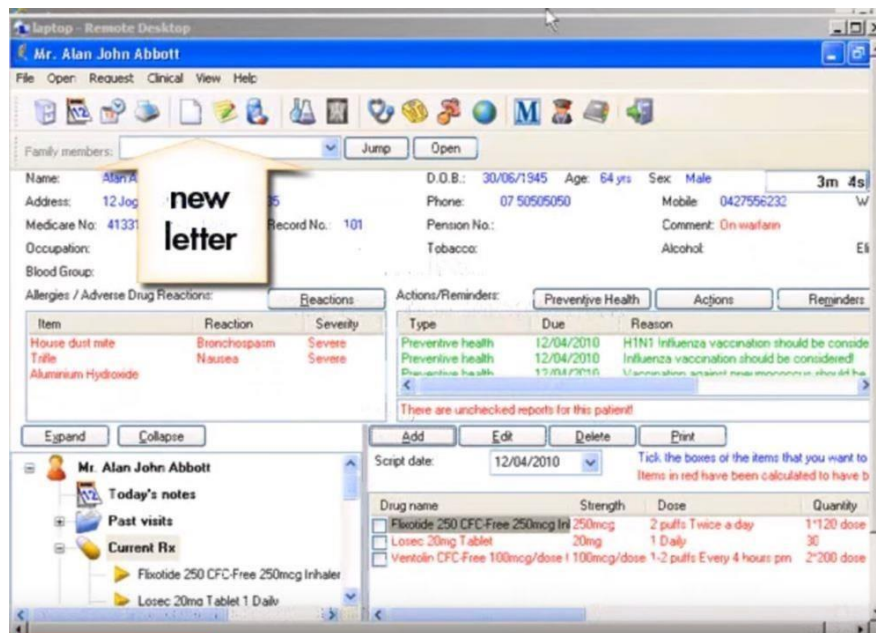# GUIDE FOR CREATING AND SENDING REFERRALS IN REFERRALNET USING BEST PRACTICE SOFTWARE

Please note, this information sheet is part of our Secure Messaging in General Practice suite of resources that includes videos and instructional information for explaining how to use Argus, ReferralNet or Healthlink for sending patient information using encrypted communications.
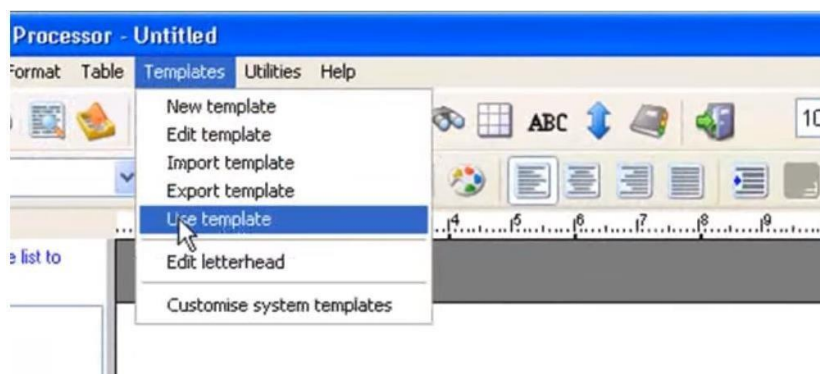
They are part of Western Victoria Primary Health Network's commitment to improving access to and use of digital health tools in western Victoria.

Access other resources in this series via our website: westvicphn.com.au/securemessaging
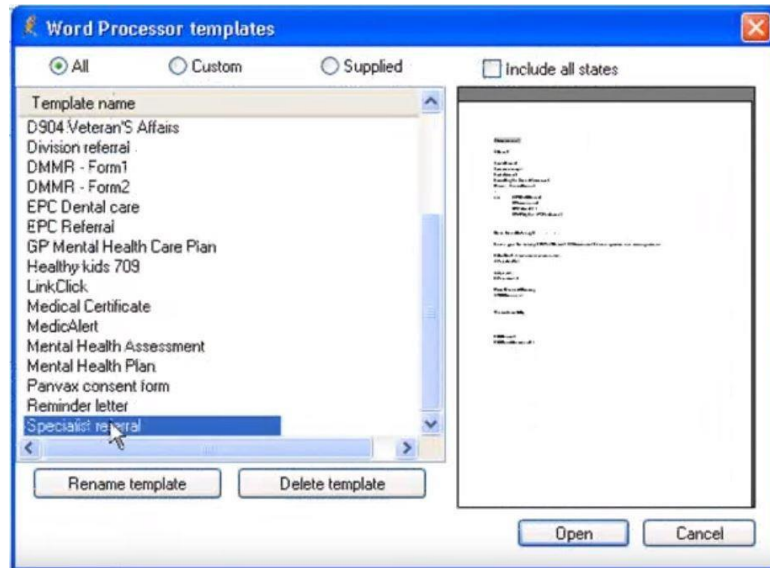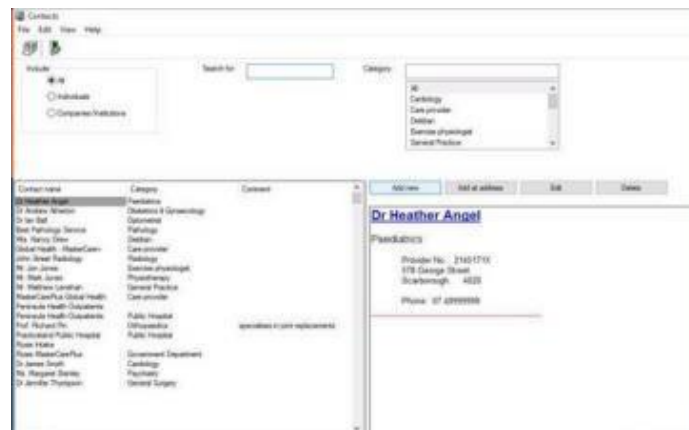
- Select the **new letter** icon.

