



Government of **Western Australia**  
Department of **Health**

**healthy** pc

Central Referral Service

# GUIDELINES FOR IMPORTING REFERRAL TEMPLATES INTO MEDTECH 32



## 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)

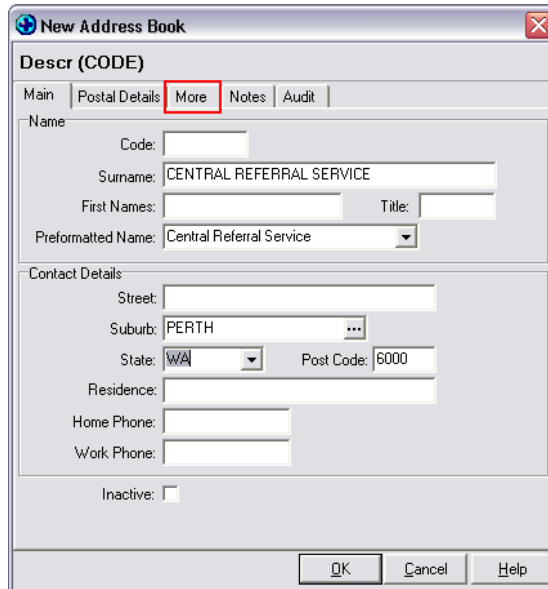


5. With *insert disk* prompt click *OK*
6. Select **CRS Adult Referral.mtd** from the USB inserted/save location
7. Click *Ok*
8. Repeat steps 1-7 for **CRS Obstetric & Gynaecology Referral** & **CRS Paediatric Referral**



## 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



**New Address Book**

Descr (CODE)

Main | Postal Details | **More** | Notes | Audit

Name

Code:

Surname: CENTRAL REFERRAL SERVICE

First Names:  Title:

Preformatted Name: Central Referral Service

Contact Details

Street:

Suburb: PERTH

State: WA Post Code: 6000

Residence:

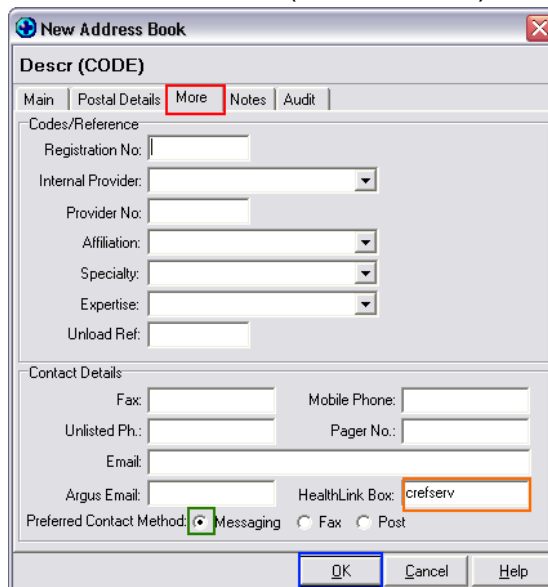
Home Phone:

Work Phone:

Inactive:

OK Cancel Help

- a. On the *Main* tab:
  - i. *Surname*: **Central Referral Service**
  - ii. *Suburb*: **Perth**
  - iii. *Postcode*: **6000**
- b. Click the *More* Tab (circled in red)



**New Address Book**

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Codes/Reference

Registration No:

Internal Provider:

Provider No:

Affiliation:

Specialty:

Expertise:

Unload Ref:

Contact Details

Fax:  Mobile Phone:

Unlisted Ph.:  Pager No.:

Email:

Argus Email:  HealthLink Box: crefserv

Preferred Contact Method:  Messaging  Fax  Post

OK Cancel Help

- i. Enter the *Healthlink Box*: **crefserv**
  - ii. Select the *preferred contact method*: **Messaging**
- c. Click **OK**

