

BEST PRACTICE

COVID@Home Referral in Best Practice Software

Importing the Referral Template

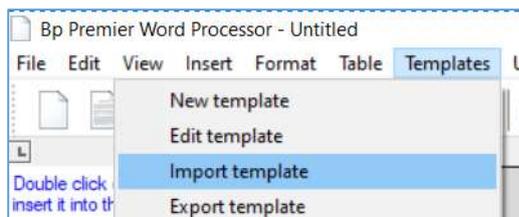
The COVID@Home Referral template is available for download at the CESPHE website: (link below) <https://www.cesphn.org.au/general-practice/practice-support-and-development/templates>
Go to “Download Templates” -> “COVID@Home Referral” section

Click on the Best Practice version and save into a location on your PC, for example Documents folder.

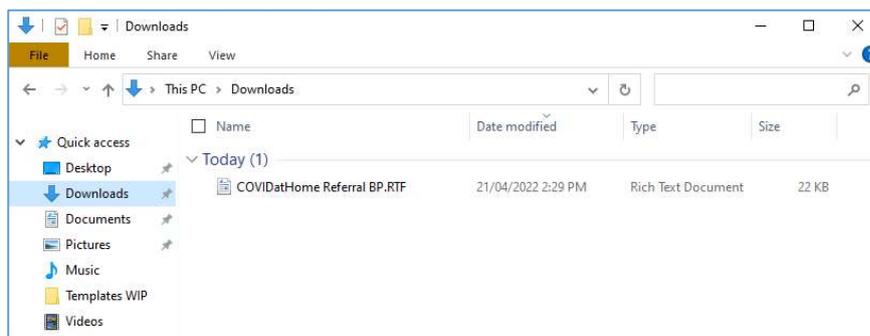
(NB Even though the templates look like Word documents DO NOT OPEN in MS Word. This would damage the template fields.)

Once you have downloaded the template to your PC open Best Practice Word Processor (F11).

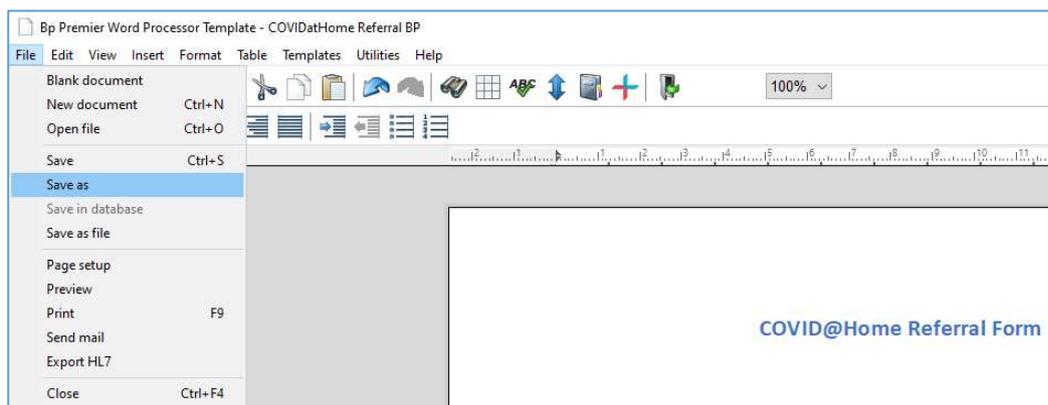
Select *Template – Import Template*



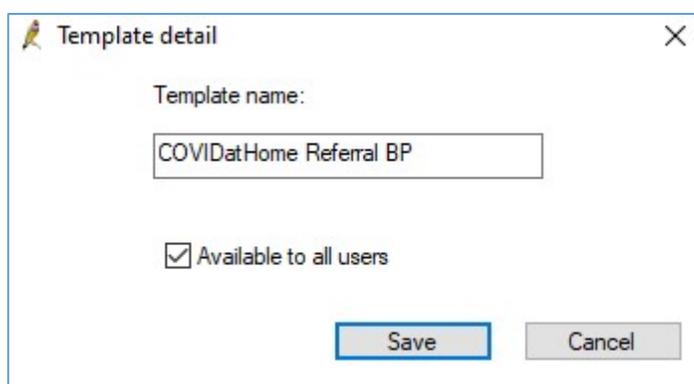
Navigate to the location where you saved the template and select the template.



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



The template name will be the same as that of imported template file name but you can rename if you wish to do so. Select the tick box *Available to all users*.



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*.

Bondi Junction GP Respiratory Clinic – use the details below:

47 Spring Street, BONDI JUNCTION NSW 2022

Tel: 02 9194 2788

Healthlink EDI: **GPSRING**

Click Add (to add an address)



Contact details

Type: Individual Company/Institution

Title: [dropdown] First name: [text box]

Name: Bondi Junction GP Respiratory Clinic

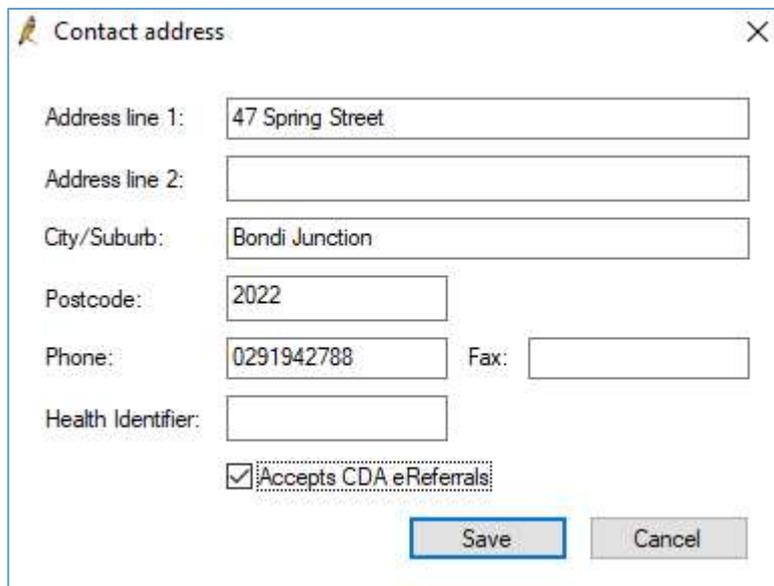
Greeting: Sir/Madam

Category: Medical practice [dropdown]

