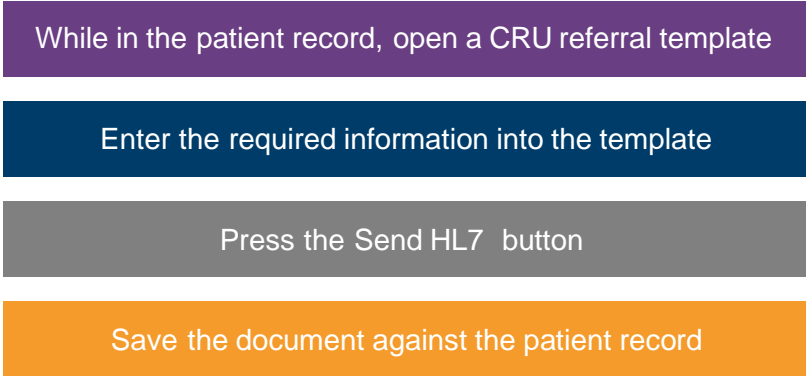


## APHN CENTRAL REFERRAL UNIT (CRU) – SENDING A REFERRAL USING BEST PRACTICE

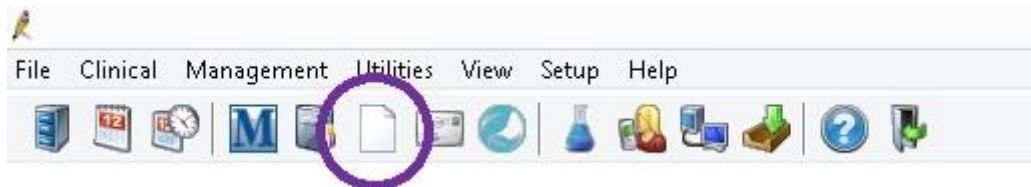
### Sending the Referral Overview

The process to send a referral to the CRU using HealthLink, Argus or ReferralNet is relatively easy:

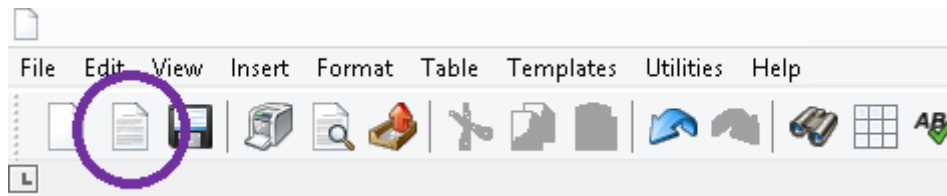


### Opening the Referral Template

While in a patient record, click the “New Letter” button from the ribbon at the top of the page.



A new screen will open. Select the “New Document” button from the ribbon at the top of the page.



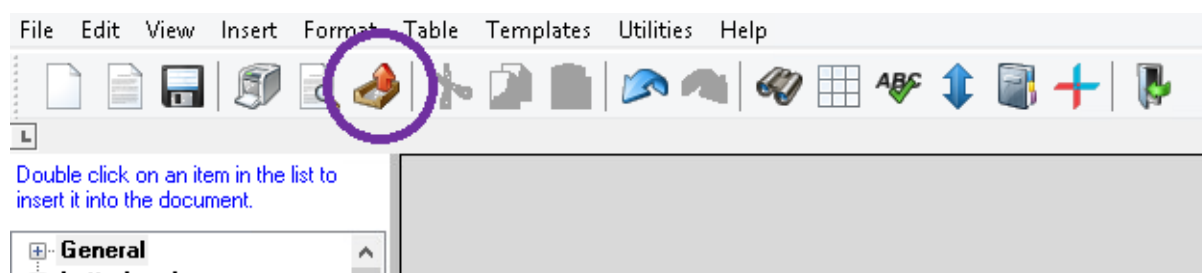
A new window will open. Select the “Adelaide Primary Mental Health Care Services (PMHCS) Mental Health Treatment Plan” template on the next window (this may have been renamed by your practice).

