description					
J18.0	Bronchopneumonia, unspecifi	ed				
Procedures						
Code	Procedure Descriptio					
1241	X-RAY SCREENING: CHEST					
ICD10: 200.0	Date: 1 August 2022	Duration	: 20 min Location:	Rooms		
Consumabl	es & Medication Used					
Descriptio	n				Nappi Otv	,
0201BB8U TR/	AY ACCESSORY STERILE				423697 1	
PANADO TAB 5	00MG				752274058 24	





Remote Support

CGM AnyDesk download click on the following link: <u>Anydesk - General - cgm.com</u>

1. Select device and click on 'Download Remotesupport'

CGM Remotesupport

	Windows	MAC		
STEP 1				^
Download Remotesupport				
STEP 2				\sim

2. Open the downloaded file 'CGM_Remote_Support.exe' file and install. This file will be in the downloads folder.



3. Our CGM Support staff will need the number shown under 'This Desk' in order to connect to your PC to provide assistance. This will show as a 6 digit number.



