

How to Create Referral via MEDrefer Manager:

1. If using Best Practice, Medical Director or Zedmed, ensure patient file is open.
2. Open MEDrefer Manager, and click the Create Referral tab.



3. If your MEDrefer profile lists you as practicing a more than one site, a pop-up will request you select the site you are currently working at.

First Choose who and where the referral is coming from

Sites I Practice at

<p>KeithGp1Site1</p> <p>📍 1 Geddes Street Toowoomba QLD 4350</p> <p>👤 8967113X</p>	<p>KeithGp1Site2</p> <p>📍 2 Geddes Street Toowoomba QLD 4350</p> <p>👤 310332EF</p>
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If you are only listed as practising at one site, you will be taken straight to the Begin Recipient Search screen.

Begin Recipient Search

Service / criteria	Location	<input type="button" value="Search"/>
<input type="text" value="Criteria"/>	<input type="text" value="Near"/>	

In the box under Service/Criteria, enter the practitioner name or specialty/sub-specialty and in the box under location type the location you would like to search. Click Search.

- Results of the search will appear in the order of distance from your entered search location. If you need to change your search parameters, you can do so by changing the details on the left and clicking Search again.

The screenshot shows the MEDrefer website interface. On the left, there is a search sidebar with the following details:

- Search term: medrefer
- Location: TOOWOOMBA, QLD, 4350
- Radius: Within 25km
- Search button

 The main area shows search results under the heading 'Create a Referral'. It includes navigation tabs: 'Find Recipient', 'Referral Details', and 'Confirm and Send'. The results section shows '3 matching practitioners/agencies' and 'Displaying all 3 results'. Two results are visible:

- Dr Keith Sp1**: Disciplines include Anaesthesia, Clinical Genetics, Dermatology, and Psychiatry. Speaks English Only. Has 2 Special Interests. Located in Toowoomba QLD 4350 (5 km). Action buttons: Send Referral, Following, Report Profile.
- Dr Keith Sp2**: Discipline is General Paediatrics. Speaks English Only. Has 3 Special Interests. Located in Toowoomba QLD 4350 (2 km). Action buttons: Send Referral, Follow, Report Profile.

Each listing will show the practitioners name, their discipline(s), the languages they speak, number special interests/sub-specialties (which can be seen by hovering the mouse cursor over Special Interests), their location (Suburb) and the distance from your entered location.

- Once you have decided who to send the referral to click the Send Referral tab to launch the attached referral template.

This image is a close-up of the action buttons for a practitioner listing. The buttons are:

- 2 months (with a star icon)
- Send Referral (with an envelope icon)
- Following (with a star icon)
- Report Profile (with an information icon)

6. A pop-up screen will initiate contact with your eMR.

Create a Referral
Find Recipient
Referral Details
Confirm and Send
Next: Confirm and Send

Please ensure your eMR is open with applicable patient.
Skip eMR authorisation

Referral Details

Enter the details of the patient and their condition.

Selected Recipient

The Referral Details you provide will only be accessible if the recipient accepts the referral.

Dr Keith Sp1

Clinical Data Source (eMR)

Looking for eMR...

Referral Details

Enter the details of the patient and their condition.

Selected Recipient

The Referral Details you provide will only be accessible if the recipient accepts the referral.

Dr Keith Sp1

Clinical Data Source (eMR)

Looking for eMR...

Once that contact has been completed, the referral template will appear in the pop-up screen with patient data automatically entered in certain fields.

Create a Referral
Find Recipient
Referral Details
Confirm and Send
Next: Confirm and Send

Patient

Name: * Mr Search Defaults Testing

Phone: 46987564 Mobile: Email:

Address: * 1 Hibiscus Cres

Centenary Heights 4350

Patient Identification

Patient DOB: * 11/01/2000

Medicare Number: Medicare Number Card Position Expiry Date

Referral Details

Referral Summary * Reason for referral

Requested Service Specific service required?

Detailed Notes *
Enter referral details...

Referral Details

Enter the details of the patient and their condition.

Selected Recipient

The Referral Details you provide will only be accessible if the recipient accepts the referral.

Dr Keith Sp1

Clinical Data Source (eMR)

✔ Best Practice Connected

Referral Details

Enter the details of the patient and their condition.

