

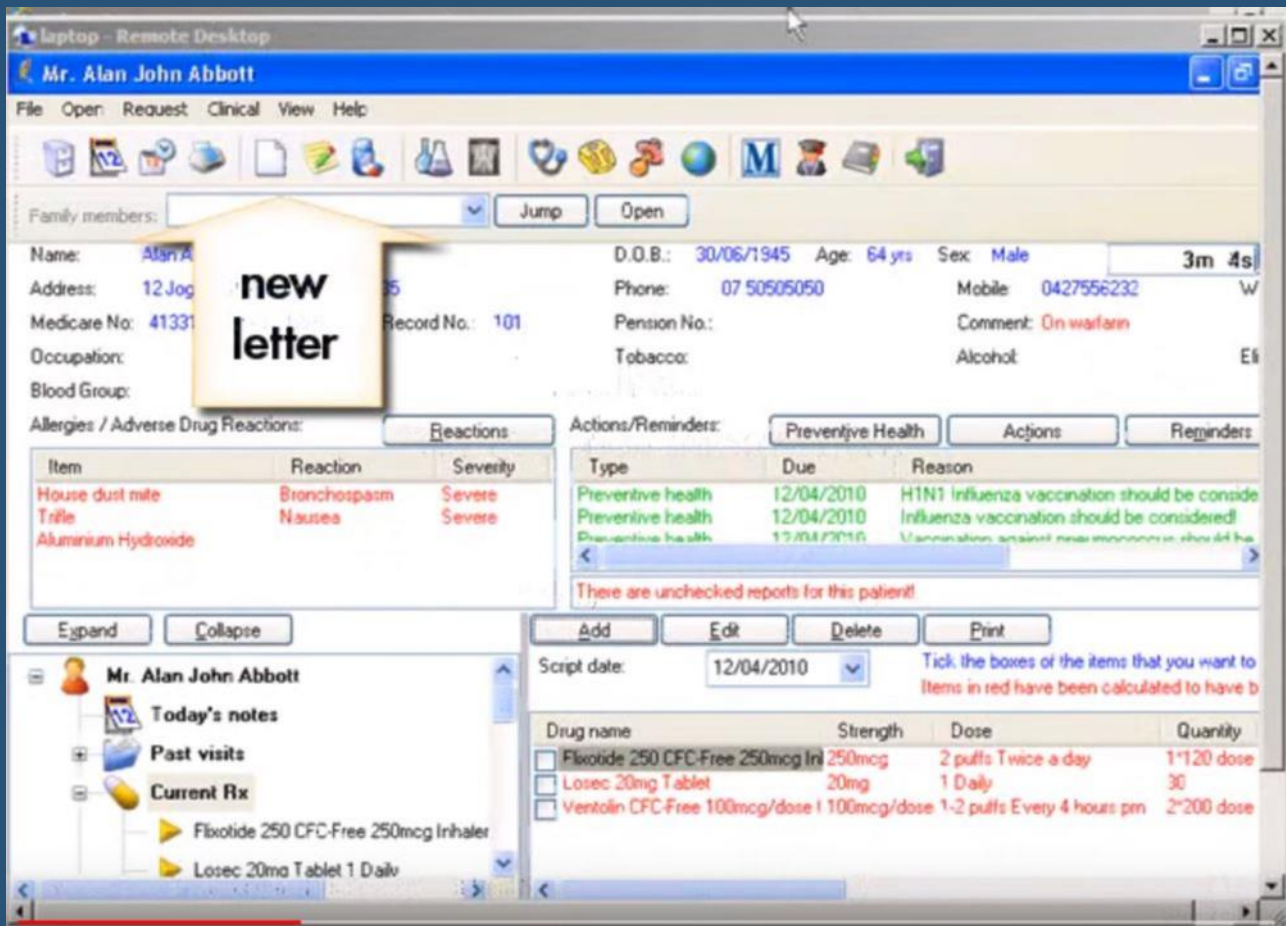


# CREATING AND SENDING REFERRALS

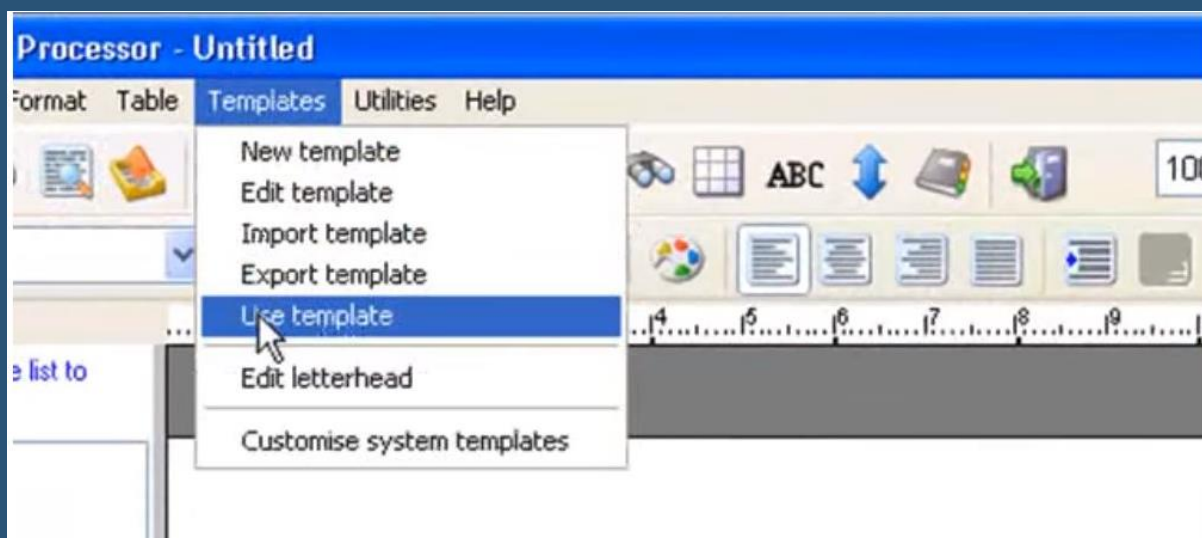
