

# Sending PHN Referral Point referrals from Best Practice via Argus

These instructions make the following assumptions:

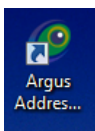
- You have downloaded the referral template from the Western Victoria PHN website and imported them into Best Practice
- You have Argus installed and it is working in your practice
- You have Best Practice set up to send via Argus

If you have doubts, difficulties or reservations contact Russell Venn on 5304 5624

## Putting Referral Point into your Argus address book

The Referral Point address needs to be in your Argus address book AND your Best Practice address book

Open the Argus address book using the shortcut icon on your desktop.



You will be asked for a Username and Password. Normally they will both be **argus**

Click on **Add Addresses**

ARGUS ADDRESS MANAGER

Argus Address Manager: Your SMD Address Book

This page shows the entries you currently have in your Argus address book. To delete, select one or more entries and click the 'Remove Selected Addresses' button in the table below. To search the Human Services Directory and add more entries to your address book, click the 'Add Addresses' link.

Buttons: Add Addresses, View 'Email Only' Addresses, View Printable Address Book, Log Out

Search: Surname [dropdown] [input] [Search] [Clear]

Select **Email or Provider ID** As the search option:

Type **phnclinical@westvicphn.com.au** into the search box

Click on the **Search** button

Argus Address Manager: Add Addresses

This page allows you to search the Human Services Directory and add selected entries to your local Argus address book. Choose one or more search options and click the 'Search the Human Services Directory' button. After searching, select one or more addresses in the 'Search Results' table and click the 'Add Selected entries to Address Book' button.

Buttons: Return to Addresses, Log Out

Search Options:

Email or Provider ID [dropdown] [input: phnclinical@westvicphn] [plus]

Buttons: Search the Human Services Directory, Add selected entries to Address Book

The Address Manager will return records for Western Victoria PHN - Ballarat

Search Options:

Email or Provider ID [dropdown] [input: phnclinical@westvicphn] [plus]

Buttons: Search the Human Services Directory, Add selected entries to Address Book

Human Services Directory Search Results (5)

	Site Name	Service	Practitioner	Address
<input checked="" type="checkbox"/>	Western Victoria PHN - Ballarat	Mental Health - Mental health information/referral - PHN Referral Point		101 Drummond Street, BALLARAT, VIC, 3350

Click in the box for Referral Point's record.....then click the **Add** button

## Adding Referral Point to the Best Practice address book

Create a new entry for Referral Point, as a company, using these settings

Contact details

Individual  Company/Institution

Title:  First name:

Name:

Greeting:

Category:

Address	Phone	Fax	
101 Drummond Street, Ballarat, 3350.	1300 221 493	1300 260 814	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Import"/>

Mobile phone:  Pager:  A/H phone:

Provider No.:  Health Identifier:

PKI key ID:   Skype:

E-mail:  Web site:

Messaging provider:  Account ID: (if applicable)

Comment:

Is an operating facility

## Sending a referral from the Best Practice word processor

From within the patient's record, open the word processor in the normal way and open a new document using the PHN Referral Point template.

Complete the referral

Click on the *Export as HL7 file* button

File Edit View Insert Format Table Templates Utilities Help

Double click on an item in the list to insert it into the document.

- General
- Current user
- Addressee
- Other contact
- Patient
- Clinical

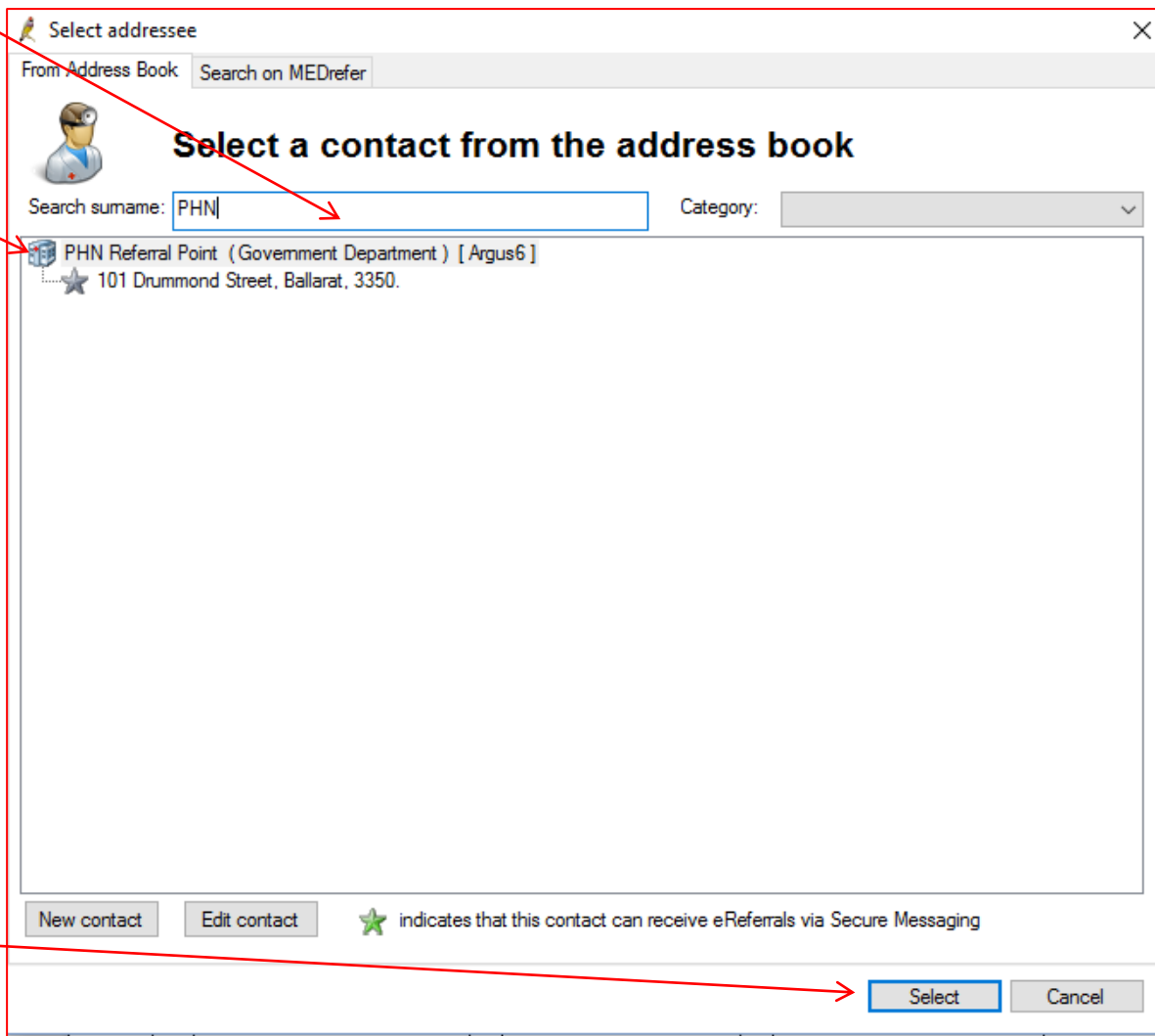
**PHN Referral Point**  
Psychological Therapies Service  
Referral Form

Please send this form to the Referral Point Team via:  
Argus:  Western Victoria PHN Ballarat –PHN Referr

Best Practice will ask where you want the referral sent.

Type enough of PHN Referral Point in the search box to bring up her address book entry.

Click on its name to select it



Click on the *Select* button

Best Practice will report that the referral has been sent.

Click on the *OK* button

