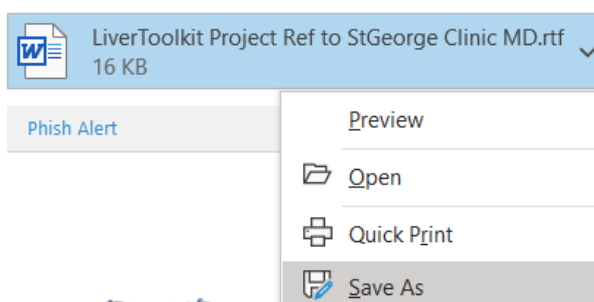


Liver Tool Kit Project Referrals in Medical Director

Importing the Referral Template

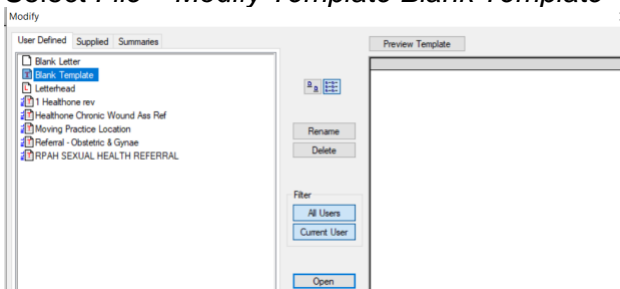
The Liver Toolkit Ref templates will be sent to you via email. Right click and save into a location on your PC, for example Documents folder.

NB Even though the templates look like Word documents DO NOT OPEN in MS Word. This would damage the template fields.

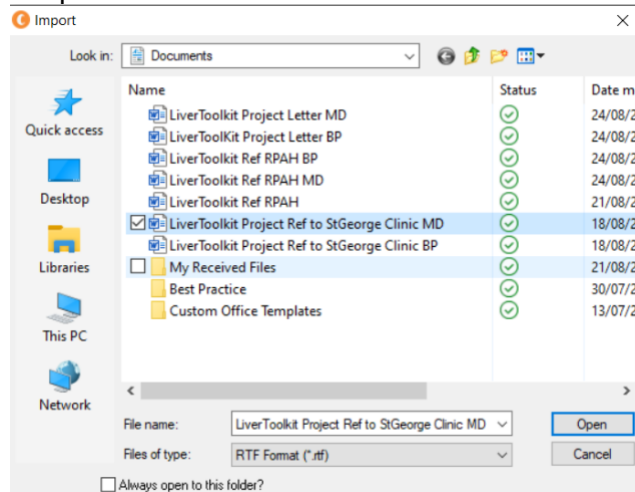


Once you have downloaded the template open Medical Director Letter Writer (F8).

Select **File – Modify Template Blank Template - Open**

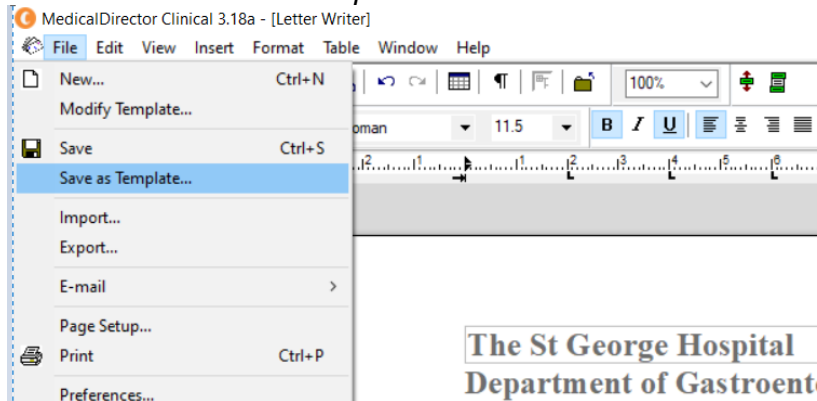


Select **File – Import**. Navigate to the location where you saved the template and select the template.

