

HealthShare administration

Last Modified on 10/04/2024 2:24 pm AEST

Zedmed's Address Book is fully integrated with **HealthShare** so practitioners have access to Australia's largest Specialist and Allied Health directory. HealthShare requires Zedmed v36.3.3 or later.

Considerations

- HealthShare is for printed referrals only -it does not support secure messaging (HealthLink, Argus etc).
- For referral letters, practitioners can choose an addressee from the **Zedmed** Address book or the **HealthShare** directory.
- For laboratory referrals, practitioners can use the cc: option to add a practitioner from HealthShare to inform them of the lab request.

Setting the default Address Book tab

Requirements

The HealthShare directory requires internet access. Users with restricted internet access, such as Citrix, RDP and Cloud users, will need their firewall to allow access to <https://www.healthshare.com.au>.

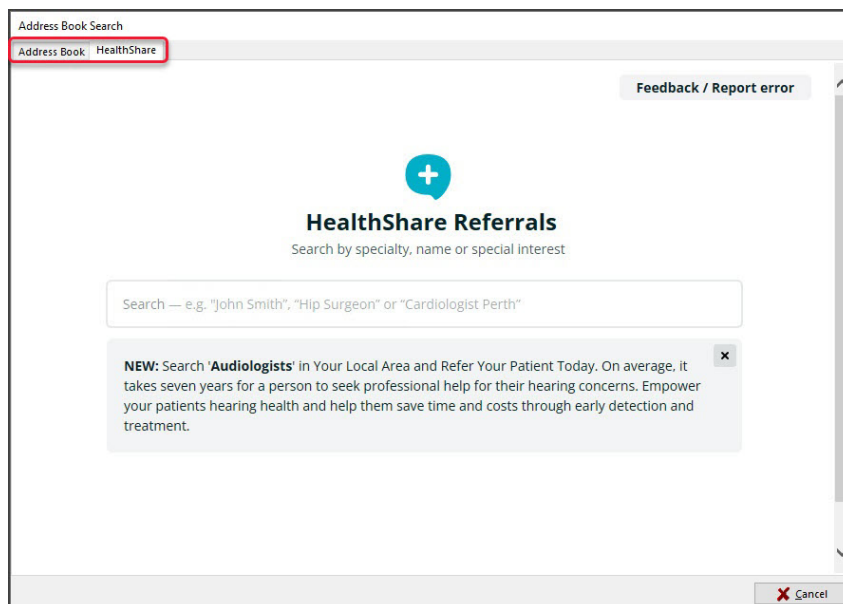
Considerations

Referrals and letters for HealthShare recipients cannot be sent using secure messaging (HealthLink, Argus etc). Only contacts added to the **Clinical Address** book by the practice can support secure messaging.

Selecting the default

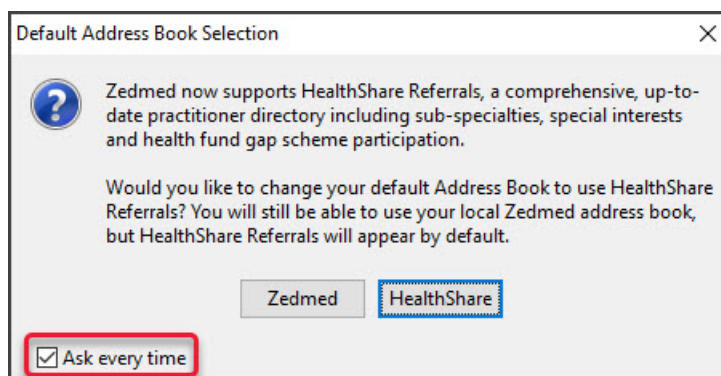
The **Zedmed Address Book** has two directory tabs:

- The **Address Book** tab is a directory of contacts added to Zedmed by the practice.
- The **HealthShare** tab is for HealthShare's Specialist and Allied Health directory.



When you open the address book, the **Default Address Book Selection** dialog will open:

- If you untick **Ask every time**, the Address Book will default to the tab for the current selection: Zedmed or HealthShare.
- If you leave **Ask every time** selected, you will receive this prompt each time you open the address book.

