

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

Template

A template referral form can be uploaded into your system. Instructions for this process can be found on the APHN website [here](#) and the template [here](#). If you have any problems, please get in touch with the Adelaide PHN Digital Health team at digitalhealthinfo@adelaidephn.com.au. Files sent by Argus may be limited to 2MB.

Sending the Referral Overview

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

While in the patient record, open a CRU referral template

Enter the required information into the template

Press the “Send HL7” button

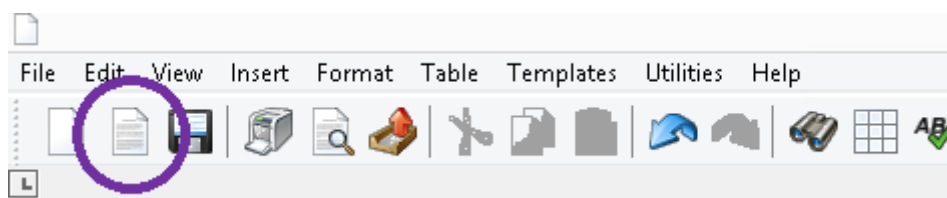
Save the document against the patient record

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.



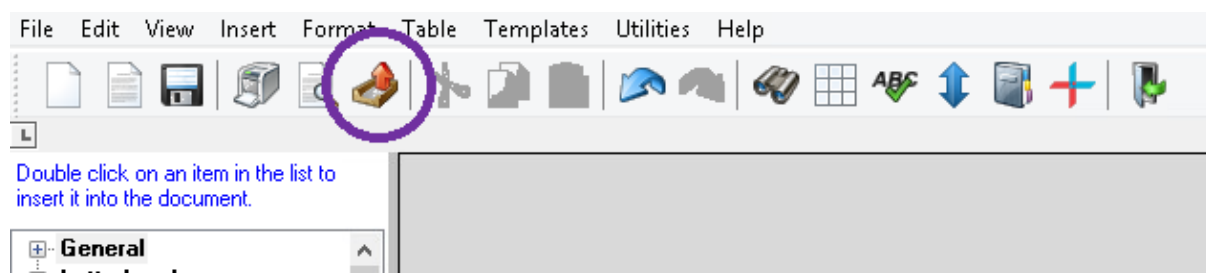
A new window will open. Select the “Adelaide Primary Mental Health Care Services (PMHCS) Mental Health Treatment Plan” template on the next window (this may have been renamed by your practice).

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. Select the APHN Central Referral Unit, ensuring that a green star appears next to the entry which specifies that secure messaging is possible.

Save the Referral on the Patient Record

A dialogue box should appear confirming that the message has been sent. After confirming, Save the document by pressing the “Save” button or closing the document, confirming that you would like it saved.



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.