## User Guide

# CREATING AND SENDING REFERRALS

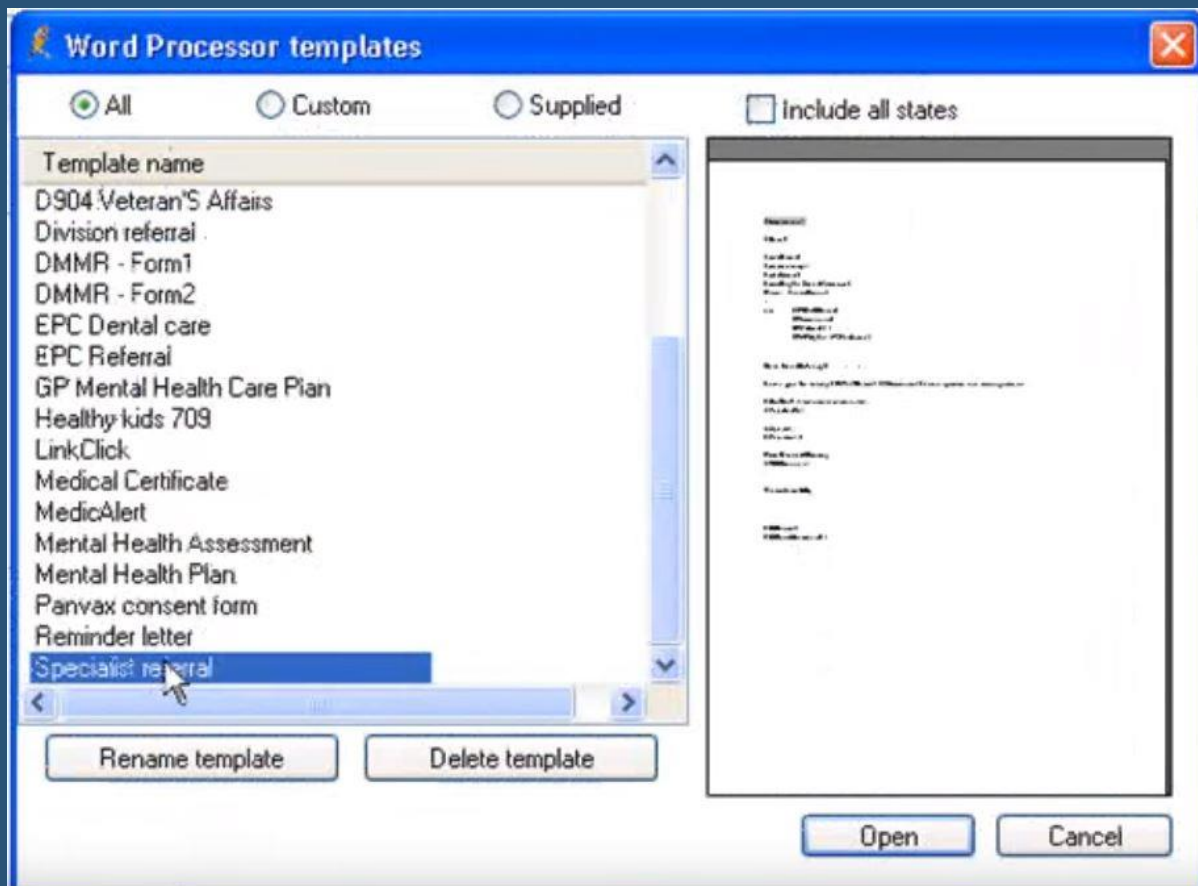
1. Select the 'new letter' icon.



