

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.

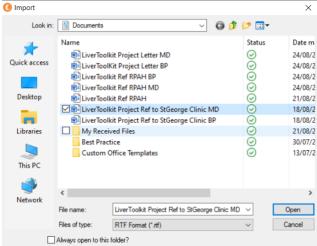
NB Even though the templates look like Word documents DO NOT OPEN in MS Word. This would damage the template fields.

	LiverToolkit Project 16 KB	Ref to	StGeorge Clinic MD.rtf	~
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		Þ	<u>O</u> pen	
		æ	Quick Print	
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Once you have downloaded the template open Medical Director Letter Writer (F8). Select *File – Modify Template Blank Template - Open*

Modify		>
User Defined Supplied Summaries		Preview Template
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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.

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Enter the name of the template. Save.

Save	×
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Template Name: Livertoolkt Project Ref to StGeorge Clinic MD	Cancel

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



Setting Up Address Bookk

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 ...

Send via MDE	Exchange
Patient:	PATIENT DUMMY
From:	Dr Medical Director
To	1
Cc	[
Subject:	PATIENT DUMMY
Sign With	Your default signing certificate
Send As:	Rich Test Romat
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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*

lame:	Practice	Name:	Private Id:	
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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)

Select H	DExchange Recipients					×
Name Categ		Practice Name: City/Suburb:		Private Id: Facility Id:		
PostC Address	ode: Book Online Search Results	Provider Number:		Search	Cear Fiters	
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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.

Select Edit Entry.

Address	Book	Search by sumane:		er by category:	
~		I.	Ge	ineral practice	
Name	Category	Phone - I	Business	Address	Suburb
Echo Services	General practice			Ferth, Western Australia	PERTH
Healthink Townsvile	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 Lifehous	General practice			Camperdown, New South Wales	CAMPERDOV
The Townsville Hospital D	General practice			Douglas, Old	DOUGLAS
Mindcare Centre	General practice			Broadway, New South Wales	BROADWAY
Central Referral Service (W.	General practice			Midan, Western Australia	MIDLAN
Practice Name	General practice			Sydney, New South Wales	SYDNEY
Dr Koroush Haghighi	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: 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)

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Category Gen Provider No.	eral practice					-			
Address									
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Line 2		1111	11111	111	ti da	111			
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Mobile			Pager						
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T Auto-capitalise						Save		Cancel	1

Save.



Sending the Referral

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

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	The St George Hospital
	Department of Gastroenterology & Hepatology
	Liver ToolKit Project – Referral to St George Hospital Liver Clinic

Select Send via MD Exchange button on the tool bar.

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

elect H	DExchange Recipients					X
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Categ	ory .	City/Suburb		Facility Id		
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