



Central Referral Service

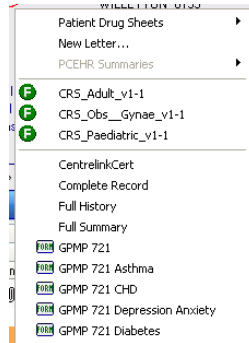
GUIDELINES FOR USING REFERRAL TEMPLATES IN ZEDMED



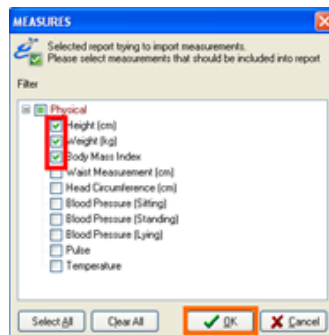
ZEDMED

General Adult Referral Template

1. Open **ZedMed**
2. Select the correct **patient** from the Main appointment screen
3. Right Click the *Documents* Tab to open the *Quick document* menu (shown below)



4. Select the *CRS: Adult v1-1* from the menu
5. Insert the following pre filled sections
 - a. **Measures** (shown below):



- i. Select the *Height*, *Weight* and *BMI* to be inserted (circled in red)
 - ii. Click **OK** (circled in orange)
6. *Enter/Select* the following merged information into the referral:

NB: these fields are **not compulsory** and cannot be reopened after the **OK** button is clicked.

Enter the value for the following user defined fields:

Speciality	
Date of Specialist	Refer To Section
Hospital	
Specialist Name	
Country of Birth	
TSI Status	
Whether Aboriginal or Torres Strait Islander	
Patient Fax	Patient Details Section
Interpreter required	<input type="radio"/> Yes <input checked="" type="radio"/> No
Which dialect	
Other special needs	

- a. **Refer To** section (shown in blue above)
 - i. *Speciality* for the referral



- ii. Name of the *Referring to Doctor*
- iii. name of the *Hospital* or *Site* for the referral
- b. **Patient Details** section (shown in purple above):
 - i. *Previous Name*
 - ii. *Country of Birth*
 - iii. *ATSI Status*
 - iv. *Patient Fax*
 - v. *Interpreter required*
 - vi. *Which dialect*
 - vii. *Other special needs*

7. Scroll down for more fields

The screenshot shows a 'User Defined Field Entry' window with a scrollable area. The 'Patient Details cont.' section (purple border) includes fields for 'Other special needs', 'Medicare Eligible' (radio buttons for Yes/No), 'Medicare reference', 'Medicare expiry', 'DVA Card Type', 'MVI' (radio buttons for Yes/No), 'Worker's Compensation' (radio buttons for Yes/No), and 'discussed with Registrar' (radio buttons for Yes/No). The 'Referral Details Section' (pink border) includes a 'Registrar Name' field. A 'OK' button is at the bottom right.

- a. **Patient Details** section continued (shown in purple above):
 - i. *Special needs*
 - ii. *Medicare eligible*
 - iii. *Medical Reference*
 - iv. *DVA Card type*
 - v. *MVI (motor Vehicle Insurance)*
 - vi. *Worker's Compensation*

- b. **Referral Details** section (shown in pink above):
 - i. Has the referral been *discussed with the registrar or consultant?*
 - ii. *Name of Registrar*

8. Scroll down for more fields

The screenshot shows the 'User Defined Field Entry' window scrolled down. The 'Referral Details cont.' section (pink border) includes 'Registrar Site', 'Registrar Contact', and 'Referral Advice given' fields. The 'Usual GP Section' (orange border) includes 'Usual GP' (radio buttons for Yes/No), 'Usual GP Name', and 'Usual GP Contact' fields. The 'Referral Type Section' (green border) includes 'referred to same place' (radio buttons for Yes/No), 'suitable for Telehealth Consult' (radio buttons for Yes/No), and 'length of referral' fields. A 'OK' button is at the bottom right.



- a. **Referral details** section continued (shown in pink above):
 - i. *Registrar Site*
 - ii. *Contact Number*
 - iii. *Referral advise given*
- b. **Usual GP** details (shown in orange above)
 - i. Are you the *usual GP* for this patient
 - ii. If not, enter *Name of Usual GP*
 - iii. *Contact number*
- c. **Referral Types** details (shown in green above)
 - i. Does this patient *need to be referred to the same place as before*
 - ii. Are they suitable for a *telehealth consultation*
 - iii. *Length of referral*
 - 1. *3 mths*
 - 2. *12 mths*
 - 3. *Indefinite*

9. Scroll down for more fields

- a. **Referral Types** details continued (shown in green above)
 - i. *Renewed referral*
 - ii. *Reason for referral*
- b. **Clinical** details (shown in black above)
 - i. *Other clinical information*
 - ii. *Pathology provider*
 - iii. *Radiology provider*
 - iv. *Other notes*

