

MEDICAL DIRECTOR

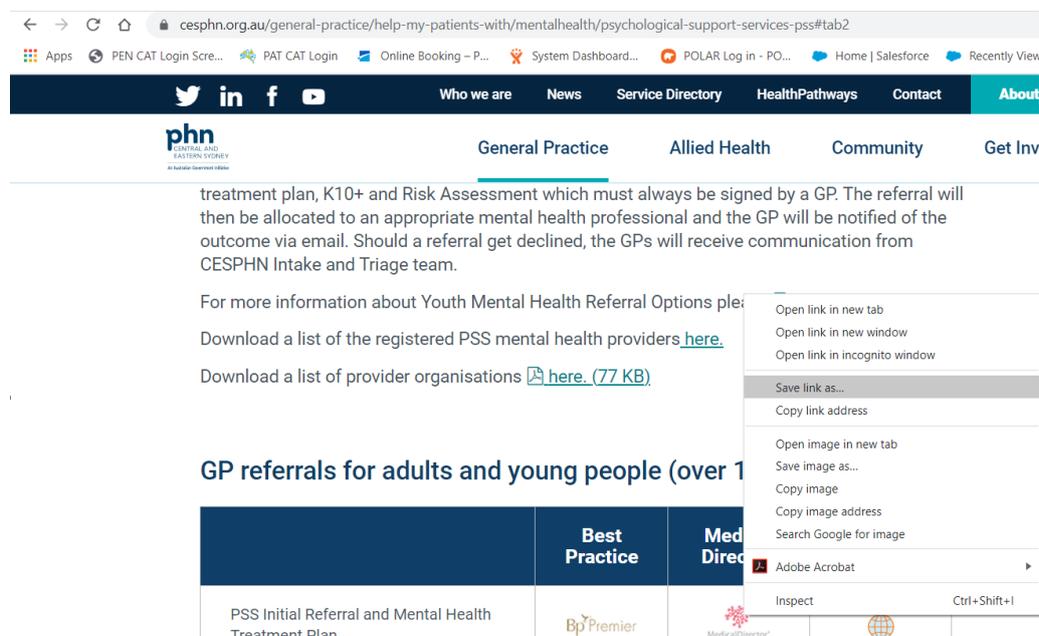
Psychological Support Services Referrals in Medical Director Software

Importing the Referral Template

PLEASE DO NOT OPEN THE FILE BEFORE UPLOADING INTO YOUR SOFTWARE

Go to Psychological Support Services URL <https://www.cesphn.org.au/pss#GPPreferralforms>
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...*



cesphn.org.au/general-practice/help-my-patients-with/mentalhealth/psychological-support-services-pss#tab2

Who we are News Service Directory HealthPathways Contact About

General Practice Allied Health Community Get Inv

treatment plan, K10+ and Risk Assessment which must always be signed by a GP. The referral will then be allocated to an appropriate mental health professional and the GP will be notified of the outcome via email. Should a referral get declined, the GPs will receive communication from CESPHN Intake and Triage team.

For more information about Youth Mental Health Referral Options please click [here](#).

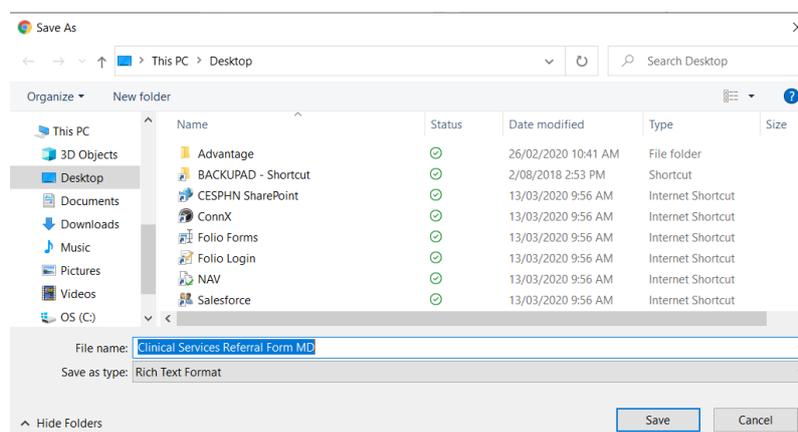
Download a list of the registered PSS mental health providers [here](#).

Download a list of provider organisations [here](#) (77 KB).

GP referrals for adults and young people (over 12 years)

	Best Practice	Medical Director
PSS Initial Referral and Mental Health Treatment Plan	Bp Premier	Medical Director

Save (Desktop, My Documents or other folder).



