

Sending PHN Referral Point referrals from Zedmed via Argus

These instructions make the following assumptions:

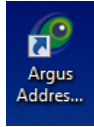
- You have downloaded the referral template from the Western Victoria PHN website and imported them into Zedmed
- You have Argus installed and it is working in your practice
- You have Zedmed set up to send via Argus

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 Zedmed 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@westvicphr.com.au** into the search box

Click on the **Search** button

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

Site Name	Service	Practitioner	Address
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 PHN Referral Point to the Zedmed address book

Create a new entry for PHN Referral Point using these settings

The screenshot shows the 'Addressbook' window with the 'Locations' tab selected. The 'Details' section is filled with the following information:

- Type of Contact: Other Contact
- Family/Business Name: PHN Referral Point
- Given Name: (empty)
- HPI-I: (empty) with a 'Search HI Service' button
- Title: (empty)
- Speciality: (empty)
- Normal Email Address: (empty)
- Preferred Delivery Method: Email Only

The 'Legacy Messaging' section includes:

- ESend Transport: HL7
- ESend Address: phnclinical@westvicphn.com.au
- ESend Method: Argus

The 'Prefix Subject Line with "Letter"' section has radio buttons for 'Yes', 'No', and 'Site Default' (selected).

The 'Practice Locations' section includes:

- Main Location: Main Location
- Organisation: Western Victoria PHN Ballarat
- Address Line 1: 101 Drummond St
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- Suburb/Town: BALLARAT
- Provider No: (empty)
- Postcode: 3350
- HPI-O: (empty) with a 'Search HI Service' button
- (W) Phone: 1300 221 493
- Fax: 1300 260 814
- Transport Type: Secure Messaging
- End Point Service URI: (empty)

Buttons at the bottom include 'Update Details from HI Service', 'Help', 'OK', and 'Cancel'.

Sending a referral from either the letter writer OR from within an encounter

A. Sending a referral from the Zedmed letter writer

From within the patient's record, start by clicking on *Quick Documents*

Click on *New Letter...*

The screenshot shows a dropdown menu with the following items:

- Open Patient Drug Sheets
- New Letter... (highlighted with a red arrow)
- PCEHR Summaries
- BHS Smart Referral V7
- Conselling Connect Re-referral
- Counselling Connect Pomegranate House referral
- Counselling Connect Pomegranate House Re-referral
- Counselling Connect Referral
- HSS Referral
- Kids Connect Pomegranate House and Centacare Referral
- Kids Connect Pomegranate House Centacare Re-referral
- Kids Connect Referral
- Kids Connect Re-referral
- Perinatal Referral
- Perinatal Re-referral
- Remedy Health Coaching

The screenshot shows a patient's record with the following details:

- Address: 2718 Henty Highway, WONWONDAH 3401
- DOB: 03/04/1955
- Age: 61 years
- Medicare No: (empty)
- File No: 11
- IHI Number: (empty)
- IHI Number Status: (empty)
- Last Updated: (empty)
- Home: 5333 456
- Work: 5345 123
- Mobile: 0401 444
- Occupation: (empty)
- Hosp UR No: (empty)
- IHI Record Status: (empty)

The 'Summary Views' section includes:

- Immunisations
- Allergies
- Images/ECG
- Documents
- Attachments
- Measurements
- Medications
- Incoming Documents
- Problems
- Referrals
- Results

Sort By: Problem Text

Current Problems
Resolved Problems

New Letter

Letter Details

To: PHN Referral Point

Cc:

Subject: Referral Letter

Template: PHN Referral Point Referral

Summary:

OK Cancel

Click on this magnifying glass button and search for Referral Point in the address book.

Click on this magnifying glass button and search for the Referral Point template (in this example it has been called PHN Referral Point Referral)

Click on the OK button

B. Sending a referral from within the current encounter

Click on the *Referral* button (or use Ctrl + R)

Click on the *New Referral* tab and the *Referral Letter* tab.