10. Click *OK*

11. Select *File*; Select *Distribute*

- a. This will open the *Print/Send Screen*



Print/Send

Interim Print (does not change the queue)

Add to distribution queue if not already queued

Add to distribution queue, even if sent previously

Distribute Now

Send electronically to all electronic recipients

Print Document

Print Envelopes

Document printing preferences

Print one copy if there is a paper recipient

Print one copy

Print a copy for each paper recipient

Print a copy for each recipient

Envelope printing preferences

Print an envelope for each paper recipient

Print an envelope for primary recipient only

Print an envelope for CC recipients only

Print an envelope for every recipient

Print a copy for file

Resend

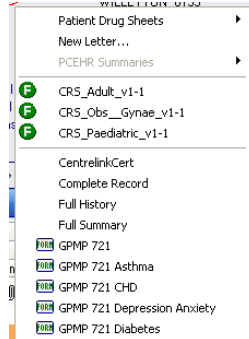
Print envelopes without tracking

- b. Select *Send electronically to all electronic recipients* (circled in red)
- c. Click *OK* (circled in orange)

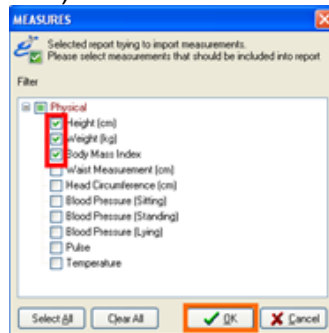


Obstetrics & Gynaecology Referral Template

1. Open **ZedMed**
2. Select the correct **patient** from the Main appointment screen
3. Right Click the *Documents* Tab to open the *Quick document* menu (shown below)

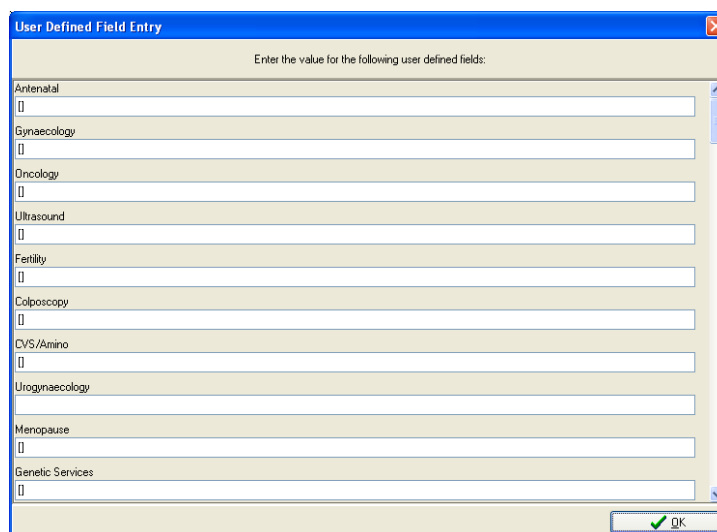


4. Select the *CRS: Obs_Gyane v1-1* from the menu
5. Insert the following pre filled sections
 - a. **Measures** (shown below):



- i. Select the *Height*, *Weight* and *BMI* to be inserted (circled in red)
 - ii. Click *OK* (circled in orange)
6. *Enter/Select* the following merged information into the referral:

NB: these fields are **not compulsory** and cannot be reopened after the **OK** button is clicked.



- a. **Service/s required** for the referral (shown above)
 - i. *Antenatal Clinic*
 - ii. *Gynaecology*



- iii. *Oncology*
- iv. *Ultrasound*
- v. *Fertility*
- vi. *Colposcopy*
- vii. *CVS/Amino*
- viii. *Urogynaecology*
- ix. *Menopause*
- x. *Genetic Services*

7. Scroll down for more fields

- a. **Service/s required** for the referral continued:
 - i. *Other*
- b. **Refer To** section (shown in blue above)
 - i. Name of the *Referring to Doctor*
 - ii. name of the *Hospital* or *Site* for the referral
- c. **Patient Details** section (shown in purple above)
 - i. *Previous Name*
 - ii. *Country of birth*
 - iii. *ATSI Status*
 - iv. *Patient Fax*
 - v. *Interpreter required*
 - vi. *Which dialect*
 - vii. *Other special needs*

8. Scroll down for more fields



- a. **Patient Details** section continued (shown in purple above)
 - i. Medicare eligible
 - ii. Medicare Reference
 - iii. Medicare expiry
 - iv. DVA Card Type
 - v. MVIT (motor Vehicle Insurance)
 - vi. Worker's Compensation
- b. **Referral Details** section (shown in pink above)
 - i. Has the referral been *discussed with the registrar or consultant?*
 - ii. Name of Registrar
 - iii. Registrar Site
 - iv. Contact Number

