Write a radiology referral

Create a radiology referral and print it for the patient or Securely Send the referral to the patient using SMS or Email (ideal for telehealth). Secure Send requires Zedmed v36.5 or later.

Considerations:

- To reprint or delete a referral, see the Summary Views article.
- Secure Send uses a generic Radiology Referral template with an electronic signature.
- The Secure Send template must be set up as generic addressees in the Address book.
- Results sent back electronically go to the Results inbox, and printed results can be scanned into the Results inbox.
- The HealthShare integration can be used to cc a practitioner to notify them of the requested pathology test.
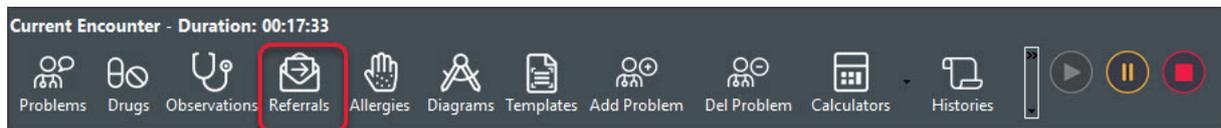
Create a radiology referral

To create a radiology referral:

1. Start an encounter with the patient.

   For a detailed explanation of how to do this, see the Start an Encounter article.

   When the encounter starts, the **Current Encounter** pane will open and display the clinical modules.

2. Select **Referrals** from the **Current Encounter** menu.

   This will open the **Referrals** screen.

3. Select the **Radiology** tab.

   Selecting the recipients

4. In the **Addressee** field, the preferred lab will be selected.

   You can use the drop-down list to select a different addressee.

> **Note**: To use **Secure Send** (e.g. telehealth consultation), select an addressee linked to the 'Zedmed-Radiology Referral' template (generic pathology format that adds your electronic signature). The practice creates these addresses.

5. Use the **Copy To** field if you want to notify a practitioner of the requested test.

   You will be asked if you want to print a copy for the cc'd practitioner when distributing the referral.

   a) Select the **Copy to** Search icon to open the **Address Book Search** screen.

   b) Enter the practitioner's name into the field provided and select **Find**.

   c) Double-click the name to add it to the **Copy to** field.

Composing the referral

6. Enter the **Clinical Notes**.

   Type your notes into the text box. You can also add each condition by selecting those listed under **Clinical Notes.**

7. Select the **Modality.**

   When you select the radiology type, the regions that can be imaged will appear.

8. Select the **Region**.

   Double-click any region shown in the **Favourites** or **All** tab to add it to the **Selected Tests** section.

   - Right-click tests in **Select Tests** to add additional details like left and right.
   - To locate a test in **All**, start typing in the test's name or use the sidebar.
   - To create a new region, right-click the **All** tab, select **Add region**, enter a name and select **OK**.
   - To add a region to the **Favourites**, right-click the region and select **Add to Favourites**.

For the most up-to-date documentation version, visit https://help.zedmed.com.au/help

- To delete a test or remove a favourite, use the right-click menu.
9. Review the tests selected.

   To remove a test, right-click it and select **Remove**.

   The right-click menu also allows you to manually enter a new test and change a test's name.
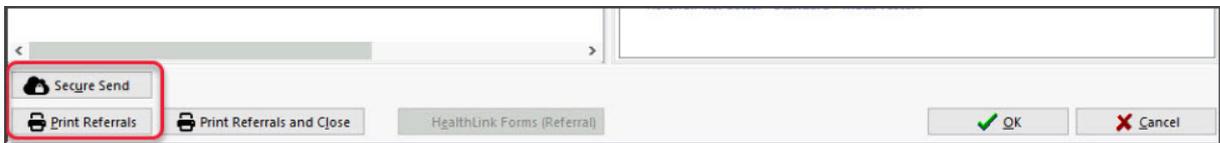10. Review the My Health Record settings.

   Results are uploaded to My Health Record by the laboratory if the patient has not opted out of MHR. Tick **Do not send reports to My Health Record** if you do not want the lab to upload them. To view the settings, see Set up My Health Record.

Sending the referral

11. Select **Order Test**.

   This moves the test to the **Today's Referrals** section.
12. **Print the referral - or - securely send it to the patient.**

Option 1 - Print Referrals

a) Check that the printer contains the correct paper for the laboratory.

b) Select **Print Referrals** and confirm that the right paper is inserted**.**

All referrals in **Today's referrals** that have not been printed will print. You will be prompted to confirm copies for cc'd doctors.

Option 2 - Secure Send (Zedmed v36.5 or later)

Secure Send uses email or ZedSMS to send a referral to the patient or NOK Payer using a link to a secure download page.

