

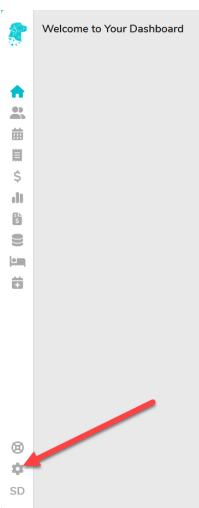
Adding Procedures and Procedure Defaults (Hospital)

Adding bookings into FYDO is quick and straightforward – particularly when **Procedure Notes Defaults** are set up correctly.

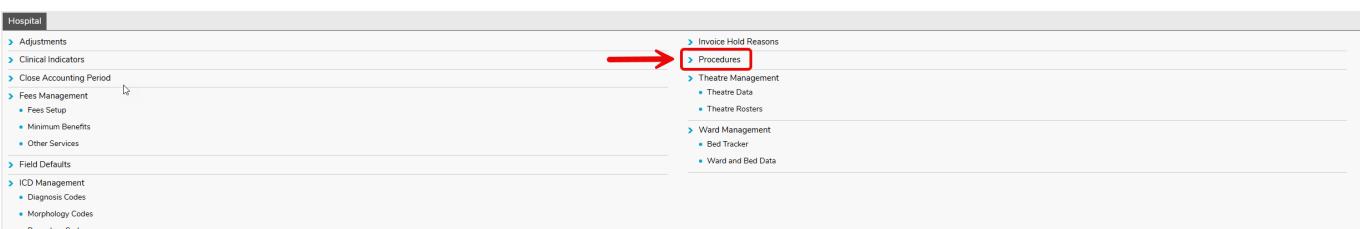
This feature enables facilities to automatically populate multiple fields on the **Edit Appointment Screen** based on the selected procedure.

The following instructions will guide you through setting up procedures to streamline the booking process and reduce manual data entry, saving time and minimising the risk of errors.

Go to **Settings**



Select **Procedures**



Click **Add Procedure**



1. Complete the **Procedure Name** - This will appear in the **Procedure Notes** dropdown on the **Edit Appointment Screen**.

2. Select an **Anaesthetic Type** - Choose the anaesthetic type that applies to the procedure.
3. Enter the **Minutes** - This sets the default appointment length for the procedure.
4. Assign a **Doctor** - Select the doctor(s) who perform the procedure.

5. Select the **Booking Code 1** – Use this if you'd like to default the primary booking code, especially helpful for sites integrating with an EMR.
6. Select the **Booking Code 2** – Add a secondary booking code if required.
7. Add **Items** – As you add each item, a new line will appear to allow entry of multiple items relevant to the procedure.
8. Add **Other Services** – If the procedure involves prostheses or other quotable services, enter them here. As with items above, a new line will display with each entry, allowing multiple codes to be added as needed.
9. Click **Save**.

SETTINGS > PROCEDURES > ADD PROCEDURES

1 Procedure	2 Ana Type	3 Mins	4 Doctor	5 Booking Code 1	6 Booking Code 2	7 Items	8 Other Services	9 Save	Cancel
-------------	------------	--------	----------	------------------	------------------	---------	------------------	--------	--------

SETTINGS > PROCEDURES > EDIT PROCEDURES

Procedure: Bilateral Grommets + Tonsillectomy	Ana Type: General	Mins: 45	Doctor: PIERCE, Hawkeye	Booking Code 1: GROM - Grommets	Booking Code 2: 	Items	Other Services	Save	Cancel
--	--------------------------	-----------------	--------------------------------	--	-------------------------	-------	----------------	------	--------

Items

Code	Description	Band
41769	Tonsils or tonsils and adenoids, removal of, in a patient aged less than 12 years (including any examination of the postnasal space and nasopharynx and the infiltration of local anaesthetic), not being a service to which item 41764 applies (Anæs.)	3
41632	B Middle ear, insertion of tube for drainage of (including myringotomy), other than a service associated with a service to which item 41626 applies (Anæs.)	2
41632	B Middle ear, insertion of tube for drainage of (including myringotomy), other than a service associated with a service to which item 41626 applies (Anæs.)	2

Other Services

Code	Description
BQ004	Ventilation Tubes / Grommet
BQ004	Ventilation Tubes / Grommet

Procedures will now be listed in the **Procedure Notes** on the **Make and Edit Appointment Screens**.

Procedures that are specifically linked to the doctor that is selected, will also be identified.

Once a selection is made, you will notice that all pre-set defaults will populate on the screen. Allowing staff to simply complete ONE field, instead of having to enter the data in to ALL THOSE FIELDS!

For assistance with setting up Procedures to better suit your facilities workflow, contact our friendly support staff:

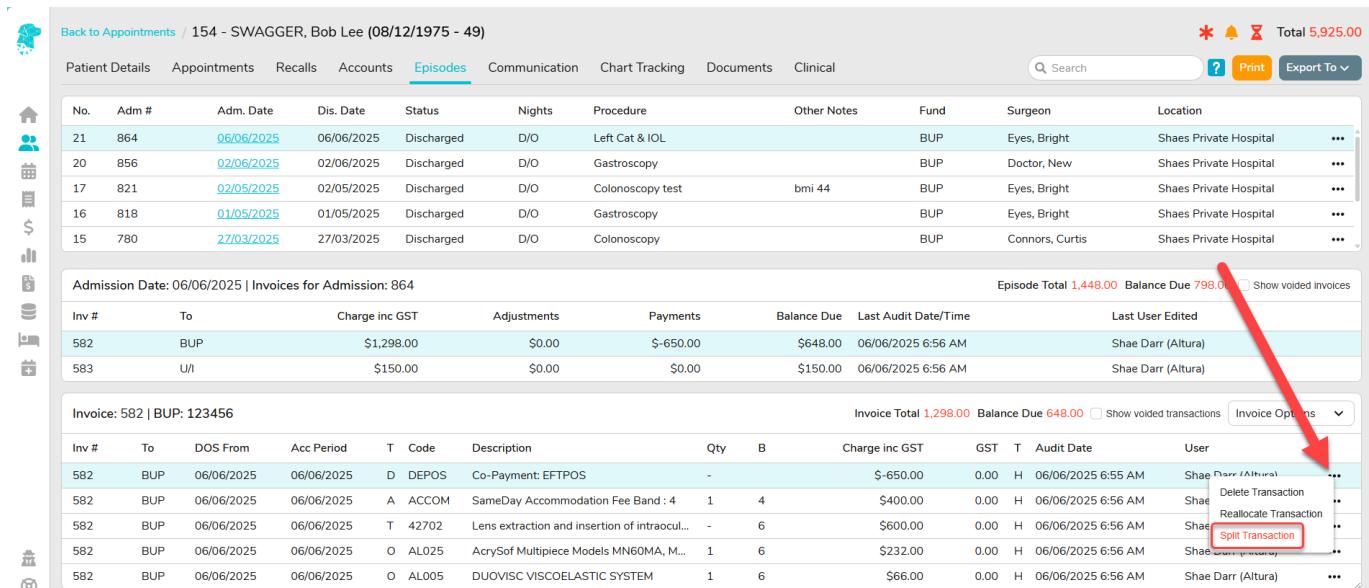
Email: support@alturahealth.com.au

Phone: (02) 9632 0026

Split Transaction/Payment (Hospital)

If a payment has been receipted in one transaction but needs to be allocated to two separate invoice numbers or episodes, you can follow these instructions to “split” the payment into the two required amounts:

Navigate to the **Episodes Screen** and locate the payment that needs to be amended. Utilise the menu icon (*three dots on the transaction line*) to select **Split Transaction**.



