

Medical Director V3 - Assign Gender to all Patients

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'.

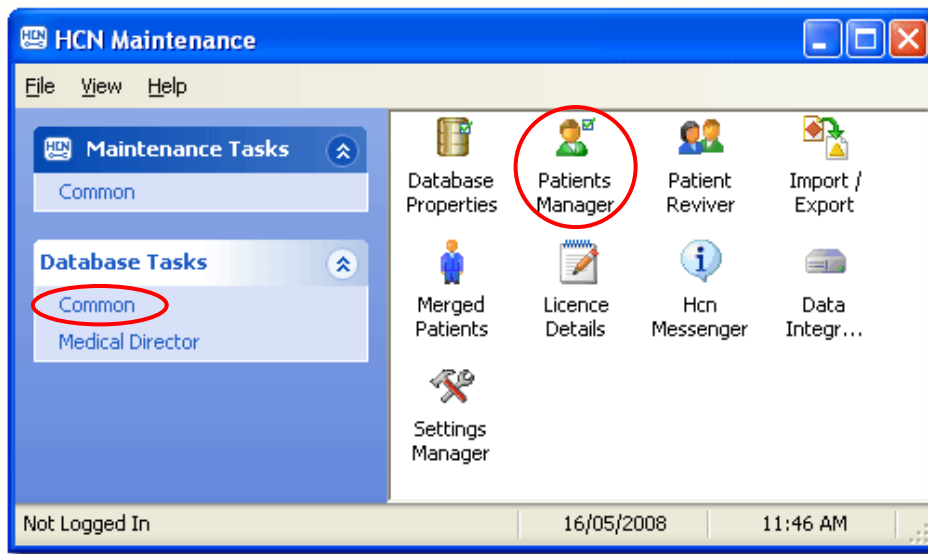
How to do it:

1. Make sure that Medical Director is not running on any computer on the network.

2. Double click on the **HCN Maintenance** icon on the desktop.



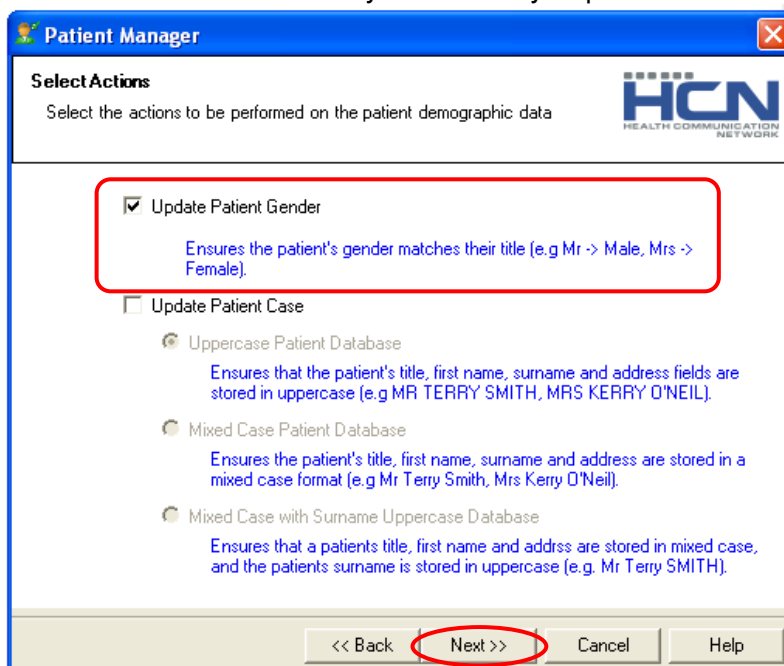
3. Select **Common** in 'Database Tasks' menu. Double click on **Patients Manager** icon and then follow the onscreen directions.



4. The **Patient Manager** window appears.

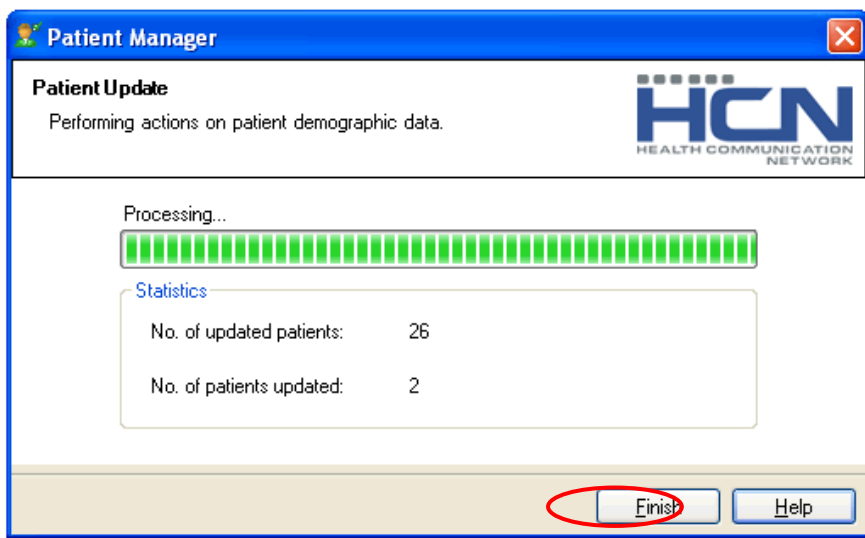
Select **Update Patient Gender**.

Click the **Next** button when you are ready to proceed.



Medical Director V3 - Assign Gender to all Patients

5. The updating process begins.



6. You will be prompted when the process has completed.

7. Click the **Finish** button to exit.

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 → Medical Director → Search → Type 'Inactive / Active Patient Wizard' → '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.