

MEDICAL DIRECTOR

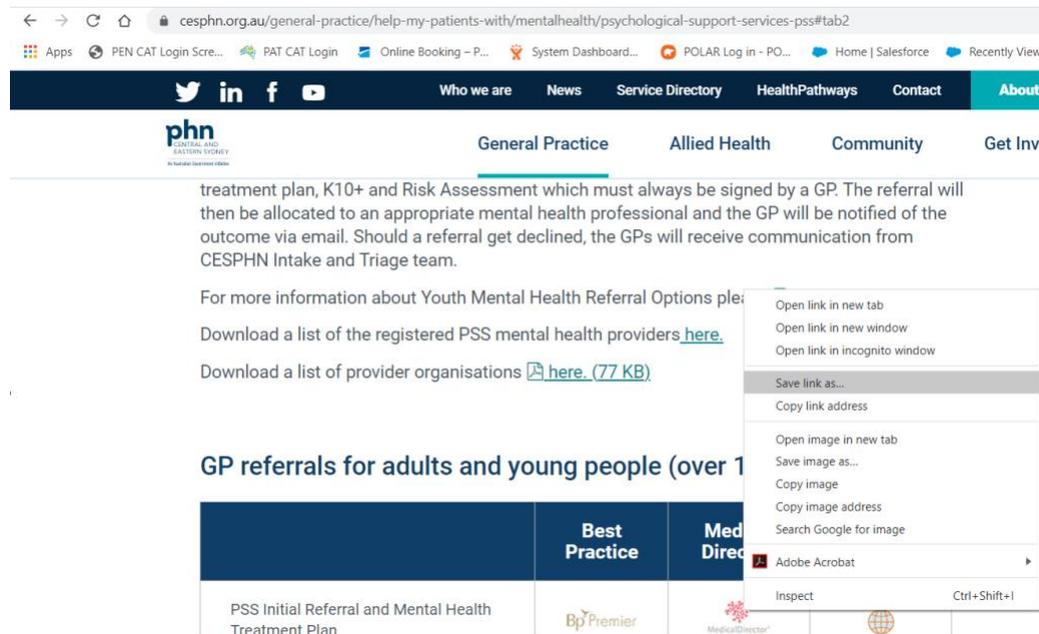
Psychological Support Services Referrals in Medical Director Software

Importing the Referral Template

Go to Psychological Support Services URL

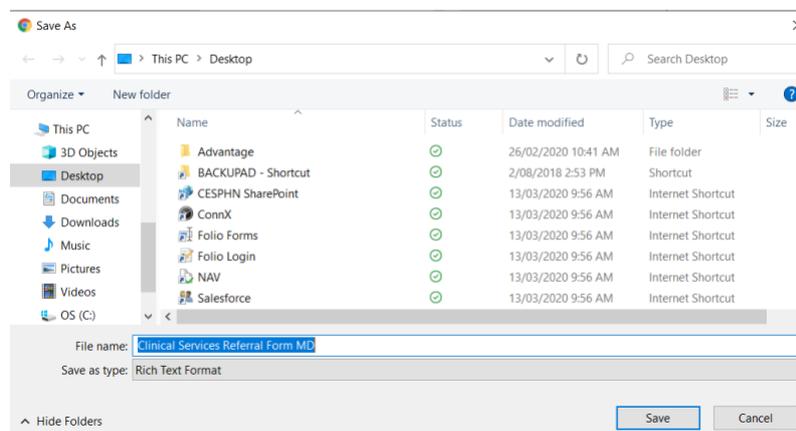
<https://www.cesphn.org.au/general-practice/help-my-patients-with/mentalhealth/psychological-support-services-pss> GP Referral Forms Section – GP Referrals for adults and young people (under 12 years) – PSS Initial Referral and Mental Health Treatment Plan.

