

HealthShare directory

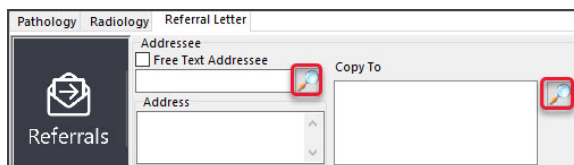
Version: 1.00 | Last Modified on 17/06/2025 9:42 am AEST

HealthShare is Australia's largest Specialist and Allied Health directory and can be used to produce printed referral letters. Requires Zedmed v36.3.3 and later.

Considerations

- When you look up an addressee, you will choose the **Zedmed** Address book or the **HealthShare** directory.
- HealthShare is for printed referrals only, and it does not support secure messaging (e.g. HealthLink).
- For laboratory referrals, you can use the cc: option to add a practitioner from HealthShare to inform them of the lab request.
- HealthShare's defaults can be **configured for the practice**.

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 and 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

Dr Sean 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:

Scenario1 : 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

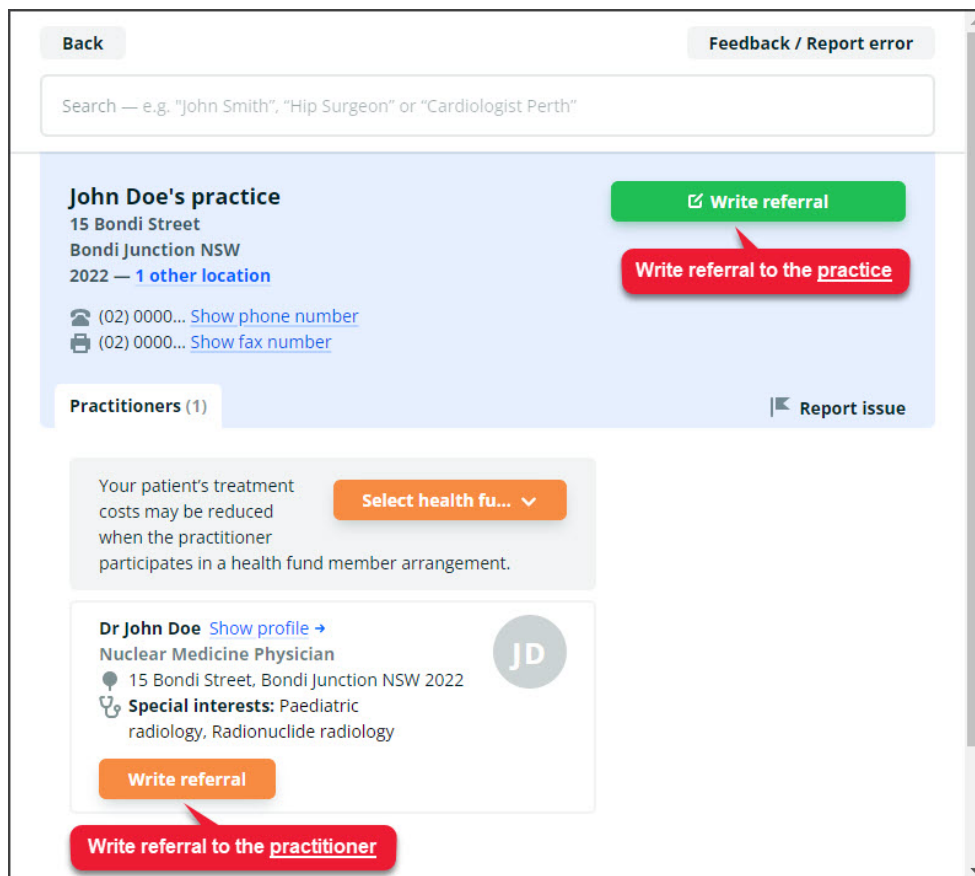
Specialties
[Nuclear Medicine Physician](#)

