

Write a radiology referral

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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.

Referral Selection								
Past Referrals New Referr	al							
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	Chest							
O Mammography	Imaging; contrast/special							
O Nuclear Medicine	Maging; contrast/special							
O Bone Densitometry	Spine;cervical							
O Angiography								
O MRI							ſ	WWW.
Other				Do not send re	ports to My Health	Record		Order Test
Today's referrals				Current Encounter				
Addressee	Details	Prob	lem	Undefined Problem				
Mack Tester1 F	Ref Letter - Standard	Unde	finec	RFE:			Use Coded RFEs	Management Plan
				Referral: Ref Le	tter - Standard - M	lack Tester1		
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Secure Send								
Print Referrals	Print Referrals and Close	H <u>e</u> althLink Forms (Refe	erral)				✓ <u>о</u> к	X Cancel

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.

- 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.

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Secure Send				
Print Referrals	Print Referrals and Close	HgalthLink Forms (Referral)	√ <u>o</u> ĸ	X Cancel

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

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.

Referral Selection								
Past Referrals New Refe	erral	Secure send ten	nlate					
Pathology Radiology	Referral Letter	Occure Send ten	ipiate					
Ad	dressee			Clinical Notes				
Zedmed - Radiology Referral V		Сору То		? Anaemia				/ Referral Details
Ad	dress	Dr Vivian Mortier	Q	? Menopause ? Pregnant	? Pregnant;			
		Fred Tester2		? Thrush				
				? URTI	~			
Modality	Available Regions			? UTI Selected Tests	*			
X-Ray		Referred For		X-Ray (Back low	er)			
O CT-Scan	Back lower	,			ci)		1	
Olltrasound	Chest	Send Referral				×		
Mammography	Imaging;contrast/specia	This will send a downl	oad link for the s	elected file to Patient/Pa	yer via Email and/or SI	/IS. The		
O Nuclear Medicine	Neck Spine;cervical	download will prompt	for a one-time p	assword on the respection	ve email/mobile no.			
O Bone Densitometry	Spine, cervicar	Patient Hol	loway, Knut			12		
Angiography MRI								
Other		Payer Hol	loway, Knut	~				Refer Order Test
O Gandi		Notifications to be	sent					
Today's referrals		Recipient Email	recipient@zed	med.com.au			2	
Addressee /	Details	Recipient Mobile 0445555555			-	6		
Mack Tester1	Ref Letter - Standard		0445555555				Use Coded RFEs	Management Plan
		Send a copy to						
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Secure Send								
Print Referrals	Print Referrals and Close				Send	Cancel	<u>√ о</u> к	X Cancel
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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.