

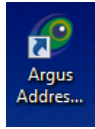
Sending PHN Referral Point referrals from Medical Director via Argus

These instructions make the following assumptions:

- You have downloaded the referral templates from the Western Victoria PHN website and imported them into Medical Director
- You have Argus installed and working in your practice
- You have Medical Director 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 Medical Director address book



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

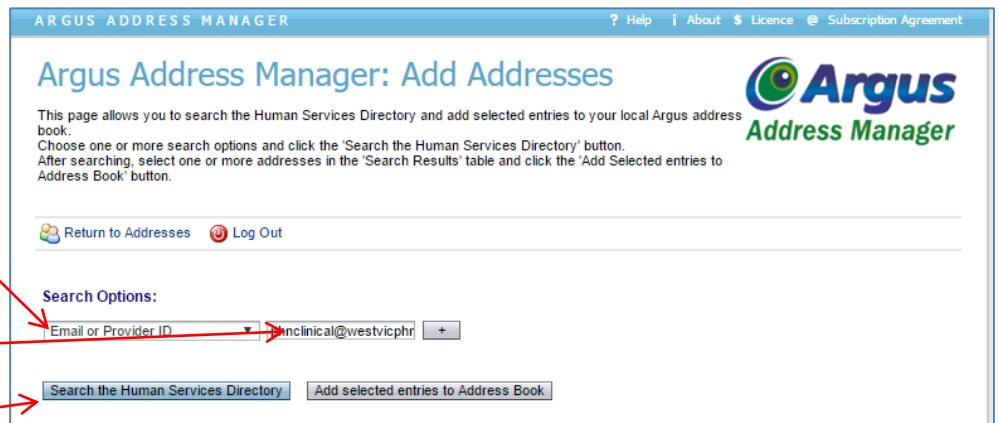
You will be asked for a Username and Password. Normally they will both be argus

Click on Add Addresses



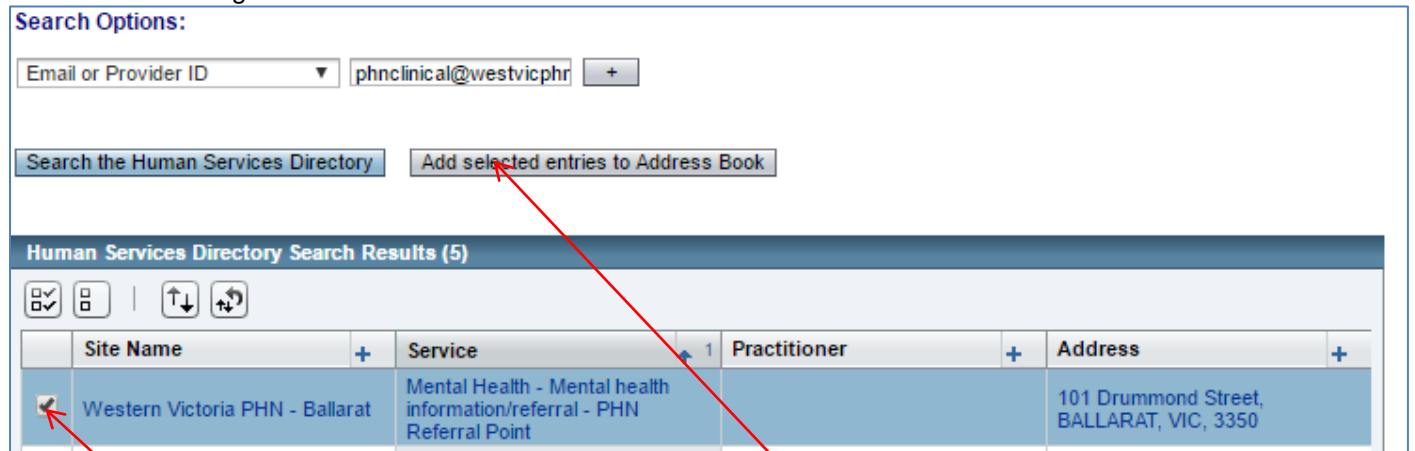
Select *Email or Provider ID* As the search option:

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



Click on the *Search* button

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



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

Adding Referral Point to the Medical Director address book

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

Addresssee Details

Company

Title Firstname

Name:

Greeting:

Category:

Provider No.

