Clinical Address Book

Last Modified on 01/05/2024 9:20 am AEST

The practice's 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 MyHealth 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:

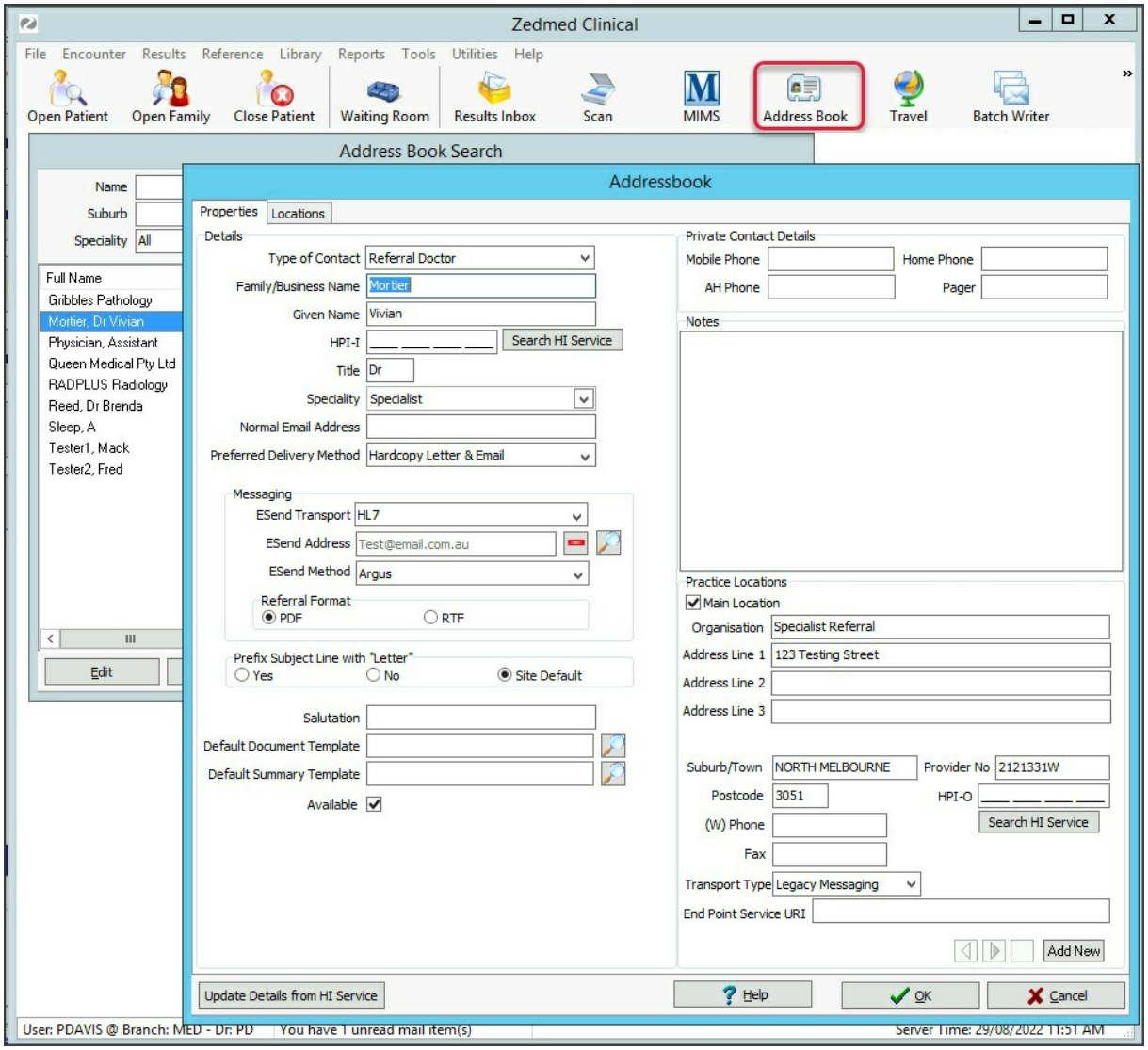
1. Open the **Address Book** from the Clinical menu.
2. Conduct a search to ensure that the contact does not already exist.
3. Select **Add New**.
4. Select the **Type of Contact** from the drop-down field.

