

Adding a Contact

Step 1

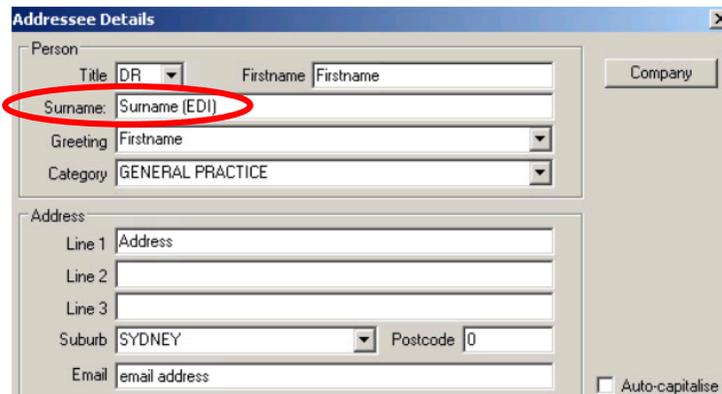
Log on to the Argus Address Book or HealthLink Directory

Search for the relevant provider and make note of their HealthLink EDI or Argus Address

Tip: Configuring your Medical Director Address book for referrals requires the integration of MExchange

Step 2

1. Select a patient and open **Letter Writer**
2. Click the **'To'** to search the address book
3. Select the tab **'Online Search Results'** and enter **'hmsweber'** in the **Facility ID** field
4. Double click on this address to add this to your local address book
5. Close Letter Writer and return to the **MD Address book**
6. Locate the copied **'HealthLink Medinexus Clinical portal (hmsweber)'** contact and edit the details to reflect those of the intended recipient
7. You must specify the HealthLink users EDI as a suffix to their surname. E.g. SURNAME (EDI)
8. Click **Ok** to save



Addressee Details

Person

Title **DR** Firstname Firstname Company

Surname: **Surname (EDI)**

Greeting Firstname

Category GENERAL PRACTICE

Address

Line 1 Address

Line 2

Line 3

Suburb SYDNEY Postcode 0

Email email address

Auto-capitalise

Sending an eReferral

Step 3

1. Select a patient and open **Letter Writer**
 2. Complete the appropriate template
 3. Click the **MD Exchange** icon
- 
4. Search the address book for the recipient
 5. Add an appropriate description in the subject field
 6. Click **Send**

Checking your Inbox



1. Go to Medical Director Clinic
2. Open the **Holding File (F5)**
3. Select the Practitioner Name from list
4. Highlight the results
5. Select **Action** form the bottom of the screen and choose an appropriate action from the list presented

Previous | Next | Reassign Patient | Reassign Recipient | **Action** | No Action | Discuss | Return Urgently | Add Recall

Checking for sent messages



1. From the main menu click on **Tools > MDEXchange > Sent Items**
2. Set your criteria as desire by clicking on the relevant filters – e.g. all recipients, all practitioners, etc.



| To | From | Patient | Subject | Sent | Status |
|------------------------|-----------------|---------------------|---------------------|--------------------|----------|
| Train IT Medical | Dr Katrina Otto | Ms Jennifer Andrews | Ms Jennifer Andrews | 08/12/2009 1:56 PM | Read |
| Dr Elizabeth Mackenzie | Dr Katrina Otto | Ms Jennifer Andrews | Ms Jennifer Andrews | 20/04/2010 8:30 PM | Accepted |
| Dr Louisa Norrie | Dr Katrina Otto | Ms Jennifer Andrews | Ms Jennifer Andrews | 20/04/2010 8:30 PM | Accepted |
| Prof Stewart Einfeld | Dr Katrina Otto | Ms Jennifer Andrews | Ms Jennifer Andrews | 20/04/2010 8:30 PM | Accepted |
| Train IT Medical | Dr Katrina Otto | Ms Jennifer Andrews | Ms Jennifer Andrews | 20/04/2010 8:30 PM | Sent |

3. Check the status of each message to ensure it has been successfully 'Accepted' or 'Read' by the recipient.