Back to Appointments / 154 - SWAGGER, Bob Lee (08/12/1975 - 49)

Patient Details Appointments Recalls Accounts **Episodes** Communication Chart Tracking Documents Clinical

Search ? Print Export To

No.	Adm #	Adm. Date	Dis. Date	Status	Nights	Procedure	Other Notes	Fund	Surgeon	Location
21	864	06/06/2025	06/06/2025	Discharged	D/O	Left Cat & IOL		BUP	Eyes, Bright	Shae's Private Hospital
20	856	02/06/2025	02/06/2025	Discharged	D/O	Gastroscopy		BUP	Doctor, New	Shae's Private Hospital
17	821	02/05/2025	02/05/2025	Discharged	D/O	Colonoscopy test	bmi 44	BUP	Eyes, Bright	Shae's Private Hospital
16	818	01/05/2025	01/05/2025	Discharged	D/O	Gastroscopy		BUP	Eyes, Bright	Shae's Private Hospital
15	780	27/03/2025	27/03/2025	Discharged	D/O	Colonoscopy		BUP	Connors, Curtis	Shae's Private Hospital

Admission Date: 06/06/2025 | Invoices for Admission: 864

Episode Total 1,448.00 Balance Due 798.00 Show voided invoices

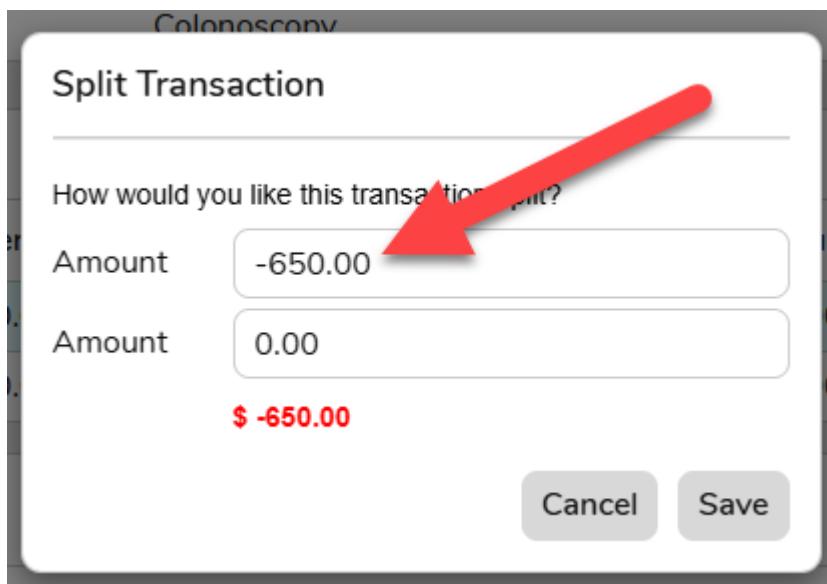
Inv #	To	Charge inc GST	Adjustments	Payments	Balance Due	Last Audit Date/Time	Last User Edited
582	BUP	\$1,298.00	\$0.00	\$-650.00	\$648.00	06/06/2025 6:56 AM	Shae Darr (Altura)
583	U/I	\$150.00	\$0.00	\$0.00	\$150.00	06/06/2025 6:56 AM	Shae Darr (Altura)

Invoice: 582 | BUP: 123456

Invoice Total 1,298.00 Balance Due 648.00 Show voided transactions

Inv #	To	DOS From	Acc Period	T	Code	Description	Qty	B	Charge inc GST	GST	T	Audit Date	User
582	BUP	06/06/2025	06/06/2025	D	DEPOS	Co-Payment: EFTPOS	-		\$-650.00	0.00	H	06/06/2025 6:55 AM	Shae Darr (Altura)
582	BUP	06/06/2025	06/06/2025	A	ACCOM	SameDay Accommodation Fee Band : 4	1	4	\$400.00	0.00	H	06/06/2025 6:56 AM	Shae Darr (Altura)
582	BUP	06/06/2025	06/06/2025	T	42702	Lens extraction and insertion of intraocul...	-	6	\$600.00	0.00	H	06/06/2025 6:56 AM	Shae Darr (Altura)
582	BUP	06/06/2025	06/06/2025	O	AL025	AcrySof Multipiece Models MN60MA, M...	1	6	\$232.00	0.00	H	06/06/2025 6:56 AM	Shae Darr (Altura)
582	BUP	06/06/2025	06/06/2025	O	AL005	DUOVISC VISCOELASTIC SYSTEM	1	6	\$66.00	0.00	H	06/06/2025 6:56 AM	Shae Darr (Altura)

A pop-up will appear, displaying the total amount of the original transaction in the **top line**.



Colonoscopy

Split Transaction

How would you like this transaction split?

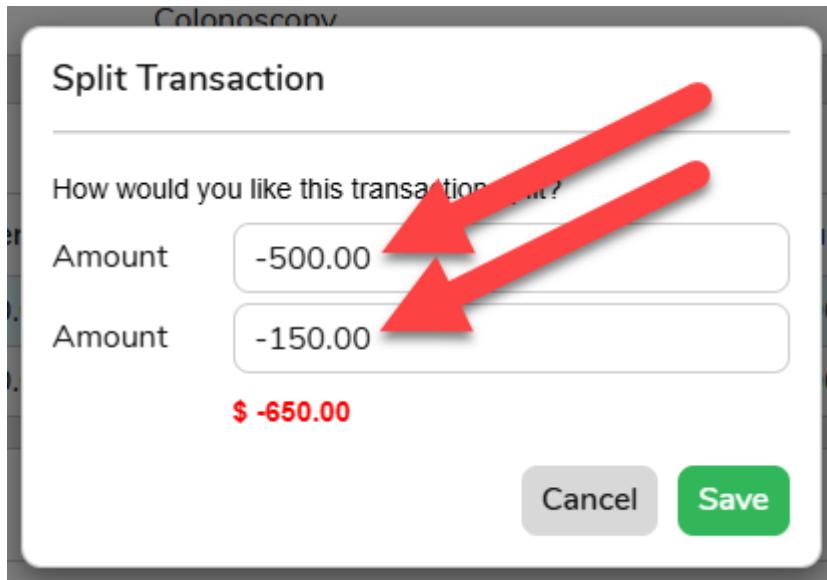
Amount **-650.00**

Amount **0.00**

\$ -650.00

Cancel **Save**

Enter the amount you wish to allocate to the **first receipt** in the top line. The **second Amount field** will automatically populate with the remaining balance.



Click **Save**.

The original transaction will now appear as two separate lines.

Back to Appointments / 154 - SWAGGER, Bob Lee (08/12/1975 - 49)

Patient Details	Appointments	Recalls	Accounts	Episodes	Communication	Chart Tracking	Documents	Clinical	Search	Print	Export To
No.	Adm #	Adm. Date	Dis. Date	Status	Nights	Procedure	Other Notes	Fund	Surgeon	Location	
21	864	06/06/2025	06/06/2025	Discharged	D/O	Left Cat & IOL		BUP	Eyes, Bright	Shae's Private Hospital	...
20	856	02/06/2025	02/06/2025	Discharged	D/O	Gastroscopy		BUP	Doctor, New	Shae's Private Hospital	...
17	821	02/05/2025	02/05/2025	Discharged	D/O	Colonoscopy test	bmi 44	BUP	Eyes, Bright	Shae's Private Hospital	...
16	818	01/05/2025	01/05/2025	Discharged	D/O	Gastroscopy		BUP	Eyes, Bright	Shae's Private Hospital	...
15	780	27/03/2025	27/03/2025	Discharged	D/O	Colonoscopy		BUP	Connors, Curtis	Shae's Private Hospital	...