9. Scroll down for more fields

- a. **Referral Details** Section continued (shown in pink above)
 - i. Registrar Contact
 - ii. Referral advise given
- b. **Usual GP** details (shown on orange above)
 - i. Are you the *usual GP* for this patient
 - ii. If not, enter *Name of Usual GP*
 - iii. Contact number
- c. **Referral Types** details (shown in green above)
 - i. Does this patient *need to be referred to the same place as before*
 - ii. Are they suitable for a *telehealth consultation*
 - iii. Length of referral
 - 1. 3 mths
 - 2. 12 mths
 - 3. Indefinite
 - iv. Renewed referral

10. Scroll down for more fields



- a. **Referral Type** Section continued (shown in green above)
 - i. *Consent to shared care:* **DO/DO NOT**
 - ii. *Reason for referral*
- b. **Clinical** details (shown in black above)
 - i. *Multiple pregnancy types*
 - ii. *Twins*
 - iii. *Other*
 - iv. *DCDA*
 - v. *MCDA*

11. Scroll down for more fields

- a. Clinical Details section continued (shown in black above)
 - i. *MCMA*
 - ii. *Other clinical information*
- b. **Relevant Antenatal Investigations and Tests** to be copied to CRS (shown in pink above)
 - i. *Full blood Picture*
 - ii. *Pap (within 2 years)*
 - iii. *Blood Group & antibody screen*
 - iv. *Pap (abnormal)*
 - v. *Rubella IgG Serology*
 - vi. *Midstream Sterile Urine/MC&S*
 - vii. *Chlamydia Screening*

12. Scroll down for more fields



The screenshot shows a 'User Defined Field Entry' dialog box with a list of user-defined fields. The fields are: Chlamydia Screening, Early Dating Ultrasound, Syphilis Serology, 1st Trimester screen or maternal serum screening, Hep B Surface Antigen, HIV Serology, Fetal Anatomy U/S, Vitamin D, Pelvic Ultrasound, and Haemoglobinopathy. Each field has a corresponding input box. A 'OK' button is visible at the bottom right.

a. **Relevant Antenatal Investigations and Tests** section continued (shown above)

- i. *Early dating ultrasound (if dates uncertain)*
- ii. *1st Trimester screen or Maternal Serum*
- iii. *Syphilis Serology*
- iv. *Fetal Anatomy U/S*
- v. *Hep B Surface Antigen*
- vi. *Pelvic Ultrasound*
- vii. *HIV Serology*
- viii. *Vitamin D*
- ix. *Haemoglobinopathy*

13. Scroll down for more fields

The screenshot shows the 'User Defined Field Entry' dialog box with additional fields. The 'Other' field is highlighted in pink and contains the text 'Relevant Tests & Investigations Cont.'. Below it, the 'Pathology Provider' and 'Radiology Provider' fields are highlighted in black and contain the text 'Clinical Details cont.'. Further down, the 'Genetic Services' field is highlighted in pink and contains the text 'Specialist Services Section'. Other fields include 'Diabetes', 'Adolescent', 'Ultrasound', 'Obstetric Medicine', and 'Drug and Alcohol'. A 'OK' button is visible at the bottom right.

a. **Relevant Antenatal Investigations and Tests** section continued (shown above)

- i. *Glucose Tolerance Test*
 - ii. *Other:*
- b. **Other Clinical details** continued (shown in black above)
- i. *Pathology provider*



- ii. *Radiology provider*
- c. **Specialist service/s** required before 20 weeks (shown in pink above)
 - i. *Diabetes*
 - ii. *Adolescent*
 - iii. *Obstetric Medicine*
 - iv. *Drug & Alcohol*

14. Scroll Down for more fields

- a. **Specialist Services** Section continued (shown above)
 - i. *Maternal Fetal Medicine*
 - ii. *Dietician*
 - iii. *Psychology*
 - iv. *Social Work*
 - v. *Reason*

15. Select *File*; Select *Distribute*

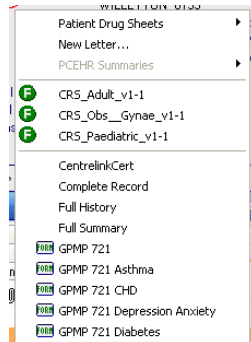
- a. This will open the *Print/Send Screen*

- b. Select *Send electronically to all electronic recipients* (circled in red)
Click *OK* (circled in orange)

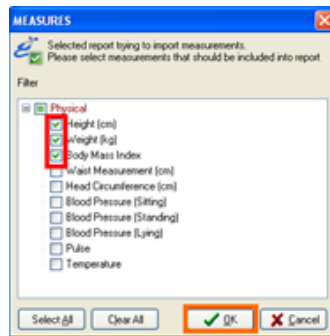


Paediatric Referral Template

1. Open **ZedMed**
2. Select the correct **patient** from the Main appointment screen
3. Right Click the *Documents* Tab to open the *Quick document* menu (shown below)



4. Select the *CRS: Paed v1-1* from the menu
5. Insert the following pre filled section:
 - a. **Measures** (shown below):



- i. Select the Height, weight and BMI to be inserted (circled in red)
 - ii. Click OK (circled in orange)
6. Enter the following merged information into the referral:

NB: these fields are **not compulsory** and cannot be reopened after the *insert* button is clicked.