Save As

This PC > Desktop

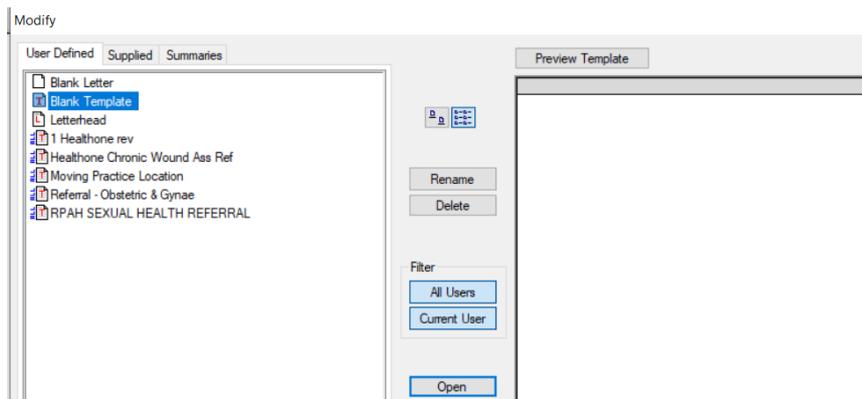
Name	Status	Date modified	Type	Size
Advantage	✓	26/02/2020 10:41 AM	File folder	
BACKUPAD - Shortcut	✓	2/08/2018 2:53 PM	Shortcut	
CESPHN SharePoint	✓	13/03/2020 9:56 AM	Internet Shortcut	
ConX	✓	13/03/2020 9:56 AM	Internet Shortcut	
Folio Forms	✓	13/03/2020 9:56 AM	Internet Shortcut	
Folio Login	✓	13/03/2020 9:56 AM	Internet Shortcut	
NAV	✓	13/03/2020 9:56 AM	Internet Shortcut	
Salesforce	✓	13/03/2020 9:56 AM	Internet Shortcut	

File name: Clinical Services Referral Form MD

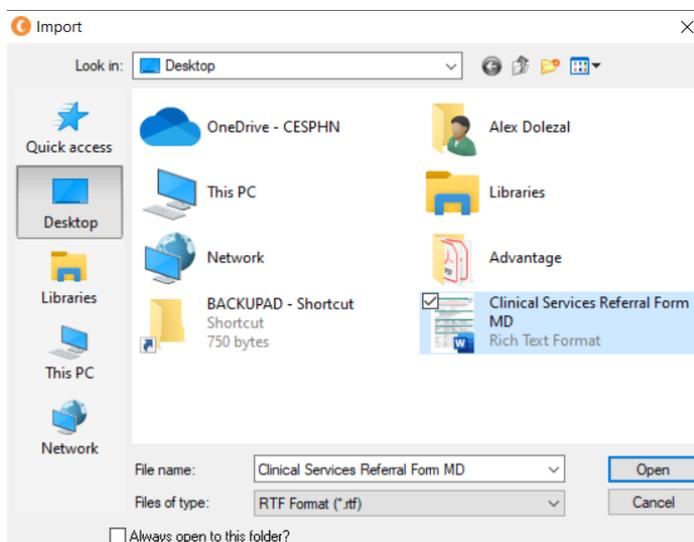
Save as type: Rich Text Format

Save Cancel

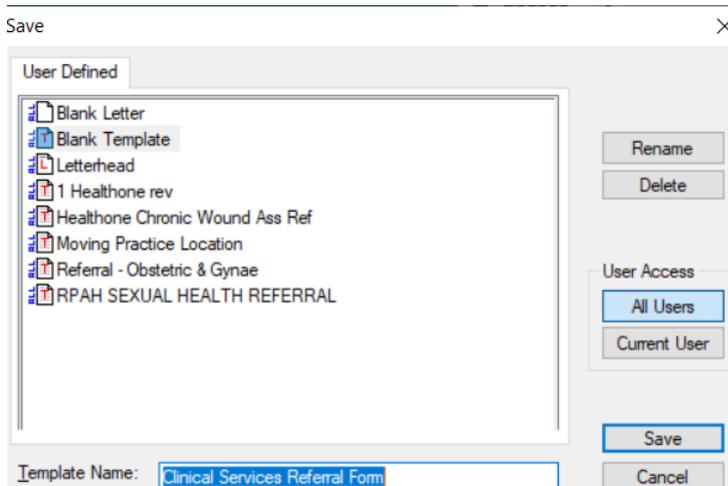
Once you have downloaded the template open Medical Director Letter Writer (F8).
Select **File – Modify Template Blank Template – Open**



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**.