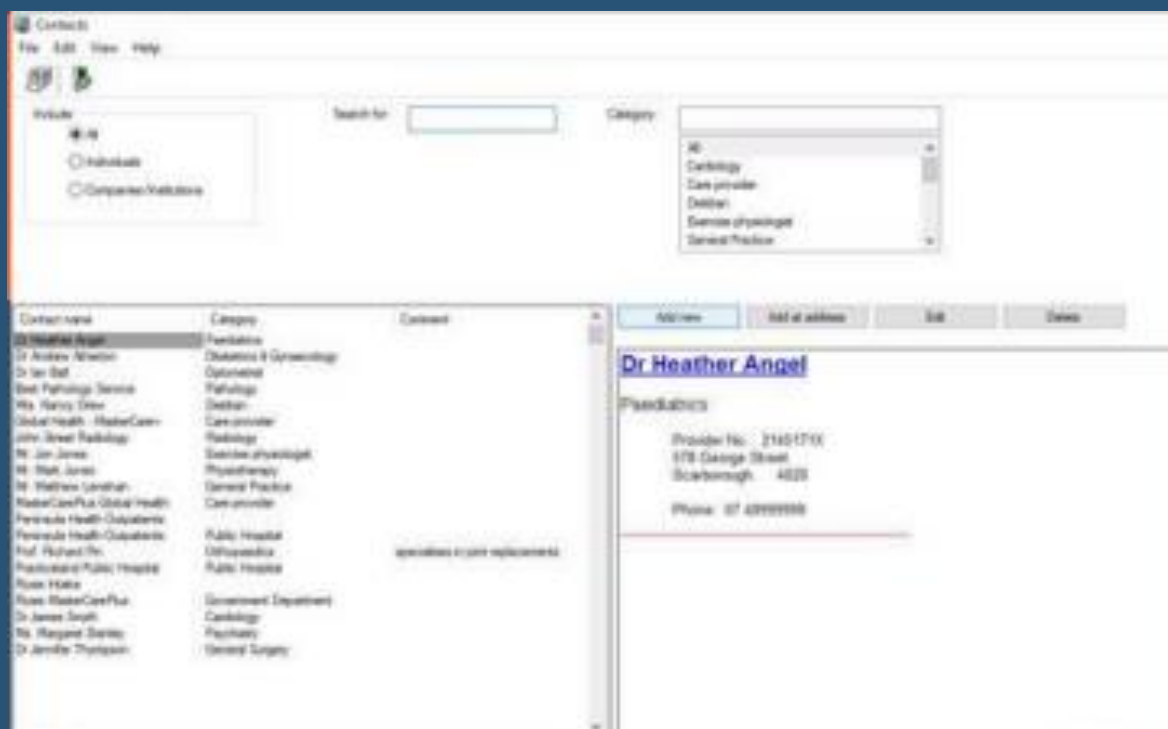
2. Select the 'Templates' tab, and then 'Use Template'.



