



Central Referral Service

GUIDELINES FOR IMPORTING REFERRAL TEMPLATES INTO ZEDMED



ZEDMED

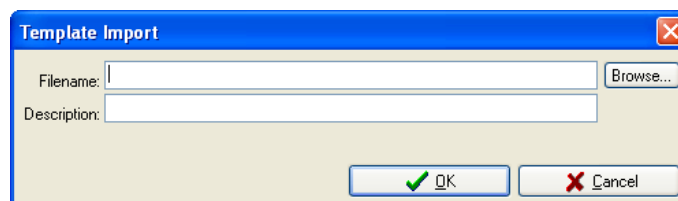
Installing the templates

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*
 - i. Save to the desktop
 - c. Select *Open folder* from the yellow prompt at the bottom of the screen

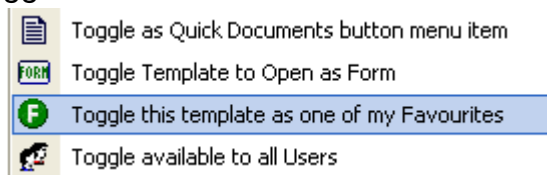


NB: Do not select *OPEN* this will corrupt the merge fields for this template

2. Open **ZedMed Clinical**
3. Select *Tools*; Select *Clinical WP Setup*; Select *WP templates*
4. Select *File*; *Import*
 - a. Select the **CRS Adult Referral** from the USB/Saved location using the browse button (shown below)





- b. Click *OK*
- c. Right click on the template and select the following (shown below):
 - i. *Toggle as Quick Documents button menu item*
 - ii. *Toggle this template as one of my favourites*
 - iii. *Toggle available to all users*



- d. Click *Close*
5. Repeat steps **1-4** for **CRS Obstetric & Gynaecology Referral** & **CRS Paediatric Referral**



Creating the Contact for CRS

1. Open **ZedMed Clinical**
2. With the **Test Patient** open, Select *Quick Document menu icon* 
Select *New Letter*
3. Click the *magnifying glass icon*  to search for the *To recipient*
 - a. Click *Find*
 - b. Click *Add New*
 - c. Enter the following credentials in the new **address book** entity (shown below)

- i. *Contact Type:*
Other Contact
- ii. *Family/Business Name:*
Central Referral Service
- iii. *Normal email address:*
crefserv
- iv. *Preferred Delivery method:*
Email only
- v. *Legacy Messaging:*

1. *ESend Transport:* **HL7**
2. *ESend Address:*
Click *magnifying glass*
(circled in blue)

- a. Search for **Central Referral Service**
- b. Click *Add New* (shown right)

- i. *ESend Email Address:*
crefserv
- ii. *ESend Email Owner:*
Central Referral Service
- iii. Click *OK*

- c. Select *Central Referral Service*
- d. Click *OK*

3. *ESend Method:* **Healthlink**
- vi. Enter the *Address Details:*
 1. *Organisation:* **Central Referral Service**
 2. *Suburb:* **Perth**
 3. *Post Code:* **6000**
- vii. *Transport Type:* **Secure Messaging**

- viii. Click *OK*
- d. Click *Cancel*

4. Click *Cancel*