Current Encounter - Duration: 00:01:17

Referrals for: Voerwort, Mr Richard

Referral Selection: Past Referral, **New Referral**

Pathology Radiology **Referral Letter**

Free Text Addressee

Address

Copy To

Templates

Document: [Blank Letter]

Summary: [None]

Letter Subject: Referral Letter

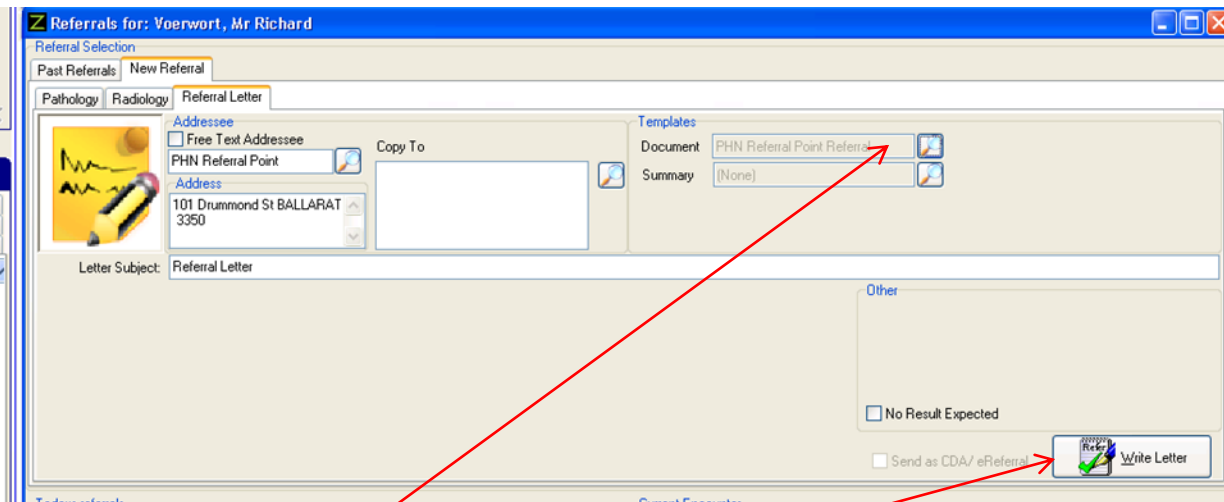
Other

No Result Expected

Send as CDA/ eReferral

Write Letter

Click on this magnifying glass button and search for Referral Point in the address book.



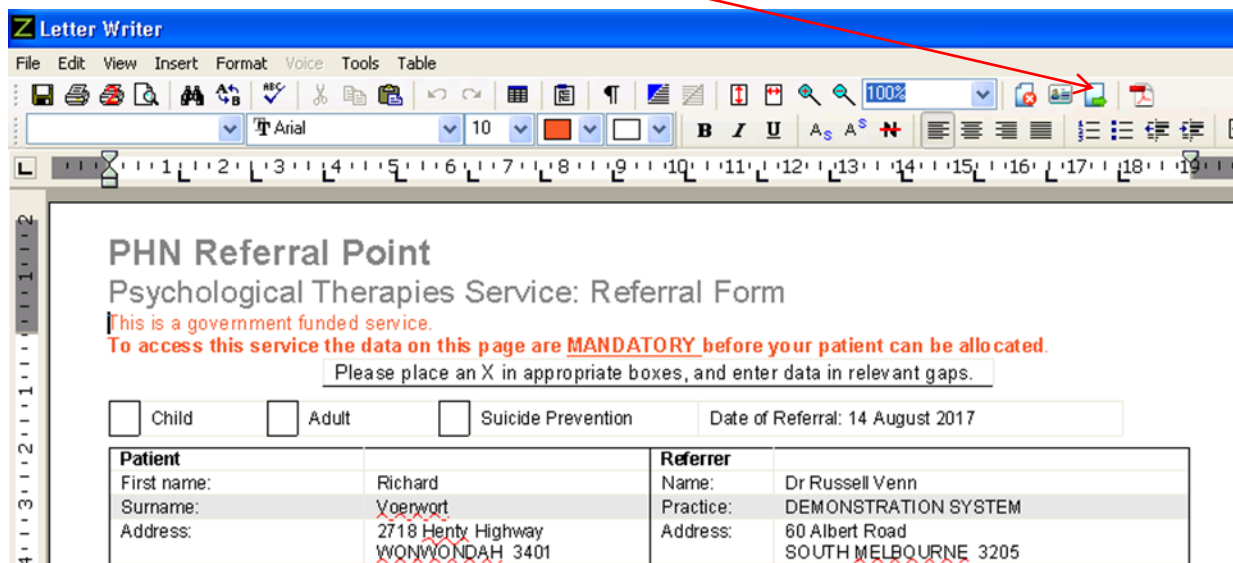
If the address book entry for PHN Referral Point has been linked to the right template it will show in this box. Otherwise click on the magnifying glass and choose the template from the list which will be displayed.