Admission Date: 06/06/2025 | Invoices for Admission: 864

Inv #	To	Charge inc GST	Adjustments	Payments	Balance Due	Last Audit Date/Time	Last User Edited
582	BUP	\$1,298.00	\$0.00	\$-650.00	\$648.00	06/06/2025 6:56 AM	Shae Darr (Altura)
583	U/I	\$150.00	\$0.00	\$0.00	\$150.00	06/06/2025 6:56 AM	Shae Darr (Altura)

Invoice: 582 | BUP: 123456

Inv #	To	DOS From	Acc Period	T	Code	Description	Qty	B	Charge inc GST	GST	T	Audit Date	User
582	BUP	06/06/2025	06/06/2025	D	DEPOS	Co-Payment: EFTPOS	-		\$-150.00	0.00	H	06/06/2025 6:55 AM	Shae Darr (Altura)
582	BUP	06/06/2025	06/06/2025	D	DEPOS	Co-Payment: EFTPOS	-		\$-500.00	0.00	H	06/06/2025 6:55 AM	Shae Darr (Altura)
582	BUP	06/06/2025	06/06/2025	A	ACCOM	SameDay Accommodation Fee Band : 4	1	4	\$400.00	0.00	H	06/06/2025 6:56 AM	Shae Darr (Altura)
582	BUP	06/06/2025	06/06/2025	T	42702	Lens extraction and insertion of intraocul...	-	6	\$600.00	0.00	H	06/06/2025 6:56 AM	Shae Darr (Altura)
582	BUP	06/06/2025	06/06/2025	O	AL025	AcrySof Multipiece Models MN60MA, M...	1	6	\$232.00	0.00	H	06/06/2025 6:56 AM	Shae Darr (Altura)
582	BUP	06/06/2025	06/06/2025	O	AL005	DUOVISC VISCOELASTIC SYSTEM	1	6	\$66.00	0.00	H	06/06/2025 6:56 AM	Shae Darr (Altura)

Please see our wiki page for instructions on how to **Reallocate the Transaction** to another invoice or episode for this patient.

[Reallocate Transaction \(Hospital\)](#)

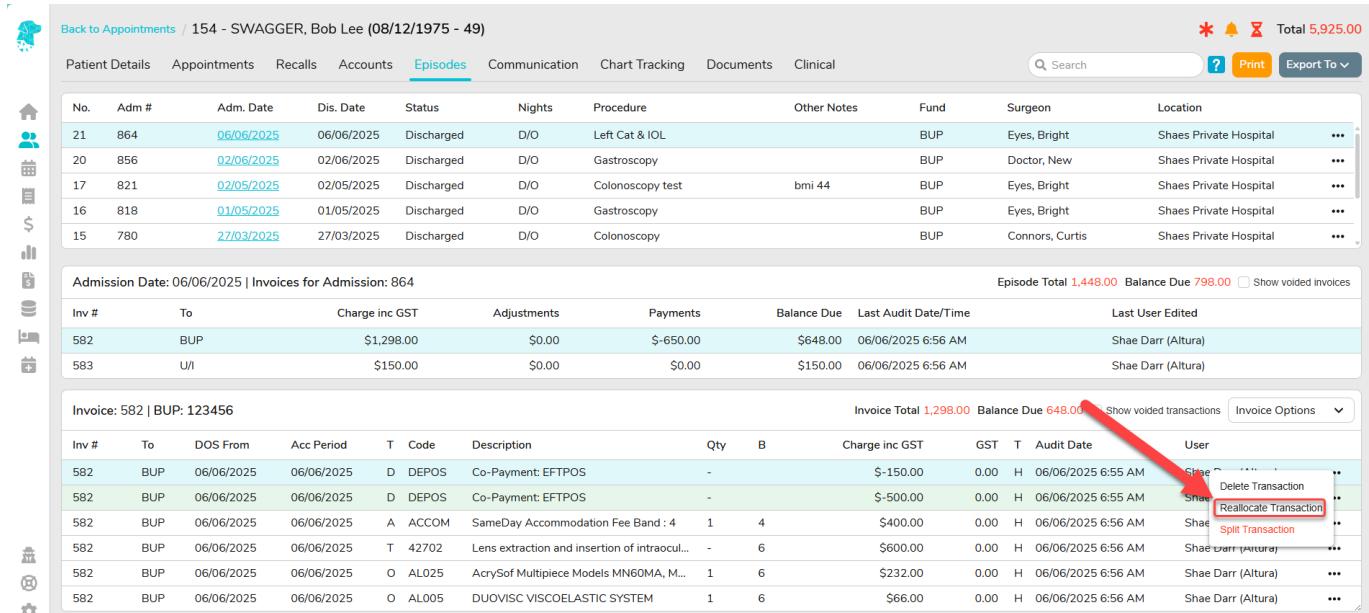
Reallocate a Transaction (Hospital)

In some instances, a payment may need to be reallocated to another invoice or episode for the patient.

If the transaction needs to be split into two amounts before reallocation, please refer to our wiki page for instructions on how to **Split Transaction/Payment (Hospital)**.

[Split Transaction/Payment \(Hospital\)](#)

To reallocate a payment, navigating to the **Episodes Screen** and locating the relevant payment. Utilise the menu icon (*three dots on the transaction line*) to select **Reallocate Transaction**.



Back to Appointments / 154 - SWAGGER, Bob Lee (08/12/1975 - 49)

Patient Details Appointments Recalls Accounts **Episodes** Communication Chart Tracking Documents Clinical

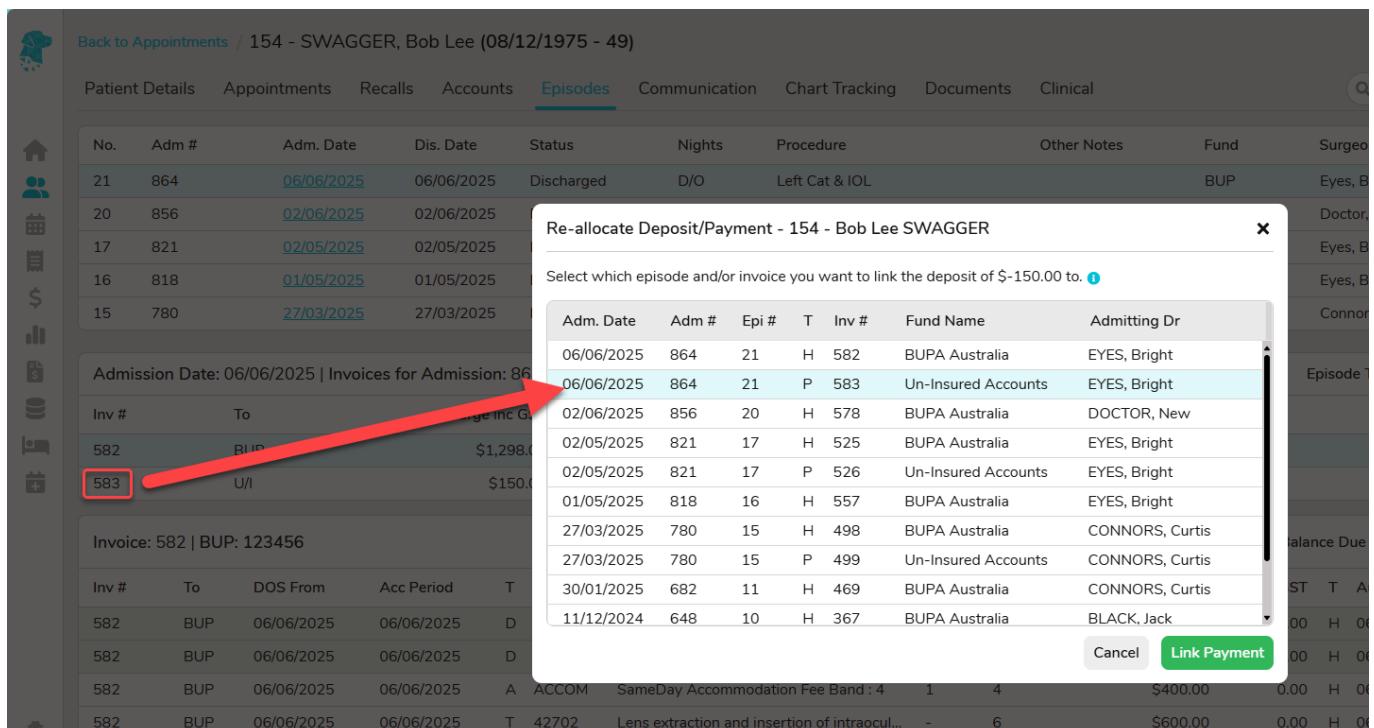
Admission Date: 06/06/2025 | Invoices for Admission: 864

