

Medical Director V2 – Assign gender to patient records

Use the Update Patient Sex Utility to ensure that the patient's gender matches the title used. For example, if the demographic title is entered as 'Mrs', 'Ms' or 'Miss', the SEX field is set to 'Female'.

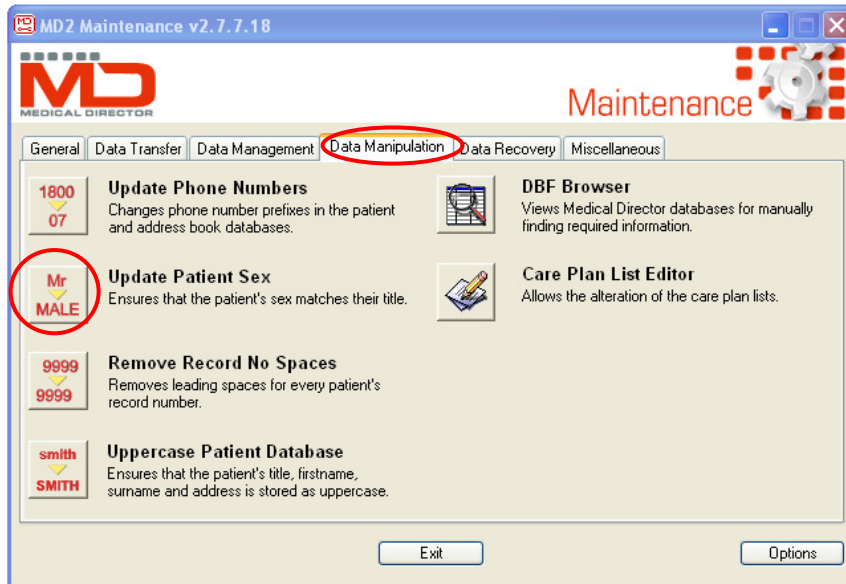
How to do it.

1. It is recommended that you **back up your data** before running any of the Medical Director Utilities.

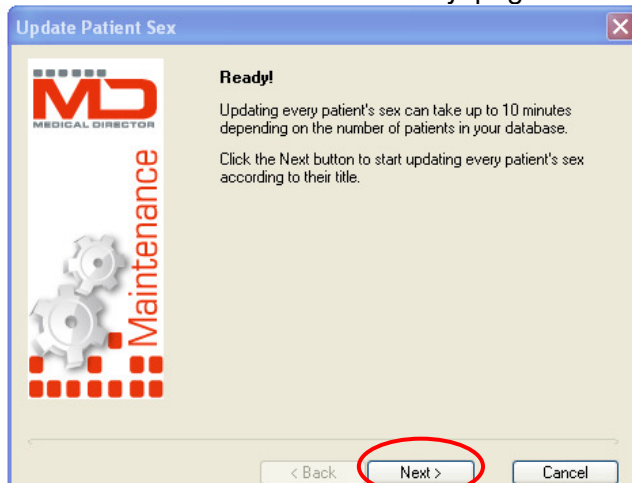
2. Start **MD Maintenance**.



3. Click the **Data Manipulation** tab. Click the **Update patient Sex** button.



4. Click the **Next** button on the 'Ready' page.



5. When complete, click the **Finish** button to close the utility.

This utility will not assign gender to all patients as it is dependent on title being entered in patient records. To complete the operation you will have to manually go through your patients to update this field.

Note: Utilise Medical Director Help Menu to search further information.
Help → Index → Search → Type - 'Updating Patient Gender' → Display.

This document has been created by SEA-GP (Brisbane) using screen shots and content from Medical Director Program.

Disclaimer: Whilst every effort is made to ensure accuracy, SEA-GP (Brisbane) does not accept any liability for any injury, loss or damage incurred by or reliance on the information contained within this information sheet.