Click on the *Write Letter* button

Complete the referral

Complete the referral by typing and X in the appropriate boxes and providing clinical information which has not already been populated from the Patient's record.

When complete: Click on the *Distribute* button

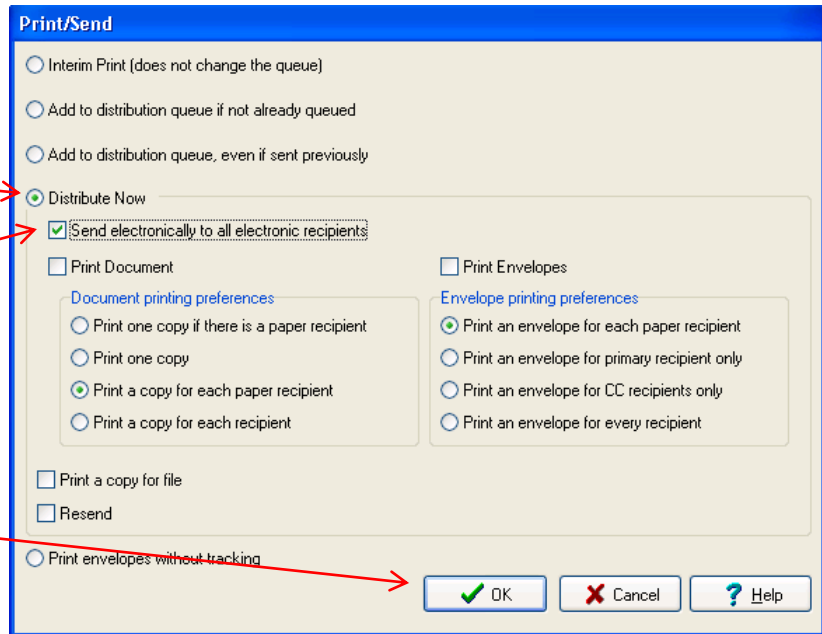


Zedmed will respond with this dialog. You would normally have:

Distribute now

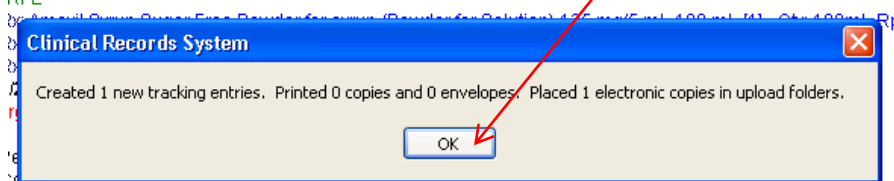
and

Send electronically....selected.



Click on the OK button

Zedmed reports that the referral has been sent. Click on the OK button



2000 (Fri) 2:42pm with Dr. U at MED for 4m 28s