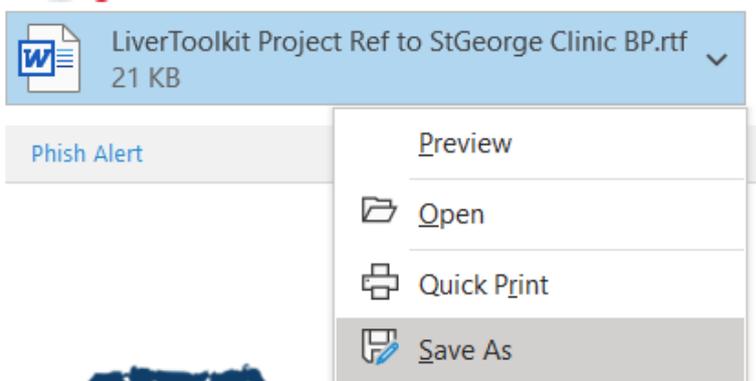


Liver Tool Kit Project Referrals in Best Practice Software

Importing the Referral Template

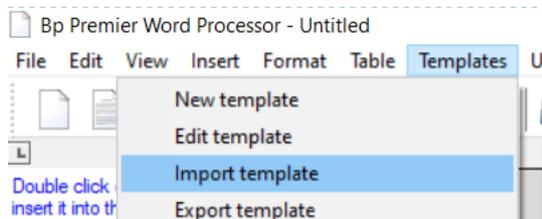
The Liver Toolkit Ref templates will be sent to you via email. Right click and save into a location on your PC, for example Documents folder.

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

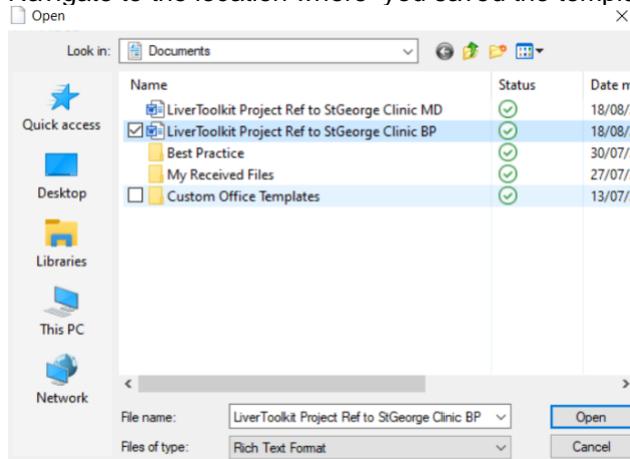


Once you have downloaded the template to your PC open Best Practice Word Processor (F11).

Select *Template – Import Template*

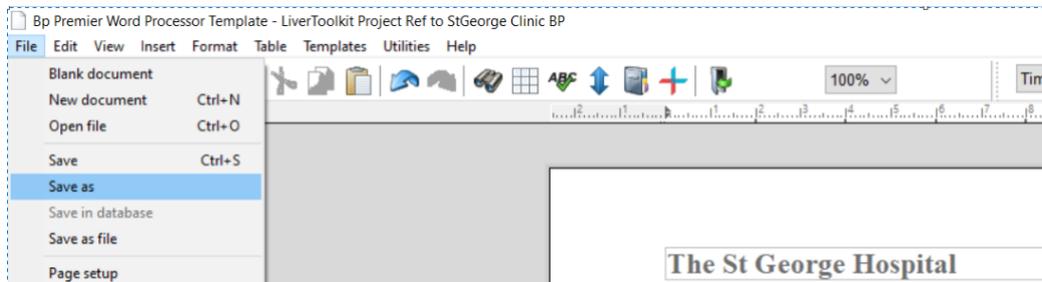


Navigate to the location where you saved the template and select the template.

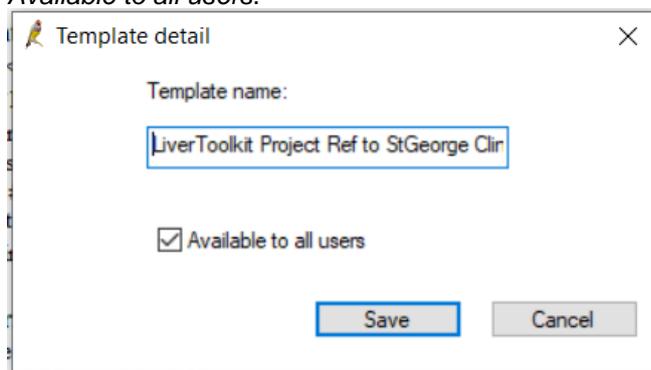


Select *Open* to import and *File – Save As*.