   The screen will change based on the selection.
5. Enter the contact's name and contact information into the fields provided.
6. Enter the contact's **HPI-I.**

   Use the **Search HI Service** button to locate and add the contact's HPI-I. If this is not added, letters sent to the contact will not be uploaded to MyHeatlh records as an HPI-I is needed at both ends of the communication.
7. Complete the **Messaging** section**.**

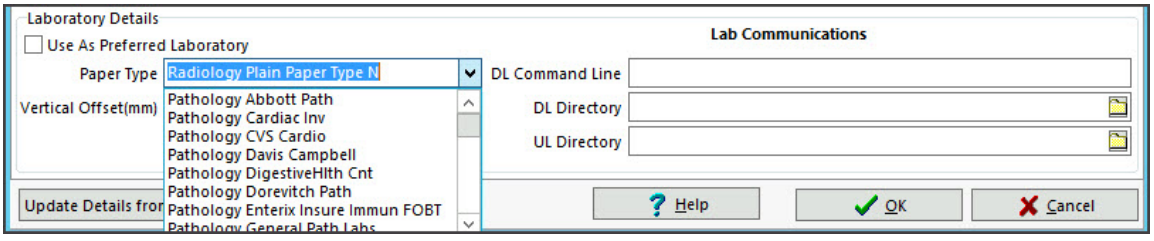
   This section is for contacts that use a secure messaging service: Argus, Healthlink, Medical Objects and Promedicus. The service will be used to send Referral letters to specialists and hospitals using the letter writer **Distribute** option.

   Check the following:
   - The sender and recipient must be set up with the same secure messaging service.
   - ESend Transport: will usually be HL7, but check with the contact.
   - ESend Address: the email address provided by the contact.
   - ESend Method: the secure messaging service the client uses (HealthLink, Argus or Promedicus).
8. For Contacts using Medical Objects, see the Medical Objects Knowledge Base.



9. **Laboratory Details:** for Radiology or Pathology contacts.
    - Select the **Paper Type**.

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

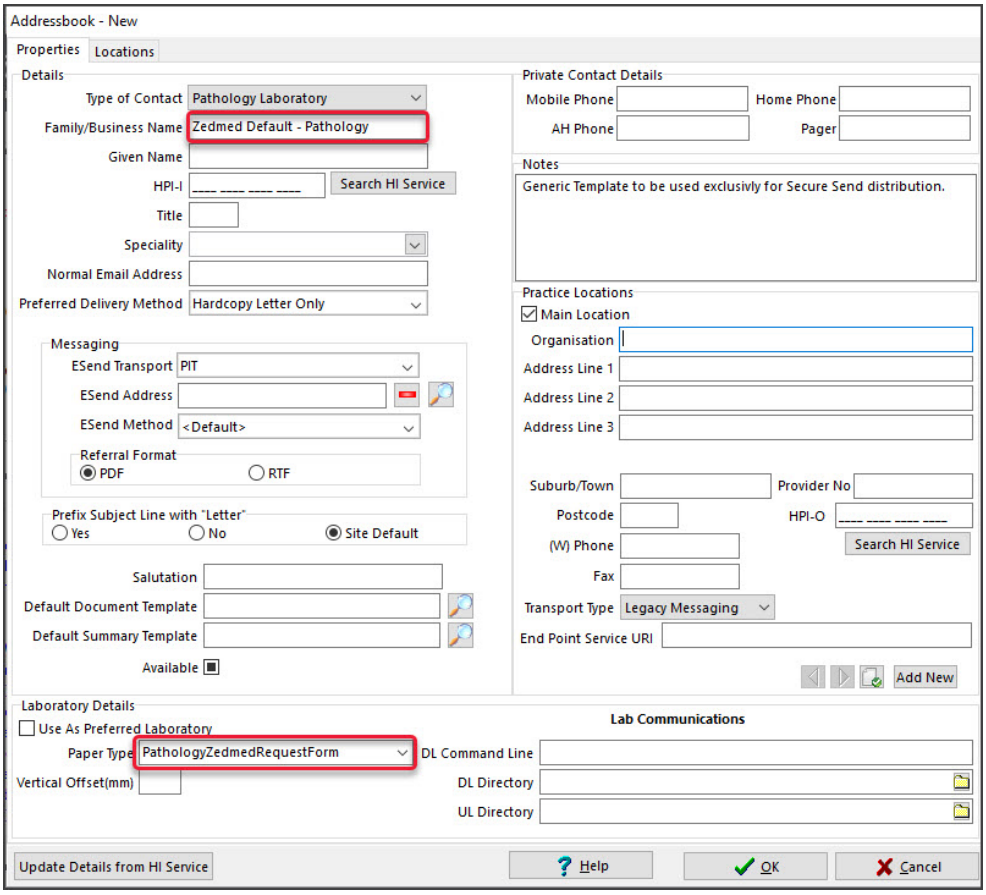


    - Select if this should be the **Preferred Laboratory.**
10. Select **OK** when you have finished to save your changes.

