

# e-Referral Post Installation Guide: Medical Director

Simple. Streamline. Secure.



## You're all set up to send e-Referrals to I-MED Radiology.

Here are the key steps to successfully send an e-Referral to ensure an optimal experience for both you and your patients.

### 1. Ensure there is a mobile number or email address saved in your patient's file.

It is essential that the correct patient information exists in your records as they will receive a text message or email with a link to book their radiology test once an e-Referral has been generated.

**Patient Details**

Pt. Details | Notes | Personal Details

Title:   Single Name  Head of Family

First Name:

Middle Name:

Surname:

Known as:

Date of Birth: // / Gender:   Transgender

ATSI:

Registered for CTG Co-Payment relief

Ethnicity:

**Contact Details**

Residential  Postal  Preferred Mailing Address  Residential  Postal

Address:

City/Suburb: Bundaberg Postcode: 4670

Default phone number to be displayed

Home  Work  Mobile

Phone:

Email:

Preferred Contact:   Do not send SMS

Medicare No:

Medicare Expiry:

Pension No:

DVA No:

Safety Net No:

Record No:

IHI No:

IHI Record Status:

IHI No Status:

Pension Status

None

Pension/HCC

Full DVA

Limited DVA

This patient has withdrawn consent to upload clinical documents to MyHealthRecord (except for prescription records and investigation)

This patient has withdrawn consent to upload deidentified clinical data to the PHN data set.

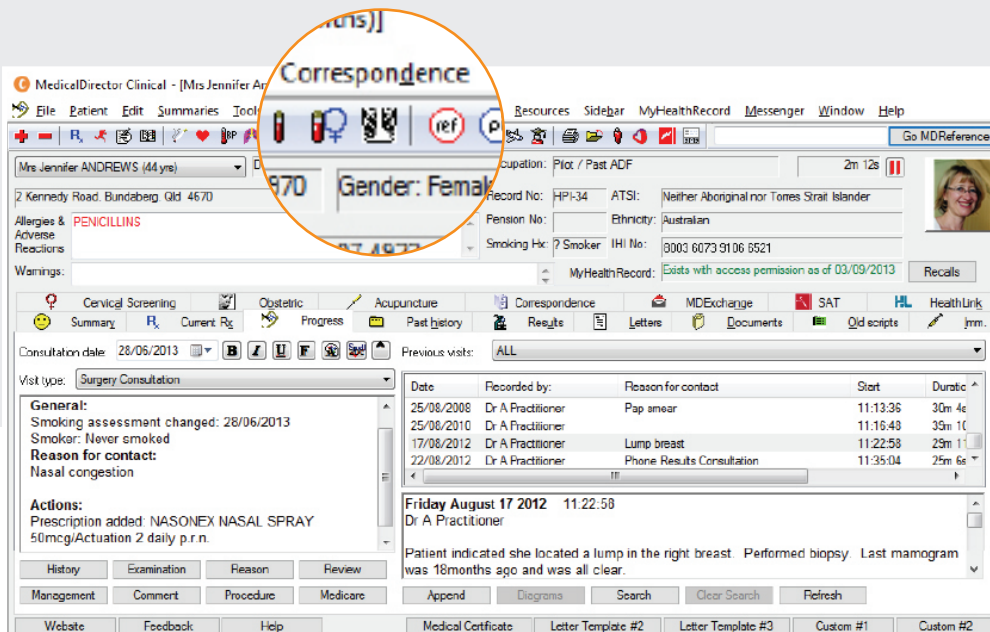
This patient has withdrawn consent to upload deidentified clinical data to the OneNI data set.

Auto-capitalise names

Please note, incomplete or missing patient contact details, may prevent, or delay your patient's I-MED appointment. I-MED may notify your practice by email if we are missing key information, to assist you with updating their details in your practice software and to streamline future e-Referrals.

## 2. To generate a Medical Imaging e-Referral

From the patient's Clinical Window, select the x-ray icon on the top menu. The 'Medical Imaging Requests' window will open.

