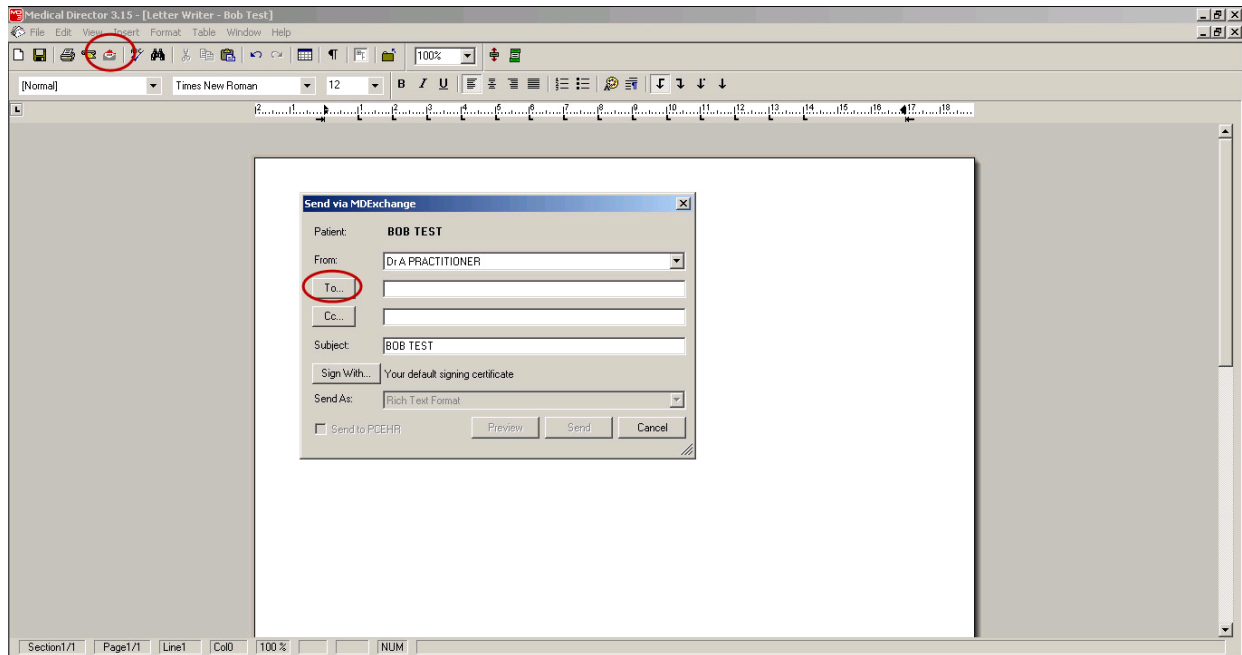


# Medical Director eReferrals

Configuring your Medical Director Address book for referrals requires the integration of MD exchange addresses into your local address book.

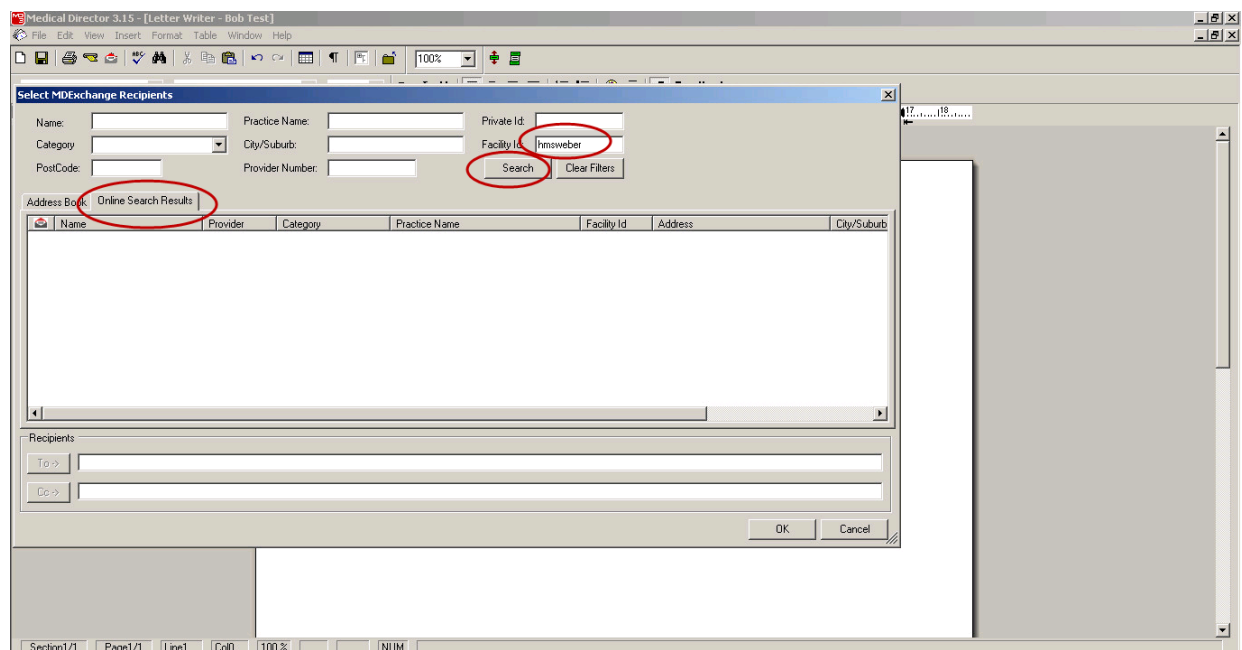
To do this you must select a patient and open the **Letter Writer**. Select the MD Exchange icon and then click on 'To' to search the address book.



