



Non-contact clinical time

Inbox management

- Repeat scripts
- Portal messages (MMH etc)
- Email enquiries
 - Personal inbox
 - Clinic inbox
- Random emails
- Specialist letters
- Other health professionals letters
- Urgent care consult Summaries
- Notes requests

Review of

- Patients seen by nurse
- Patient seen by registrar
- HIP and HC actions
- Clinical audits
- Providing second opinions

Meetings with MDT/other GPs/other clinic staff

- Planning
- Updates on patient progress
- Care Co-ordination

Follow up

- Writing consultation notes
- Referrals
 - Making
 - Checking
 - Rescheduling
- Notes reviews
- Lab results – screening, blood,
 - Checking/flagging
 - Following up/chasing
 - Advising patient
- Researching things for pts

Transfers

- Patients transferring into practice
- Patients transferring out of practice
- Sending notes to non-registered patients own doctor

Reports/forms/letters

- Insurance
- Employment
- Firearms, diving, boxing, other sports
- WINZ
- Housing NZ
- Coroners
- ACC
- Cannabis clinics
- Lawyers
- Police

Hospital contacts

- ED
- OP letters
- Investigations
- Discharge summaries
- Calling other specialists/health providers

Other

- Med charts for respite care or DNs
- Enduring power of attorney
- Viewing deceased patients before completing cremation form