



## Setting up a HPV Clinic for Women 18-26

# 1

### Download Gardasil recall letter

#### On NEVDGP website

1. Go to [www.nevdgp.org.au](http://www.nevdgp.org.au) and proceed along the following path – Information Management > Medical Director templates.
2. Right click on the *Gardasil recall letter* template and select **Save target as...** and save to the desktop

#### In Medical Director

1. Open Medical Director and then open LetterWriter.
2. From the **File** menu select **Modify Template** and double click on **Blank Template**.
3. From **File** menu select **Import**.
4. Navigate your way to the desktop. Double click on the *Gardasil recall letter* to open.
5. From the **File** menu select **Save as template...**
6. Type in a *filename* (eg. *Gardasil recall letter*) for the **Template Name:** and then click on **Save**.

# 2

### Set up recall protocols in Medical Director

1. Open any patient's record and from the **Clinical** menu select **Recall** (or press Control + R in MD2 or <F4> in MD 3).
2. Click on the **Add** button and type in: **GARDASIL - 2ND INJECTION**
3. Make the Interval 2 Months and leave the **Once only** recall box unchecked.
4. Click on the **Save Protocol** button.
5. Click on the **Add** button and change the Recall Reason to: **GARDASIL – 3RD INJECTION**, change the interval to 4 months and click on the **Save Protocol** button again and then click on **Close**.

# 3

### Database search for 18-26 year olds and mailmerge

1. Make sure that there is no patient record open.
2. MD2: From the **Search** menu select **Databases**  
MD3: From the **Search** menu select **Patient...**  
You may get a message stating that the process could be slow from a workstation. Click **Yes** to continue.
3. Set the following parameters: Age greater than or equal to: 18, Age less than or equal to: 26, Sex: Female (and maybe Seen by any doctor in last 2 years)
4. Click on **Search** and this will produce a list of all your 18-26 year olds.
5. Click on the **Mailmerge** button at the bottom of the screen and double click on the *Gardasil recall letter* template from the User defined templates. This will print out a letter to all your 18-26 year old female patients.

# 4

### Patient sees GP or nurse for 1<sup>st</sup> injection and a recall for 2<sup>nd</sup> injection is made

1. Open the patient record, administer and record the injection.
2. From the **Clinical** menu select **Recall** and click on the **Add** button.
3. Select **GARDASIL - 2ND INJECTION** from the recall list. Click on the **Once only recall** check box.
4. Click on **Save**.

# 5

### Patient sees GP or nurse for 2<sup>nd</sup> injection and a recall for 3<sup>rd</sup> injection is made

1. Open the patient record, administer and record the injection.
2. Remove the **GARDASIL - 2ND INJECTION** recall
3. From the **Clinical** menu select **Recall** and click on the **Add** button.
4. Select **GARDASIL – 3rd INJECTION** from the recall list. Click on the **Once only recall** check box.
5. Click on **Save**.

# 6

### Patient sees GP or nurse for 3<sup>rd</sup> injection

1. Open the patient record, administer and record the 3<sup>rd</sup> injection.
2. Remove the **GARDASIL – 3RD INJECTION** recall



# Gardasil Clinic – Organisational Flowchart

