

## Sending PHN Referral Point referrals from Zedmed via ReferralNet

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 ReferralNet installed and it is working in your practice
- You have Zedmed set up to send via ReferralNet

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

## 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 form is divided into several sections:

- Details:**
  - 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
- Legacy Messaging:**
  - ESend Transport: HL7
  - ESend Address: phn.referral.point
  - ESend Method: Referralnet
- Prefix Subject Line with "Letter":**
  - Yes (selected), No, Site Default
- Salutation:** (empty)
- Default Document Template:** PHN PMHCS Referral
- Default Summary Template:** (empty)
- Available:**

**Private Contact Details:**

- Mobile Phone: (empty)
- Home Phone: (empty)
- AH Phone: (empty)
- Pager: (empty)

**Notes:** (empty text area)

**Practice Locations:**

- Main Location
- Organisation: Western Victoria PHN - Ballarat
- Address Line 1: 101 Drummond Street
- Address Line 2: (empty)
- Address Line 3: (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)

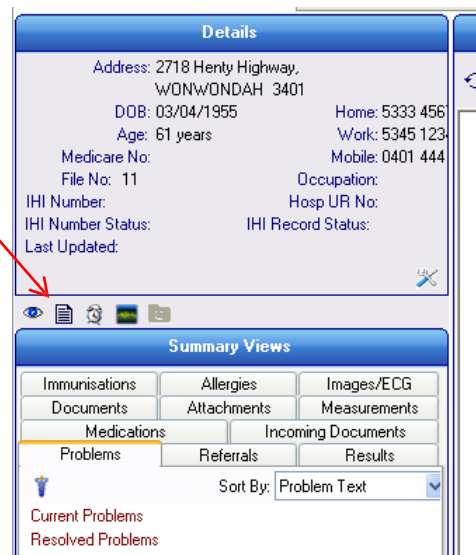
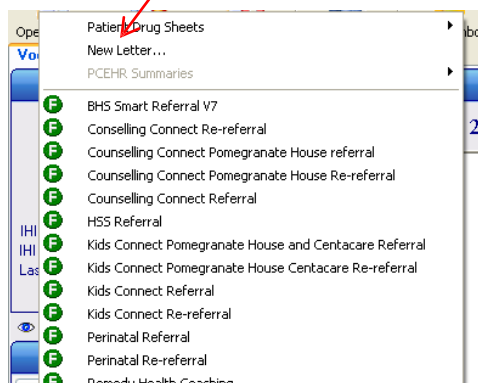
Buttons at the bottom: Update Details from HI Service, Help, OK, Cancel.

## 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...*



**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

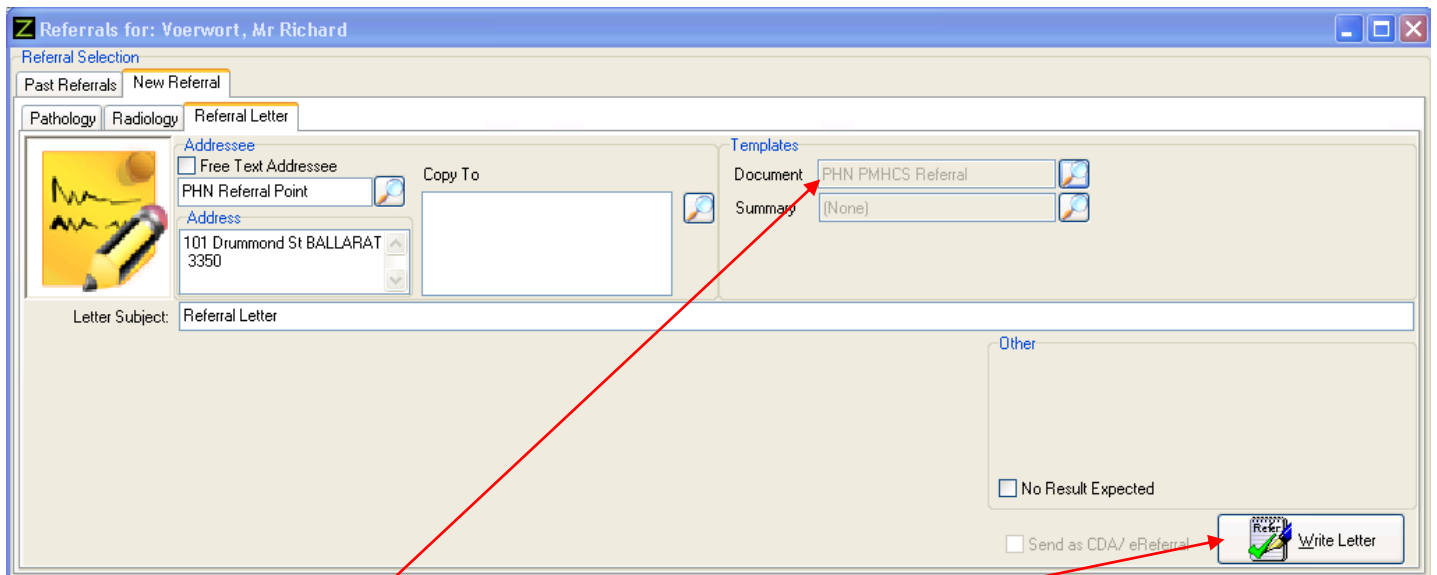
Other

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.