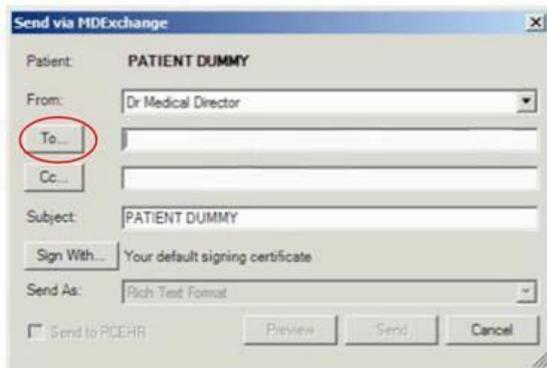
Save. The template is now available in Letter Writer templates.

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...*

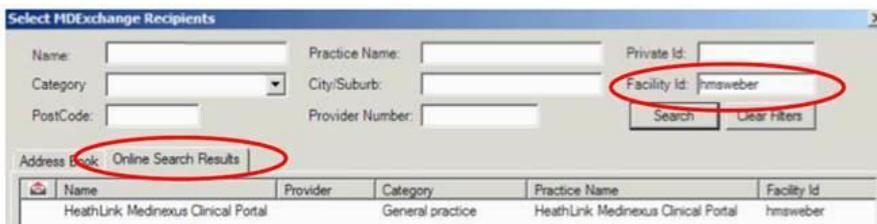


The screenshot shows the 'Send via MDEXchange' dialog box. The 'Patient' field is set to 'PATIENT DUMMY'. The 'From' field is 'Dr Medical Director'. The 'To...' field is highlighted with a red circle. The 'Cc...' field is empty. The 'Subject' field is 'PATIENT DUMMY'. The 'Sign With...' field is 'Your default signing certificate'. The 'Send As:' field is 'Rich Text Format'. There are 'Preview', 'Send', and 'Cancel' buttons at the bottom.

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*

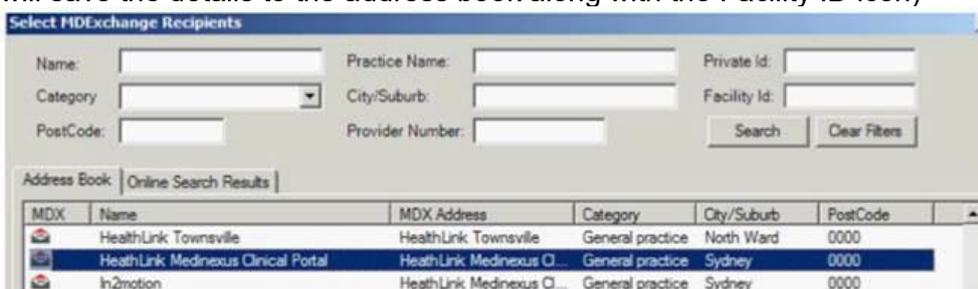


The screenshot shows the 'Select MDEXchange Recipients' dialog box. The 'Facility Id' field is set to 'hmsweber' and is highlighted with a red circle. The 'Search' button is also highlighted with a red circle. The 'Address Book' tab is set to 'Online Search Results' and is highlighted with a red circle. Below the tab is a table with the following data:

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

Highlight the information displayed – *Heathlink Medinexus Clinical Portal*

Double Click on the highlighted name *Heathlink 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 'Address Book' tab is set to 'Online Search Results'. Below the tab is a table with the following data:

MDX	Name	MDX Address	Category	City/Suburb	PostCode
	HealthLink Townsville	HealthLink Townsville	General practice	North Ward	0000
	HealthLink Medinexus Clinical Portal	HealthLink Medinexus Cl...	General practice	Sydney	0000
	In2motion	HealthLink Medinexus Cl...	General practice	Sydney	0000

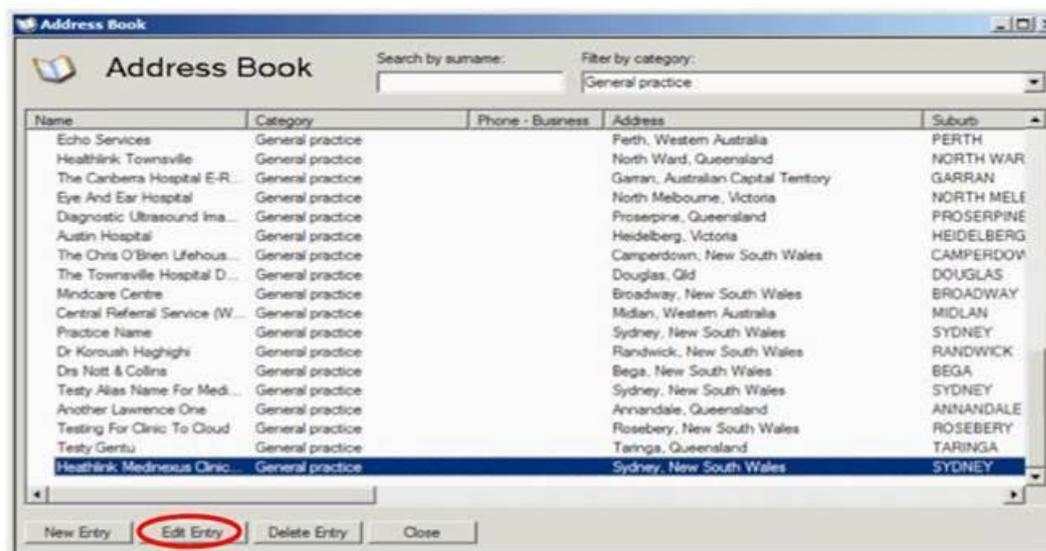
Exit out of the letter writer and go back to the test patient's main screen.

