

MEDICAL DIRECTOR

COVID@Home Referral in Medical Director

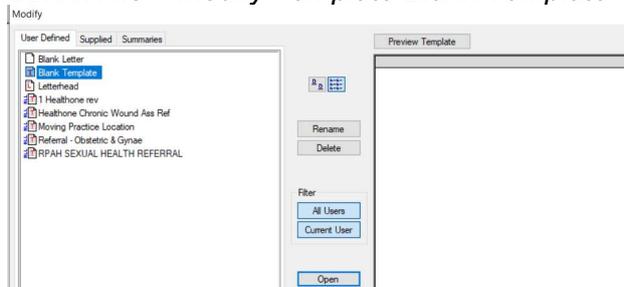
Importing the Referral Template

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

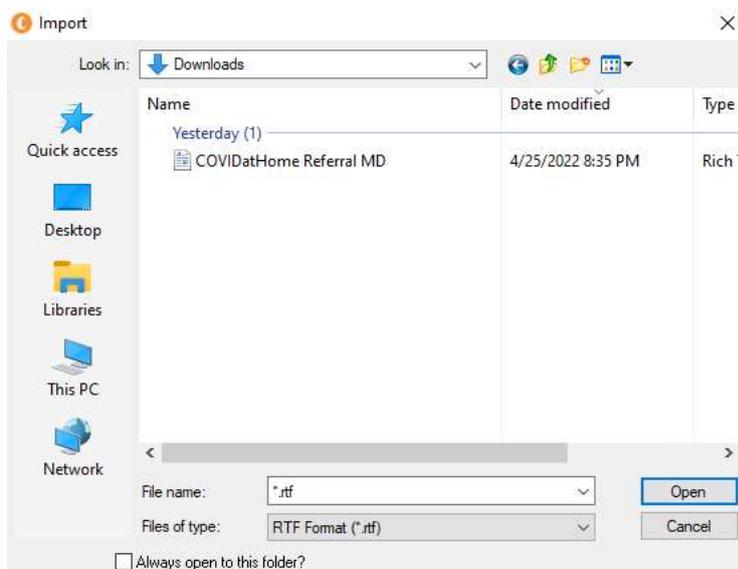
Click on the Medical Director version and save into a location on your PC, for example Documents folder.

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

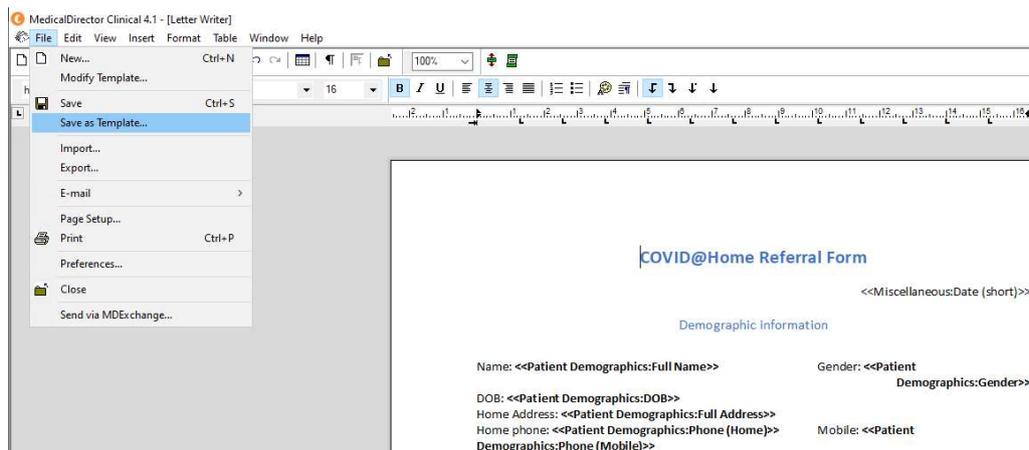
Once you have downloaded the template open Medical Director Letter Writer (F8).
Select **File – Modify Template Blank Template - Open**