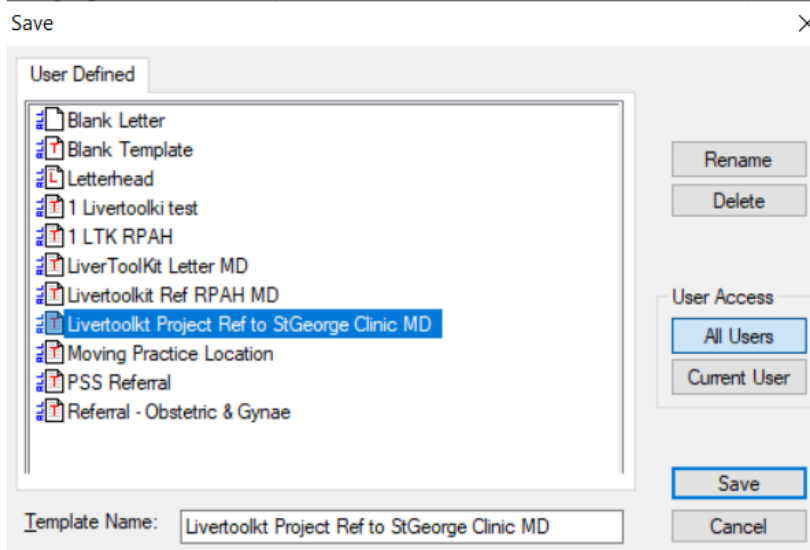


Navigate to the location where you saved the template and select the template.

Select *File – Save As Template*.





Enter the name of the template. Save.



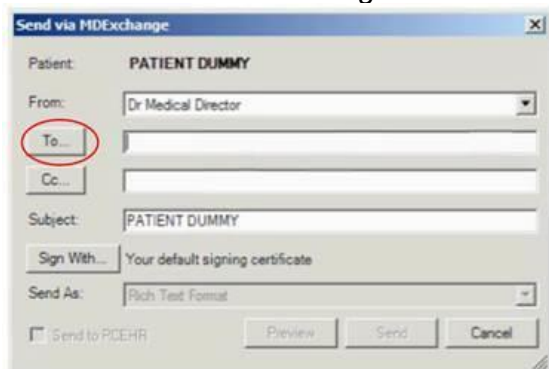
Repeat the above process for other templates you might be using, ie the Ref to RPAH or the Patient Letter.

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...*

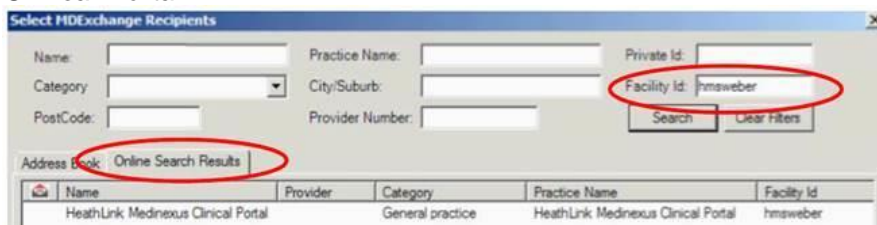


The screenshot shows the 'Send via MDEXchange' dialog box. The 'To...' field is highlighted with a red circle. Other fields include 'Patient: PATIENT DUMMY', 'From: Dr Medical Director', 'Subject: PATIENT DUMMY', and 'Send As: Rich Text Format'. There are buttons for 'Preview', 'Send', and 'Cancel'.