Selected Recipient

The Referral Details you provide will only be accessible if the recipient accepts the referral.

Dr Keith Sp1

Clinical Data Source (eMR)

✔ Best Practice Connected

7. Check the data entered is relevant to the referral – add or remove data as necessary.
8. Check that all the fields with a red asterisks (*) has an entry – the referral will not send while these fields are blank.
9. Once the referral has all the necessary data and fields entered, click the red **Next: Confirm and Send** button at the top right corner of the screen.

Create a Referral
Find Recipient Referral Details Confirm and Send
Next: Confirm and Send

Patient

Name: * Mr Search Defaults Testing

Phone: 46987564 Mobile: Email:

Address: * 1 Hibiscus Cres

Centenary Heights 4350

Patient Identification

Patient DOB: * 11/01/2000

Medicare Number: Medicare Number Card Position Expiry Date

Referral Details

Enter the details of the patient and their condition.

Selected Recipient

The Referral Details you provide will only be accessible if the recipient accepts the referral.

Dr Keith Sp1

Clinical Data Source (eMR)

✔ Best Practice Connected

10. A draft version of the referral will appear in the screen. **Patient details**, your details as **Referring Doctor** and **Recipient details** will appear on the left of the referral letter.

Create a Referral
Find Practitioners Referral Details
Send Referral

Confirm and Send

Draft
✎

Issued By **Appointment**

Dr Keith Gp1 Not Booked

Test for demonstration

Patient

Name: Mr Search Defaults Testing

Phone: 46987564 Mobile: Email:

Address: 1 Hibiscus Cres
Centenary Heights 4350

Patient Identification

PATIENT DETAILS

Search Defaults Testing

REFERRING DOCTOR

Dr Keith Gp1
keith+gp1@medrefer.com.au
0746123456

RECIPIENT

Dr Keith Sp1

If you wish to make changes to the referral, click the grey edit icon next to the grey Draft icon. You will return to the edit screen.

Create a Referral Find Practitioners Referral Details **Send Referral**

Confirm and Send

Issued By Appointment
Dr Keith Gp1 Not Booked

Draft

PATIENT DETAILS
Search Defaults Testing

REFERRING DOCTOR
Dr Keith Gp1
keith+gp1@medrefer.com.au
0746123456

RECIPIENT
Dr Keith Sp1

Test for demonstration

Patient

Name: Mr Search Defaults Testing
Phone: 46987564 Mobile: Email:
Address: 1 Hibiscus Cres
Centenary Heights 4350

Patient Identification

Once your changes have been made, click the red **Next: Confirm and Send** button again.

11. Once the referral letter reads to your satisfaction, click the red **Send Referral** button at the top right corner of the screen.

Create a Referral Find Practitioners Referral Details **Send Referral**

Confirm and Send

Issued By Appointment
Dr Keith Gp1 Not Booked

Draft

PATIENT DETAILS
Search Defaults Testing

REFERRING DOCTOR
Dr Keith Gp1
keith+gp1@medrefer.com.au
0746123456

RECIPIENT
Dr Keith Sp1

Test for demonstration

Patient

Name: Mr Search Defaults Testing
Phone: 46987564 Mobile: Email:
Address: 1 Hibiscus Cres
Centenary Heights 4350

Patient Identification

12. The referral certificate will replace the template screen. The certificate and/or the referral letter can be printed for the patient. The unique Referral Certificate Code is the link between the patient, the referral letter and the receiving practitioner.

MEDrefer⁺ New Referral was created successfully

Referral created successfully

[Print Patient Referral Certificate](#) [Print Referral Letter](#)

[PDF Patient Referral Certificate](#) [PDF Referral Letter](#)

Referral Certificate Code

42T-79P

MEDrefer⁺

Referring To:

Dr Keith Sp1
1 South Street
Toowoomba , QLD, 4350
Phone 0746123456

Referral Letter

Patient

Name: Mr Search Defaults Testing	Mobile:	Email:
Phone: 46987564	Patient Identification	
Address: 1 Hibiscus Cres Centenary Heights 4350		
Patient DOB: 11/01/2000		
Medicare Number:		

Referral Details

- Referral Summary
- Test for demonstration
- Requested Service
- Detailed Notes

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