Address	Phone	Fax

Buttons: Add, Edit, Delete, Import

Ensure that *Accepts CDA eReferrals* is ticked and click “Save”



Contact address

Address line 1: 47 Spring Street

Address line 2: [text box]

City/Suburb: Bondi Junction

Postcode: 2022

Phone: 0291942788 Fax: [text box]

Health Identifier: [text box]

Accepts CDA eReferrals

Buttons: Save, Cancel

Select **Healthlink** as the Messaging provider.



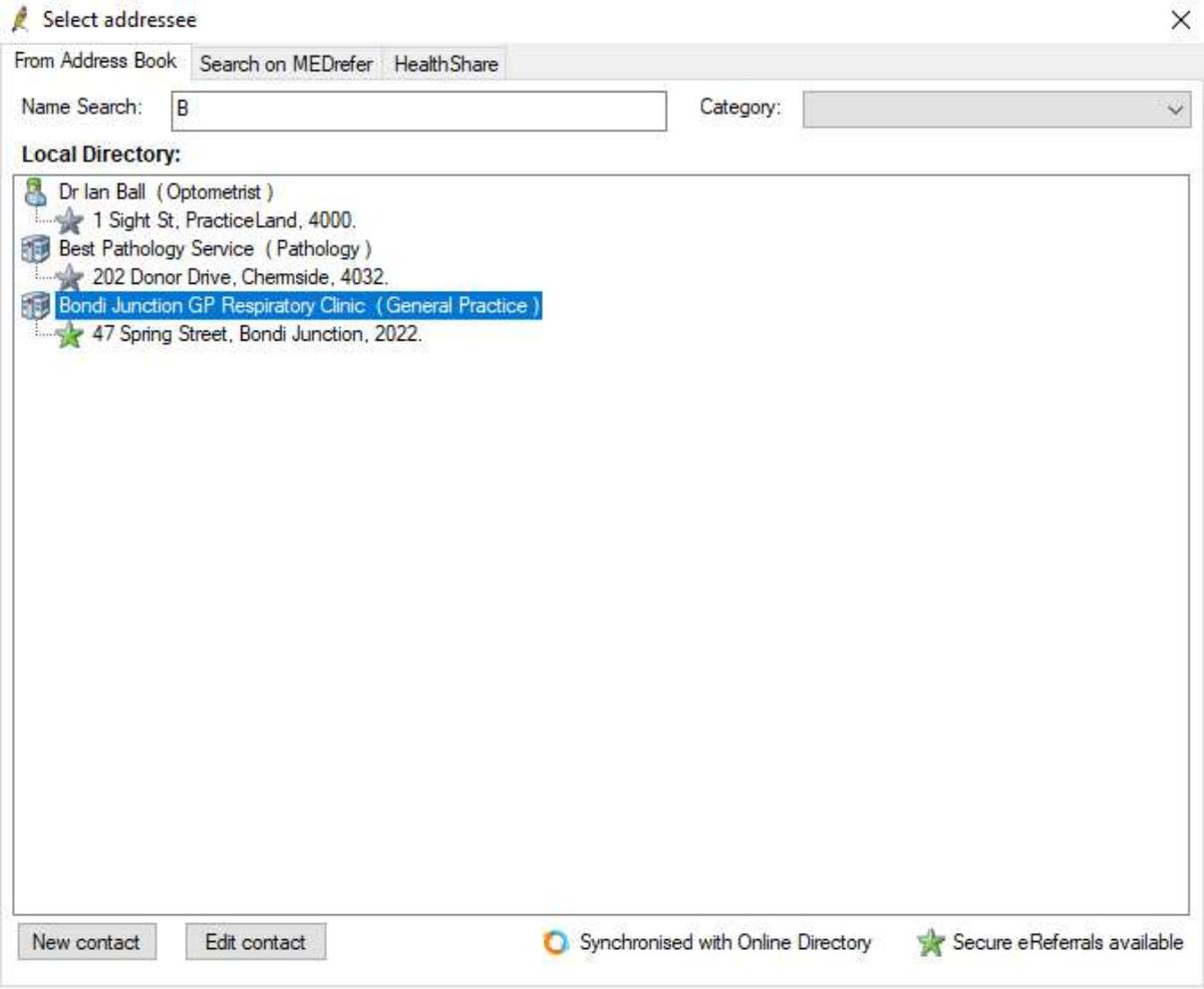
Messaging provider: Healthlink [dropdown arrow]

Sending the Referral

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

Select *Send HL7File* button  on the tool bar.

Select Contact **Bondi Junction GP Respiratory Clinic** from the list and click *Use Contact* button.



Select addressee

From Address Book: Search on MEDrefer HealthShare

Name Search: B Category: [dropdown]

Local Directory:

- Dr Ian Ball (Optometrist)
1 Sight St, PracticeLand, 4000.
- Best Pathology Service (Pathology)
202 Donor Drive, Chemside, 4032.
- Bondi Junction GP Respiratory Clinic (General Practice)**
47 Spring Street, Bondi Junction, 2022.

New contact Edit contact

Synchronised with Online Directory Secure eReferrals available

Use Contact Cancel

Save