How to import the Optimal Cancer Care Pathways (OCPs) into Best Practice or Medical Director

To help people recently diagnosed with cancer receive the best possible care, quick reference guides for General Practitioners and 'what to expect' guides for consumers are now available for 15 cancer types.

Your practice

To support you, your practice, and your patients, you can:

Refer newly diagnosed cancer patients to www.cancerpathways.org.au and print and provide them with a copy of the relevant tumour stream 'what to expect' consumer guides.
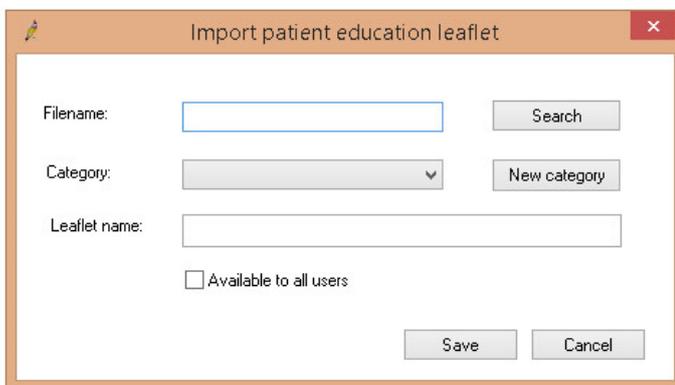
Import the GP quick reference guides and consumer version PDFs from www.cancer.org.au/OCP into your software.

Step 1: Temporarily save the required OCP (from www.cancer.org.au/OCP to your desktop)

1. Click on the required OCP.

2. Select the save icon at the top left corner of the OCP and select the location where you intend to temporarily save the OCP.

3. Save the OCP.

Step 2 – Best Practice: Import the saved file into Best Practice

4. From the Main Screen, click on the 'View' menu and select 'Patient Education Material'; the 'Patient Education Materials' screen will display.

5. Click on the 'File' menu and select 'Import'; the 'Import Patient Education Leaflet' window will display.

6. In the 'Import Patient Education Leaflet' window, complete the fields as follows:

- Filename:
    - Click 'Search' and navigate to the location where the OCP was temporarily saved (i.e. desktop, local or network drive) and select the required OCP.

        Note: The OCPs are available in a PDF file type – You may need to select 'PDF Files' from the 'File of Type' drop-down menu in the 'Open' window before the OCP you saved displays in the list.

    - To select the OCP file, double-click on the OCP; the OCP will now appear in the 'Import Patient Education Leaflet' window.
- Category:
    - From the 'Category' drop-down menu, select the 'Custom' folder (imported documents can only be saved in the 'Custom' folder, in a sub-folder that you create).
- Leaflet name:
    - If this field is blank, name the OCP file appropriately.

7. Click 'Save'.

The OCP is now available in Best Practice.

Step 2 – Medical Director: Import the saved file into Medical Director

4. From the Main Screen, click on the 'Resources' menu and select 'Patient Education'; the 'Leaflet Browser' window will display.

5. Click the 'Custom' tab and select the folder where you would like to import the OCP.

6. Click on the 'File' menu and select 'New' and then 'Leaflet'; the 'Select Leaflet File' window will display.

7. Navigate to the location where the OCP was temporarily saved (i.e. desktop, local or network drive) and select the required OCP.

    Note: The OCPs are available in a PDF file type – You may need to select 'PDF Document' from the 'File of Type' drop-down menu in the 'Select Leaflet File' window before the OCP you saved displays in the list.

8. Double-click on the OCP; the OCP will appear in the 'Leaflet Browser' screen.

The OCP is now available in Medical Director.