



How do i...

Standardise text entries?

User Defined Files

You may find you are always entering the same text onto clinical records for various procedures. It may be worth thinking about automating some of these. Not only does it save time when entering the text but it allows you to standardise certain entries, making searches much less complex. You can, of course, just setup an automatic pricing card with the text and include it as a normal work entry. However, you are limited to 999 Automatic Pricing codes and you may find you start to run out of these AP codes if you use them for text entries. To get round this you can use the 'User Defined Files' feature of Premvet.

NB: If Automatic Pricing is 'what you do' and Stock Control is 'what you sell' then User defined codes are 'what you say or write'.

There are a set of 26 User Defined files in all (A-Z) and each file can contain 999 lines of text. It is unlikely that you will run out of these!

You can enter any entry from these files onto your clinical record cards via the Auto prompt line (it's the % meta character that is used.)

e.g. Entering %12 into Auto will take the text from file L entry 12 and print the corresponding line on the clinical record.

Setting up the User Defined Codes

Start from the main menu.

Select > Fee and Stock > Utilities > Analysis codes > Used Defined Codes.

You will see a menu like this

```
Select file (m)
Display/Print codes
Edit codes
Change file parameters
Return to the menu
```

First select the file letter you wish to use (Keep it simple, use file M for mail shot text, C for credit control text, L for lab text, S for Surgery related etc.)

- Now select Edit codes from the menu, you should see a screen with this prompt at the bottom of it

```
Enter code to edit <1-999> or <Q>uit [Q] . . .
```





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- Presuming you have no codes set up yet, you can start by editing code number 1 so type in a 1 and press Enter.
- You will be prompted for a description. This is the text that is going to appear on your clinical records and reports etc so make it tidy!
- It is a **ONE LINE** entry, when you press Enter after typing your line, you will be asked for a breakdown. Please ignore this prompt by pressing Enter again.
NB: The breakdown feature has been superceded by the search facilities in Data Major.
- Your finished line will show on the screen,

Code	Description
1	Adv dental within 6 months

The number in the code column is the entry number you will need later when entering onto a clinical record. The description is the actual text.

- Carry on adding as many lines as you wish.

Once you have finished, you will need to Press Q for quit to return to the menu.

- Select **Display/Print** codes
- Choose the **Sort in numerical order** option
- Answer the '**Do you wish to print?**' question

If you just view the list it will look a little like this. It is also worth printing the list as you will need all your entries when we start making macros!!

Code	Description
1	Adv dental within 6 months
2	Responded to mailshot: {Which one?.}
3	Mailshot sent:{Which letter?.}

One last thing you may wish to do before you start using these codes is make sure they have the correct analysis code attached them, If you don't change the code, they will default to analysis code 251 for user defined files. Therefore it makes sense to have all your credit control lines set to your credit control analysis code etc. To do this you would change the file parameters so that each file uses the correct analysis code.

For example: File M would use the correct analysis for mail shots, File L for lab work, file C for credit control code etc.

From this menu, select **Change File Parameters**



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You will see this screen,

```
1 .. Analysis Code          197  Mailshot info
2 .. Add to Warnings/Notes  No
```

Enter a 1 to change Analysis code and enter the correct code for the group. It's name should then be displayed alongside the number.

Using User Defined codes

To test your new codes out, go to a clinical record and press A for Auto.

To test the 1st entry in file M you would type in %m1, then press Enter.

The line 'Advise dental within 6 months' should now appear on the clinical record.

Making things easier with macros.

If you are in the middle of a consultation and trying to price up a few different procedures and drugs, it may not be that easy to remember that %m1 translates to Advise dental...!

If you create a macro for the code, then that could be easier to remember.

From the main menu

Fee & Stock > Utilities > Edit/Add a macro

You will be asked for a macro name, choose something logical.

For this example we'll use 'ad6' which is A for advise, D for dental and 6 for 6 months. Type this and press enter.

You will get a screen that looks like this

```
Keyword      :      ad6
```

```
Description :
```

In the description bar enter a short description e.g. Adv dental 6 mth and press Enter



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Then in the next highlight bar, type in %m1 and press Enter.

```
Keyword      :      ad6
Description  :      Adv dental 6mth
Pricing Line
%m1
```

That's it, you have created a macro. Typing ad6 into the Auto line of a clinical record will now pick up your user defined code and add the correct clinical line.

Using a combination of codes within a macro.

If you frequently add more than one standard line of text you can link these together in a macro. For example, a combination of lab sample text.

Macro Name = labm1

Description = %I5 ; %I2 ; %I3 ; %I7 ; %I4 This uses 5 entries from User Defined file L

When the macro is entered as labm1 onto a clinical record you would get this entry returned

28.03.97 (Includes the preparation and processing of samples, laboratory charges, materials used, postage & packing, and the interpretation of results)

You can improve on this by including your standard block of text to any of the procedures involved in sending work to labs. e.g.

Macro = ACTH

Description = act : labm1 where **act** is the AP code for charging an ACTH test and **labm1** is the macro you saw in the previous example. Using the macro results in this entry.

28.03.9ACTH stimulation test 40.38 47.45 34 1C
(Includes the preparation and





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processing of samples, laboratory charges, materials used, postage & packing, and the interpretation of results)

Advanced uses of User Defined codes.

One of the 'old' reasons for using Automatic Pricing instead of user defined codes for entering text was to make use of the many metacharacters in AP. Most of these metacharacters can now be used in User Defined codes .

For instance: code 2 in File M = Responded to mail shot {Which one?.} will ask the user to type in which mail shot the client has responded to thus making searches easier.

