

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@westvicphn.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

Addressbook

Properties: Locations

Details

Type of Contact: Other Contact

Family/Business Name: PHN Referral Point

Given Name: _____

HPI-I: _____ Search HI Service

Title: _____

Speciality: _____

Normal Email Address: _____

Preferred Delivery Method: Email Only

Legacy Messaging

ESend Transport: HL7

ESend Address: phnclinical@westvicphn.com.au

ESend Method: Argus

Prefix Subject Line with "Letter"

Yes No Site Default

Salutation: _____

Default Document Template: PHN PMHCS Referral

Default Summary Template: _____

Available:

Private Contact Details

Mobile Phone: _____ Home Phone: _____

AH Phone: _____ Pager: _____

Notes

Practice Locations

Main Location

Organisation: Western Victoria PHN Ballarat

Address Line 1: 101 Drummond St

Address Line 2: _____

Address Line 3: _____

Address Line 4: _____

Suburb/Town: BALLARAT Provider No: _____

Postcode: 3350 HPI-D: _____

(W) Phone: 1300 221 493 Search HI Service

Fax: 1300 260 814

Transport Type: Secure Messaging

End Point Service URI: _____

Update Details from HI Service

Help OK 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...*

Open Patient Drug Sheets

New Letter...

PCEHR Summaries

BHS Smart Referral V7

Conselling Connect Re-referral

Conselling Connect Pomegranate House referral

Conselling Connect Pomegranate House Re-referral

Conselling 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

Details

Address: 2718 Henty Highway,
WONWONDAH 3401

DOB: 03/04/1955 Home: 5333 456

Age: 61 years Work: 5345 123

Medicare No: _____ Mobile: 0401 444

File No: 11 Occupation: _____

IHI Number: _____ Hosp UR No: _____

IHI Number Status: _____ IHI Record Status: _____

Last Updated: _____

Summary Views

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 PMHCS Referral

Summary:

OK Cancel

Click on this magnifying glass button and search for PHN 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 PMHCS 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

Undefined Problem

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

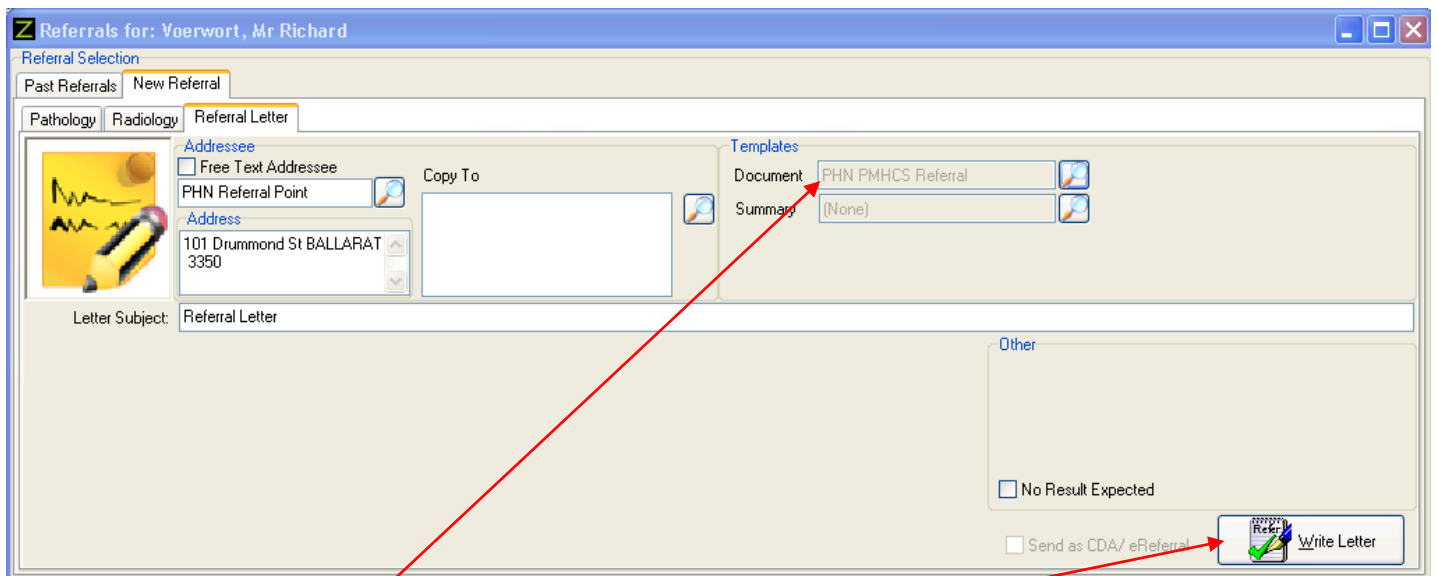
Other

No Result Expected

Send as CDA/ eReferral

Write Letter

Click on this magnifying glass button and search for PHN 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, and paste a Mental Health Treatment Plan to the last page if required.

When complete: Click on the *Distribute* button

Primary Mental Health Care Service Requested	
No	Psychological Therapy Services - Suicide Prevention
Yes	Psychological Therapy Services - General
No	Psychological Therapy Services - Child
No	Psychosocial Services - Severe and Complex - Psychosocial Support

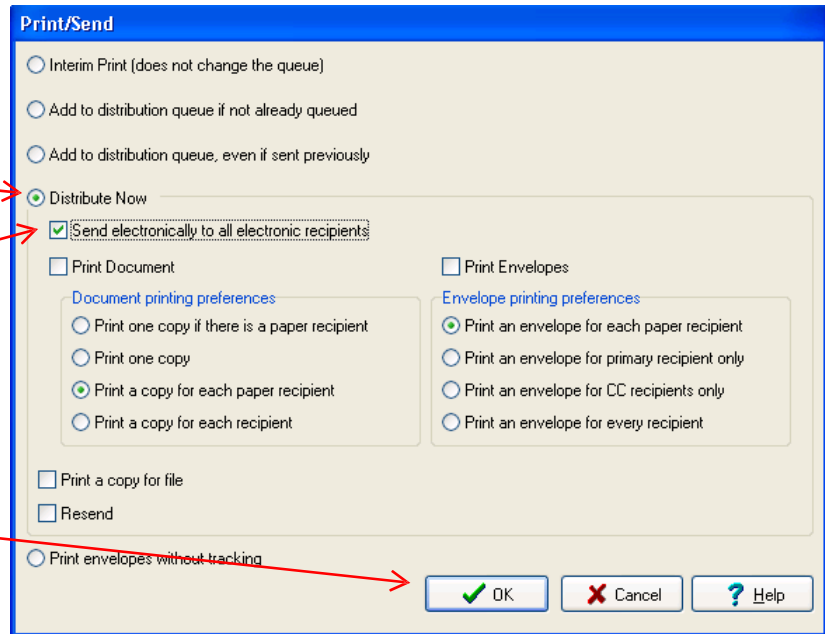
Mandatory Referral Criteria

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