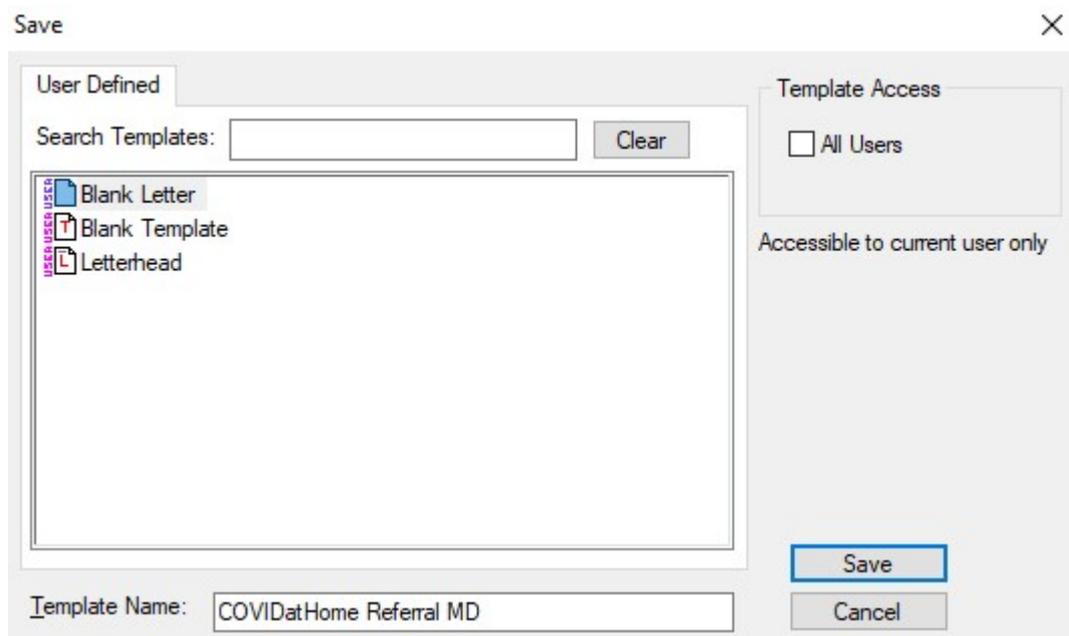
Select **File – Import**. Navigate to the location where you saved the template and select the template.



Select *File – Save As Template*.



Enter the name of the template. *Save*.



Setting Up Address Book

Open *Letter Writer* (F8) 

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

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



The screenshot shows a dialog box titled "Send via MDEExchange". It contains the following fields: "Patient: PATIENT DUMMY", "From: Dr Medical Director", "To..." (highlighted with a red circle), "Cc...", "Subject: PATIENT DUMMY", "Sign With... Your default signing certificate", and "Send As: Rich Text Format". At the bottom, there are buttons for "Send to PCEHR", "Preview", "Send", and "Cancel".

In the *MD Exchange Recipient* screen select the *Online Search Results* tab.

Enter *Facility ID: gpspring*

Select *Search* – the search should bring up the information for the *Spring Street General Practicel*



The screenshot shows a dialog box titled "Select MDEExchange Recipients". It has several input fields: "Name", "Practice Name", "Private Id", "Category", "City/Suburb", "Facility Id" (set to "gpspring"), "PostCode", and "Provider Number". There are "Search" and "Clear Filters" buttons. Below the fields are two tabs: "Address Book" and "Online Search Results". The "Online Search Results" tab is active, showing a table with one row of search results:

Name	Provider	Category	Practice Name	Facility Id	Address	City/Suburb
Spring Street ...		General practice	Spring Street General Pr...	gpspring	47 Sprin...	Bondi Junction

Highlight the search result– **Spring Street Medical Practice**

Double Click on the highlighted name **Spring Street Medical Practice** from the search list. (This will save the details to the address book along with the Facility ID icon)

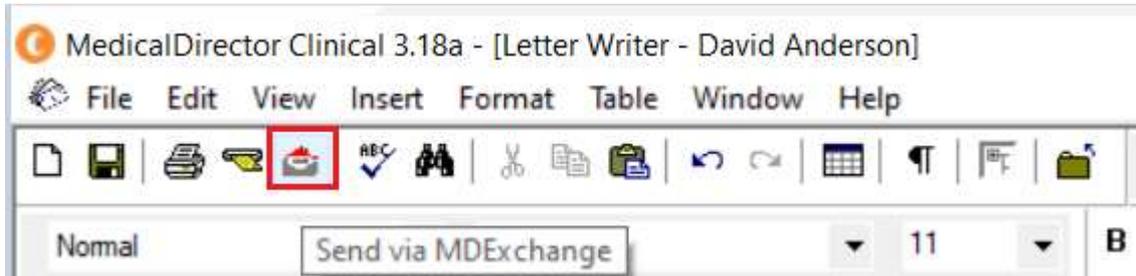
 Spring Street General ... Spring Street General Pr... General practice Bondi Junction 2022

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

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 **Spring Street General Practice (gpspring)** which was set up earlier. The entry will have red envelope to the left of the entry.

 Spring Street General ... Spring Street General Pr... General practice Bondi Junction 2022

Send.