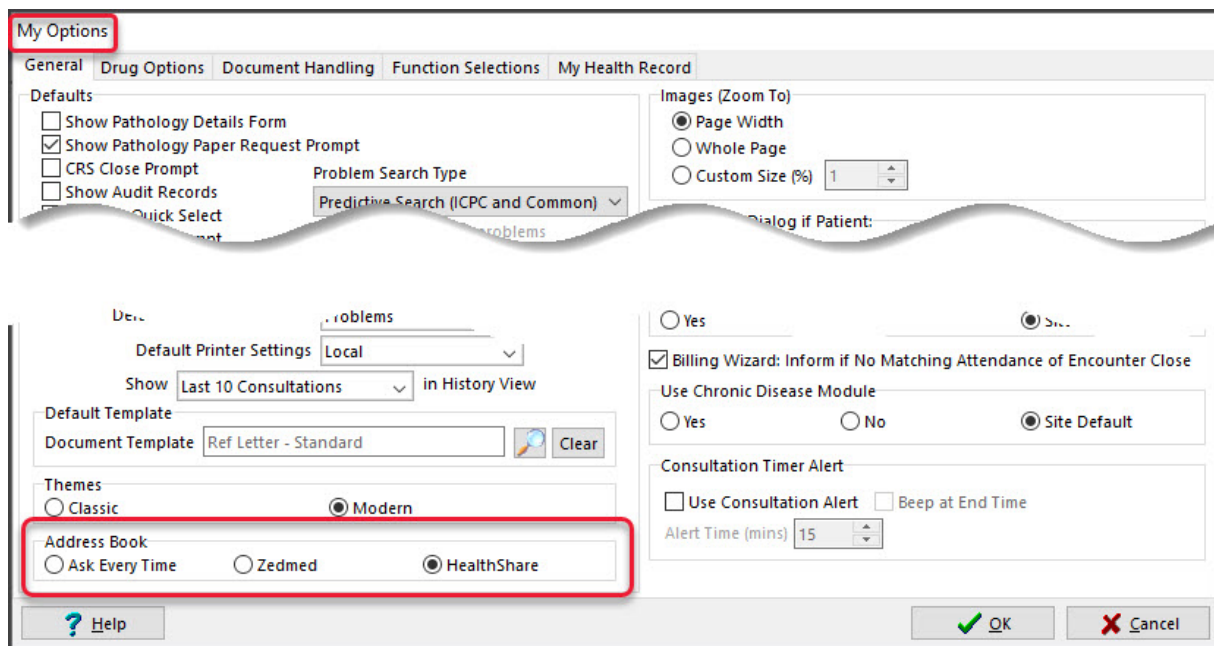


To manually set or change the default tab:

1. Open Zedmed **Clinical**.
2. Select **Tools > My Options**.

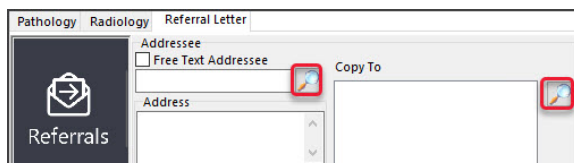
The **My Options** screen will open

3. In the **Address Book** section, select **Zedmed** or **HealthShare**.



Using the HealthShare directory

When creating a letter or referral, the search icon by the addressee opens the Address Book, where you can then select the HealthShare directory.



Zedmed features that open the Address Book include:

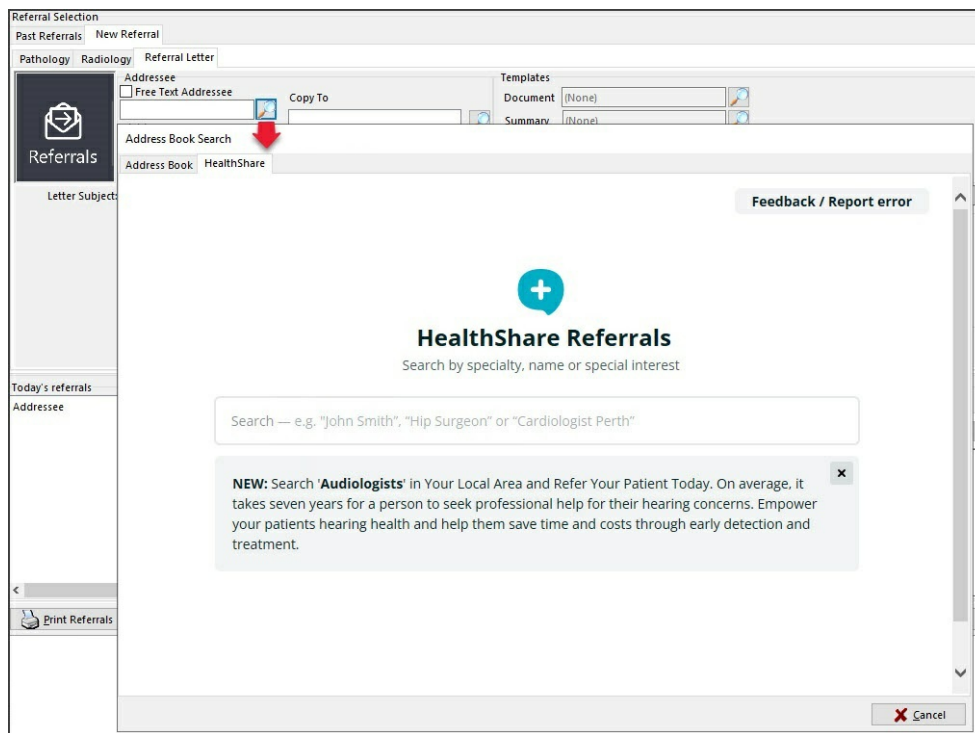
- **Referral Letters** (Addressee and Copy To)
- **Pathology Referrals** (Copy To)
- **Radiology Referrals** (Copy To)
- Quick Docs **New Letter** (To: and Cc:)
- **Batch Letters** (To: and Cc:)
- **Clinical Records** (Other Clinicians tab)

To add a HealthShare directory recipient to a letter or referral:

1. Open the Zedmed Address book.

In this example, we will use the Referral Letters module.