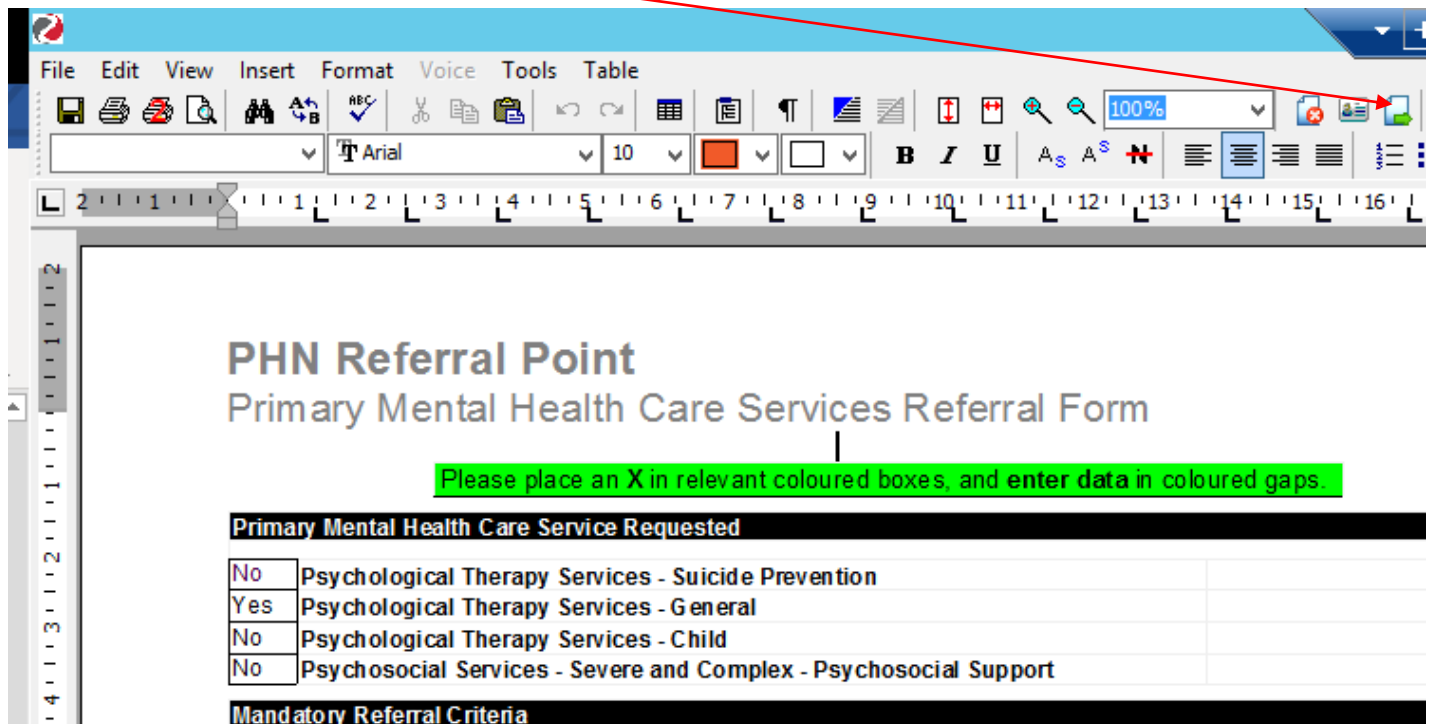
If the address book entry for PHN Referral Point has been linked to the right template it will show in this box. Otherwise click on the magnifying glass and choose the template from the list which will be displayed.

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

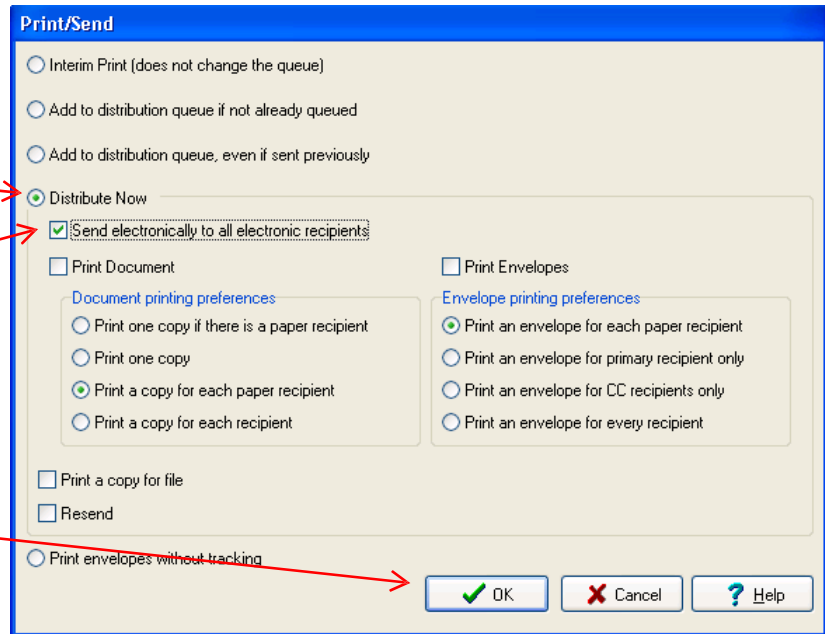


Zedmed will respond with this dialog. You would normally have:

*Distribute now*

and

*Send electronically....selected.*



Click on the *OK* button

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