Inv #	To	Charge inc GST	Adjustments	Payments	Balance Due	Last Audit Date/Time	Last User Edited
582	BUP	\$1,298.00	\$0.00	\$-650.00	\$648.00	06/06/2025 6:56 AM	Shae Darr (Altura)
583	U/I	\$150.00	\$0.00	\$0.00	\$150.00	06/06/2025 6:56 AM	Shae Darr (Altura)

Invoice: 582 | BUP: 123456

Inv #	To	DOS From	Acc Period	T	Code	Description	Qty	B	Charge inc GST	GST	T	Audit Date	User
582	BUP	06/06/2025	06/06/2025	D	DEPOS	Co-Payment: EFTPOS	-		\$-150.00	0.00	H	06/06/2025 6:55 AM	Shae Darr (Altura)
582	BUP	06/06/2025	06/06/2025	D	DEPOS	Co-Payment: EFTPOS	-		\$-500.00	0.00	H	06/06/2025 6:55 AM	Shae Darr (Altura)
582	BUP	06/06/2025	06/06/2025	A	ACCOM	SameDay Accommodation Fee Band : 4	1	4	\$400.00	0.00	H	06/06/2025 6:56 AM	Shae Darr (Altura)
582	BUP	06/06/2025	06/06/2025	T	42702	Lens extraction and insertion of intraocul...	-	6	\$600.00	0.00	H	06/06/2025 6:56 AM	Shae Darr (Altura)
582	BUP	06/06/2025	06/06/2025	O	AL025	AcrySof Multipiece Modelis MN60MA, M...	1	6	\$232.00	0.00	H	06/06/2025 6:56 AM	Shae Darr (Altura)
582	BUP	06/06/2025	06/06/2025	O	AL005	DUOVISCV VISCOELASTIC SYSTEM	1	6	\$66.00	0.00	H	06/06/2025 6:56 AM	Shae Darr (Altura)

A pop-up will appear displaying all of the patient's other invoices across all admissions. This is particularly useful when reallocating a deposit from one episode to another - for example, in the case of a cancelled procedure.



Back to Appointments / 154 - SWAGGER, Bob Lee (08/12/1975 - 49)

Patient Details Appointments Recalls Accounts **Episodes** Communication Chart Tracking Documents Clinical

Admission Date: 06/06/2025 | Invoices for Admission: 864

Inv #	To	Charge inc GST	Adjustments	Payments	Balance Due	Last Audit Date/Time	Last User Edited
582	BUP	\$1,298.00	\$0.00	\$-650.00	\$648.00	06/06/2025 6:56 AM	Shae Darr (Altura)
583	U/I	\$150.00	\$0.00	\$0.00	\$150.00	06/06/2025 6:56 AM	Shae Darr (Altura)

Invoice: 582 | BUP: 123456

Inv #	To	DOS From	Acc Period	T	Code	Description	Qty	B	Charge inc GST	GST	T	Audit Date	User
582	BUP	06/06/2025	06/06/2025	D	DEPOS	Co-Payment: EFTPOS	-		\$-150.00	0.00	H	06/06/2025 6:55 AM	Shae Darr (Altura)
582	BUP	06/06/2025	06/06/2025	D	DEPOS	Co-Payment: EFTPOS	-		\$-500.00	0.00	H	06/06/2025 6:55 AM	Shae Darr (Altura)
582	BUP	06/06/2025	06/06/2025	A	ACCOM	SameDay Accommodation Fee Band : 4	1	4	\$400.00	0.00	H	06/06/2025 6:56 AM	Shae Darr (Altura)
582	BUP	06/06/2025	06/06/2025	T	42702	Lens extraction and insertion of intraocul...	-	6	\$600.00	0.00	H	06/06/2025 6:56 AM	Shae Darr (Altura)
582	BUP	06/06/2025	06/06/2025	O	AL025	AcrySof Multipiece Modelis MN60MA, M...	1	6	\$232.00	0.00	H	06/06/2025 6:56 AM	Shae Darr (Altura)
582	BUP	06/06/2025	06/06/2025	O	AL005	DUOVISCV VISCOELASTIC SYSTEM	1	6	\$66.00	0.00	H	06/06/2025 6:56 AM	Shae Darr (Altura)

Re-allocate Deposit/Payment - 154 - Bob Lee SWAGGER

Select which episode and/or invoice you want to link the deposit of \$-150.00 to. (i)

Adm. Date	Adm #	Epi #	T	Inv #	Fund Name	Admitting Dr
06/06/2025	864	21	H	582	BUPA Australia	EYES, Bright
06/06/2025	864	21	P	583	Un-Insured Accounts	EYES, Bright
02/06/2025	856	20	H	578	BUPA Australia	DOCTOR, New
02/05/2025	821	17	H	525	BUPA Australia	EYES, Bright
02/05/2025	821	17	P	526	Un-Insured Accounts	EYES, Bright
01/05/2025	818	16	H	557	BUPA Australia	EYES, Bright
27/03/2025	780	15	H	498	BUPA Australia	CONNORS, Curtis
27/03/2025	780	15	P	499	Un-Insured Accounts	CONNORS, Curtis
30/01/2025	682	11	H	469	BUPA Australia	CONNORS, Curtis
11/12/2024	648	10	H	367	BUPA Australia	BLACK, Jack

Link Payment

Once the appropriate invoice is selected, click **Link Payment**.

In the example below, the \$150 deposit has been reallocated from **Invoice 582** to **Invoice 583**.

Refund Adjustment via Episodes Screen (Hospital)

Navigate to the **Episodes Screen** and select the **invoice** that requires the refund. Utilise the **Invoice Options** dropdown to select **Adjust Invoice**.

1. The **Transaction Date** will populate as the current date but can be amended if required to reflect the actual date the refund was processed.
2. Select **Refund** in the **Type** field.
3. The **Payment Type** field is displayed allowing the facility to record how the refund was processed.
4. Add the **refund amount** to the corresponding **Allocated** field.
5. Click **Save**

Your New FYDO Dashboard!

We're excited to announce the launch of a **long-awaited update** to your FYDO Dashboard!

The first stage of this update will deliver valuable new content, and allow you to click on links to find helpful information, including:

- **FYDO Updates** – Stay informed with the latest news and insights.
- **FYDO Information** – Have Altura Health contact information at your fingertips.
- **Feature Spotlights** – Learn more about existing FYDO features you may not be using yet!
- **New Feature Announcements** – Be the first to know when new tools and enhancements go live.

We know many of you have been eagerly awaiting this Dashboard refresh, and this is just the beginning! We'll continue expanding and refining it to give you faster, easier access to the information you need.

Thank you for being part of the FYDO journey – we're thrilled to keep building better solutions for you!

If you have any questions or feedback, feel free to reach out to our Altura Health Team.

