Add Address Book contacts

Version: 3.00 | Last Modified on 26/10/2026 9:22 am AEDT

The clinical Address Book is used to capture contact information for referring doctors, other practitioners, pathology and radiology clinics and hospitals. The Address Book is accessed whenever the user needs to write letters or referrals. It can include the contact's HPI-I so transmitted letters are uploaded to My Health Record and the secure messaging service used by the contact. When setting up a new contact, you will need to obtain specific information so they can be set up correctly.

Add a contact

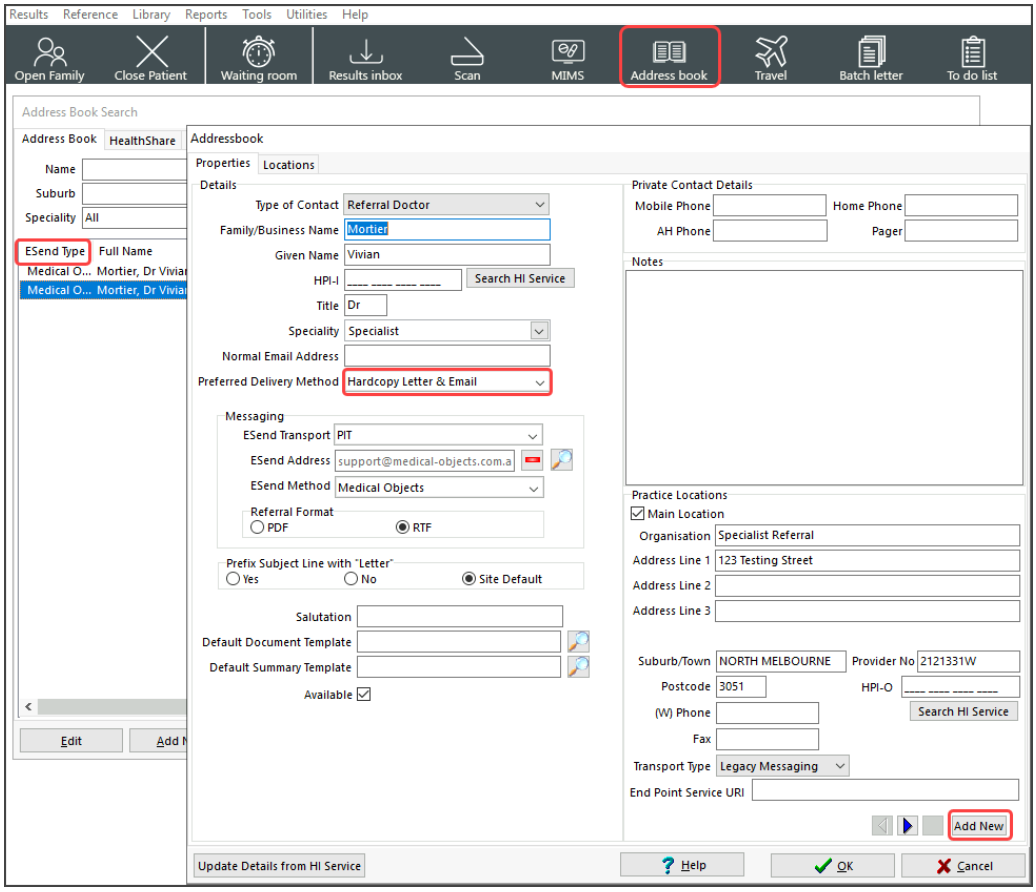
To add contacts to the address book:

1. Open the **Address Book** from the Clinical menu.
2. Select **Zedmed** at the prompt.
3. Search to ensure that the contact does not already exist.
4. Select **Add New**.

   Details section - Important fields
5. Select the **Type of Contact** from the drop-down field.

   The Address Book options will change based on the selection.
6. Enter the contact's name and contact information into the fields provided.
7. Enter the contact's **HPI-I only if you want letters uploaded to the patient's MHR**

   Use the **Search HI Service** button to locate the contact's HPI-I if you want letters that are sent to the contact to be uploaded.



8. **Laboratory Details:** displayed and selectable for Radiology or Pathology contacts.

Secure Messaging

9. **The sender and receiver must be set up with the same secure messaging service.**
10. **Preferred Delivery Method** must include an *Email* option for successful transmission.
11. Medical Objects requires a practitioner provider number to be included in the profile.
12. Enter Secure Messaging provider information.

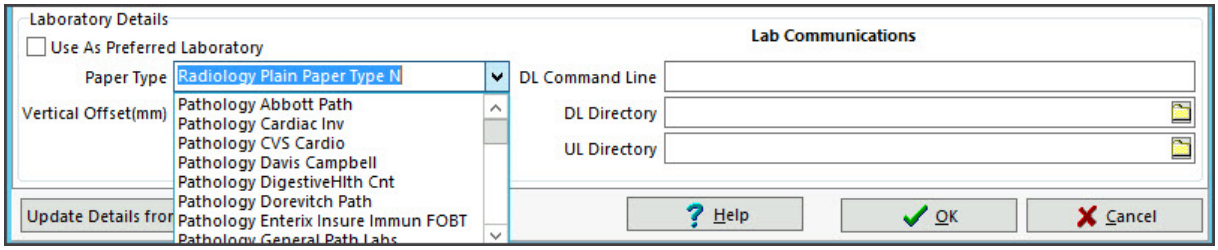
	Medical Objects	Healthlink	Promedicus
ESend Transport	PIT	HL7	HL7
ESend Address	support@medical-objects.com.au	Addressee EDI	Addressee EDI
Referral Format	RTF	PDF	PDF
Preferred Delivery Method	see step 10	Email Only	see step 10

Laboratory details - important fields

If the **Type of Contact** selected from the drop-down was radiology or Pathology, a Laboratory Details section will display.

a. Select the **Paper Type**.

