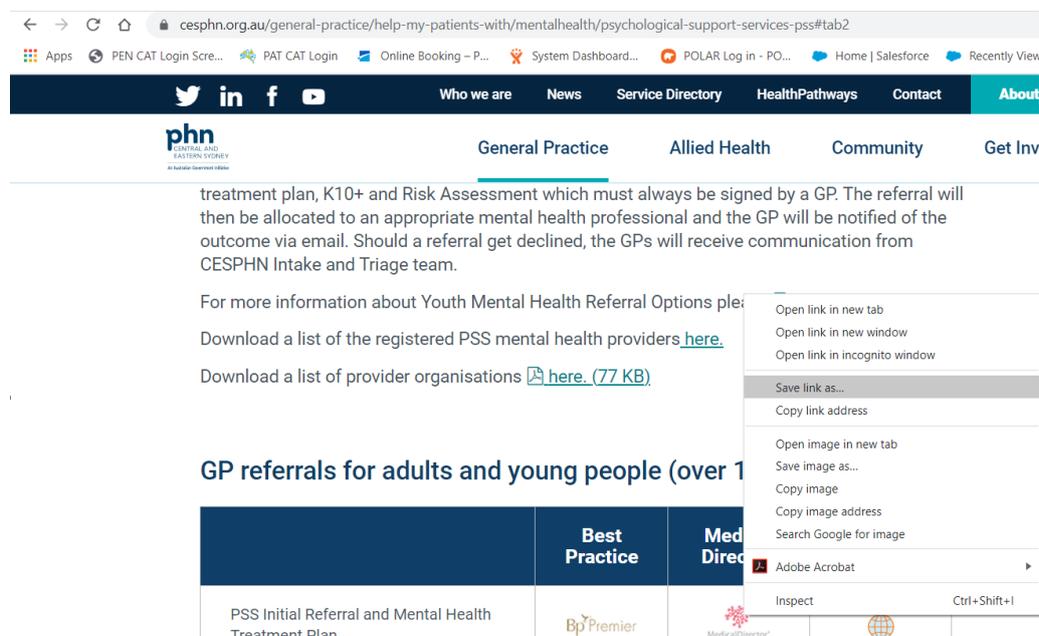# MEDICAL DIRECTOR

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#GPreferralforms 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…*

Save (Desktop, My Documents or other folder).

Once printed, this document is no longer controlled
Central and Eastern Sydney PHN is a business division of EIS Health Limited ABN 68 603 815 818
www.cesphn.org.au