BEST PRACTICE



The template name is the same as that of imported template but you can rename. Select the tick box *Available to all users*.



Save. The template is now available in Word Processor templates.

If you will be importing the Liver Tool Kit Patient Letter template, please repeat the process.

Setting Up Contacts

Open Best Practice *Contacts* (F11). Select *Add – New* and enter the Contact Details (Name). Select *Address – Add*.

St George Liver Clinic – use the details below:

St George Liver Clinic, L1, Burt Nielson Wing, Belgrave St, KOGARAH NSW 2217

Tel: 9113 3111 Fax: 9113 3993

Healthlink EDI: STGLIVER

Contact details

Type: Individual Company/Institution

Title: [dropdown] First name: [text box]

Name: ST GEORGE LIVER CLINIC [Select]

Greeting: Sir/Madam

Category: Public Hospital [dropdown]

Addresses: [table with columns: Address, Phone, Fax, Add, Edit]

Ensure that [] *Accepts CDA eReferrals* is ticked.

Contact address

Address line 1: L1, Burt Nielson Wing

Address line 2: Belgrave St

City/Suburb: Kogarah

Postcode: 2217

Phone: 02 9113 3111 Fax: [text box]

Health Identifier: [text box]

Accepts CDA eReferrals

[Save] [Cancel]

Select **Healthlink** as the Messaging provider.

Messaging provider: Healthlink

BEST PRACTICE

Enter **STGLIVER** into *Account ID* (if applicable) and Save.

The screenshot shows a 'Contact details' form with the following fields and values:

- Type: Individual Company/Institution
- Title: [Dropdown menu] First name: [Text box]
- Name: ST GEORGE LIVER CLINIC [Select button]
- Greeting: Sir/Madam
- Category: Public Hospital [Dropdown menu]
- Addresses: [Table with columns: Address, Phone, Fax]
Address: Lt. But Nelson Wing, Belgrave St, Kogarah, 2217. Phone: 02 9113 3111
- Mobile phone: [Text box] Pager: [Text box] A/H phone: [Text box]
- Provider No.: [Text box] Health Identifier: [Text box]
- PKI key ID: [Text box] Attach HeSA Certificates [Button] Skype: [Text box]
- Email: [Text box] Website: [Text box]
- Messaging provider: [Dropdown menu] Account ID: (if applicable) STGLIVER
- Comment: [Text area]
- is an operating facility
- Online Directory ID: [Text box] Last checked for updates: [Text box]
- Buttons: Unlink, Save, Cancel

RPAH Liver Clinic (AW Morrow Gastroenterology and Liver Centre) – use the details below:

RPAH Liver Clinic, Missenden Rd, CAMPERDOWN NSW 2050

Tel: 9155 0056 Fax: 9515 8242

Healthlink EDI: AWMORROW

The screenshot shows the 'Contact details' form with the following fields and values:

- Type: Individual Company/Institution
- Title: [Dropdown menu] First name: [Text box]
- Name: RPAH LIVER CLINIC [Select button]
- Greeting: Sir/Madam
- Category: [Dropdown menu]
- Addresses: [Table with columns: Address, Phone, Fax]
- Buttons: Add (highlighted in red), Edit, Delete, Import

Ensure that *Accepts CDA eReferrals* is ticked.

BEST PRACTICE

 Contact address

Address line 1:

Address line 2:

City/Suburb:

Postcode:

Phone: Fax:

Health Identifier:

Accepts CDA eReferrals

Select **Healthlink** as the Messaging provider.

Messaging provider:

Enter **AWMORROW** into *Account ID* (if applicable) and *Save*.