Select the Medical Director – *Medical Director* icon – right click and select *Save link as...*



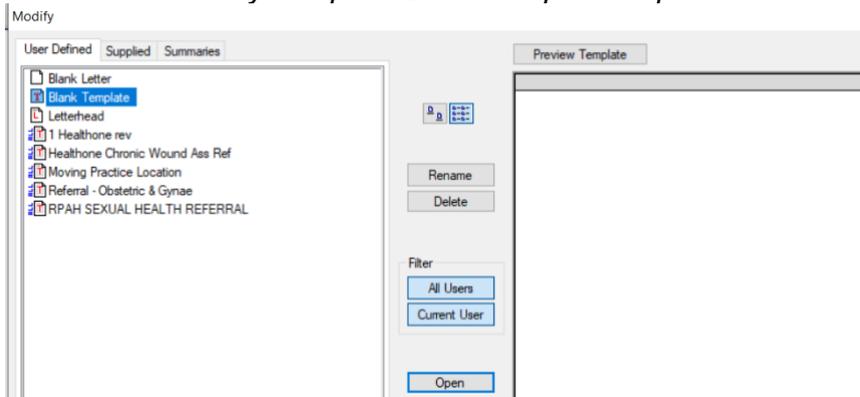
The screenshot shows a web browser window at [cesphn.org.au/general-practice/help-my-patients-with/mentalhealth/psychological-support-services-pss#tab2](https://www.cesphn.org.au/general-practice/help-my-patients-with/mentalhealth/psychological-support-services-pss#tab2). The page content includes text about treatment plans and a section titled "GP referrals for adults and young people (over 12 years)". Below this section, there are three icons: "Best Practice", "Medical Director", and "PSS Initial Referral and Mental Health Treatment Plan". A right-click context menu is open over the "Medical Director" icon, with "Save link as..." selected.

Save (Desktop, My Documents or other folder).

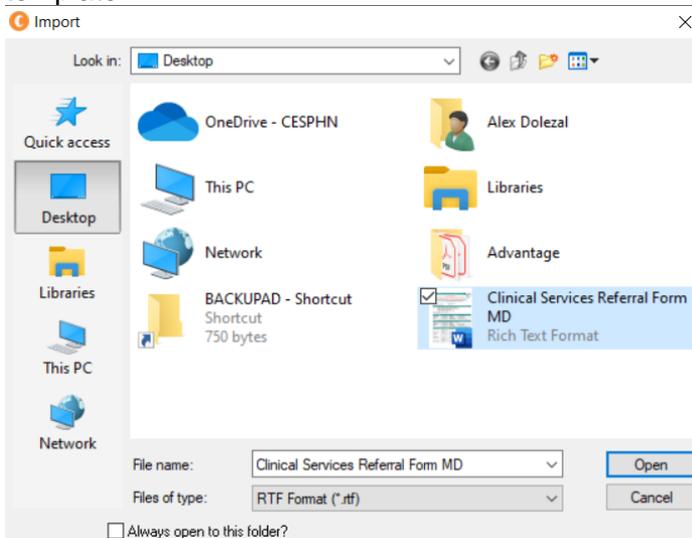


The screenshot shows a Windows "Save As" dialog box. The current directory is "This PC > Desktop". The file name is "Clinical Services Referral Form MD" and the save type is "Rich Text Format". The dialog box lists several files and folders on the desktop, including "Advantage", "BACKUPAD - Shortcut", "CESPHN SharePoint", "ConnX", "Folio Forms", "Folio Login", "NAV", and "Salesforce".

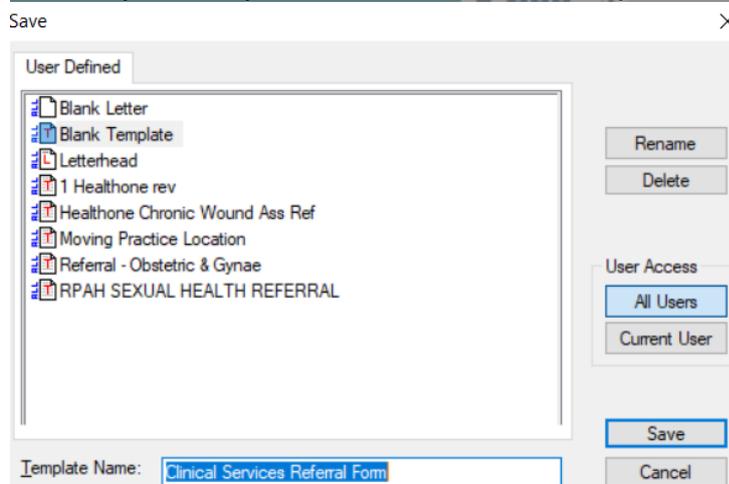
Once you have downloaded the template open Medical Director Letter Writer (F8).
Select *File – Modify Template Blank Template - Open*



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*.