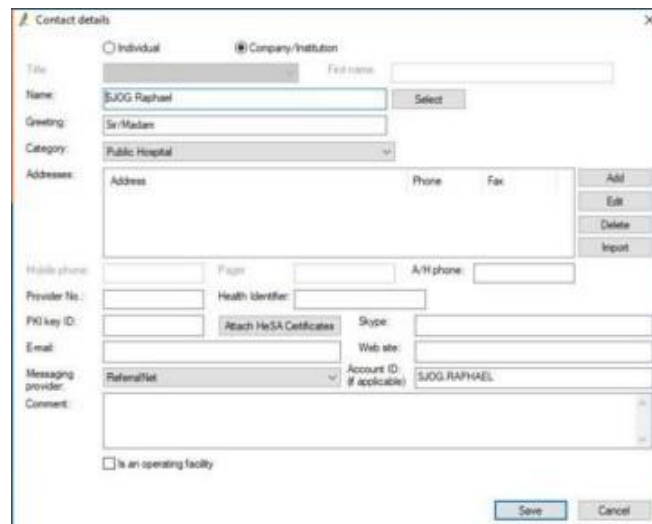- Select the **Templates** tab, and then **Use Template**.

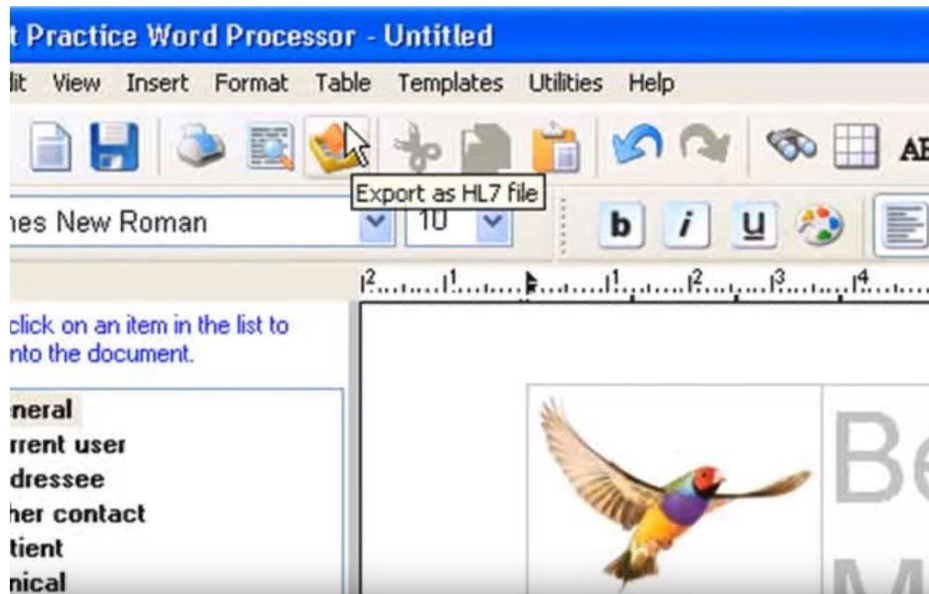- Choose the template you would like to use and click **Open**.

- Choose the recipient from the local address book.

- If the recipient is not already in the local address book, select **add new contact details** and click **Save**.

- Click the **Export as HL7 file** icon and then click **OK** on the HL7 Export pop-up window.

- Once the eReferral has been encrypted and sent successfully, you will see a pop-up. Click **OK** to finish.