Add a Secure Send contact

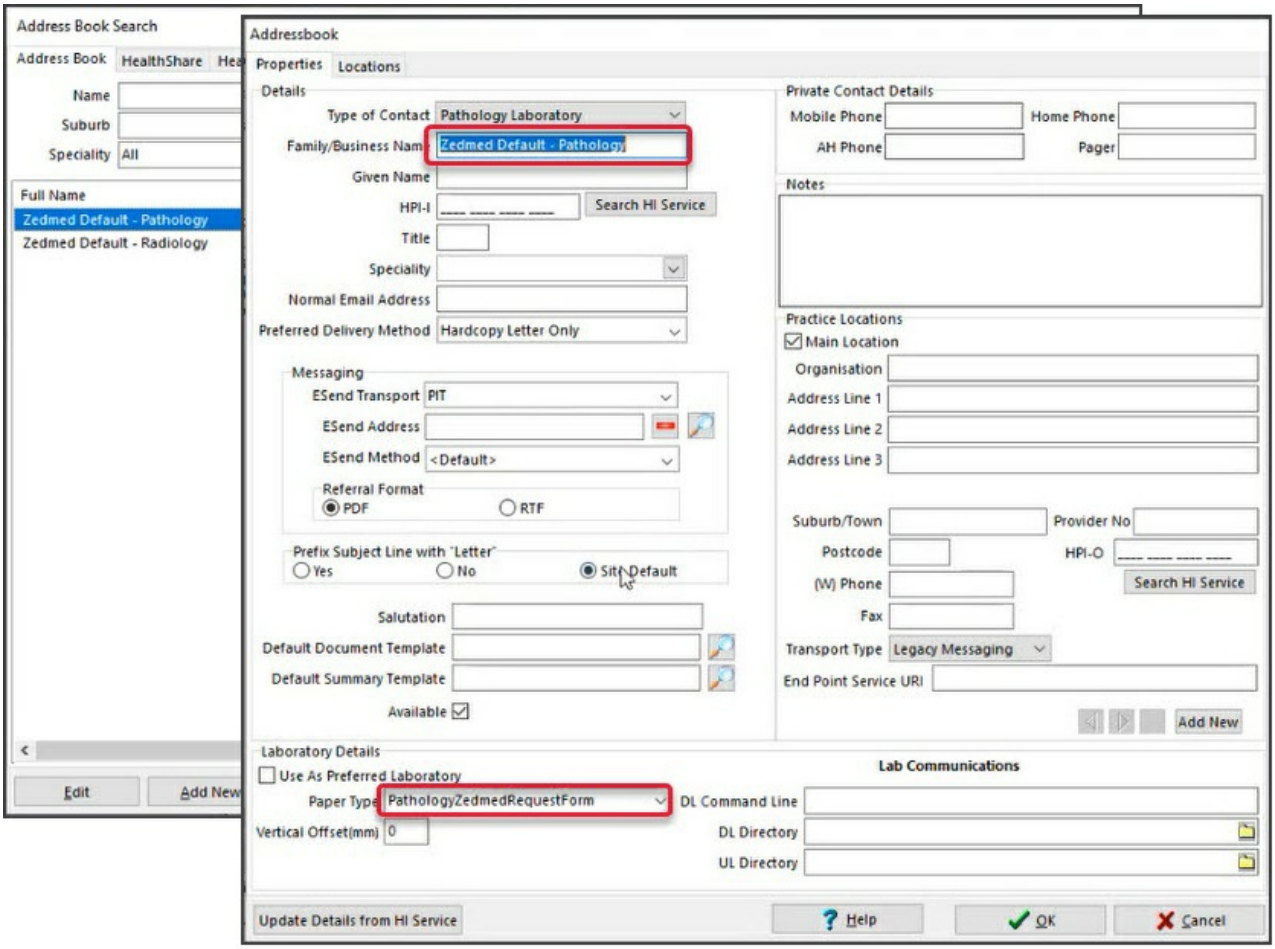
To use Secure Send for laboratory referrals, you must create a pathology addressee with the 'PathologyZedmedRequestForm' template and a radiology addressee with the 'RadiologyZedmedRequestForm'

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.


Address Book Search
Address Book
HealthShare
Name
Suburb
Speciality
All
Full Name
Zedmed Default - Pathology
Zedmed Default - Radiology
Edit
Add New
Addressbook
Properties
Locations
Details
Type of Contact
Pathology Laboratory
Family/Business Nam
Zedmed Default - Pathology
Given Name
HPI-I
Search HI Service
Title
Speciality
Normal Email Address
Preferred Delivery Method
Hardcopy Letter Only
Messaging
ESend Transport
PIT
ESend Address
ESend Method
<Default>
Referral Format
PDF
RTF
Prefix Subject Line with "Letter"
Yes
No
Site Default
Salutation
Default Document Template
Default Summary Template
Available
Private Contact Details
Mobile Phone
Home Phone
AH Phone
Pager
Notes
Practice Locations
Main Location
Organisation
Address Line 1
Address Line 2
Address Line 3
Suburb/Town
Provider No
Postcode
HPI-O
(W) Phone
Search HI Service
Fax
Transport Type
Legacy Messaging
End Point Service URI
Add New
Laboratory Details
Use As Preferred Laboratory
Paper Type
PathologyZedmedRequestForm
Vertical Offset(mm)
0
Lab Communications
DL Command Line
DL Directory
UL Directory
Update Details from HI Service
Help
OK
Cancel