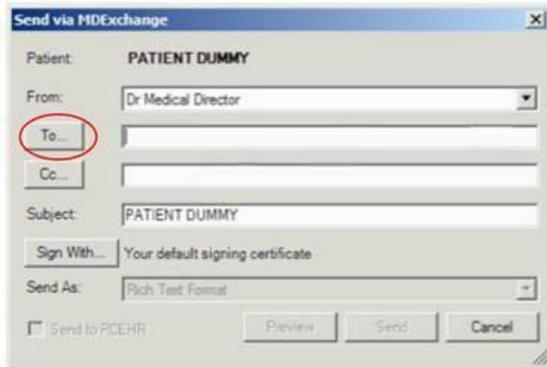
Save. The template is now available in Letter Writer templates.

Setting Up Address Book

Open *Letter Writer* (F8) .

Select *Send Via MExchange*  on the toolbar or *File – Send via MExchange*.

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



Send via MExchange

Patient: PATIENT DUMMY

From: Dr Medical Director

To...

Cc...

Subject: PATIENT DUMMY

Sign With... Your default signing certificate

Send As: Rich Text Format

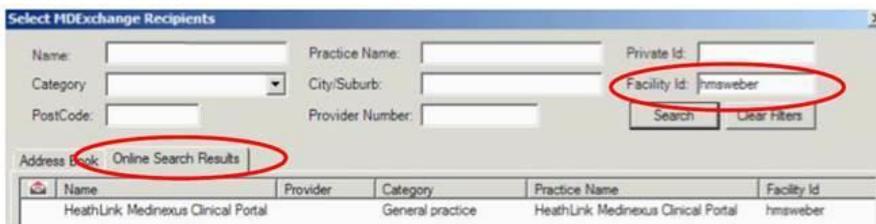
Send to PCEHR

Preview Send Cancel

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*



Select MExchange Recipients

Name: Practice Name: Private Id:

Category: City/Suburb: Facility Id: hmsweber

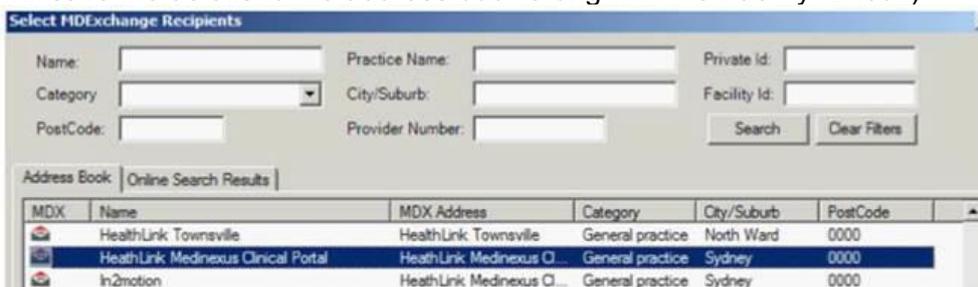
PostCode: Provider Number: Search Clear Filters

Address Book: Online Search Results

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

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 MExchange Recipients

Name: Practice Name: Private Id:

Category: City/Suburb: Facility Id:

PostCode: Provider Number: Search Clear Filters

Address Book: Online Search Results

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

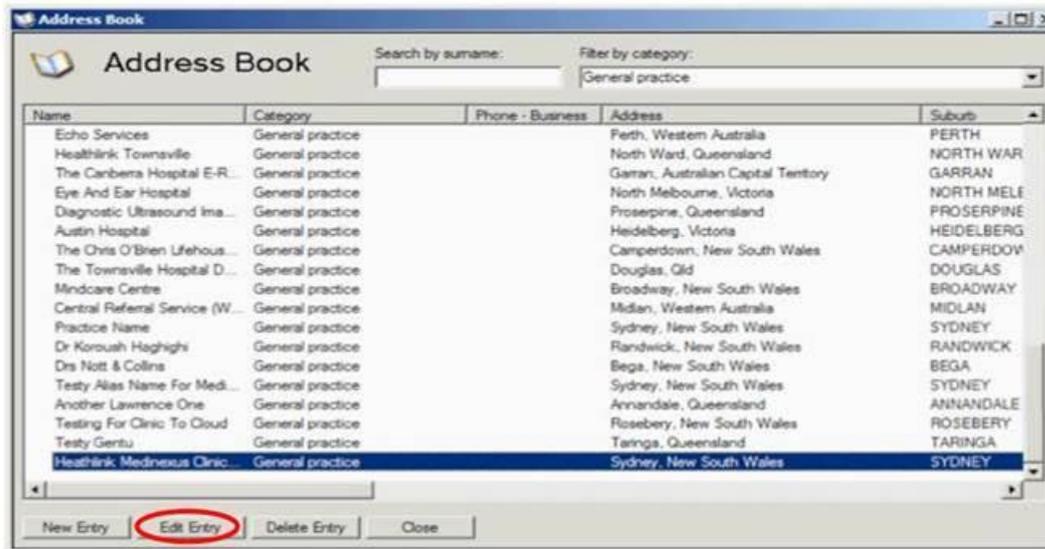
Exit out of the letter writer and go back to the test patient's main screen.