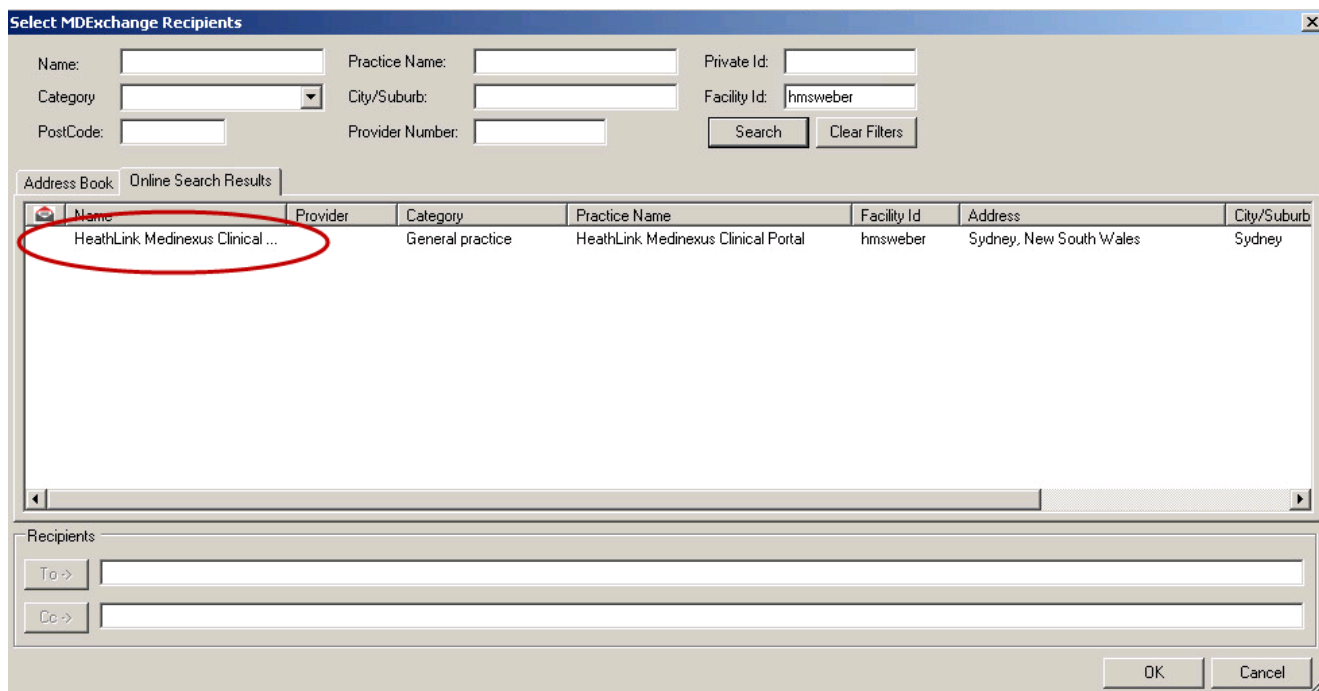
There are two tabs displayed: **Address Book** which is your local address book for your database and Online Search Result which enables you to search online for MD Exchange addresses.

Select the **Online Search Result** tab then enter only the HealthLink EDI of the address that you are searching for in the Facility Id field and click Search.