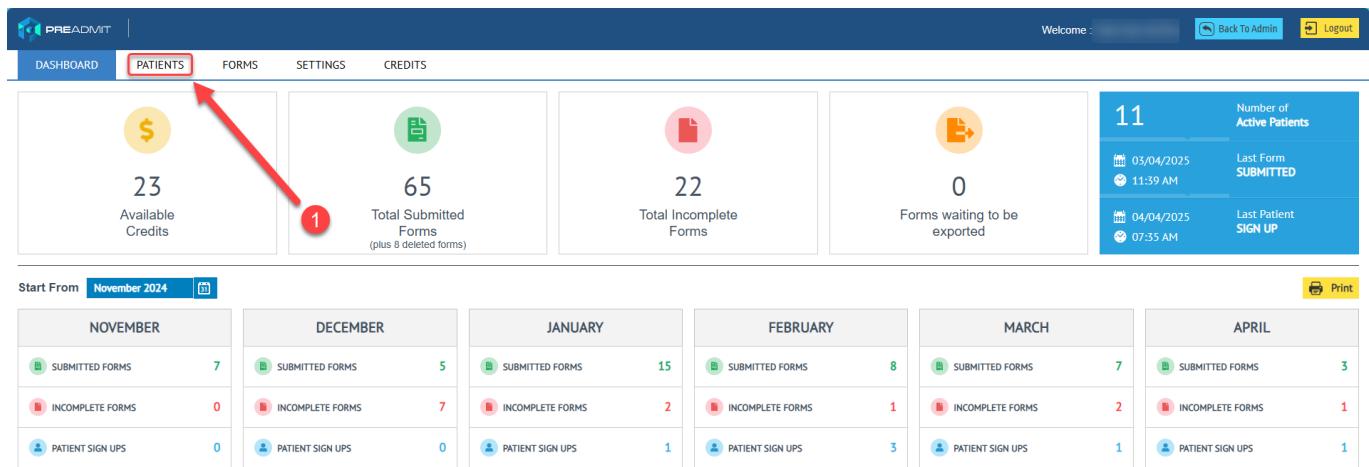
Preadmit - Unblocking a Patient

Patients will have their access to the preadmit portal **temporarily suspended** after 5 incorrect password attempts. If this occurs, they will need to wait **10 minutes** before attempting to log in again.

If they continue to attempt to log in with the incorrect password, their account will be **permanently suspended**. If this occurs, they will need to contact the hospital directly to have their account **Unblock**.

If a patient calls and needs to be unblocked, follow these instructions.

Log into your **Hospital Preadmit Portal** and navigate to the **Patients Tab**.

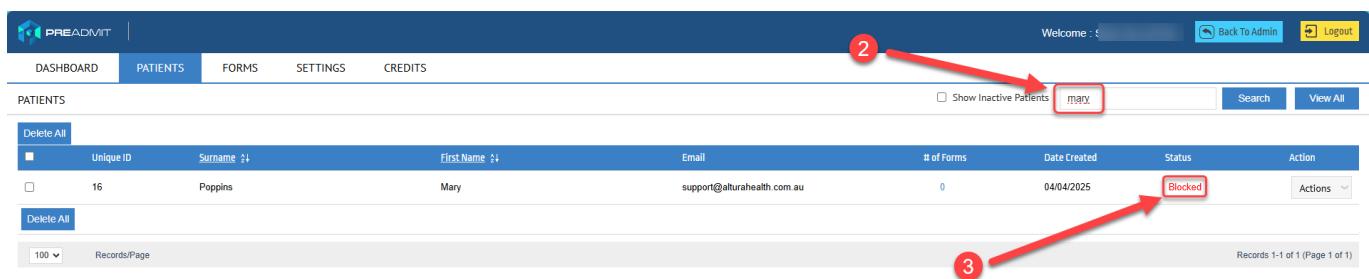


The screenshot shows the Preadmit Portal dashboard. The 'PATIENTS' tab is highlighted with a red box and a red arrow. A red circle with the number 1 is on the 'Total Submitted Forms' card. The dashboard includes sections for Available Credits (23), Total Submitted Forms (65), Total Incomplete Forms (22), and Forms waiting to be exported (0). On the right, there's a summary for 11 active patients with the last form submitted on 03/04/2025 at 11:39 AM, and the last patient sign up on 04/04/2025 at 07:35 AM. Below the dashboard is a monthly summary table from November to April.

Month	Submitted Forms	Incomplete Forms	Patient Sign Ups
NOVEMBER	7	0	0
DECEMBER	5	7	0
JANUARY	15	2	1
FEBRUARY	8	1	3
MARCH	7	2	1
APRIL	3	1	1

Find the required patient, utilising the **Search** field if required.

The patient will appear as **Blocked** if they have exceeded the initial 10-minute restriction and continued to attempt to log in.



The screenshot shows the Preadmit Portal Patients page. A red arrow points to the 'Search' field where 'mary' is typed. A red circle with the number 2 is on the 'Show Inactive Patients' checkbox. A red circle with the number 3 points to the 'Blocked' status of the patient 'mary' in the list. The patient details show Unique ID 16, Surname Poppins, First Name Mary, Email support@alturahealth.com.au, and Date Created 04/04/2025.

To unblock the patient, click on the **Actions** dropdown and select **Unblock**.

Patient list table:

Unique ID	Surname	First Name	Email	# of Forms	Date Created	Status	Action
16	Poppins	Mary	support@alturahealth.com.au	0	04/04/2025	Blocked	Actions

Patient will then need to follow the steps in the below PDF document to **reset their password**.

You are able to **download the below PDF** and send it to the patient if required.

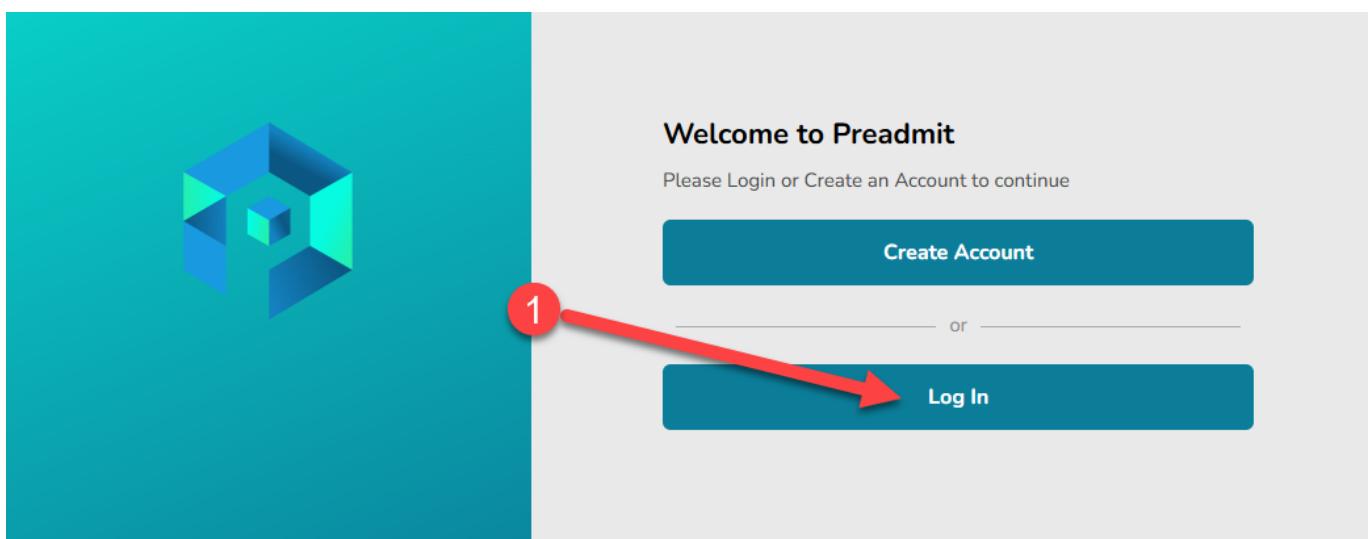
[Preadmit - Resetting Patient Password - Patient Instructions](#)[Download](#)