Last updated October 2022
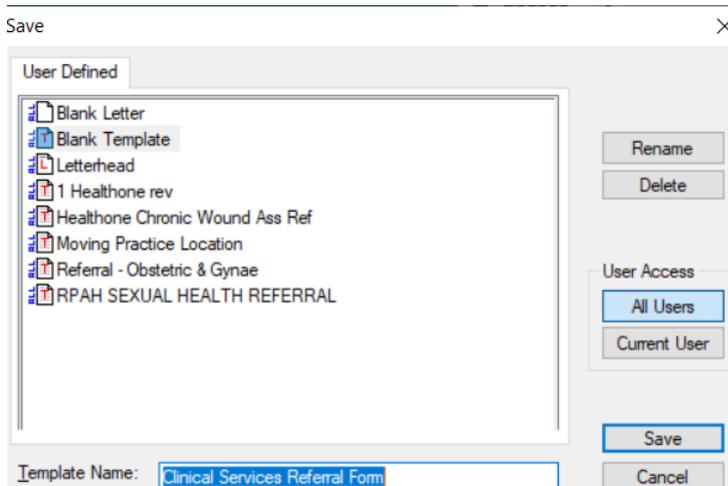Page 1 of 5

Once you have downloaded the template open Medical Director Letter Writer (F8).
Select *File – Modify Template Blank Template – Open*
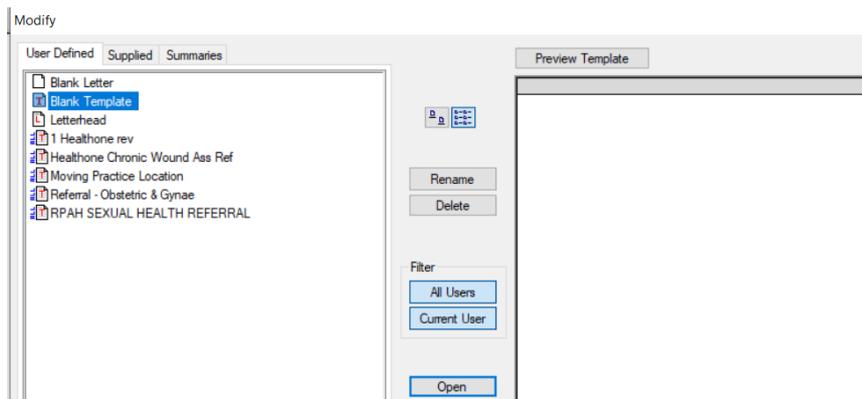
Select *File – Import.* Navigate to the location where you saved the template and select the template.
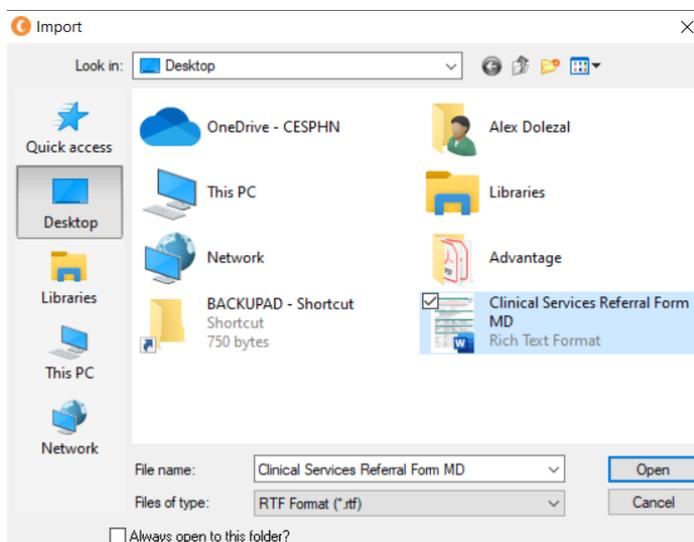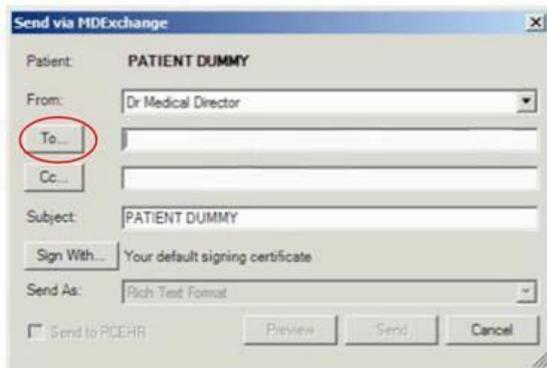

Select *Open* to import and *File – Save As Template*.

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*.
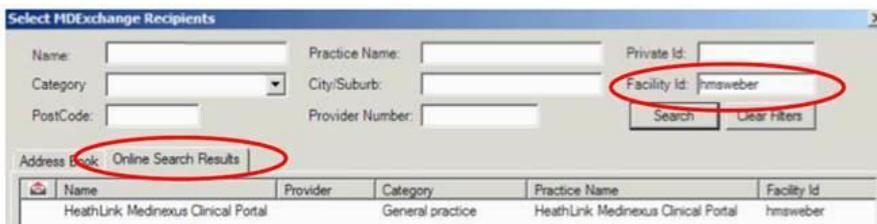
In the *Send via MD Exchange* screen Select - *To…*

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*
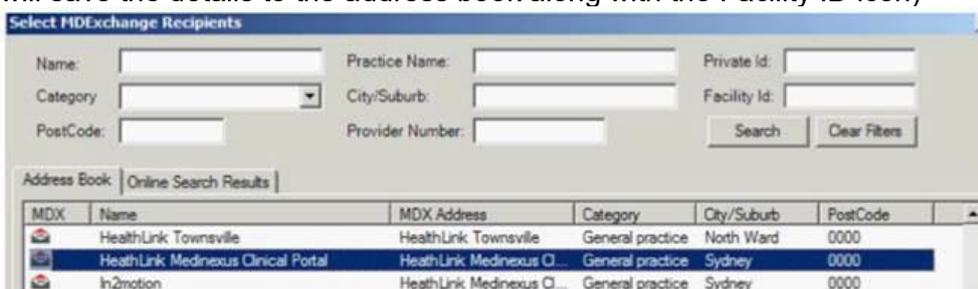