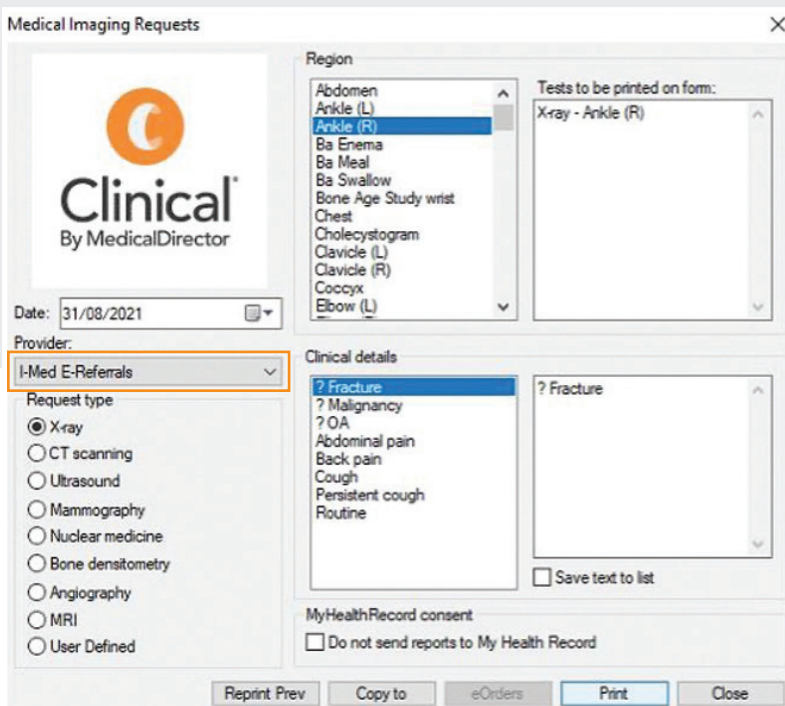


The screenshot shows the MedicalDirector Clinical interface for a patient named Mrs Jennifer ANDREWS (44 yrs). The 'Correspondence' window is open, displaying a list of previous visits. The 'x-ray' icon in the top menu is circled in orange. The interface includes a top menu with options like 'File', 'Patient', 'Edit', 'Summaries', 'Tools', 'Resources', 'Sidebar', 'MyHealthRecord', 'Messenger', 'Window', and 'Help'. The patient's details, including gender (Female) and various medical history items, are visible. The 'Previous visits' table shows the following data:

| Date       | Recorded by:      | Reason for contact         | Start    | Duration |
|------------|-------------------|----------------------------|----------|----------|
| 25/08/2008 | Dr A Practitioner | Pap smear                  | 11:13:36 | 30m 4s   |
| 25/08/2010 | Dr A Practitioner |                            | 11:16:48 | 35m 10s  |
| 17/08/2012 | Dr A Practitioner | Lump breast                | 11:22:58 | 25m 11s  |
| 22/08/2012 | Dr A Practitioner | Phone Results Consultation | 11:35:04 | 25m 6s   |

## 3. Check that 'I-MED' is the 'Provider' in the drop-down menu

This is an important step to successfully send an e-Referral to I-MED. Leaving the 'Provider' field blank, or as another provider, while using our I-MED paper will not generate an e-Referral.



The screenshot shows the 'Medical Imaging Requests' window. The 'Provider' dropdown menu is highlighted with an orange box, showing 'I-Med E-Referrals' selected. The window includes a logo for 'Clinical By MedicalDirector', a date field set to 31/08/2021, and a 'Region' dropdown menu with 'Ankle (R)' selected. The 'Tests to be printed on form' field contains 'X-ray - Ankle (R)'. The 'Request type' section has 'X-ray' selected. The 'Clinical details' section has '? Fracture' selected. The 'MyHealthRecord consent' section has 'Do not send reports to My Health Record' checked. The window includes buttons for 'Reprint Prev', 'Copy to', 'eOrders', 'Print', and 'Close'.

#### 4. Select the modality, body region and clinical details

The screenshot shows the 'Medical Imaging Requests' form. The 'Region' dropdown is set to 'Ankle (R)'. The 'Request type' is 'X-ray'. The 'Clinical details' dropdown is set to '? Fracture'. The 'Tests to be printed on form:' field contains 'Xray - Ankle (R)'. The 'Date' is '31/08/2021' and the 'Provider' is 'I-Med E-Referrals'. The 'MyHealthRecord consent' checkbox is unchecked. The 'Print' button is highlighted.

#### 5. To complete and send your e-Referral to I-MED Radiology, click 'Print' and then 'Close'

The information is then encrypted and sent to I-MED.

This screenshot is identical to the previous one, but the 'Print' and 'Close' buttons at the bottom of the form are highlighted with orange boxes, indicating the final step of the process.

Your e-Referral has been sent.

#### What happens next?

Your patient will shortly receive a text message/email from I-MED. It will include a link to view a digital copy of their referral, with direct ability to book their appointment using the I-MED online booking system.

If, after 24 hours, your patient has not scheduled their radiology appointment, I-MED will be in contact with your patient to assist them



**I-MED Radiology  
Network**

Comprehensive care. Uncompromising quality.