

# 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.

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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.

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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.





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

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

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

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#### 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.

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

