MEDICAL DIRECTOR



COVID@Home Referral in Medical Director

Importing the Referral Template

The COVID@Home Referral template is available for download at the CESPHN website: (link below) <u>https://www.cesphn.org.au/general-practice/practice-support-and-development/templates</u> Go to "Download Templates" -> "COVID@Home Referral" section

Click on the Medical Director version 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*

Modify		>
User Defined Supplied Summaries	Preview Template	
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	Filter All Users Current User	
	Open	

Select *File – Import.* 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	×
User Defined Search Templates:	Clear All Users
Blank Template	Accessible to current user only
Template Name: COVIDatHome Referral MD	Save

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
Send to P	CEHR Preview Send Cancel

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

Select Search – the search should bring up the information for the *Spring Street General Practicel*

Nar	ne:	÷	Practice Name:		Private Id:		
Cat	egory		 City/Suburb: 		Facility Id:	gpspring	
Pos	tCode:		Provider Numbe	r:	Search	Clear	Filters
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ddre	ss Book Name	Online Search Results Provider	Category	Practice Name	Facility Id	Address	City/Suburb

Highlight the search result- Spring Street Medical Practice

Double Click on the highlighted name **Spring Street Medical Practice** from the search list. (This will save the details to the address book along with the Facility ID icon)

Spring Street General ... Spring Street General Pr... General practice Bondi Junction 2022

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

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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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Select **Spring Street General Practice (gpspring)** which was set up earlier. The entry will have red envelope to the left of the entry.

Spring Street General ... Spring Street General Pr... General practice Bondi Junction 2022

Send.