## MEDICAL DIRECTOR

# Psychological Support Services Referrals in Medical Director Software

### Importing the Referral Template

Go to Psychological Support Services URL https://www.cesphn.org.au/general-practice/help-my-patientswith/mentalhealth/psychological-support-services-pss GP Referral Forms Section – GP Referrals for adults and young people (under 12 years) – PSS Initial Referral and Mental Health Treatment Plan.

Select the Medical Director - Medical Director icon - right click and select Save link as...

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treatment plan, K10+ then be allocated to a outcome via email. S CESPHN Intake and	and Risk Assessmer an appropriate menta should a referral get d Triage team.	nt which m al health pr leclined, th	ust always be s ofessional and e GPs will recei	signed by the GP v ve comm	y a GP. The vill be notif nunication	referral w ied of the from	till
For more information	n about Youth Mental	Health Re	ferral Options p	le: op	en link in new ta	ab	
Download a list of the	e registered PSS mer	ntal health	providers <u>here.</u>	Op	en link in new w	vindow nito window	
Download a list of pr	ovider organisations	A here. (7	<u>7 KB)</u>	Sat	ve link as		
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PSS Initial Referral	and Mental Health	BpPre	mier	194	e		

#### Save (Desktop, My Documents or other folder).

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File name:	Clinic	al Services Referral Form MD				
Save as type:	Rich T	Text Format				

Once printed, this document is no longer controlled Central and Eastern Sydney PHN is a business division of EIS Health Limited ABN 68 603 815 818 www.cesphn.org.au Once you have downloaded the template open Medical Director Letter Writer (F8). Select *File – Modify Template Blank Template - Open* 



Select *File – Import.* Navigate to the location where you saved the template and select the template.



#### Select Open to import and File – Save As Template.



Save. The template is now available in Letter Writer templates.

#### Setting Up Address Book

Open Letter Writer (F8)

Select Send Via MDExchange on the toolbar or File – Send via MDExchange.

#### In the Send via MD Exchange screen Select - To ...

Patient:	PATIENT DUMMY
From:	Dr Medical Director
Cc Subject	PATIENT DUMMY
Sign With	Your default signing certificate
Send As:	Rich Test Format
C Senting	CEHR Preview Send Cancel

In the *MD Exchange Recipient* screen select the *Online Search Results* tab. Enter *Facility ID:* **hmsweber** 

Select Search – the search should bring up the information for the *Heathlink Medinexus Clinical Portal* 

Name	Practice	Name:	Private Id:	
Category	City/Subi	arb:	Facility Id: hmswebe	*
PostCode:	Provider	Number:	Search Ck	ear Hiters
ddress Book Online Search	Results			
Address Book Online Search	Provider	Category	Practice Name	Facility Id

Highlight the information displayed – Healthlink Medinexus Clinical Portal Double Click on the highlighted name Healthlink Medinexus Clinical Portal from the list. (This will save the details to the address book along with the Facility ID icon)

Name:		Prac	tice Name:		Private Id:	_	
Catego	ory	<ul> <li>City</li> </ul>	Suburb:		Facility Id:		
PostC	ode:	Prov	rider Number:		Search	Cear Filters	
Address	Book Online Search Results	1					
Address MDX	Book Online Search Results	1	MDX Address	Category	City/Suburb	PostCode	
Address MDX	Book Online Search Results Name HealthLink Townsville	1	MDX Address HealthLink Townsville	Category General practice	City/Suburb Noth Ward	PostCode 0000	
Address MDX	Book Online Search Results Name HealthLink Townsville HealthLink Medinexus Onice	al Portal	MDX Address HealthLink Townsville HealthLink Medinesus O	Category General practice General practice	Otty/Suburb North Ward Sydney	PostCode 0000	-

Exit out of the letter writer and go back to the test patient's main screen.

Select *File – Address Book* (Ctrl+K) <sup>1</sup> In the *Filter by category* select General Practice. This will display a list of all address book entries.

Scroll to the bottom of the list to the last entry - *Healthlink Medinexus Clinical Portal*. Select *Edit Entry*.

Address	Book	Search by sumame: H	ter by category:	
-		1	eneral practice	
Name	Category	Phone - Business	Address	Suburb
Echo Services	General practice		Ferth, Western Australia	PERTH
Healthlink Townsville	General practice		North Ward, Queensland	NORTH WAR
The Canberra Hospital E-R	General practice		Garran, Australian Capital Tentory	GARRAN
Eye And Ear Hospital	General practice		North Melbourne, Victoria	NORTH MELE
Diagnostic Ultrasound Ima	General practice		Proserpine, Queensland	PROSERPINE
Austin Hospital	General practice		Heidelberg, Victoria	HEIDELBERG
The Chris O'Brien Ufehous	General practice		Camperdown, New South Wales	CAMPERDOW
The Townsville Hospital D	General practice		Douglas, Gld	DOUGLAS
Mindcare Centre	General practice		Broadway, New South Wales	BROADWAY
Central Referral Service (W.	General practice		Midian, Western Australia	MIDLAN
Practice Name	General practice		Sydney, New South Wales	SYDNEY
Dr Koroush Haghidhi	General practice		Randwick, New South Wales	RANDWICK
Drs Nott & Collins	General practice		Bega, New South Wales	BEGA
Testy Alias Name For Medi	General practice		Sydney, New South Wales	SYDNEY
Another Lawrence One	General practice		Annandale, Queensland	ANNANDALE
Testing For Clinic To Cloud	General practice		Rosebery, New South Wales	ROSEBERY
Testy Gentu	General practice		Tarings, Queensland	TARINGA
Heathlink Mednesus Clinic	General practice		Sydney, New South Wales	SYDNEY
4		1		*

Edit the following information: Name: Central & Eastern Sydney PHN (cesphnmh) Category: General Practice Address-Line 1: Tower A, Level 5, 201 Coward Street Suburb: MASCOT Postcode: 2020 Heathlink EDI: cesphnmh Contact-Work: (02) 9304 8652 Type: Company At the end, you would have modified the Heathlink Medinexus Clinical Portal address book entry with information for the CESPHN PSS

(please see image below for reference, that's what it should look like)



Save.

#### Sending the Referral

Open the patient file (F2). Open *Letter Writer* (F4) and open and complete the referral template.



Select Send via MD Exchange button on the tool bar.

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Normal	S	end via N	//DExchar	ige		•	11	•	В

Select *Healthlink Medinexus Clinical Portal* (cesphnmh) which was set up earlier. The entry will have red envelope to the left of the entry.

Select HD	Xxchange Recipients					2
Name Pra Category City		Practice Name	actice Name		Private ld.	
		City/Suburb				
PostCo	ode:	Provider Number:	vider Number:		Cear Files	
Address I	Book   Online Search Results					
MDX	Name	MDX Address	Category	City/Suburb	FostCode	
2	HealthLink Townsville	HealthLink Townsville	General practice	North Ward	0000	1
2	HeathLink Medinesus Clinical Portal	HeathLink Mednesus C.	General practice	Sydney	0000	
4	In2motion	HeathLink Mednesus O	General practice	Sydney	0000	

Send.