

# Add Address Book contacts

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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 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 Addressbook 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.

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.

	Zedmed Clinica	ai 📃 🗖
Encounter Results	Reference Library Reports Tools Utilities Help	
en Patient Open Fai	mily Close Patient Waiting Room Results Inbox Scan	MIMS Address Book Travel Batch Writer
	Address Book Search	
Name	Ac	dressbook
Suburb	Properties Locations	
Speciality All	Details	Private Contact Details
Full Name	Type of Contact Referral Doctor	Mobile Phone Home Phone
Gribbles Pathology	Family/Business Name	AH Phone Pager
Mortier, Dr Vivian	Given Name Vivian	Notes
Physician, Assistant	HPI-I Search HI Service	
gueen Medical Pty Ltd BADPLUS Badiologu	Title Dr	
Reed, Dr Brenda	Speciality Specialist	
Sleep, A	Normal Email Address	
Fester1, Mack	Preferred Delivery Method Hardcopy Letter & Email 🗸	
i ester2, Fred	Manager	
	ESend Transport HL7	
	ESend Address Test@email.com.au	
	ESend Method Annue	
	Defend French	Practice Locations
		Main Location
Edit	Prefix Subject Line with "Letter" Ves No Osite Default	Address Line 1 123 Testing Street
- 1		Address Line 2
	Salutation	Address Line 3
	Default Document Template	
	Default Summary Template	Suburb/Town NORTH MELBOURNE Provider No 2121331W
	Available 🖌	Postcode 3051 HPI-O
		(W) Phone Search HI Service
		Fax
		Transport Type Legacy Messaging V
		End Point Service URI
		árdi Nau

8. Laboratory Details: for Radiology or Pathology contacts.

#### Messaging section - Important fields

9. Enter Secure Messaging provider information.

This section is for contacts that use a secure messaging service: Healthlink, Medical Objects and Promedicus.

The service sends Referrals and letters to specialists and hospitals, and the sender and recipient must be set up with the same secure messaging service.

Check the following:

• **ESend Transport**: For most services, it will be HL7.

Medical Objects customers use PIT.

- ESend Address: this email address will be provided for the contact by their messaging provider.
  - Select the Search icon to open the ESend Email Search table of existing addresses.
  - Select an address or select Add new and enter the address and practice name.
- ESend Method: the secure messaging service the client uses.

Medical Objects customers use <a href="mailto:support@medical-objects.com.au">support@medical-objects.com.au</a>

Referral format is the format Zedmed sends a letter in. PDF is the default and recommended format.

Medical Objects customers use RTF.

Example for Medical Objects

ESend Transport	PIT	$\sim$
ESend Address	support@medical-objects.com.a	-
ESend Method	Medical Objects	~
Referral Format	0	

10. For Contacts using Medical Objects, see the Medical Objects Knowledge Base.

#### Laboratory details - important fields

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

11. Select the Paper Type.

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

12. Select if this should be the Preferred Laboratory.

Laboratory Details			Lab Comn	nunications		
Paper Type	Radiology Plain Paper Type N	*	DL Command Line			
Vertical Offset(mm)	Pathology Abbott Path Pathology Cardiac Inv Pathology CVS Cardio Pathology Davis Campbell Pathology Dinastive/Ith Cot	^	DL Directory [ UL Directory [			
Update Details from	Pathology Dorevitch Path Pathology Enterix Insure Immun FOBT Pathology General Path Lahs	~		<b>?</b> <u>H</u> elp	<b>√</b> <u>o</u> ĸ	X Cancel

#### Practice locations - important fields

- 13. If the practitioner has a Provider number, enter it into the Provider No field. This is used by Medical objects in sending secure messages.
- 14. 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.

ddressbook - New	
Properties Locations	
Details	Private Contact Details
Type of Contact Pathology Laboratory $\sim$	Mobile Phone Home Phone
Family/Business Name Zedmed Default - Pathology	AH Phone Pager
Given Name	Notes
HPI-I Search HI Service	Generic Template to be used exclusivly for Secure Send distribution.
Title	
Speciality	
Normal Email Address	
Preferred Delivery Method Hardcopy Letter Only	Practice Locations
······································	Main Location
Messaging	Organisation
ESend Transport PIT 🗸 🗸	Address Line 1
ESend Address 📃 🗾	Address Line 2
ESend Method <default></default>	Address Line 3
Referral Format	
0.0	Suburb/Town Provider No
Prefix Subject Line with "Letter"	Postcode HPI-O
Ves No Site Default	(W) Phone Search HI Service
Salutation	Fax
Default Document Template	Transport Type Legacy Messaging V
Default Summary Template	End Point Service URI
Available	Add New
Laboratory Details	
Use As Preferred Laboratory	Lab Communications
Paper Type PathologyZedmedRequestForm VDL C	ommand Line
Vertical Offset(mm)	DL Directory
	UL Directory
Undate Datails from HI Consist	7 Help

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	Addressbook	
Address Book HealthShare Hea	Properties Locations	
Name	Details	Private Contact Details
Suburb	Type of Contact Pathology Laboratory 🗸 🗸	Mobile Phone Home Phone
Speciality All	Family/Business Nam	AH Phone Pager
	Given Name	Notes
Full Name	HPI-I Search HI Service	
Zedmed Default - Pathology	Title	
Zedmed Default - Radiology		
	Speciality	
	Normal Email Address	Product acceleration
	Preferred Delivery Method Hardcopy Letter Only 🗸	Main Location
	Managing	Organisation
	ESend Transport PIT	Addrard line 1
	ESend Address	Address Line 2
	ESend Method <default></default>	Address Line 3
	Referral Format	
	PDF ORTF	Suburb/Town Provider No
	Prefix Subject Line with "Letter"	Postcode
	O Yes O No O Sith Default	All Ohana
		(w) Phone Search Hi Service
	Salutation	Fax
	Default Document Template	Transport Type Legacy Messaging 🗸
	Default Summary Template	End Point Service URI
	Available 🗹	add New
	Laboratory Details	
	Use As Preferred Laboratory	Lab Communications
Edit Add New	Paper Type PathologyZedmedRequestForm VDL Comman	id Line
	Vertical Offset(mm) 0 DI Dir	rectory
	UL Dir	
	Undate Details from HI Service	7 Help
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