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

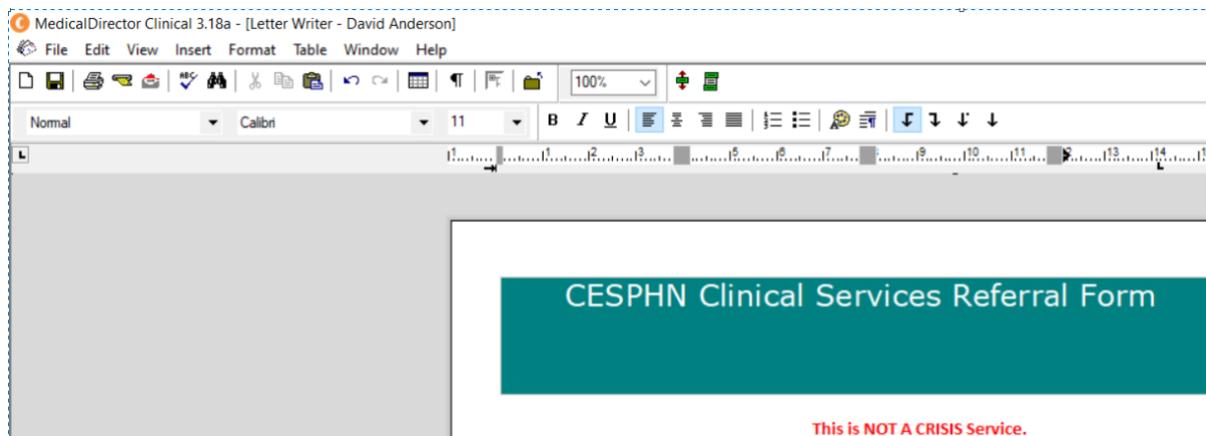
At the end, you would have modified the **Heathlink Medinexus Clinical Portal** address book entry with information for the **CESPHN PSS**

(please see image below for reference, that's what it should look like)

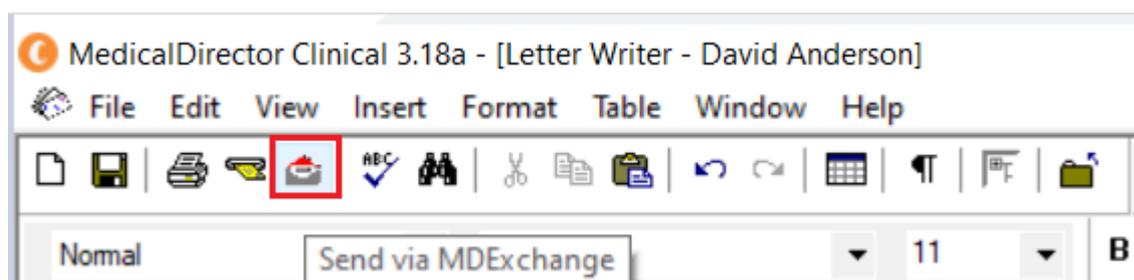
Save.

Sending the Referral

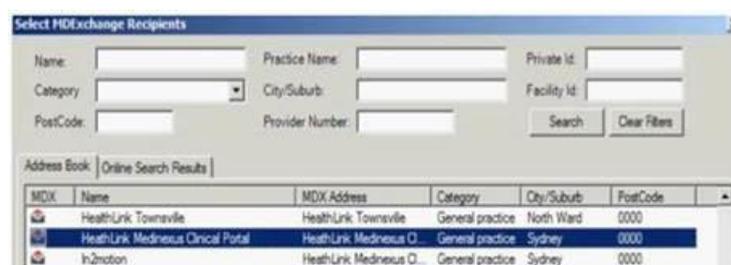
Open the patient file (F2). Open *Letter Writer* (F4) and open and complete the referral template.



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.