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*.

Select *Edit Entry*.



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

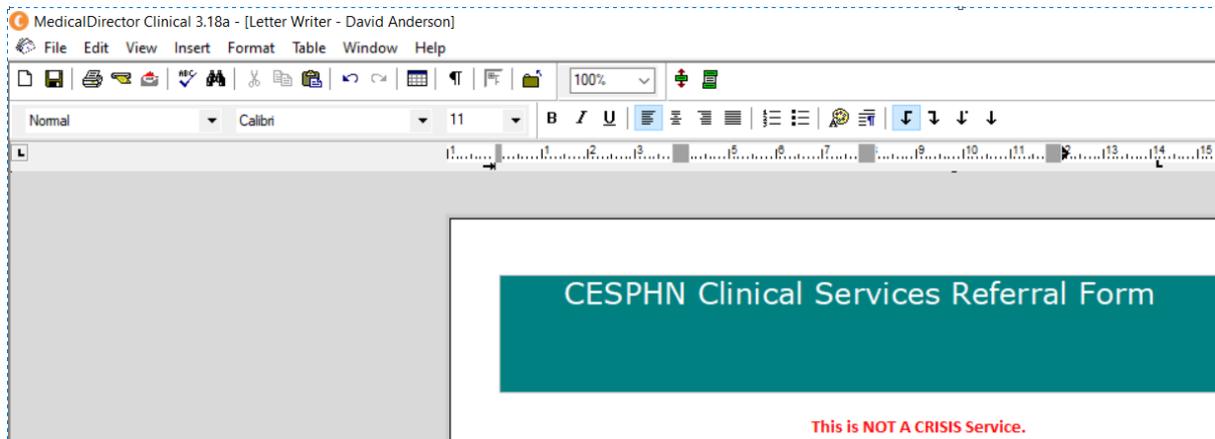
Type: Company

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)

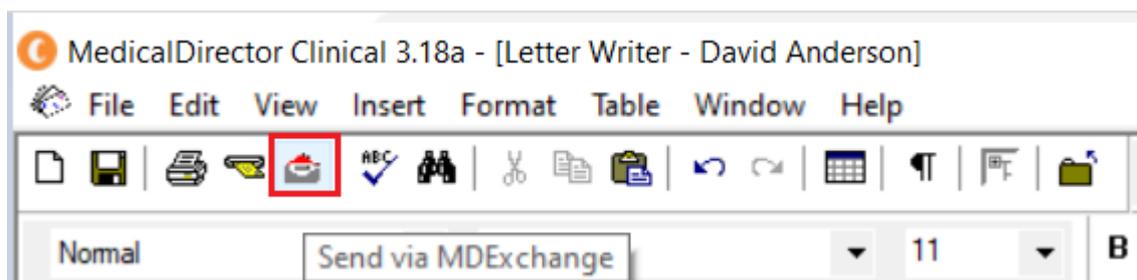
Save.

Sending the Referral

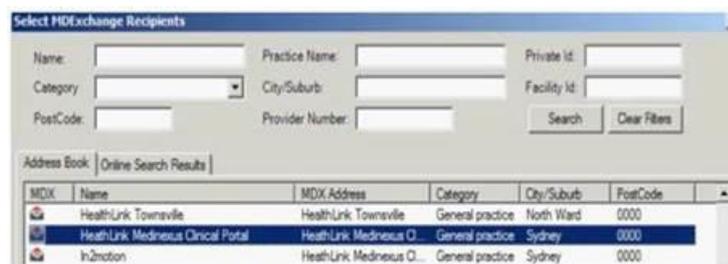
Open the patient file (F2). Open *Letter Writer* (F4) and open and complete the referral template.



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



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



Send.