

APHN CENTRAL REFERRAL UNIT (CRU) – SENDING A REFERRAL USING ZEDMED

Sending the Referral Overview

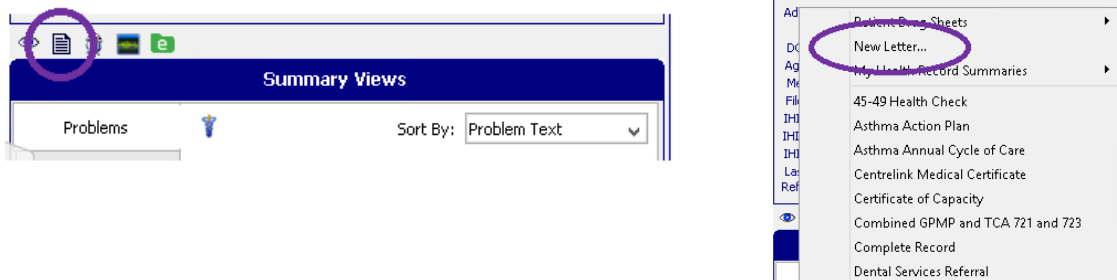
The process to send a referral to the CRU using Argus or ReferralNet is relatively easy:

- While in the patient record, open a CRU referral template
- Enter the required information into the template
- Press the “Distribute” button
- Save the document against the patient record

Opening the Referral Template

While in a patient record, click the “Quick Documents” button from the ribbon on the left side of the screen, under the patient information and above the summary views. Select the “New Letter...” option.

A new screen will open. Under the “To:” section, select the “APHN Central Referral Unit” by pressing the

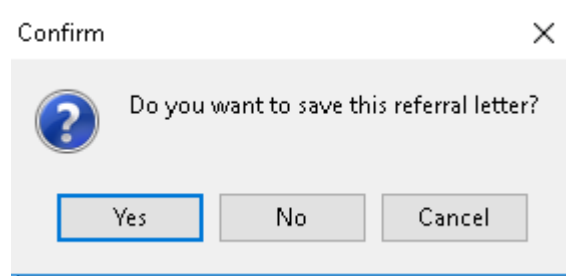


magnifying glass button. Similarly, select the “Adelaide Primary Mental Health Care Services (PMHCS) Mental Health Treatment Plan” by pressing the magnifying glass next to “Template:” Please note that your practice may have changed the name of this template.

5. Once you are ready to send, press the “Distribute” button in the ribbon at the top of the screen

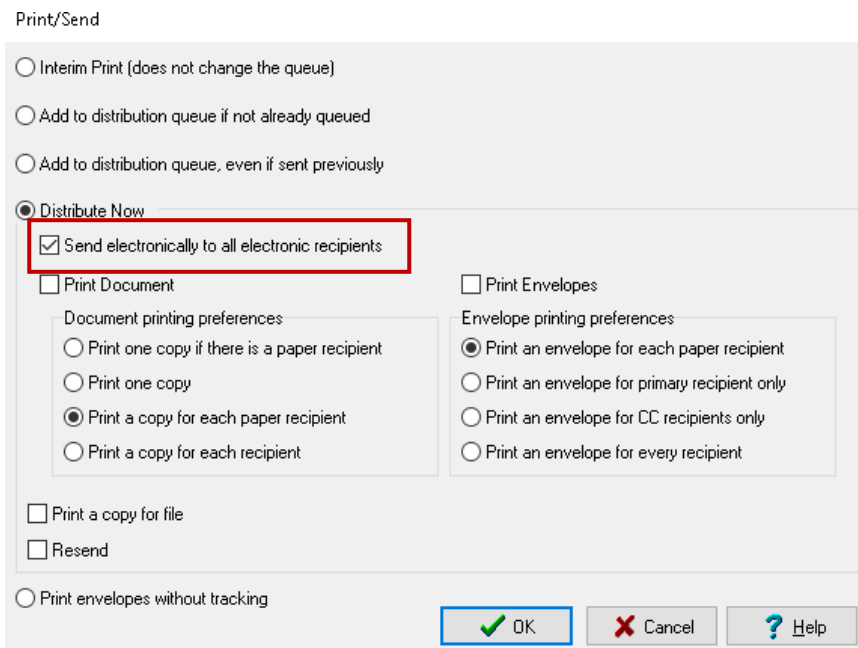


6. Save referral letter. Click Yes.

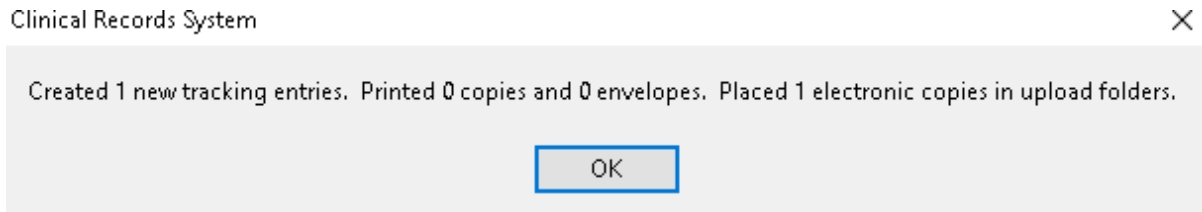


7. Tick the box that says “Send electronically to all electronic recipients”

*If you do not want to print a copy untick “Print Document”



The below box will appear if the referral has successfully sent.



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.