2. If the **HealthShare** tab is not the default, select the HealthShare tab or HealthShare on the dialog prompt.



3. Search for the practitioner.

When you start typing, a drop-down results menu will appear.

You can type in the:

- **Practitioner name**

Select a practitioner from the list shown and their profile will open, as shown in the screenshot below.

- **Practice name**

Select the practice from the list, then select a practitioner at the practice or use the practice as the recipient.

- **Specialty name**

Select the specialty then either enter the location to filter the results or select a practitioner from the list.

Address Book Search

Address Book HealthShare

Back Feedback / Report error

Search — e.g. "John Smith", "Hip Surgeon" or "Cardiologist Perth"

eastwood

Send practitioner profile to patient:
This service is free and comes from a no-reply number.

☐ Patient's mobile: Send profile

Write referral (2 practice locations):

Write referral

Specialties
[Chiropractor](#)

Fees and health fund info
[See fees info >](#)

Bio
Dr Sean Eastwood is an Australian-based health professional. Sean is... [Read more](#)

Cancel

4. Select Write Referral or Write Letter

This will be to the practitioner or practice, as shown in the scenarios below for a referral.

There are 3 ways to do this:

a) To the practitioner from the practitioner page.

Back Feedback / Report error

Search — e.g. "John Smith", "Hip Surgeon" or "Cardiologist Perth"

JD Dr John Doe

♂ Male

Send practitioner profile to patient:
This service is free and comes from a no-reply number.

☐ Patient's mobile: Send profile

Write referral (2 practice locations):

☒ Bondi Junction NSW - Dr John Doe's Practice
15 Bondi Street
(02) 9999 9999 [More info >](#) **Select address**

☐ Sydney NSW - Dr John Doe's Second Practice
Suite 1, 123 George Street
(02) 9999 9999 [More info >](#)

Write referral to the practitioner

Write referral ☐ Send profile to patient's mobile
This service is free and comes from a no-reply number

Specialties
[Nuclear Medicine Physician](#)

Special interests
Paediatric radiology, Radionuclide radiology

Fees and health fund info
[See fees info >](#)

Bio
Dr John Doe is an Australian-based health professional. John is... [Read more](#)

b) To the practice or practitioner from the practice page.

[Back](#)
[Feedback / Report error](#)

Search — e.g. "John Smith", "Hip Surgeon" or "Cardiologist Perth"

John Doe's practice

15 Bondi Street
Bondi Junction NSW
2022 — [1 other location](#)

(02) 0000... [Show phone number](#)
(02) 0000... [Show fax number](#)

[Write referral](#)

[Write referral to the practice](#)

Practitioners (1)

[Report issue](#)

Your patient's treatment costs may be reduced when the practitioner participates in a health fund member arrangement.


[Select health fu... ▾](#)

Dr John Doe [Show profile →](#)

Nuclear Medicine Physician

15 Bondi Street, Bondi Junction NSW 2022

Special interests: Paediatric radiology, Radionuclide radiology



[Write referral](#)

[Write referral to the practitioner](#)

Tc) o the practice or practitioner from the practice group page.

[Back](#)
[Feedback / Report error](#)

Search — e.g. "John Smith", "Hip Surgeon" or "Cardiologist Perth"

John Doe's practice group

Practitioners (1)

[Report issue](#)

Your patient's treatment costs may be reduced when the practitioner participates in a health fund member arrangement.


[Select health fu... ▾](#)

Dr John Doe [Show profile →](#)

Nuclear Medicine Physician

Bondi Junction NSW, Sydney NSW

Special interests: Paediatric radiology, Radionuclide radiology



[Write referral](#)

[Write referral to the practitioner](#)

2 Practice Locations

Sydney NSW

Suite 1, 123 George Street

(02) 9999... [Show phone number](#)
(02) 9999... [Show fax number](#)

[Write referral](#)

Bondi Junction NSW

15 Bondi Street

(02) 0000... [Show phone number](#)
(02) 0000... [Show fax number](#)

[Write referral](#)

[Write referral to the practice](#)

5. The practice or practitioner will be added as a recipient for the referral or letter.

These are the fields next to the Address book/search icon.

Referral Selection

Past Referrals New Referral

Pathology Radiology Referral Letter

Referrals

Addressee

☐ Free Text Addressee

Health Hill

Address

4 Ring Road
Box Hill 3128

Copy To

Templates

Document Ref Letter - Standard

Summary (None)

Letter Subject:

Other

☐ No Result Expected

☐ Send as CDA / e-Letter

Write Letter

Today's referrals

Addressee Details Problem

Current Encounter

Undefined Problem

RFE:

☐ Use Coded RFEs

Management Plan

Print Referrals Print Referrals and Close HealthLink Forms (Referral) Help OK Cancel

6. Complete the letter or referral.

- Referral Letters
- Pathology Referrals
- Radiology Referrals
- Clinical Letters
- Batch Letters