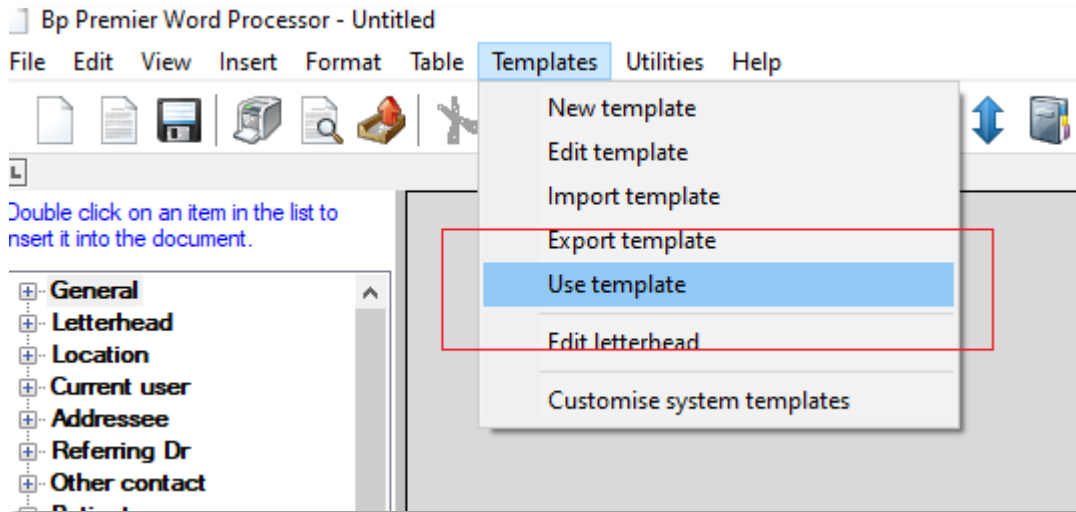
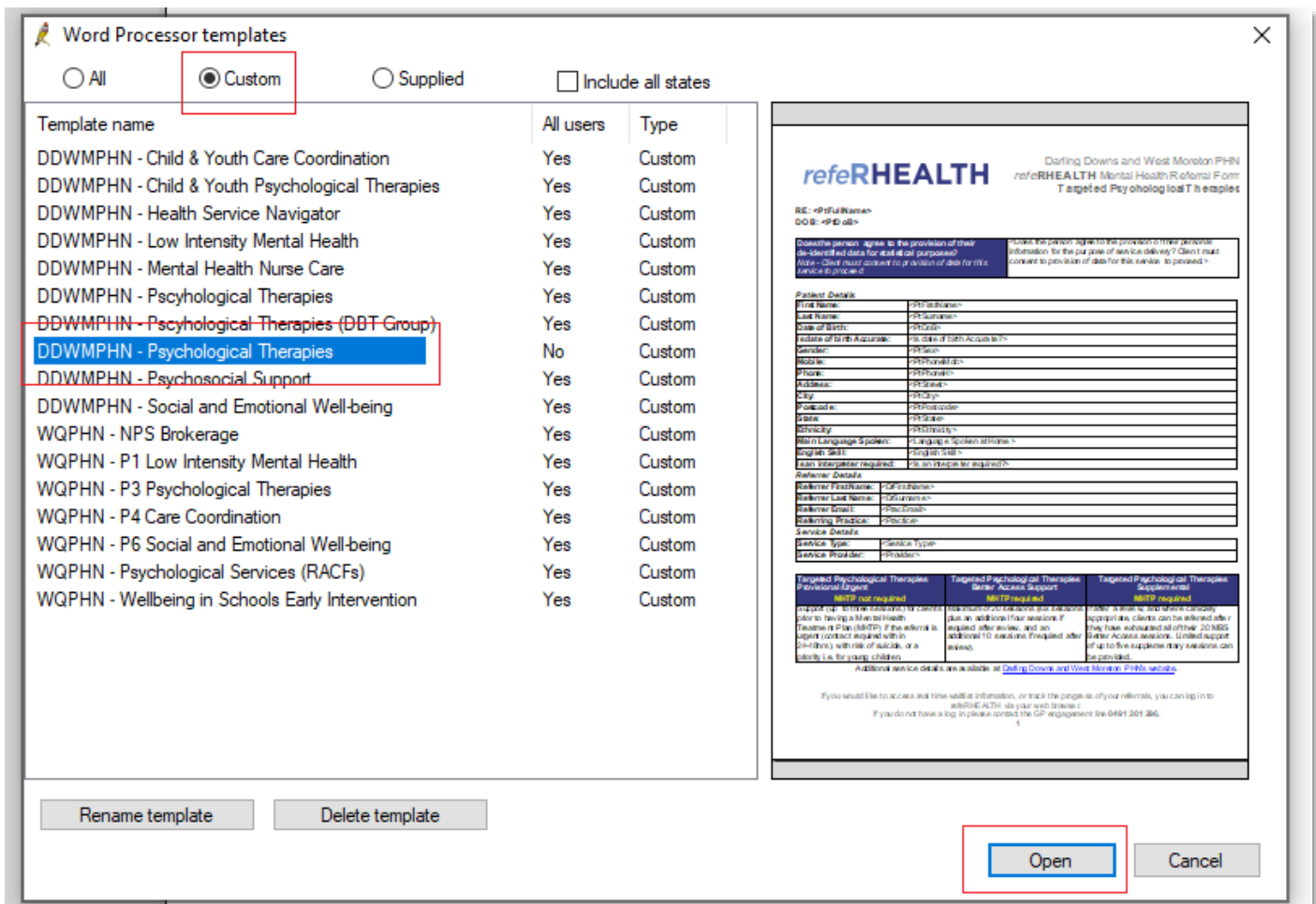


