Government of Western Australia
Department of Health

healthy pc

Central Referral Service

GUIDELINES FOR IMPORTING REFERRAL TEMPLATES INTO MEDTECH 32

Delivering a **Healthy WA**

MEDTECH 32

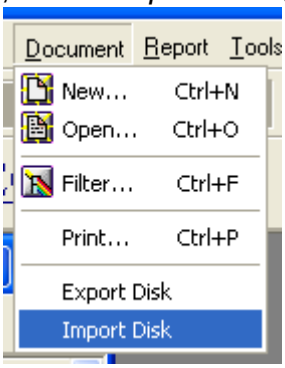
Installing the templates

1. Go to the **CRS** website

   (http://www.gp.health.wa.gov.au/CPAC/referral/templates.cfm)

   a. Click *CRS Adult Referral v1-1*
   b. Select *Save As* from the yellow prompt at the bottom of the screen

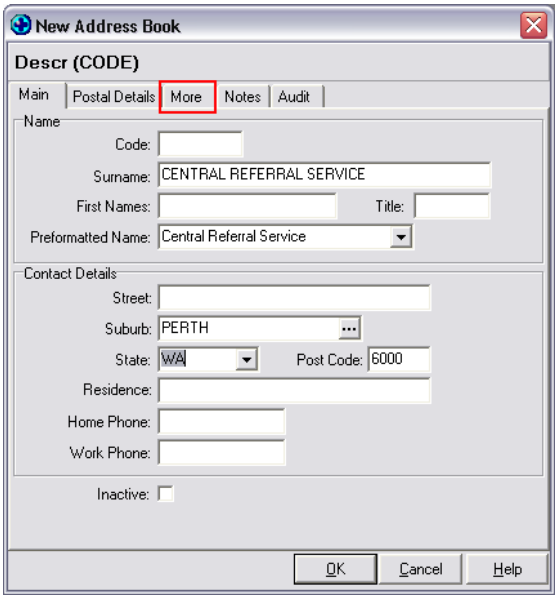
      i. Save to the desktop
   c. Select *Open folder* from the yellow prompt at the bottom of the screen
2. Open **MT32**
3. Select *Setup*; Select *Inbox/Outbox*; Select *Outbox Document*
4. Select *Document*; Select *import disk* (shown below)



5. With *insert disk* prompt click *OK*
6. Select **CRS Adult Referral.mtd** from the USB inserted/save location
7. Click *Ok*
8. Repeat steps **1-7** for **CRS Obstetric & Gynaecology Referral** & **CRS Paediatric Referral**

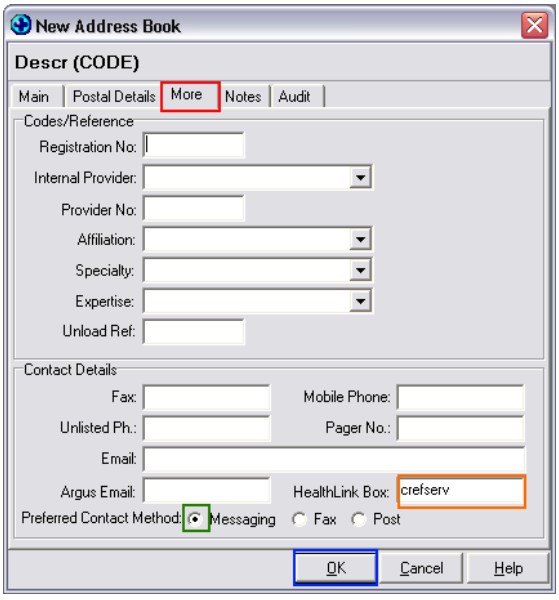
Creating the Contact for CRS

1. Select *Setup*; Select *Agencies*; Select *Address Book*
2. Click *Add/New* icon
3. Enter the following details into the **Contact's record**



a. On the *Main tab*:
   i. *Surname*: **Central Referral Service**
   ii. *Suburb*: **Perth**
   iii. *Postcode*: **6000**

b. Click the *More Tab* (circled in red)



   i. Enter the *Healthlink Box*: **crefserv**
   ii. Select the *preferred contact method*: **Messaging**

c. Click *OK*

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