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*

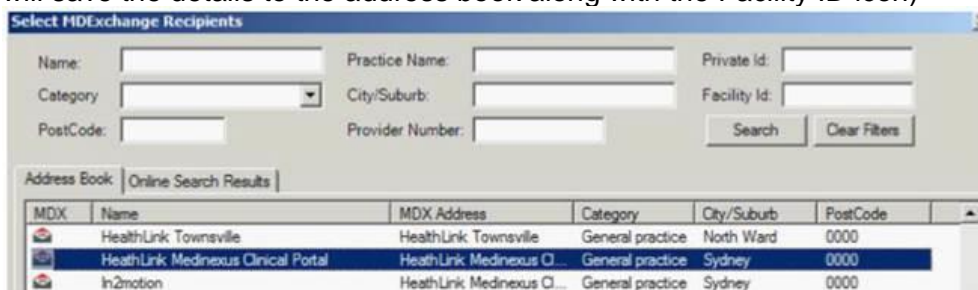


The screenshot shows the 'Select MDEXchange Recipients' dialog box. The 'Facility ID' field is highlighted with a red circle and contains the text 'hmsweber'. The 'Online Search Results' tab is selected in the 'Address Book' section. Below the dialog box, a table shows the search results:


Name	Provider	Category	Practice Name	Facility Id
HeathLink Medinexus Clinical Portal		General practice	HeathLink Medinexus Clinical Portal	hmsweber

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)



The screenshot shows the 'Select MDEXchange Recipients' dialog box. The 'Healthlink Medinexus Clinical Portal' entry is highlighted in the list. The table below shows the details of the selected entry:

MDX	Name	MDX Address	Category	City/Suburb	PostCode
	HealthLink Medinexus Clinical Portal	HeathLink Medinexus Cl...	General practice	Sydney	0000

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

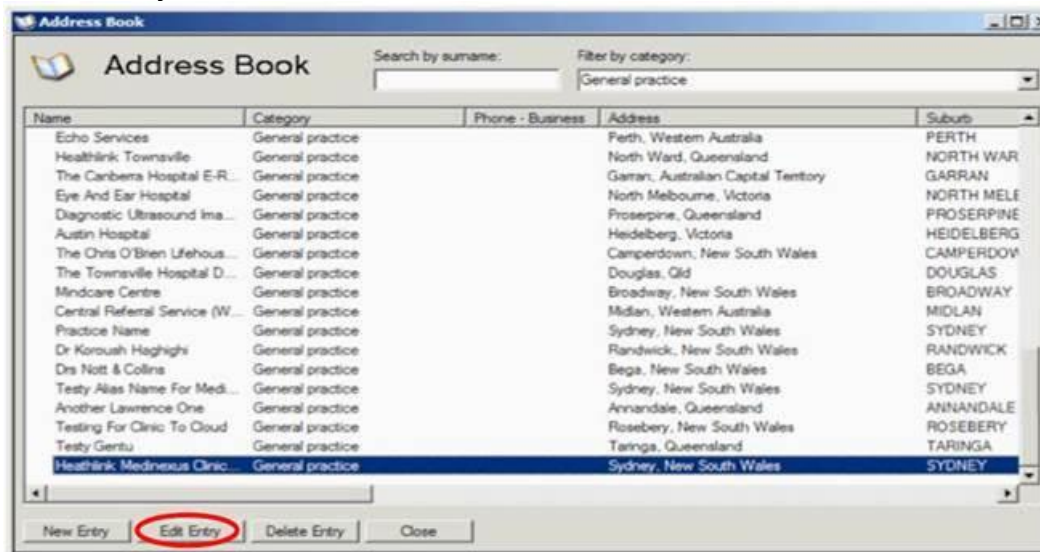
Select *File – Address Book* (Ctrl+K) .

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*.

MEDICAL DIRECTOR

Select *Edit Entry*.