Using refeRHEALTH templates in Best Practice

1. Open the Word Processor while in a patient file.
2. Once in the Letter Writer, click 'Templates', 'Use Template':



3. Select 'Custom', then click the template for the service you wish to use, then click 'Open':



- You will be prompted to complete some custom fields, of particular importance is the 'Service Type' – which is where you select the specific service you wish to refer to, and 'Provider', the provider who will deliver the service, then click 'Insert':

DDWMPHN - Psychological Therapies

Does the person agree to the provision of their personal information for the purpose of service delivery? Client must consent to provision of data for this service to proceed.	Yes
Is date of birth Accurate?	Yes - Accurate
Language Spoken at Home	English
English Skill	N/A - Under 5yo or only speaks English
Is an interpreter required?	No
Service Type	
Provider	Youthrive
If the service provider is not able to take the referral, are you comfortable with this referral being assigned to the next available provider?	
Reason for referral?	
GP Mental Health Treatment Plan Completed?	
Is there an active suicide risk for this client?	
Current Medications	Antipsychotics (N05A) Anxiolytics (N05B) Hypnotics and sedatives (N05C) Antidepressants (N06A) Psychostimulants and nootropics (N06B)
Additional comments regarding this referral	

- The template will auto complete with the inserted fields and patient details:

RE: Annie Jones
DOB: 12/05/1982

Does the person agree to the provision of their de-identified data for statistical purposes? <small>Note - Client must consent to provision of data for this service to proceed</small>	Yes
--	-----

Patient Details

First Name:	Annie
Last Name:	Jones
Date of Birth:	12/05/1982
Is date of birth Accurate:	Yes - Accurate
Gender:	Female
Mobile:	
Phone:	
Address:	123 Elliott St
City:	Newcastle
Postcode:	2300
State:	NSW
Ethnicity:	Aboriginal/Torres Strait Islander
Main Language Spoken:	English
English Skill:	N/A - Under 5yo or only speaks English
Is an interpreter required:	No