This referral uses a standard template and will include your electronic signature.

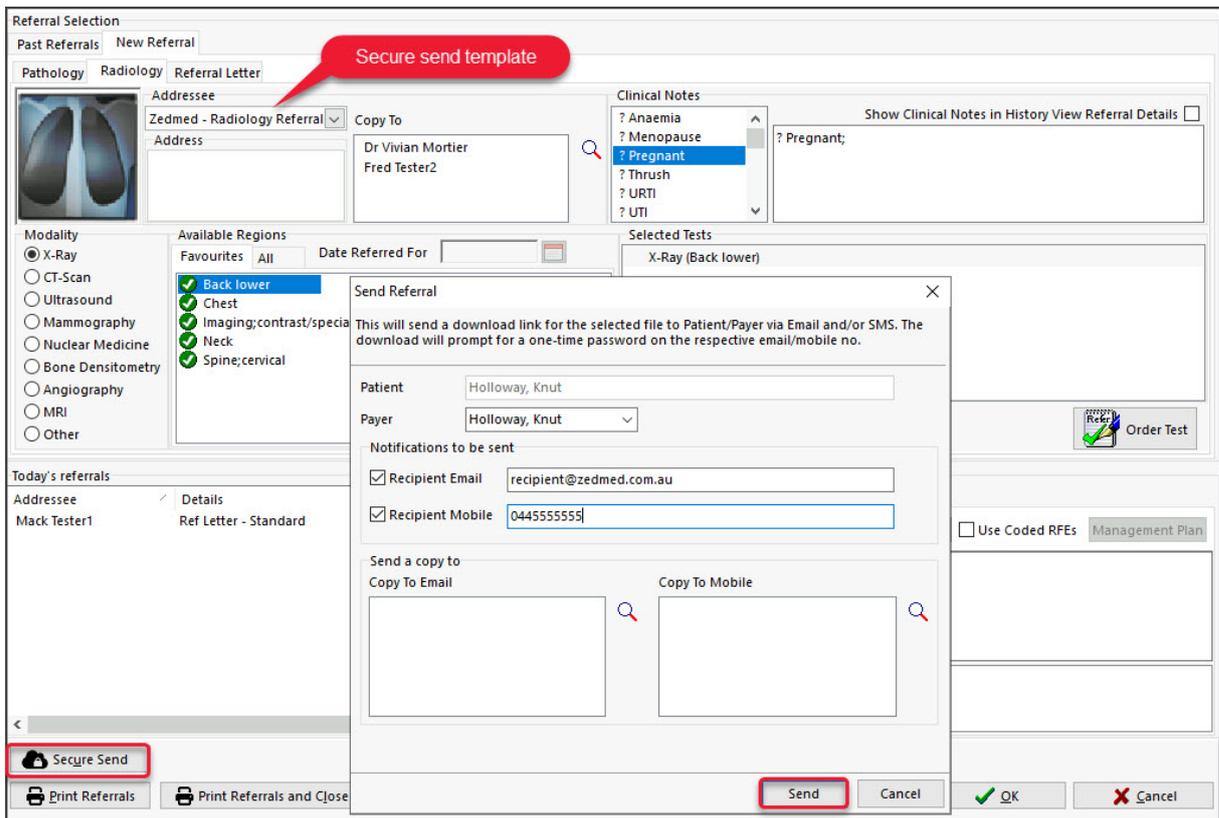To learn more, see the Patient FAQ and dedicated Secure Send guide.

To securely send a radiology referral:

a) Select **Secure Send**.

The **Secure Send** button will open the **Send** screen for the referral in the **Today's Referrals** section.

b) Review the **Send** dialog.

- The title will show the referral's details.
- Select **Recipient Email** or **Recipient Mobile,** depending on the patient's preference.
- Additional recipients can be added using a comma.

Caution: if an incorrect email or mobile number is used, the unintended recipient will be able to access the documents.

c) Optional: **Copy To Mobile** or **Copy To Email** fields using the Clinical Addressbook.

To remove a CC: use right-click > Remove. The **HealthShare** directory is only available for email delivery.

Note: This is different to the referrals **Copy To** field that is used if you want to notify a practitioner of the requested test.

d) Optional: **Pin not required** (v37 and later)

   Overrides the one-time security code requirement - the code sent to the patient to open the portal and access the sent files.

e) Select **Send.**

   A message will display that includes the text 'Delivery successful'.

   The patient will receive a link to download the referral, which will be useable for 7 days.

To view the patient's steps, see the Secure Send guide.

'Template not found' will appear if the referral addressee does not have the Zedmed pathology or radiology template.