Edit the following information:

Name: STG LIVER CLINIC

Category: General Practice

Address-

Line 1: Tower A, Level 5, 201 Coward Street

Suburb: MASCOT

Postcode: 2020

Heathlink EDI: STGLIVER

Contact-

Work: (02) 9304 8652

Type: Company

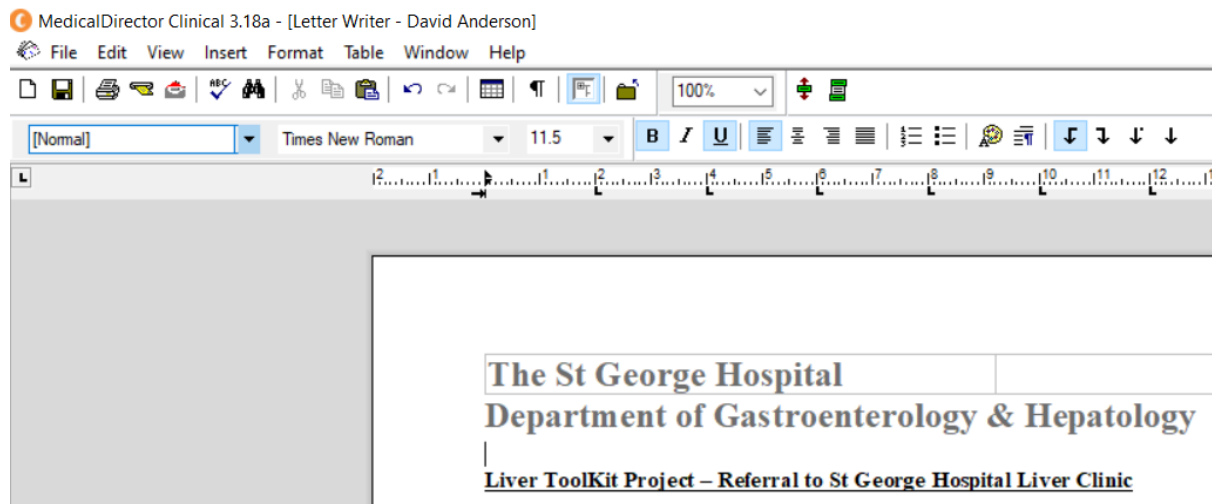
At the end, you would have modified the **Heathlink Medinexus Clinical Portal** address book entry with information for the **STG LIVER CLINIC**

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

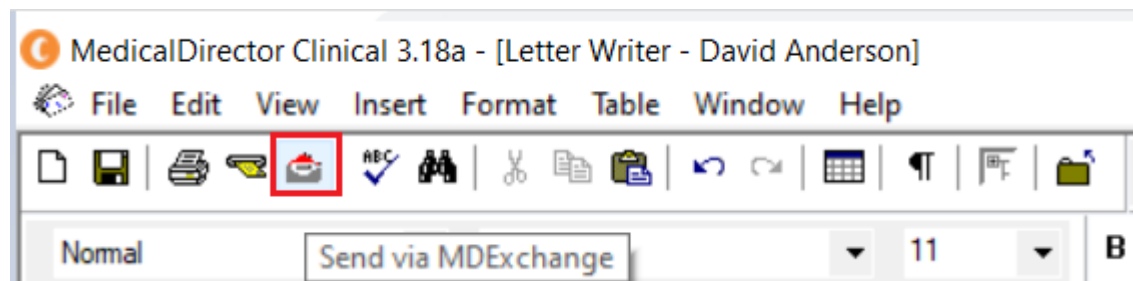
Save.

Sending the Referral

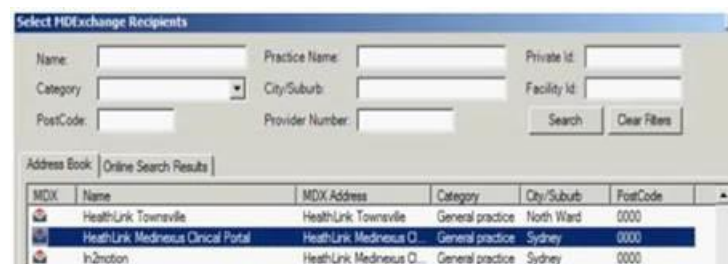
Open the patient file (F2). Open *Letter Writer* (F4) and open and complete the referral template.



Select *Send via MD Exchange* button on the tool bar.



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



Send.