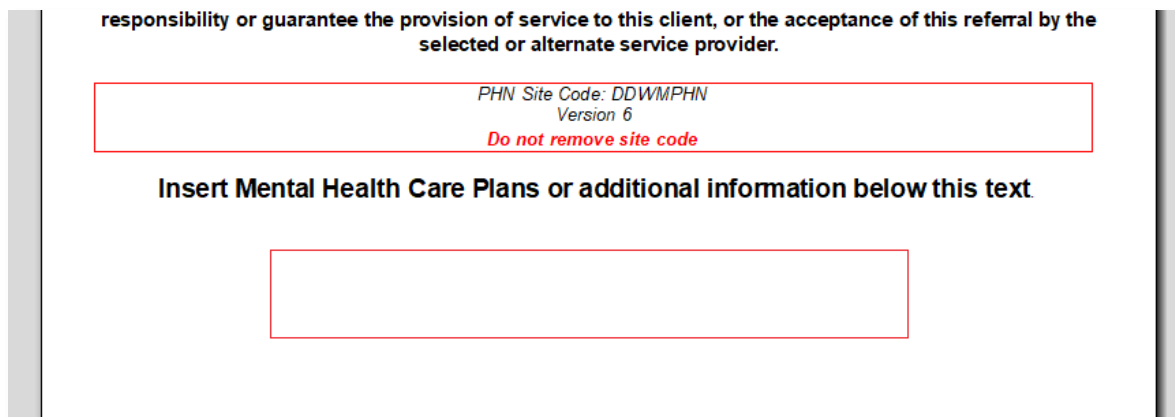
Referrer Details

Referrer First Name:	Frederick
Referrer Last Name:	Findacure
Referrer Email:	bestpracticeclinic@bpsoftware.com.au
Referring Practice:	Best Practice Clinic

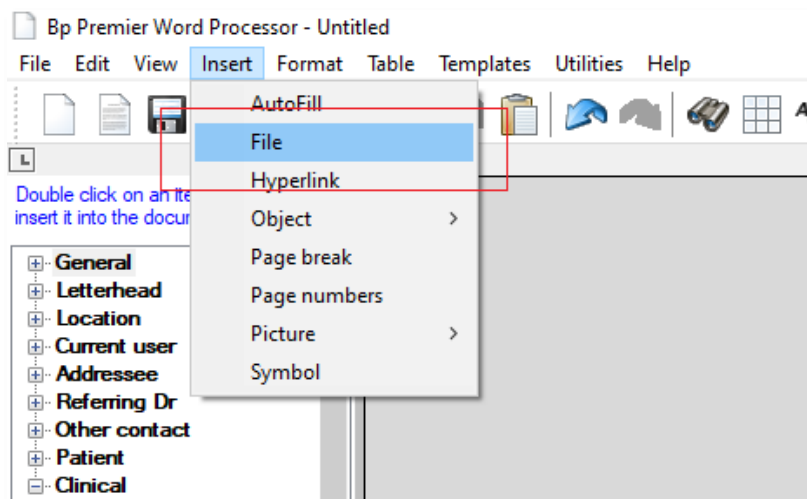
Service Details

Service Type:	Targeted Psychological Therapies - Provisional/Urgent
Service Provider:	Example

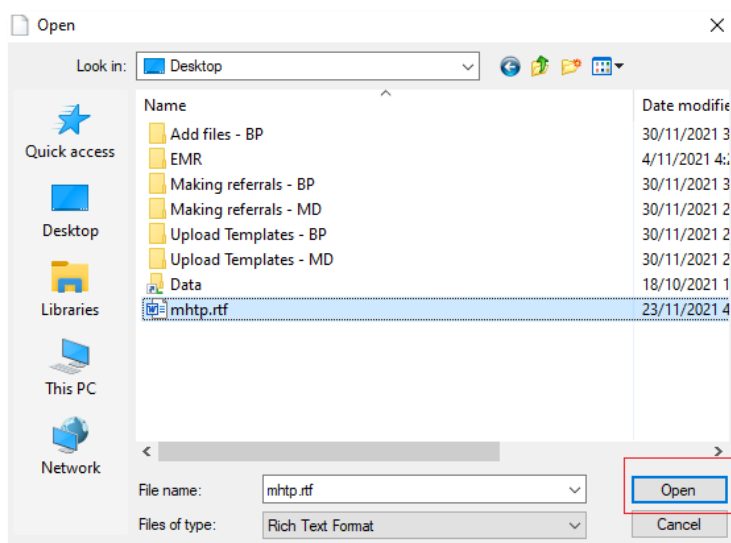
6. (Optional – if you would like to add files/a Mental health care plan to the template) Place your cursor below the section marked 'Insert Mental Health Care Plan':