Address

Line 1:

Line 2:

Line 3:

Suburb: Postcode:

Email: Auto-capitalise

Identifiers

HPI-O:

HealthLink EDI:

Contact

Work: Fax: A/H:

Mobile: Pager:

Notes

Sending a referral from the Medical Director letter writer

From within the patient's record, open the letter writer in the normal way and open a new document using the Referral Point template

Complete the referral.

Click on the *Send e-mail* button

Letter Writer - Richard Voerwart

heading 4 Arial 9 **B** *I* U 100%

PHN Referral Point
Psychological Therapies Service
Referral Form

Please send this form to the Referral Point Team via:

Argus:	Western Victoria PHN Ballarat –PHN Referral Point (phnclinical@westvicphn.com.au)	PHN OFFICE Client ID:
ReferralNet:	PHN Referral Point (refnet:phn.referral.point)	Referral ID:
Print, sign and fax:	1300 260 814	Date Received:

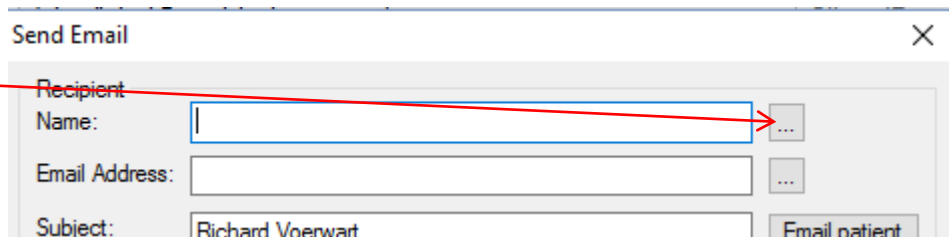
REFERRAL DETAILS: Please place an X in appropriate boxes.

MUST BE COMPLETED: Minimum Data Set Required for Reporting to National Funding Source

Medical Director displays this dialog. Here you choose PHN Referral Point from the MD address book.

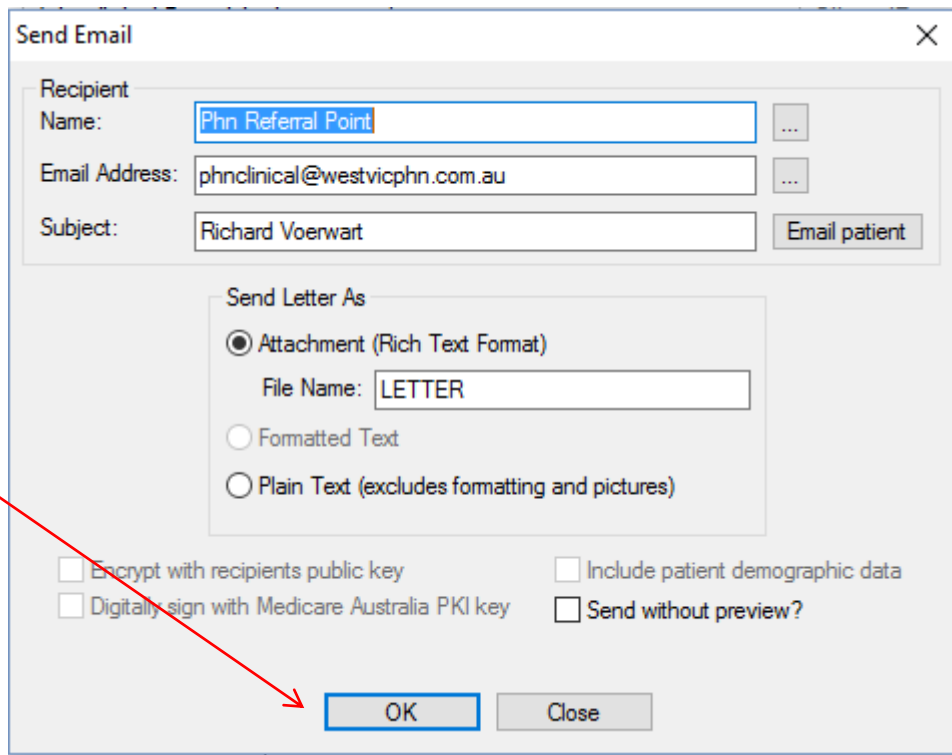
Click on the *Search* button

Select PHN Referral Point from the list of companies in your MD address book



When the name and Email address have been populated from the address book:

Click the *OK* button



Argus now displays this dialog. You would not normally need to change anything.

Click on the *Send* button

