

How to Create a Referral via the Website:

1. Login to your profile on the website. If you have yet to create a MEDrefer profile, please see the *Register as a...* pages for instructions
2. 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

KeithGp1Site1

📍 1 Geddes Street Toowoomba QLD 4350

👤 8967113X

KeithGp1Site2

📍 2 Geddes Street Toowoomba QLD 4350

👤 310332EF

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

Search For

near

KeithGp1Site1

REFERRALS CREATED

17	Issued	2	Reversed	4	Accepted	3	Replied
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Recent Activity

- 2 Oct 2020 Referral 2GW-H3V created
- 2 Oct 2020 Referral 8XF-6CY created
- 27 Jul 2020 Referral B47-7WA created

In the box first box (*e.g. Psychology, Dr Name etc.*) enter the practitioner name or specialty/sub-specialty and in the second box (*e.g. Brisbane or 4170*) 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 'Create a Referral' interface with the following elements:

- Search Filters (Left Panel):**
 - 24 matching practitioners/agencies
 - Psychology
 - NEWCASTLE, NSW, 2300
 - Within 25km
 - Search** button
- Practitioner Listings (Main Panel):**
 - Dr Robyn Cotton:** Psychology, English Only, 2 Special Interests (Allied Health, Psychology), Newcastle NSW, 0159796. A red circle highlights the '2 Special Interests' text.
 - Mr Craig Moore:** Psychology, English Only, 2 Special Interests, Newcastle NSW 2300 (0 km) | Score 0.10159796.
 - Ms Jane Chidgey:** Psychology, English Only, 2 Special Interests, Newcastle NSW 2300 (0 km) | Score 0.101597935.
- Actions (Right Panel):**
 - Unknown
 - 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.

The close-up shows the action menu for a practitioner listing with the following options:

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

5. A blank referral template will appear. Enter patient data in the labelled fields.
6. Check that all the fields with a red asterisk (*) has an entry – the referral will not send while these fields are blank.
7. 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

8. 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 DETAILS

Search Defaults Testing

REFERRING DOCTOR

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

RECIPIENT

Dr Keith Sp1

Patient

Name: Mr Search Defaults Testing

Phone: 46987564 Mobile: Email:

Address: 1 Hibiscus Cres
Centenary Heights 4350

Patient Identification

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.

9. 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

10. 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.

To print or save a copy of the **Referral Letter** or **Referral Certificate**, click either the Print links or the PDF links.

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 MEDrefer⁺

42T-79P

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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