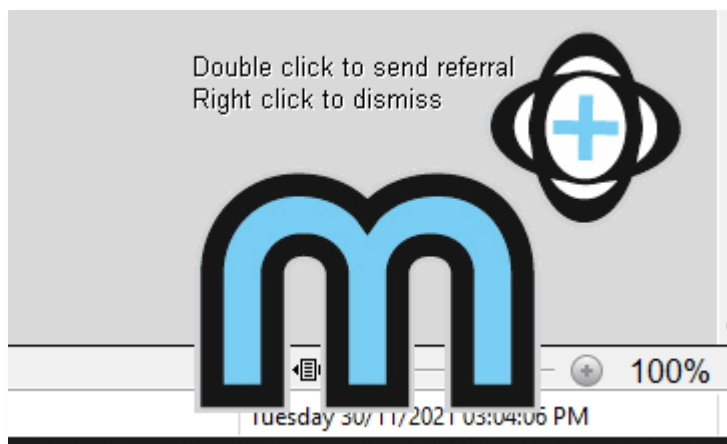
7. (Optional – if you would like to add files/a Mental health care plan to the template) – Click 'Insert', then 'File':



8. (Optional – if you would like to add files/a Mental health care plan to the template) – Navigate to where you saved the file (this requires exporting the file you have completed such as a mental health care plan to your desktop), then click 'Open'. The contents of the file you insert will then append to the back of the referral, and be sent with the referral form:



- Press 'CTRL+A' and 'CTRL+C', this will prompt the Medical Objects icon to appear, when it appears, double click the icon:



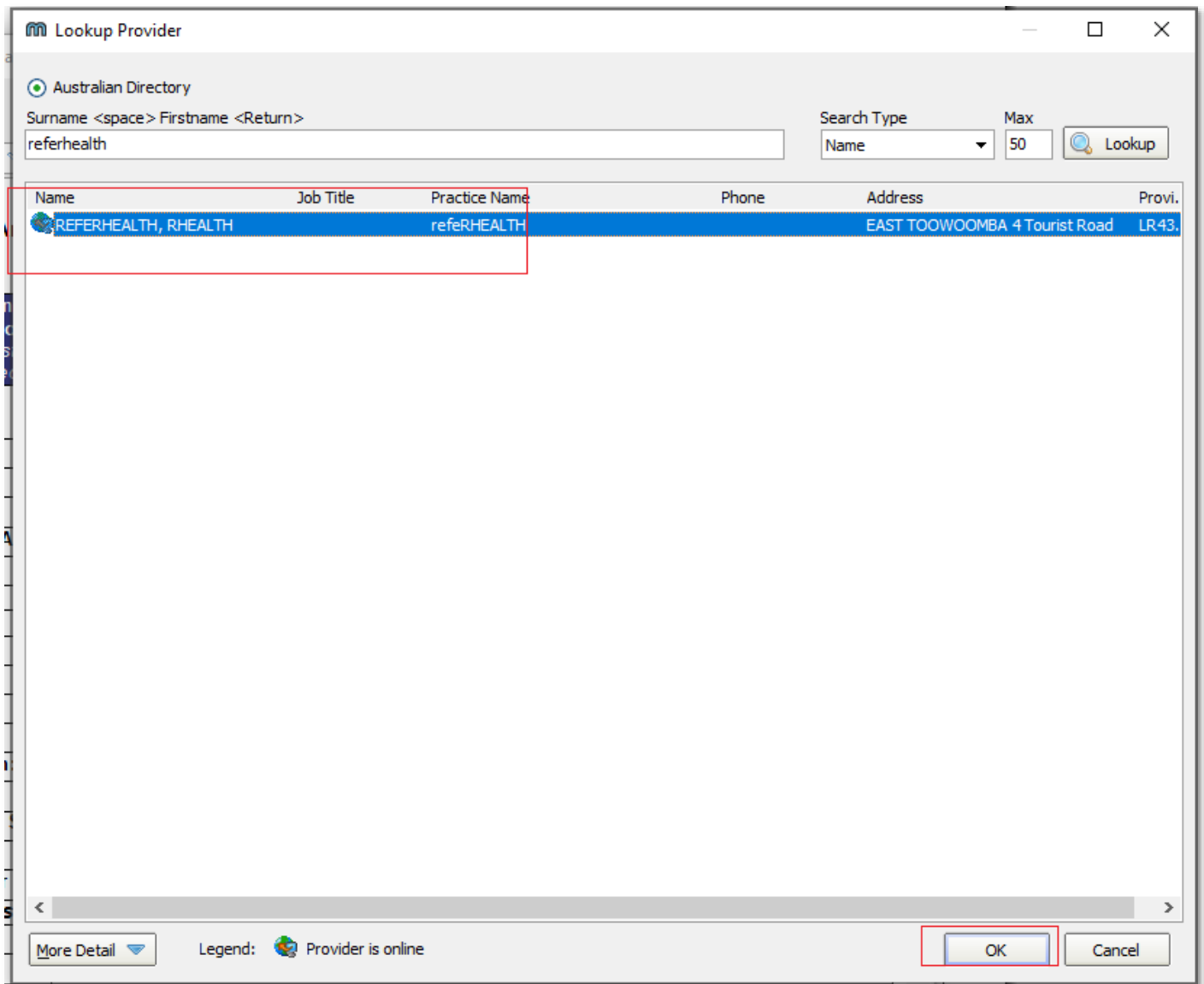
- The referral will then populate within Medical Objects, under the 'Referral to:' field, enter 'REFERHEALTH' (lowercase will also work):

Trinity - Medical Objects Referral Client - Rhealth Testing as Testing RHEALTH (TR4350001Q4)

Utility			
Surname	Given Name	Date of Birth	Referral to:
JONES	Annie	12/05/1982	
RE: Annie Jones DOB: 12/05/1982			
Does the person agree to the provision of their de-identified data for statistical purposes? <i>Note - Client must consent to provision of data for this service to proceed</i>		Yes	
Patient Details			
First Name:	Annie		
Last Name:	Jones		
Date of Birth:	12/05/1982		
Is date of birth Accurate:	Yes - Accurate		
Gender:	Female		
Mobile:			
Phone:			
Address:	123 Elliott St		
City:	Newcastle		
Postcode:	2300		
State:	NSW		
Ethnicity:	Aboriginal/Torres Strait Islander		
Main Language Spoken:	English		
English Skill:	N/A - Under 5yo or only speaks English		
Is an interpreter required:	No		
Referrer Details			
Referrer First Name:	Frederick		
Referrer Last Name:	Findacure		
Referrer Email:	bestpracticeclinic@bpsoftware.com.au		
Referring Practice:	Best Practice Clinic		

No Tasks Active Connected

11. A popup will appear, you will need to click 'REFERHEALTH, RHEALTH' then click 'OK':



12. A message preview will appear, click 'Ok' – you will then receive a prompt indicating the message has been sent. At this point you can close/save the referral form. The referral will be sent to referHEALTH (note that it may take up to 20 minutes for the referral to appear in referHEALTH).
13. The provider you chose on the 'Service Provider' drop down will receive a notification that the referral is waiting for them in referHEALTH.