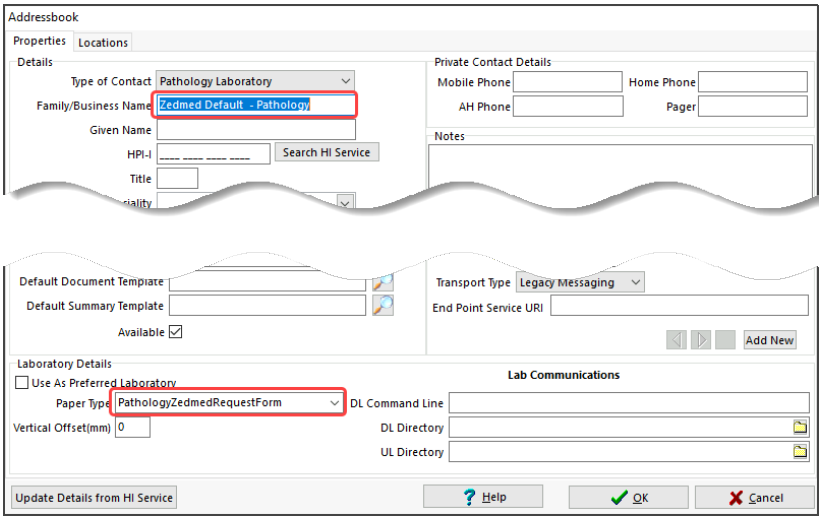
This is the template used to print on the laboratory's branded paper. The template is created by Zedmed for the laboratory.



13. **Practice locations - important fields**
    a. If the practitioner has a Provider number, enter it into the Provider No field. This is used by Medical Objects in sending secure messages.
    b. If an addressee practitioner consults at multiple locations, use the **Add New** button at the bottom right to add the additional locations. Each entry will display separately in the Address Book search results.
    c. Select **OK** when you have finished to save your changes.

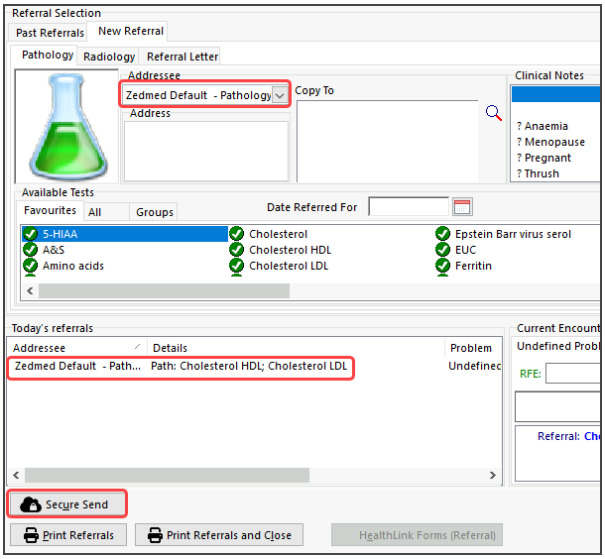
Add a Secure Send laboratory contact

To use Secure Send for laboratory referrals, you must create a pathology addressee with the 'PathologyZedmedRequestForm' template and a radiology addressee with the 'RadiologyZedmedRequestForm' template.



These 2 generic templates are provided by Zedmed for Secure Send, as the other templates are designed to be printed on laboratory-specific paper. These generic templates also support electronic signatures, and the practitioner who is logged in will have their signature automatically added to the referral.

Secure Send is ideal for telehealth and remote consultations where the practitioner cannot print a referral for the patient. Practitioners must select the pathology or radiology address linked to the generic secure send template, and the referral will be sent directly to the patient.


Referral Selection
Past Referrals
New Referral
Pathology
Radiology
Referral Letter
Addressee
Zedmed Default - Pathology
Copy To
Address
Clinical Notes
? Anaemia
? Menopause
? Pregnant
? Thrush
Available Tests
Favourites
All
Groups
Date Referred For
5-HIAA
A&S
Amino acids
Cholesterol
Cholesterol HDL
Cholesterol LDL
Epstein Barr virus serol
EUC
Ferritin
Today's referrals
Addressee
Details
Problem
Zedmed Default - Path...
Path: Cholesterol HDL; Cholesterol LDL
Undefinec
Current Encount
Undefined Probl
RFE:
Referral: Ch
Secure Send
Print Referrals
Print Referrals and Close
HealthLink Forms (Referral)