GUIDE FOR SENDING REFERRALS IN REFERRALNET USING ZEDMED 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



• Open the patient file and start patient encounter or click F10 on the keyboard

• Click on the referral icon or press Ctrl R on the keyboard

| Zedmed Clinical | | | | × |
|---|---|--|--|---|
| Open Patient Ope | isuits Reference L n Family Close Pat | Library Reports To | ale Ublikes Help Results Inbox Scan NBHS Address Book Travel Batch Wilter To Do List | |
| | Details | | Current Encounter - Duration: 00:00:02 | |
| Address: DDB, Age: Medicare No: File No: File No: HII Number: HII Number: HII Number: HII Number: Lat: Updated: Befare: | 123 False Street. EAST MELBOURNI 01/06/2005 14 years 2281 | E 3002 Home Wolt: Mobile: Occupation Hosp UR N | Image: Second | |
| | | | History View | |
| | Summary Views | | 3 Search Oldest Encounter: 30/12/1899 | |
| Immunisations Documenta Medications Problems T Current Problems Resolved Problems | Allergies Attachments s Incon Referrals Sort By: Pro | Images/ECG Measulementa mng Documents Results blem Text <u>*</u> | | |

• Click on the referral letter and select the recipient addressee. Click on Letter Writer.

| No. | Addressee Copy To | 2 | Templates Document New Review Co Summary | mail Letter |
|-----------------|-------------------|---------|--|--|
| | | | | Other Ref Date: 33/12/1899 T Exam Date: 17/09/2019 Typist: MADREA No Result Expected Sendues CDA/ effernal Wyte Letter |
| idays referrals | | | Current Encounter | |
| uddressee | C Detais | Problem | Undefined Problem | Use Coded RPEs Management Plan |

 To add recipient in address book – a) ESend Address – hl7 . b) ESend Method –ReferralNet c) Esend Address – ReferralNet ID d) Transport Type – Secure

| Details | Private Contact Details |
|-----------------------------------|---------------------------------|
| Type of Contact Referral Doctor | Mobile Phone Home Phone |
| Family/Business Name Test | AH Phone Pager |
| Given Name ReferralNet | Notes |
| HPD-I Search HI Se | rvice. |
| ebr | |
| Speciality | |
| Normal Email Address | - |
| Preferred Delivery Method | |
| Legacy Messaging | |
| ESend Transport | |
| ESend Address | |
| ESend Method <default></default> | Practice Locations |
| <pre> default></pre> | Wain Location |
| Prefix Subject Line wi Promedicus | Organisation |
| Refer Victor | Address Line 1 |
| <pre>saucadoal </pre> | Address Line 2 |
| Derauk Document Template T | Address Line 3 |
| Dehault Summary Template | |
| Available 🗁 | Suburb/Town Provider No |
| | Postcode HPI-O |
| | (W) Phone Search Hil Service |
| | Fax |
| | Transport Type Legary Messaging |
| | End Bank Capatra 101 |
| | End Paint Service UKL (|

• Post selecting addressee – click on Letter writer and click on Distribute button



• Click **OK**. Notification can now be viewed on the screen.

| nt/Send | | |
|--|--|--|
| Intelle Print (does not change the queue) | | |
| Add to distribution queue if not already queued | | |
| Add to distribution queue, even it sent previously | | |
| Distribute Now | | |
| F Send electronically to all electronic recipients | | |
| Pirk Document | Print Envelopes | |
| Document printing preferences | Envelope printing preferences | |
| Plint one copy if there is a paper recipient | Print an envelope for each paper recipient | |
| Print one copy | C Print an envelope for primary recipient only | |
| Phint a copy for each paper recipient | C Print an envelope for CC recipients only | |
| C Plint a copy for each recipient | C Print an envelope for every recipient | Clinical Records System 🗵 |
| Print a copy for file | | Created 1 new tracking entries. Printed 8 capies and 8 envelopes. Placed 1 electronic copies in upload folders. |
| E Recent | | |
| | | CX P |
| Print envelopes without tracking | Con Your Own | |
| | V DK. K Cancel Y Help | |