## Enter the information in the CRU Template

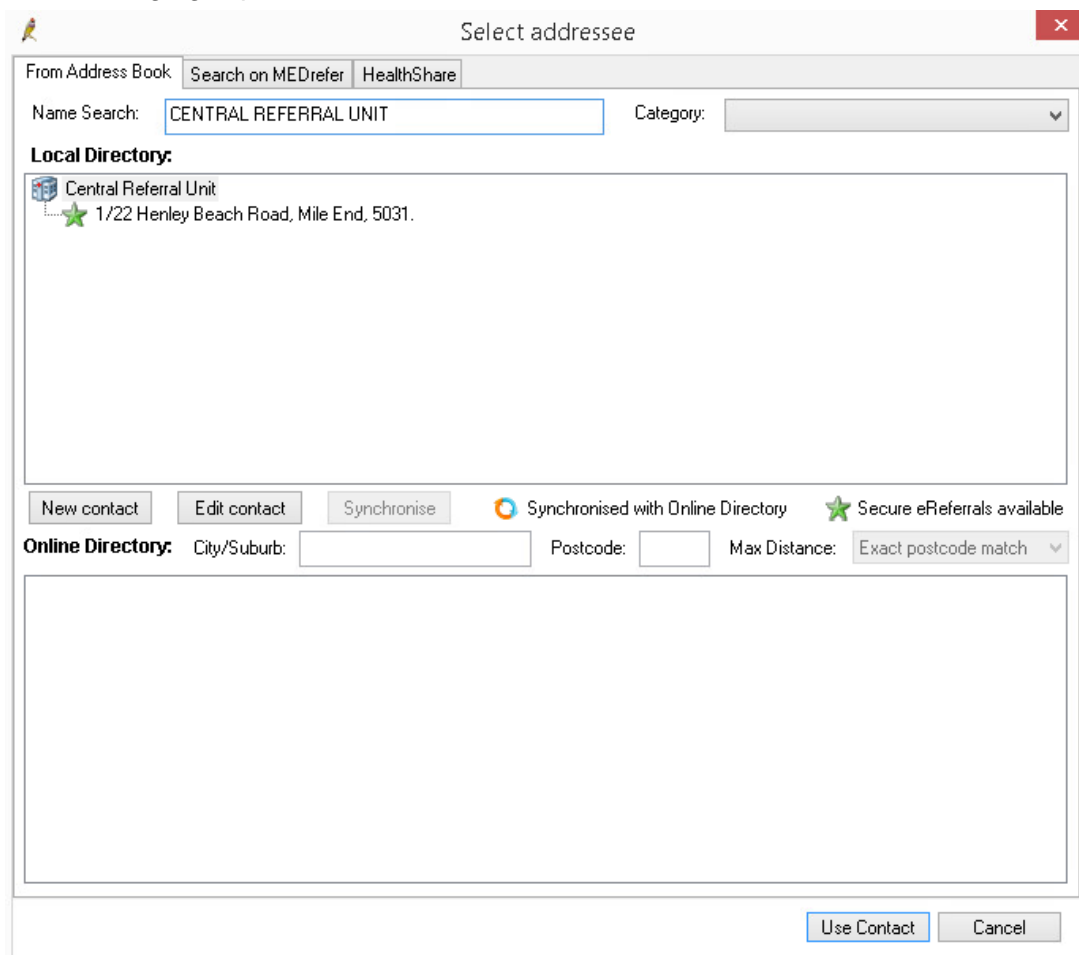
The patient details should automatically be updated from the patient record. Some things to check before sending the referral:

- that the risk assessment is current, having been undertaken within 6 weeks of the referral being sent
- an acknowledgement has been included that the form has been digitally signed by practitioner specifying “please accept this as digitally signed”

Once you are ready to send, press the “Send HL7” button in the ribbon at the top of the screen

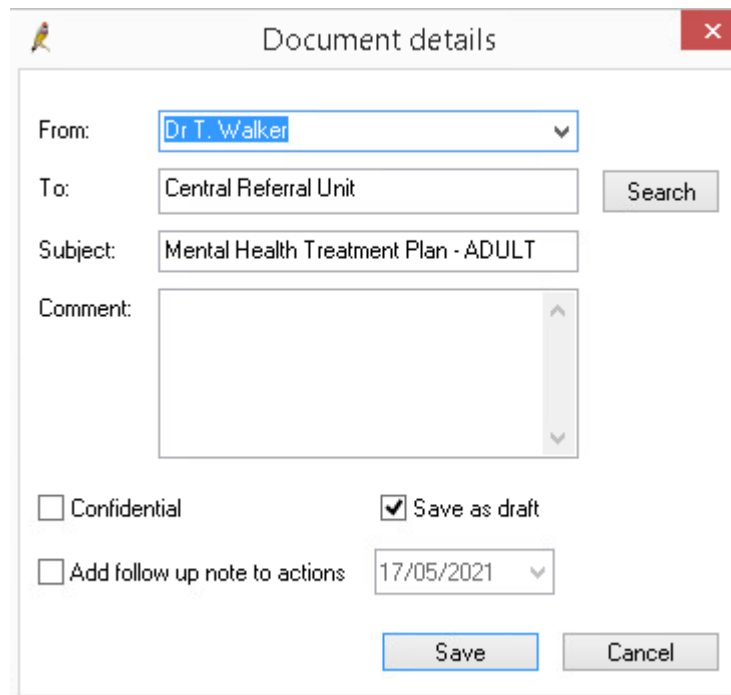


A new window will appear asking you to select an addressee. Search and select Central Referral Unit, ensuring that a green star appears next to the entry which specifies that secure messaging is possible. Select “use contact”



## Save the Referral on the Patient Record

A dialogue box should appear confirming the message details. After confirming, Save the document by pressing the “Save” button.



Document details

From: Dr T. Walker

To: Central Referral Unit Search

Subject: Mental Health Treatment Plan - ADULT

Comment:

Confidential  Save as draft

Add follow up note to actions 17/05/2021

Save Cancel

## FURTHER INFORMATION

Queries regarding the primary mental health care referral process can be directed to the APHN Central Referral Unit on 1300 898 213.

If you require technical assistance with the referral process please contact the Adelaide PHN Digital Health Team on 8219 5900 or [digitalhealthinfo@adelaidephn.com.au](mailto:digitalhealthinfo@adelaidephn.com.au).