Preadmit - Resetting Password - Patient Instructions

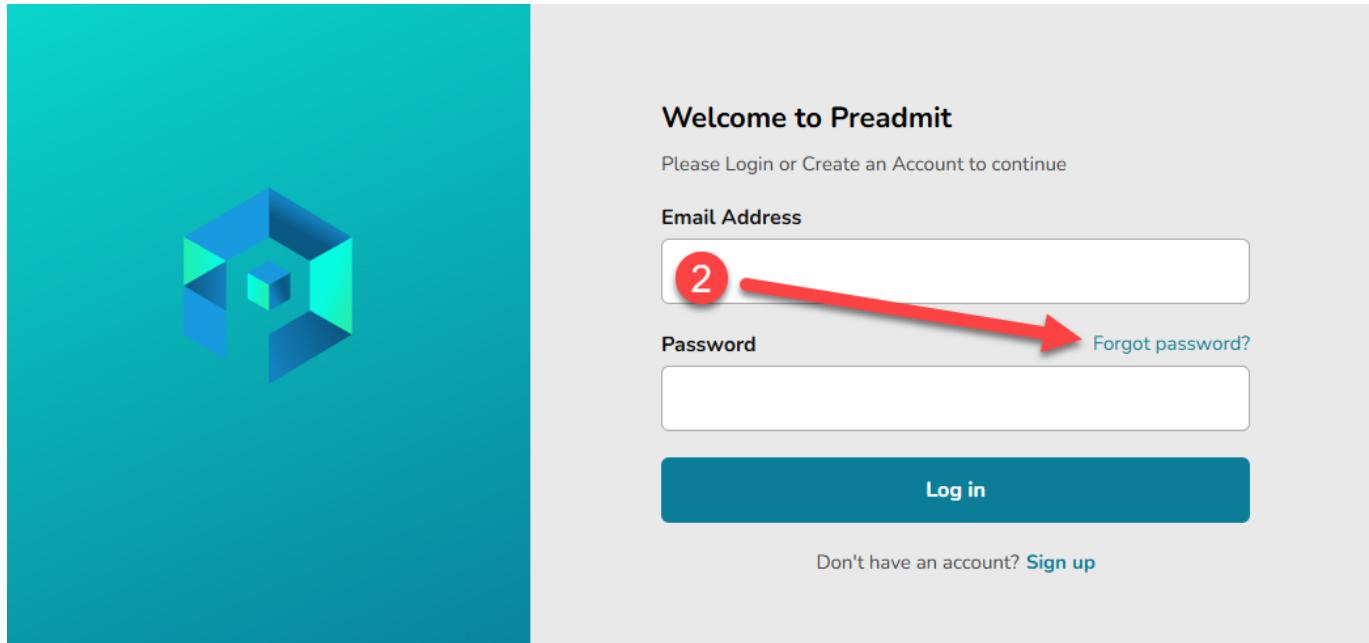
Access to the preadmit portal will be **temporarily suspended** after 5 incorrect password attempts. If this occurs, please wait **10 minutes** before attempting to log in again.

If you continue to attempt to log in with the incorrect password, your account will be **permanently suspended**. If this occurs, you will need to contact the hospital you are attending to have them **Unblock** your account.

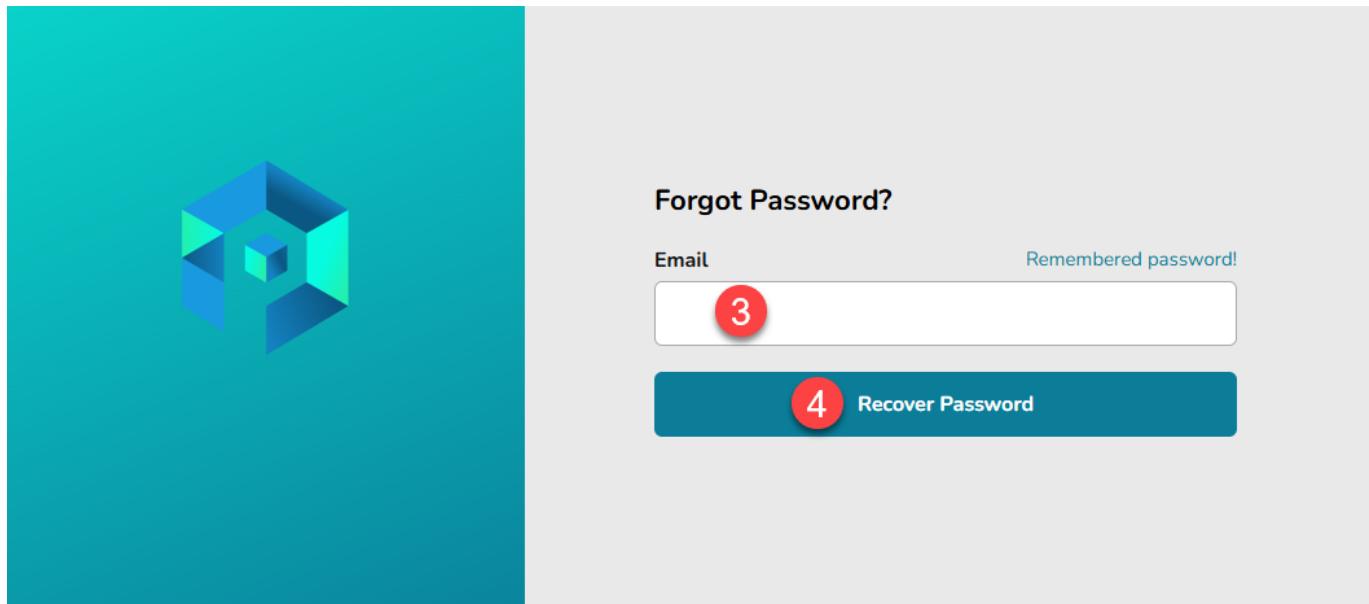
You will then be able to navigate to the **Patient Preadmit Portal** and click **Log In**.



Click **Forgot Password?**



Enter the patients **Email Address** and click **Recover**.



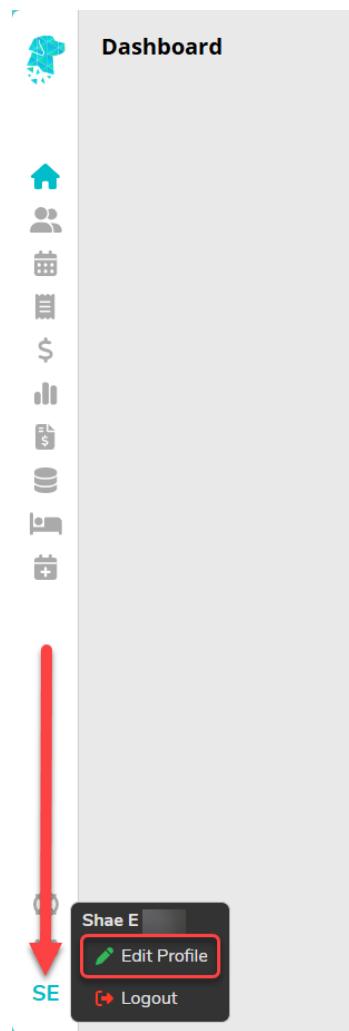
Check your email address for a link to **reset your password**.