A screenshot of a dialog box titled 'User Defined Field Entry'. It contains several text input fields: speciality, Name of Specialist, Hospital, Previous Name, Country of Birth, Hospital Name, ATSI Status, Patient Fax, Interpreter required (with Yes/No radio buttons), and which dialect. The 'Refer To Section' text is overlaid on the Name of Specialist field, and the 'Patient Details Section' text is overlaid on the Hospital Name field.

- a. **Refer To** section



- i. *Speciality* for the referral
- ii. Name of the *Referring to Doctor*
- iii. name of the *Hospital* or *Site* for the referral
- b. **Patient Details** section:
 - i. *Previous name*
 - ii. *Country of Birth*
 - iii. *Name of hospital*, if born in WA
 - iv. *ATSI Status*
 - v. *Patient Fax*
 - vi. *Interpreter required*
 - vii. *Which dialect*

7. Scroll down for more fields

User Defined Field Entry

Enter the value for the following user defined fields:

Other special needs

Medicare Eligible
 Yes No

Medicare reference

Medicare expiry

DVA Card Type

MVIT
 Yes No

Worker's Compensation
 Yes No

Mother's Name at time of birth

Discussed with Registrar
 Yes No

OK

a. **Patient Details** section continued:

- i. *Other special needs*
- ii. *Medicare eligible*
- iii. *Medicare Reference*
- iv. *Medicare expiry*
- v. *DVA Card Type*
- vi. *MVIT (motor Vehicle Insurance)*
- vii. *Worker's Compensation*
- viii. *Name of Mother at time of birth*

b. **Referral details**

- i. Has the referral been *discussed with the registrar or consultant?*
- ii. *Name of Registrar*

8. Scroll down for more fields



The screenshot shows a 'User Defined Field Entry' dialog box with the following sections:

- Referral Details cont.:** Registrar Site, Registrar Contact, Referral Advise given.
- Usual GP Section:** Usual GP (Yes/No), Usual GP Name, Usual GP Contact.
- Referral Type Section:** Referred to same place (Yes/No), Suitable for Telehealth Consult (Yes/No), Length of Referral, Renewed Referral.

a. **Referral Details** section continued:

- i. Registrar Site
- ii. Contact Number
- iii. Referral advise given

9. **Usual GP** details

- i. Are you the *usual GP* for this patient
- ii. If not, enter *Name of Usual GP*
- iii. Contact number

10. **Referral Types** details

- i. Does this patient *need to be referred to the same place as before*
- ii. Are they suitable for a *telehealth consultation*
- iii. *Length of referral*
 1. 3 mths
 2. 12 mths
 3. Indefinite

11. Scroll down for more fields

The screenshot shows the 'User Defined Field Entry' dialog box with the following sections:

- Referral Type cont.:** Referred to same place (Yes/No), Suitable for Telehealth Consult (Yes/No), Length of Referral (indefinite), Renewed Referral (Yes/No), Reason for referring.
- Clinical Details Section:** Other Clinical Information, Pathology Provider, Radiology Provider, Other Notes.

a. **Referral Types** Section continued:



- i. *Renewed referral*
 - ii. *Reason for referral*
 - b. **Clinical details**
 - i. *Other clinical information*
 - ii. *Pathology provider*
 - iii. *Radiology provider*
 - iv. *Other notes*
 - 1. *Select File; Select Distribute*
 - c. This will open the *Print/Send Screen*

Print/Send

Interim Print (does not change the queue)

Add to distribution queue if not already queued

Add to distribution queue, even if sent previously

Distribute Now

Send electronically to all electronic recipients

Print Document

Print Envelopes

Document printing preferences

Print one copy if there is a paper recipient

Print one copy

Print a copy for each paper recipient

Print a copy for each recipient

Envelope printing preferences

Print an envelope for each paper recipient

Print an envelope for primary recipient only

Print an envelope for CC recipients only

Print an envelope for every recipient

Print a copy for file

Resend

Print envelopes without tracking

OK Cancel Help

- 12.
 - a. Select *Send electronically to all electronic recipients* (circled in red)
 - b. Click **OK** (circled in orange)

