BEST PRACTICE

Psychological Support Services Referrals in Best Practice Software

Importing the Referral Template

Go to Psychological Support Services URL https://www.cesphn.org.au/general-practice/help-my-patients-with/mentalhealth/psychologicalsupport-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 Best Practice - BP Premier 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 Once you have downloaded the template to your PC open Best Practice Word Processor (F11).

Select Template – Import Template

Bp Premier Word Processor - Untitled								
File	Edit	View	Insert	Format	Table	Templates	U	
	New template Edit template							
Doubl	e click		Import te	emplate			H	
insert	it into th		Export te	mplate				

Navigate to the location where you saved the template and select the template.

Open				×
Look in:	E. Desktop	~	G 🜶 📂	
Quick access Desktop Libraries This PC	Name Advantag BACKUPA	/ AD - Shortcut iervices_Referral_Form_BP1.4	Status C C C C	Date modified 26/02/2020 10:41. 2/08/2018 2:53 PN 12/06/2020 11:29.
Network	< File name: Files of type:	Clinical_Services_Referral_Form_BF	21.4 ×	> Open Cancel

Select Open to import and File – Save As.

B	o Premier Word Proces	sor Templa	te - Clinical Services Referral Form BP	
File	Edit View Insert	Format	Table Templates Utilities Help	
	Blank document	Ctrl+N	🔥 🗿 💼 🔊 \land 🥙 🌐 🗚 🋊 📳 🕂 隊	~
	New document	Ctri+IN		11 12
	Open file	Ctrl+0		
	Save	Ctrl+S	CESPHN Clinical Service	s Referral
	Save as			
	Save in database		This is NOT A CRISIS Ser	vice.

The template name is the same as that of imported template but you can rename. Select the tick box *Available to all users*.

🚶 Template detail 🛛 🕹 🗙	
Template name:	
Clinical Services Referral Form	
Available to all users	
Save Cancel	

Save. The template is now available in Word Processor templates.

Setting Up Contacts

Open Best Practice *Contacts* (F11). Select *Add* – *New* and enter the Contact Details (Name). Select *Address* – *Add*.

🤾 Contact details							×	
Type:	O Individual	Company/Institut	tion					
Title:	~	First name:						
Name:	CESPHN PSS Intake			Select				
Greeting:	Sir/Madam							
Category:	Care provider		\sim					
Addresses:	Address				Phone	Fax	Add	
							 E-b-	

Ensure that [] Accepts CDA eReferals is ticked.

🖊 Contact addres	s X
Address line 1:	210 Coward St
Address line 2:	
City/Suburb:	Mascot
Postcode:	2020
Phone:	1300 986 991 Fax:
Health Identifier:	
	Accepts CDA eReferrals
	Save Cancel

Select Healthlink as the Messaging provider.

Messaging	Healthlink	•
provider:		

Enter **CESPHNMH** into Account ID (if applicable):

Type: Title: Name: C Sreeting: S Category: C Addresses: 2	Individual Individual CESPHN PSS Intake Sir/Madam Care provider Address 210 Coward St, Mascot	Company/Instit First name:	ution	Select	Phone	Fax	
Title: C Sreeting: S Category: C Addresses: 2	CESPHN PSS Intake Sir/Madam Care provider Address 210 Coward St, Mascot	First name:	~	Select	Phone	Fax	
Name: C Greeting: S Category: C Addresses: , 2	CESPHN PSS Intake Sir/Madam Care provider Address 210 Coward St, Mascot	, 2020.	~	Select	Phone	Fax	
Greeting: S Category: C Addresses: ,	Sir/Madam Care provider Address 210 Coward St, Mascot	2, 2020.	~		Phone	Fax	
Category: C Addresses: ,	Care provider Address 210 Coward St, Mascot	;, 2020.	~		Phone	Fax	
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2	210 Coward St, Mascot	, 2020.					Add
					1300 986 991		Edit
							Delete
							Import
Mobile phone:		Pager:		1	VH phone:		
Provider No.:		Health Identifier:					
PKI key ID:		Attach HeSA Ce	etficates	Skype:			
E-mail:				Website:	www.cesphn.c	rg.au	
Messaging provider:			~	Account ID: (f applicable)	CESPHNMH		
Comment:							^
							\sim
	Is an operating facilit	У					
Online Directory ID:				Last checked	for updates:		
Unlink	This Contact is curre	ntly linked to the Or	line Director	ry and most field	is may not be	Save	Cancel



Sending the Referral

Open the patient file (F2). Open Word Processor (F4) and open and complete the referral template. .

Bp Premier Word Processor Template - Clinical Services Referral Form BP	
File Edit View Insert Format Table Templates Utilities Help	
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Double click on an item in the list to insert it into the document.	
General Interhead Interhead Interhead	CECDUM Clinical Convices Deferral Form
Other contact	CESPTIN Clinical Services Referrar form
Patient	This is NOT A CRISE Convice
d	

Select Contact **CESPH PSS Intake** from the list and click *Use Contact* button. You will receive a message about document being sent.

🚶 Select addressee				×
From Address Book	earch on MEDrefer HealthShare			
Name Search:		Categ	care provid	er V
Local Directory:	ake (Care provider) k. Maacot, 2020			
New contact	Edit contact O) Synchronised with C	Unline Directory	Secure eReferrals available
🚶 Docume	ent details			×
From:	Dr F. Findacure		`	/
To:	CESPHN PSS Intake	•		Search
Subject:	Clinical Services Ref	erral Form		
Comment:			~ ~ ~	h g
Confiden	tial	Save	as draft	
Add follo	w up note to actions	12/06/20	20 ~	
		Sav	/e	Cancel