Updating a Username

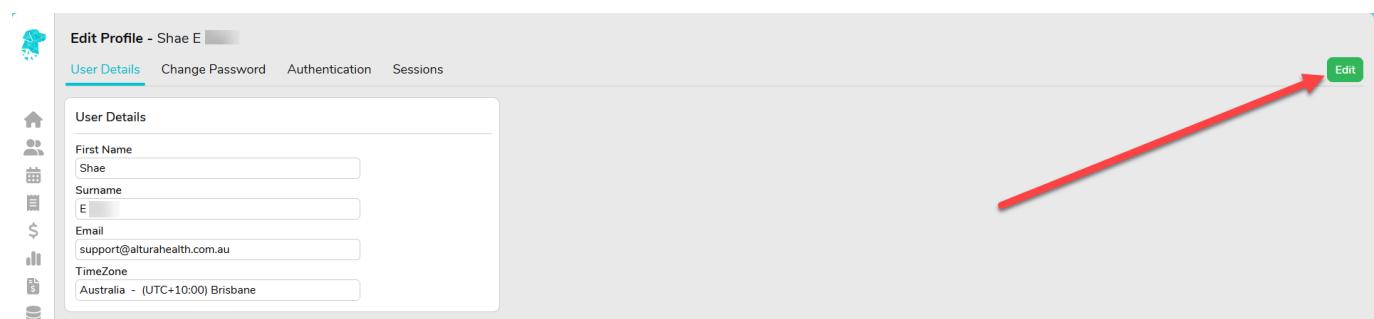
There may be instances when a user needs to change their name in FYDO. This can be done by the user themselves, by following the steps below.

1. Hover over **User Profile (Your Initials)**

2. Select **Edit Profile**



3. While on the **User Details** tab, select **Edit**



4. Amend the required **First Name** or **Surname** fields

5. Click **Save**

User Details

First Name: Shae

Surname: Testing

Email: support@alturahealth.com.au

TimeZone: Australia - (UTC+10:00) Brisbane

Cancel Save

Preadmit Hospital Portal - Ordering Credits

For patients to submit online pre-admission forms the facility will need to purchase credits.

This can be done from your hospitals Preadmit Portal.

1. Once on the dashboard, select **Credits** tab

Welcome: Shae Darr (ACSS) | Back To Admin | Logout

DASHBOARD PATIENTS FORMS SETTINGS CREDITS 1

OCTOBER		NOVEMBER		DECEMBER		JANUARY		FEBRUARY		MARCH	
S	18 Available Credits	S	2 Total Submitted Forms (plus 0 deleted forms)	S	2 Total Incomplete Forms	E	2 Forms waiting to be exported	S	3 Active Patients	S	Number of Active Patients
S	Submitted Forms: 0	S	Submitted Forms: 0	S	Submitted Forms: 0	S	Submitted Forms: 0	S	Submitted Forms: 1	S	Submitted Forms: 1
I	Incomplete Forms: 0	I	Incomplete Forms: 0	I	Incomplete Forms: 0	I	Incomplete Forms: 0	I	Incomplete Forms: 1	I	Incomplete Forms: 1
P	Patient Sign Ups: 0	P	Patient Sign Ups: 0	P	Patient Sign Ups: 0	P	Patient Sign Ups: 0	P	Patient Sign Ups: 2	P	Patient Sign Ups: 1

Start From: October 2024 | Print

The Credits tab there is the ability to:

- Order credits
- Set credit reminders
- See available credits
- View past credit purchases

Welcome: Shae Darr (ACSS) | Back To Admin | Logout

DASHBOARD PATIENTS FORMS SETTINGS CREDITS

CREDITS

Credit Reminders 1st Reminder at: 100 2nd Reminder at: 50 Submit Cancel

TOTAL ACQUIRED CREDITS : 20 AVAILABLE CREDITS : 18

Invoice ID	Date of Purchase	Qty	Amount Paid (\$)	GST (%)	Transaction ID	Status	User	Action
PRE-4529	19/02/2025 09:56 PM	20	0.00	0.00	Complimentary	Complimentary	Trey (ACSS)	

100 Records/Page

Records 1-1 of 1 (Page 1 of 1)

2. To **Order Credits** select the yellow button on the far right that says 'Order Credits'.

3. **Select the Qty** that you would like to purchase, and the **Unit Price** and **Total Price** will automatically populate.
4. Click **Proceed to Payment**.

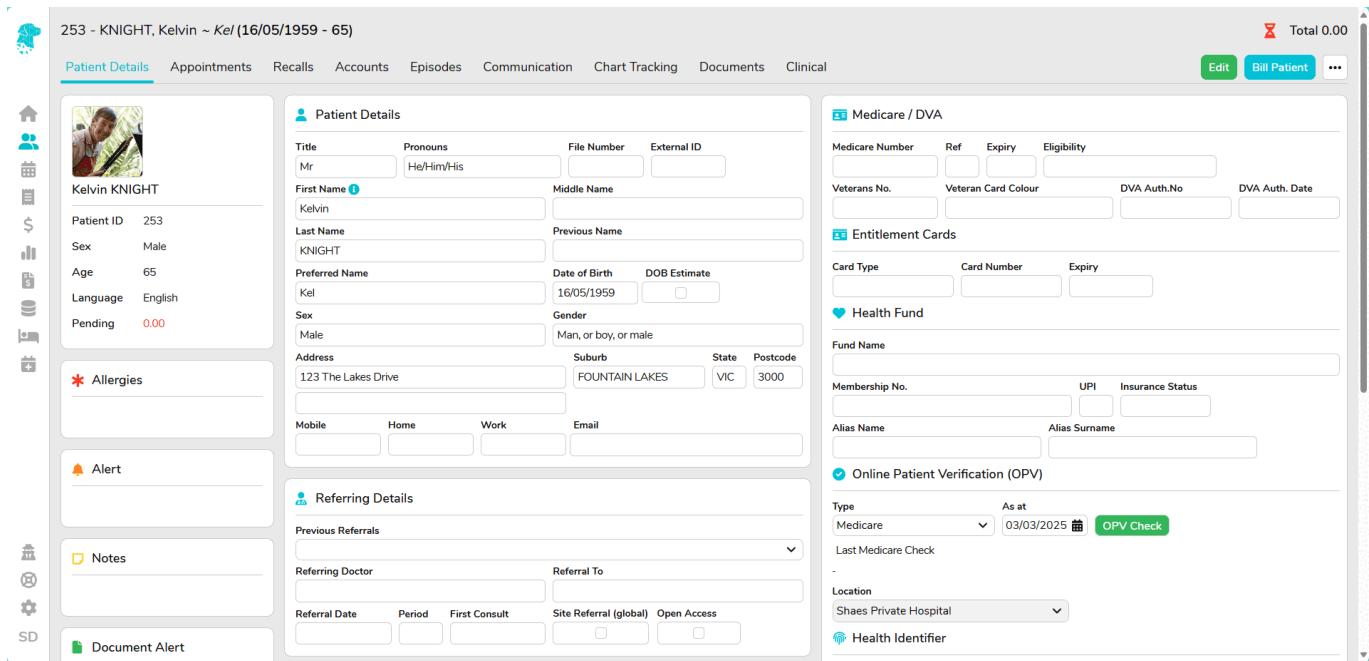
5. You will then be prompted to enter in the credit card details
6. Click **Submit Credits Order** and the credits will be added to the account as soon as the payment is processed.
7. Click **Set Credit Reminder** on the top left-hand side of the screen to set when you would like to receive reminders about how many credits there are remaining.

8. Then enter when you would like to receive the first and second **Credit Reminders**.

This will send notification emails when the number of credits drops to the amount that you have stipulated. A reminder will also be sent when there are 0 credits remaining.