Special interests
Paediatric radiology, Radionuclide radiology

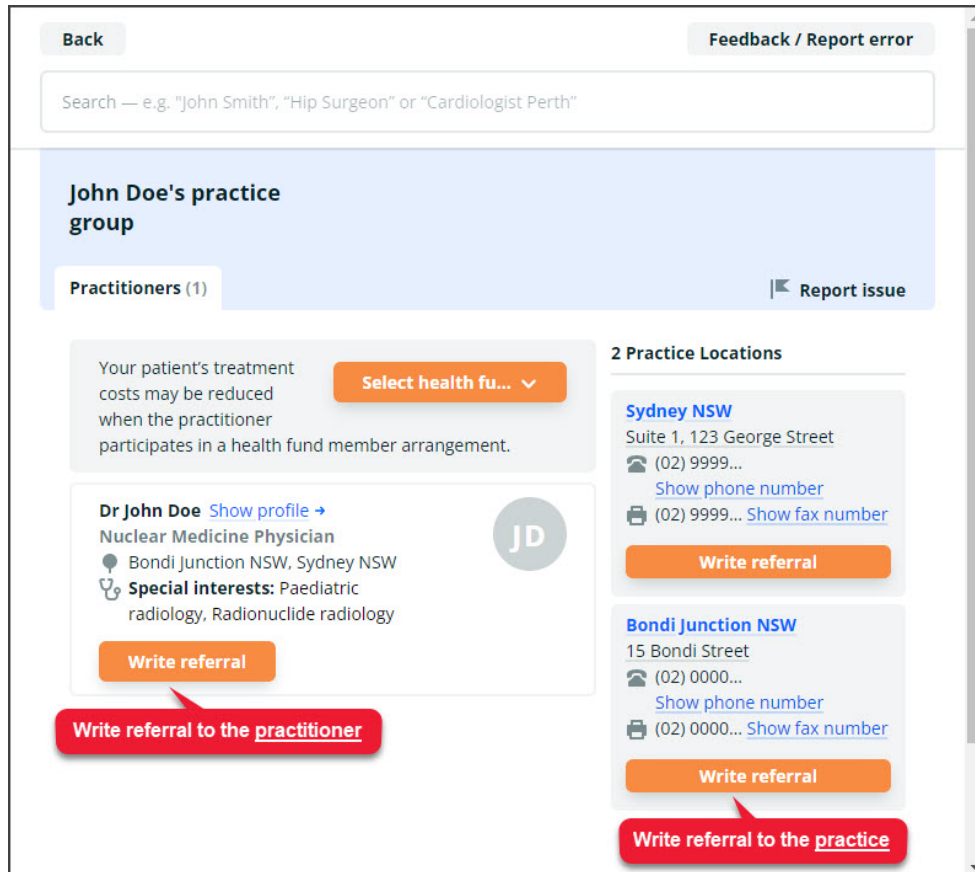
Fees and health fund info
[See fees info >](#)

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

Scenario 2: To the practice or practitioner from the practice page.



Scenario 3: To the practice or practitioner from the practice group page.



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

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

The screenshot shows the 'Referral Selection' window with the following components:

- Top Bar:** 'Past Referrals' and 'New Referral' tabs.
- Navigation:** 'Pathology', 'Radiology', and 'Referral Letter' buttons.
- Left Panel:** A 'Referrals' icon and a list of 'Today's referrals' with columns for 'Addressee', 'Details', and 'Problem'.
- Main Form:**
 - Addressee:** Includes a 'Free Text Addressee' checkbox, a search icon, and a text field containing 'Health Hill' and '4 Ring Road Box Hill 3128'.
 - Copy To:** A large empty text area.
 - Templates:** Fields for 'Document' (set to 'Ref Letter - Standard') and 'Summary' (set to '(None)').
 - Letter Subject:** A large text area.
 - Other:** A section with checkboxes for 'No Result Expected' and 'Send as CDA / e-Letter', and a 'Write Letter' button with a document icon.
- Bottom Bar:** Buttons for 'Print Referrals', 'Print Referrals and Close', 'HealthLink Forms (Referral)', 'Help', 'OK', and 'Cancel'.

Complete the letter or referral.

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