 Contact details x

Type: Individual Company/Institution

Title: First name:

Name:

Greeting:

Category:

Addresses:

Address	Phone	Fax
AW MORROW GASTROENTEROLOGY AND LIVER CENTRE, MISS	02 9515 0056	02 9515 8242

Mobile phone: Pager: A/H phone:

Provider No.: Health Identifier:

PKI key ID: Skype:

Email: Website:

Messaging provider: Account ID: (# applicable)

Comment:

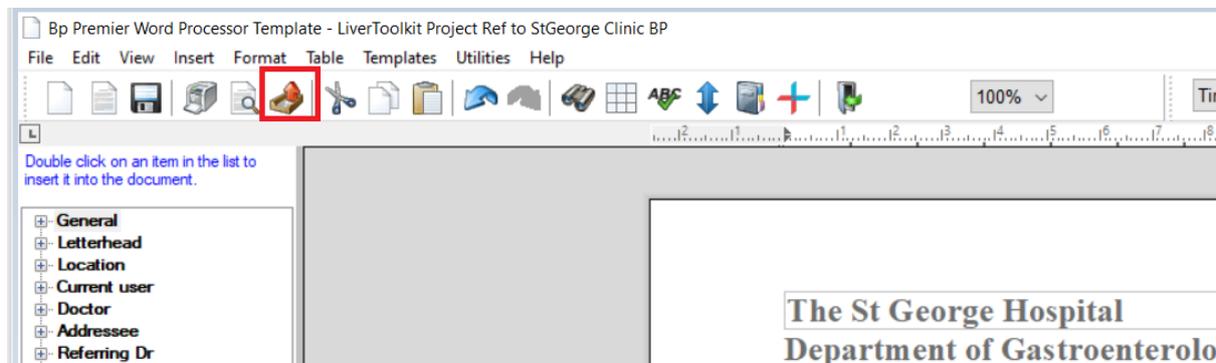
Is an operating facility

Online Directory ID: Last checked for updates: / /

This Contact is currently linked to the Online Directory and most fields may not be manually updated. Use the Unlink button to stop auto-updates and unlock fields.

Sending the Referral

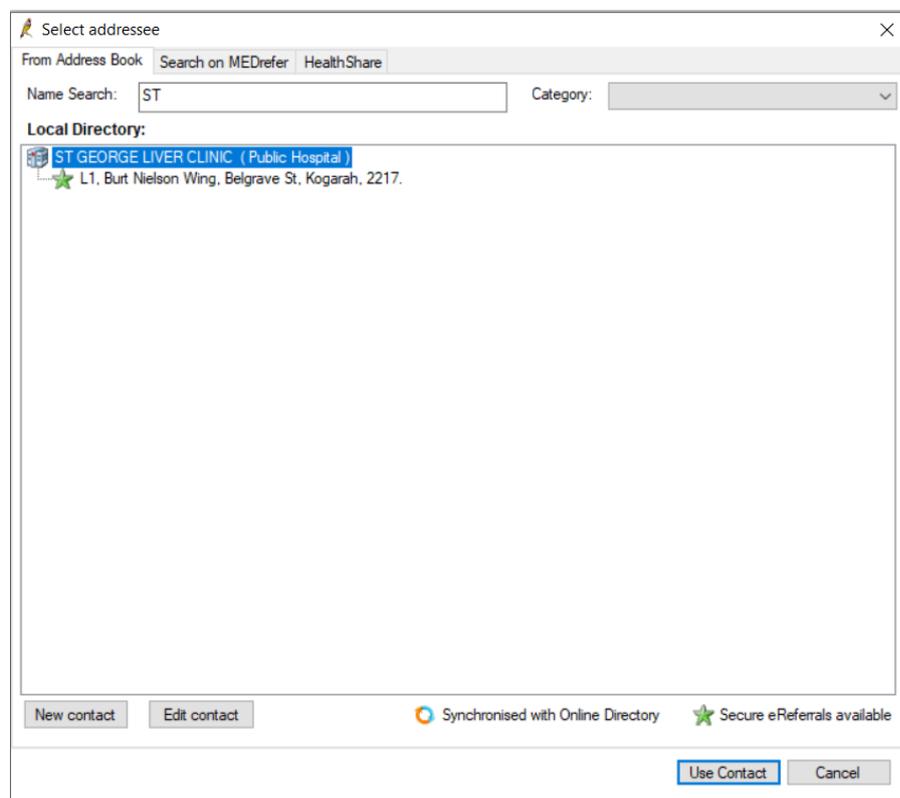
Open the patient file (F2). Open *Word Processor* (F4) and open and complete the referral template.



Select *Send HL7File* button  on the tool bar.

Select Contact **ST GEORGE LIVER CLINIC** from the list and click *Use Contact* button.

If referring to **RPAH LIVER CLINIC** use that entry in Contacts.



BEST PRACTICE

Save

Document details

From:

To:

Subject:

Comment:

Confidential Save as draft

Add follow up note to actions