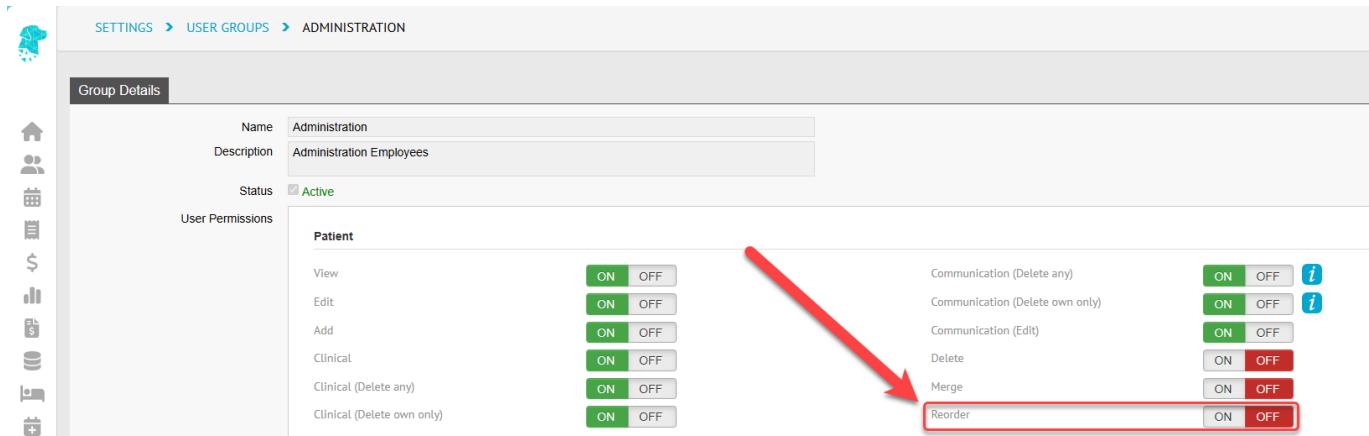
Re-Order Patient Screen

Users can customise the **Patient Screen** and display the details that are most relevant to them!



The screenshot shows a patient record for Kelvin Knight. The layout is customized with sections like 'Allergies' and 'Alert' on the left. The 'Patient Details' section includes fields for Title, Pronouns, First Name, Middle Name, Last Name, Preferred Name, Date of Birth, Sex, Address, Suburb, State, Postcode, Mobile, Home, Work, and Email. The 'Medicare / DVA' section contains fields for Medicare Number, Ref, Expiry, Eligibility, Veterans No., Veteran Card Colour, DVA Auth.No, and DVA Auth.Date. Other sections include 'Entitlement Cards', 'Health Fund', 'Online Patient Verification (OPV)', and 'Health Identifier'.

Access to this feature is managed at the User Group level, via **Settings > User Groups**, by amending the option under **Patient** for **Reorder**.



The screenshot shows the 'Group Details' section for the 'Administration' user group. The 'Patient' permissions section includes checkboxes for View, Edit, Add, Clinical, Clinical (Delete any), Clinical (Delete own only), Communication (Delete any), Communication (Delete own only), Communication (Edit), Delete, Merge, and Reorder. A red arrow points to the 'Reorder' checkbox, which is highlighted with a red border.

Users with the appropriate access levels can customise the layout of the patient screen by navigating to any patient and selecting **Reorder Content** from the **Menu** in the top-right corner.

253 - KNIGHT, Kelvin ~ Kel/ (16/05/1959 - 65)

Patient Details Appointments Recalls Accounts Episodes Communication Chart Tracking Documents Clinical

Patient Details

First Name: Kelvin
Last Name: KNIGHT
Preferred Name: Kel
Sex: Male
Date of Birth: 16/05/1959
DOB Estimate:
Gender: Man, or boy, or male

Medicare / DVA

Medicare Number: Ref: Expiry: Eligibility:
Veterans No.: Veteran Card Colour: DVA Auth.No:

Entitlement Cards

Card Type: Card Number: Expiry:
Fund Name:

Health Fund

Edit Patient
Bill Patient: B
OPV: V
OEC: O
Label: L
Merge: M
Picture: P
Audit Logs: A
Reorder Content: F9
EMR: F9
Delete Patient: D

This allows users to choose which groups of information are visible and hide irrelevant details using the eye icon.

Reorder Content

Left Side

- Patient Details
- Referring Details
- Other Information

Right Side

- Medicare / DVA / HF Details
- Other Contacts
- Community Nursing

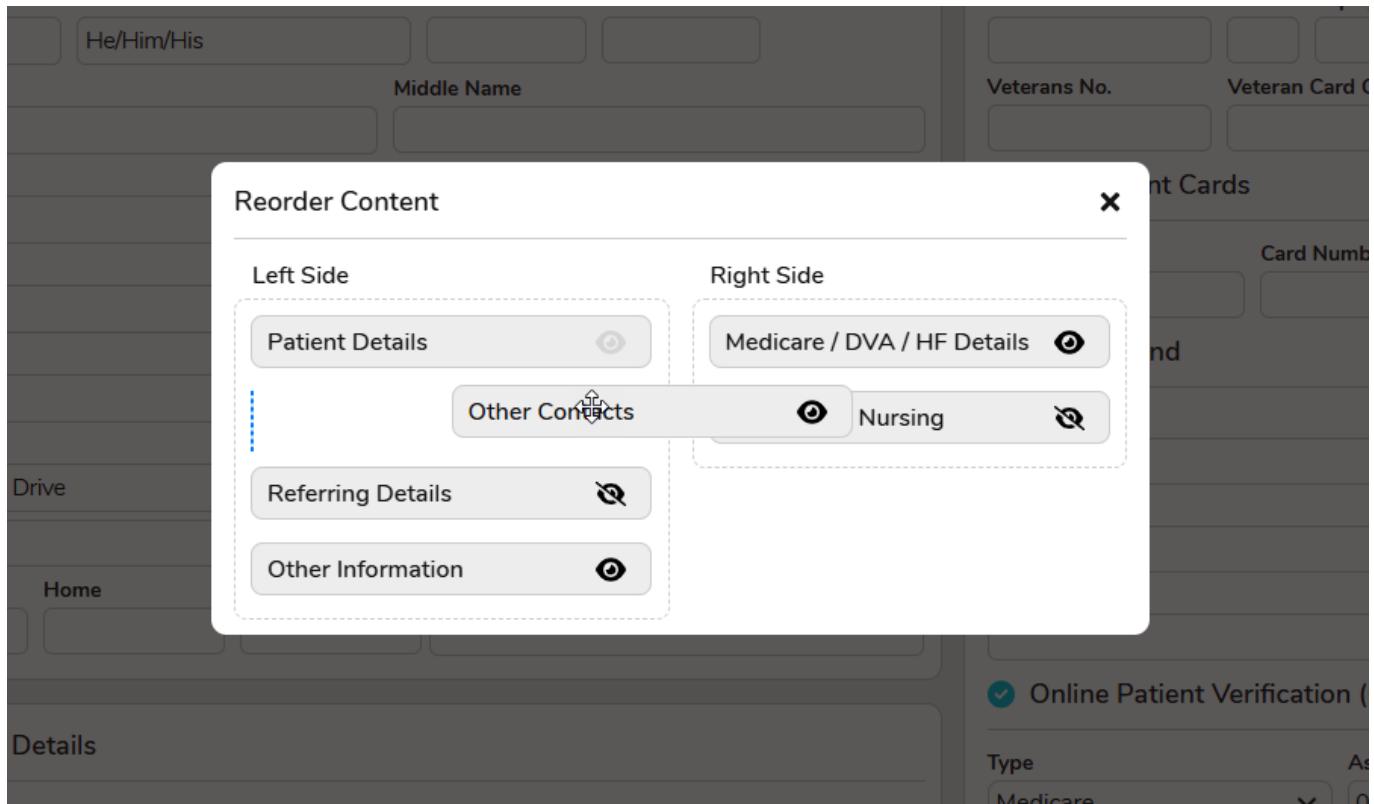
Buttons

- Reset Order
- Cancel
- Save Order

Checkboxes

- Online Patient Verification (OPV):
- Type: Medicare
- As at: 02/03/20

Information groups can also be **Reordered** by dragging them to the appropriate spot. The layout can be displayed across two columns or condense it into a single column if needed.



Once the desired order has been selected, click **Save Order** and the view will be displayed whenever the **Patient Screen** is opened.

