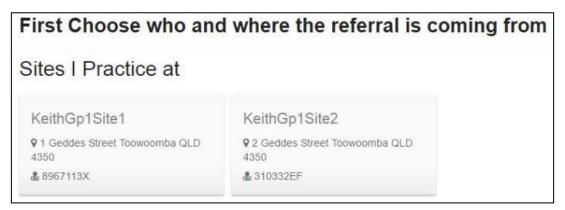
# MEDrefer<sup>+</sup>

### 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.



If you are only listed as practising at one site, you will be taken straight to the Begin Recipient Search screen.

jin Recipient Search		
ervice / criteria	Location	
Criteria	Near	Search

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.

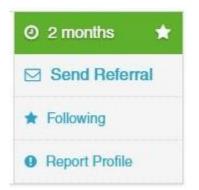
# MEDrefer<sup>+</sup>

**4.** 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.

ME <b>Dr</b> efer <sup>+</sup>		
Create a Referral	Find Recipient Referral Details Confirm and S	Send
3 matching		Displaying all 3 results
practitioners/agencies	Dr Keith Sp1	② 2 months ★
medieler	Anaesthesia Clinical Genetics Dermatology Psychiatry	Send Referral
TOOWOOMBA, QLD, 4350	English Only Special Interests	★ Following
Within 25km	O Toowoomba QLD 4350 (5 km)	Report Profile
Search	Dr Keith Sp2	<ul> <li>Unknown</li> </ul>
	General Paediatrics	Send Referral
	English Only     Special Interests	☆ Follow
	O Toowoomba QLD 4350 (2 km)	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.

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



# MEDrefer+

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#### Create a Referral **Find Recipient Referral Details** Confirm and Send Next: Confirm and Send **Referral Details** Please ensure your eMR is open with applicable patient. Skip eMR authorisation 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...

6. A pop-up screen will initiate contact with your 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 Phone: 46987564 Address:* 1 Hibiscus C	Search Defaults Mobile:	Testing Email:		Referral Details Enter the details of the patient and their condition. Selected Recipient The Referral Details you provide will only be
Centenary Heights		4350	accessible if the recipient accepts the referral. Dr Keith Sp1	
Patient Identificati Patient DOB:* 11/01/20				Clinical Data Source (eMR)
Medicare Number: Me	dicare Number	Card Position	Expiry Date	Best Practice Connected
Referral Details Referral Summary* <sub>Rea</sub>	ason for referral			
Requested Service Sp Detailed Notes*	ecific service required?			
Enter referral details				

# MEDrefer<sup>+</sup>

- 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: <b>*</b> Mr	Search Defaults	Testing		Referral Details Enter the details of the patient and their condition.
Phone: 46987564	Mobile:	Email:		Selected Recipient
Address:* 1 Hibiscus Cr	res			The Referral Details you provide will only be accessible if the recipient
Centenary He	eights		4350	accepts the referral.
				Dr Keith Sp1
Patient Identification Patient DOB:* 11/01/20				Clinical Data Source (eMR)
Medicare Number: Me		Card Position	Expiry Date	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 Referra	al Find Practitioner	s Referral Details	Send Referral
	Confirm and S	end	
	ointment t Booked		Draft 🕝
PATIENT DETAILS Search Defaults Testin	Pati	for demonstration	
Dr Keith Gp1 keith+gp1@medrefer. 0746123456	com.au Ph	ame: Mr Search Defaults Testing none: 46987564 Mobile: Idress: 1 Hibiscus Cres Centenary Heights 4350	Email:
Dr Keith Sp1	Pati	ent Identification	

P 1800 556 022 E mail@MEDrefer.com.au 5/135 Margaret St Toowoomba Q 4350 MEDrefer Pty Ltd ABN 18143 778 545 **MEDrefer.com.au** 



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 Re	ferral	Find Practitioners	Referral Det	ails	Send Referral
		Confirm and Send	Ľ.		
Issued By Dr Keith Gp1	Appointment Not Booked				Draft 🕼
PATIENT DETAIL Search Defaults		Test for	demonstr	ration	
REFERRING DO Dr Keith Gp1 keith+gp1@med 0746123456		Phone	Mr Search De : 46987564 ss: 1 Hibiscus (	Mobile:	Email:
RECIPIENT Dr Keith Sp1		Patient	: Identificatio	on	

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 Booke	d	Draft 🕝
PATIENT DETAILS Search Defaults Testing	Test for demonstration	
REFERRING DOCTOR Dr Keith Gp1 keith+gp1@medrefer.com.au 0746123456	Patient Name: Mr Search Defaults Testing Phone: 46987564 Mobile: Address: 1 Hibiscus Cres Centenary Heights 4350	Email:



**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.

	v Referral was create	d successfully
	Referral created suc	ccessfully
🖨 Print Patient Re	ferral Certificate	Print Referral Letter
📥 PDF Patient Re	ferral Certificate	▲ PDF Referral Letter
Referral Certificate Code		ME <mark>Dr</mark> efer <sup>+</sup>
Referring To:		
Dr Keith Sp1 1 South Street		
Toowoomba, QLD, 4350		
Phone 0746123456		
Referral Letter		
Patient Name: Mr Search Defaults Testing Phone: 46987564 Address: 1 Hibiscus Cres Centenary Heights 4350 Patient DOB: 11/01/2000 Medicare Number:	Mobile: Patient Identification	Email:
Referral Details Referral Summary Test for demonstration Requested Service Detailed Notes		

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