**Please note : For practitioners using the hosted HL Connect product you must search for the hosted EDI 'hmsweber'**

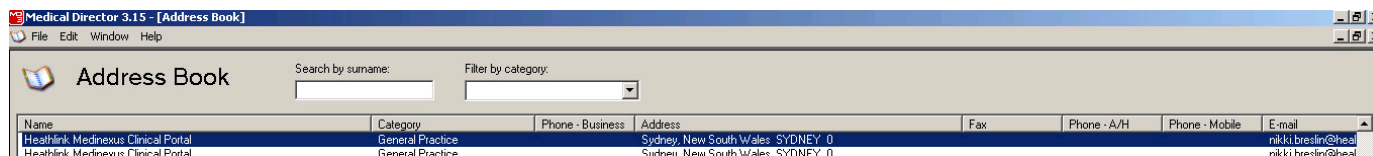


Matching addresses will be displayed as the search results. Double-click on the address result required to add this to your local address book



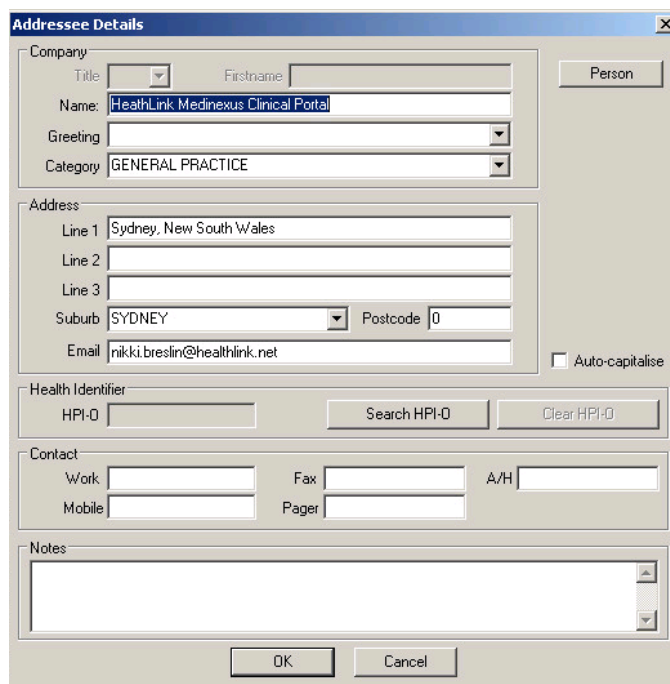
Once added close or minimise the Letter Writer and return to the **MD Address Book**.

Locate the copied address book entry and open to edit.



As HL Connect is hosted the details need to be edited to reflect those of the intended recipient.

The hosted details display as below.



Select the Person button and proceed to edit ; Title, Firstname, Surname, Category, Address, email, phone numbers.

The practitioner may specify to use their HealthLink Edi as a suffix to their surname. This helps with the unique identification of this user on the network. Please use the SURNAME (EDI) convention as advised.

**Please note :The title and names must be entered as advised by this practitioner.**

Click OK to save.

The 'Addressee Details' dialog box is used for entering contact information. It is divided into several sections: 'Person' with fields for Title (DR), Firstname, Surname (EDI), Greeting (Firstname), and Category (GENERAL PRACTICE); 'Address' with fields for Line 1 (Address), Line 2, Line 3, Suburb (SYDNEY), Postcode (0), and Email (email address); 'Health Identifier' with fields for HPI-I and Company; 'Contact' with fields for Work, Mobile, Fax, Pager, and A/H; and a 'Notes' section. There are 'OK' and 'Cancel' buttons at the bottom.

Now that your new address is added the MD exchange id reside behind this entry and will enable secure messages to be addressed and exchanged. Please remove old pre-existing entries that have not been created this way for this practitioner.

To send an eReferral return to your Letter Writer, select the appropriate template. Click the MD Exchange icon and the addressing panel will display.

You can partially enter the name of the person you are sending to and it will auto populate. Alternatively select the To button to search your address book.

Click Send and your referral will with sent. Use MD Exchange tracking to follow the progress of your referral.

The 'Send via MDExchange' dialog box is used for sending referrals. It displays the Patient name (BOB TEST), the From field (Dr A PRACTITIONER), the To field (DR Firstname Surname (EDI) - circled in red), the Subject (BOB TEST), the Sign With field (Your default signing certificate), and the Send As field (Plain Text). There are 'Preview', 'Send', and 'Cancel' buttons at the bottom.

**For support call 1800 125 036**  
**or email [helpdesk@healthlink.net](mailto:helpdesk@healthlink.net)**