Highlight the information displayed – Healthlink Medinexus Clinical Portal
Double Click on the highlighted name Healthlink Medinexus Clinical Portal from the list. (This will save the details to the address book along with the Facility ID icon)
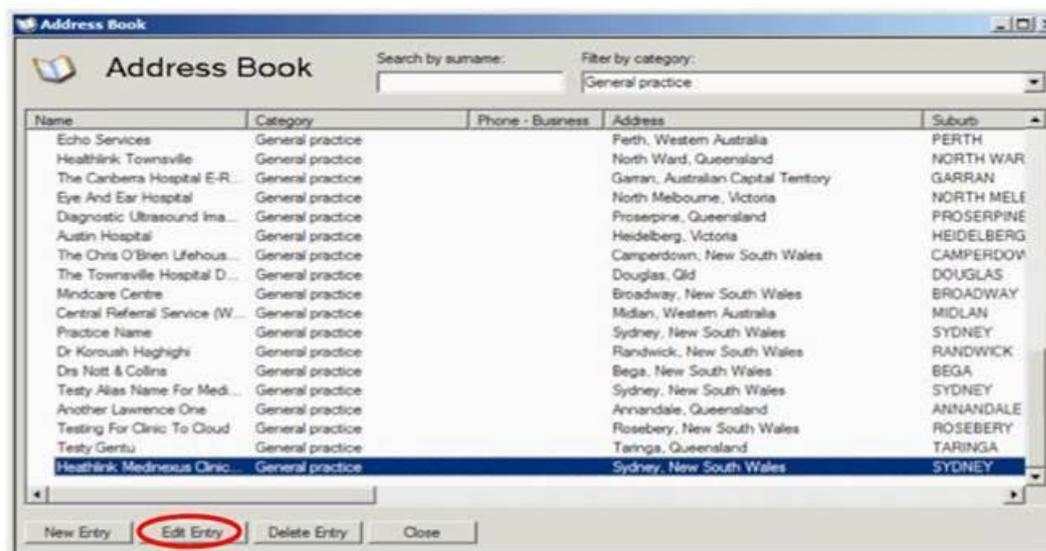

Exit out of the letter writer and go back to the test patient's main screen.

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
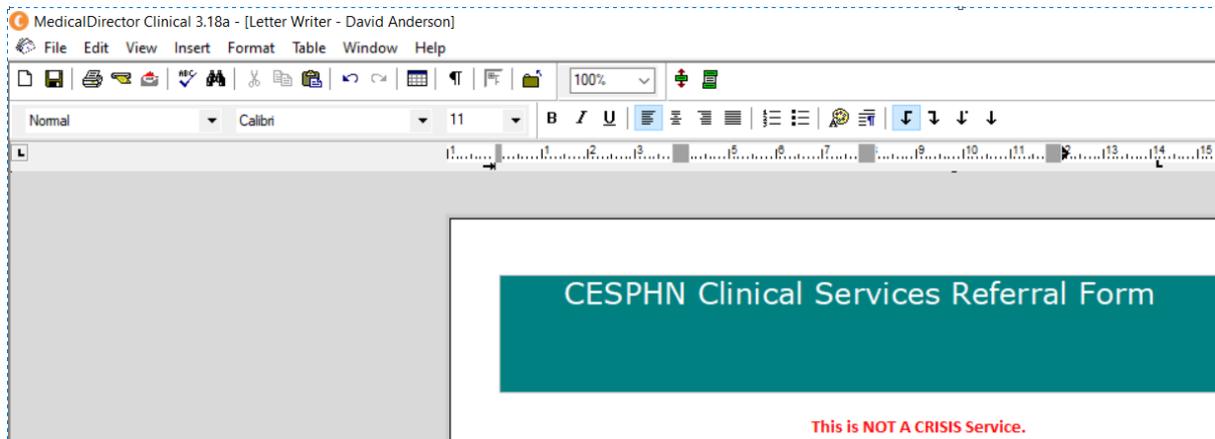**Contact-**
Work: (02) 9304 8652
Type: Company

At the end, you would have modified the **Heathlink Medinexus Clinical Portal** address book entry with information for the **CESPHN PSS**
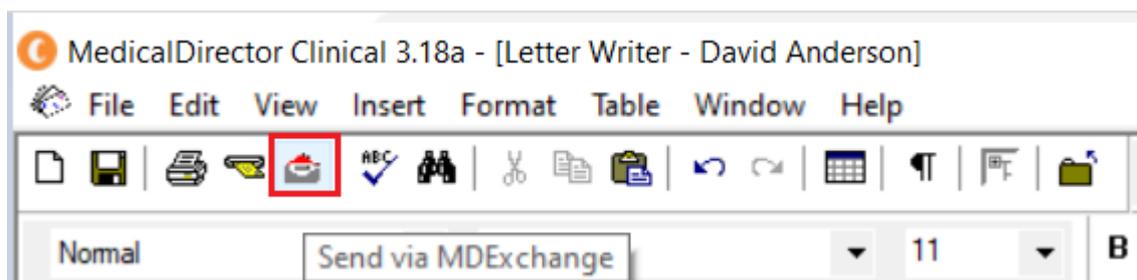(please see image below for reference, that's what it should look like)

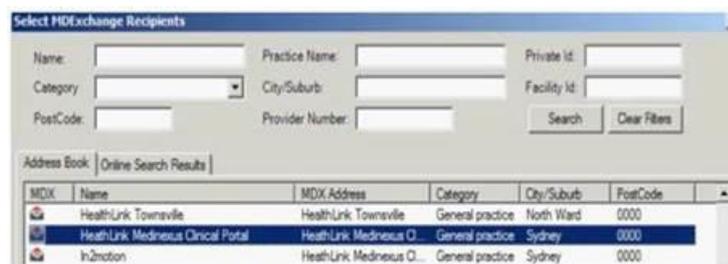*Save.*

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.