3. Choose the template you would like to use. Click 'Open'.



4. Choose the recipient from local address book.

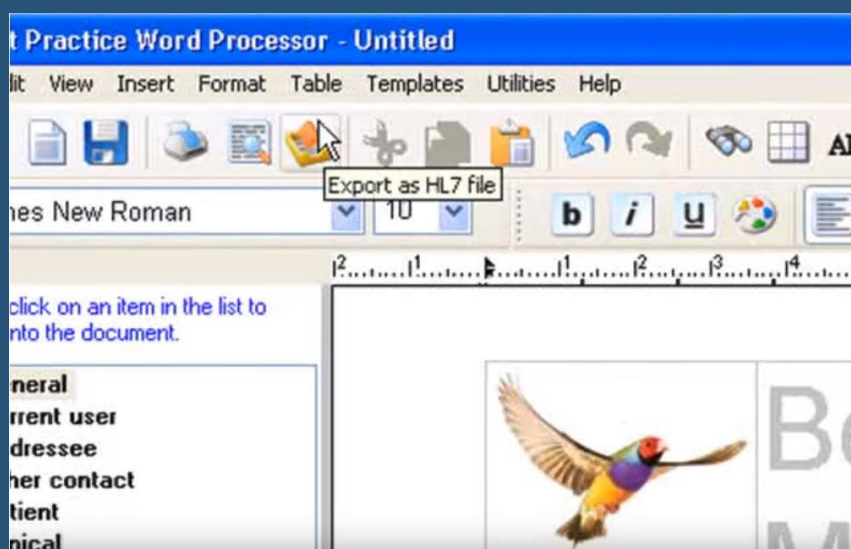


5. If the recipient doesn't exist in the local address book, add new contact details. Click 'Save'.

The screenshot shows a 'Contact details' dialog box with the following fields and options:

- Individual
- Company/Institution
- Title: [Dropdown]
- First name: [Text box]
- Name: SUOG Raphael [Text box] [Select]
- Greeting: Sir/Madam [Text box]
- Category: Public Hospital [Dropdown]
- Address: [Text box] Phone: [Text box] Fax: [Text box] [Add] [Edit] [Delete] [Import]
- Mobile phone: [Text box] Pager: [Text box] A/H phone: [Text box]
- Provider No.: [Text box] Health Identifier: [Text box]
- PKI key ID: [Text box] Attach HeSA Certificates [Button] Skype: [Text box]
- E-mail: [Text box] Web site: [Text box]
- Messaging provider: ReferralNet [Dropdown] Account ID: (if applicable) SUOG.RAPHAEL [Text box]
- Comment: [Text area]
- Is an operating facility
- [Save] [Cancel]

6. Click the 'Export as HL7 file' icon. Click Ok on the HL7 Export pop-up window.



7. Once the eReferral has been encrypted and sent successfully, you will see this pop-up. Click 'Ok' to finish.

