



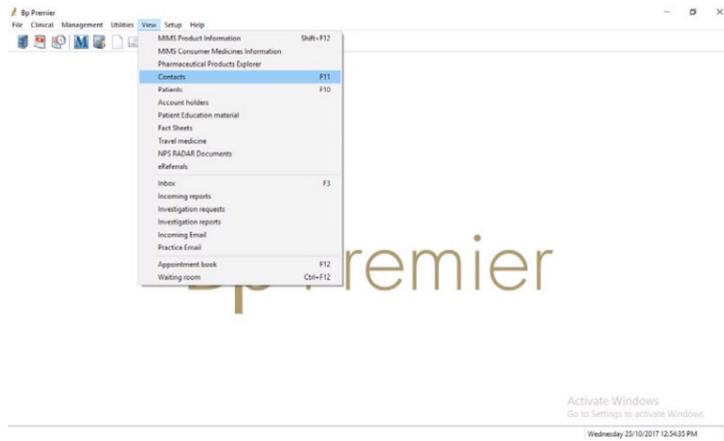
Referral template guide for Best Practice

Raphael Services template guide

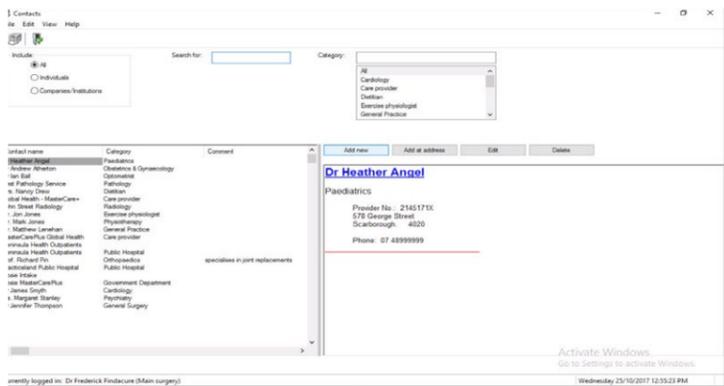
To help you use the templates in ReferralNet we have outlined some basic instructions below. The instructions cover how to import a template to Best Practice and how to add St John of God (SJG) Raphael Services to your contacts.

Adding Raphael Services to contacts

- First open 'Contacts'



- Click 'Add new'

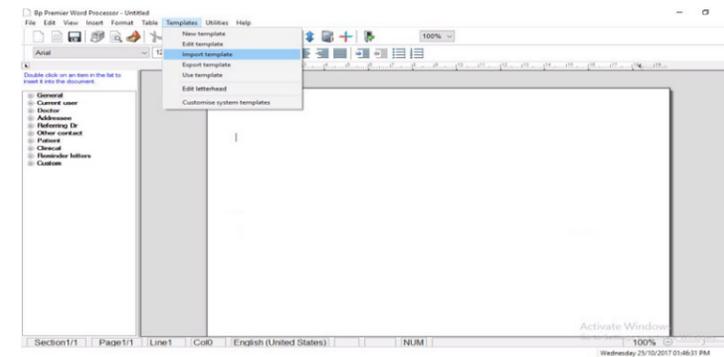


- Select 'Company/institution' and fill in the company details for Raphael Services

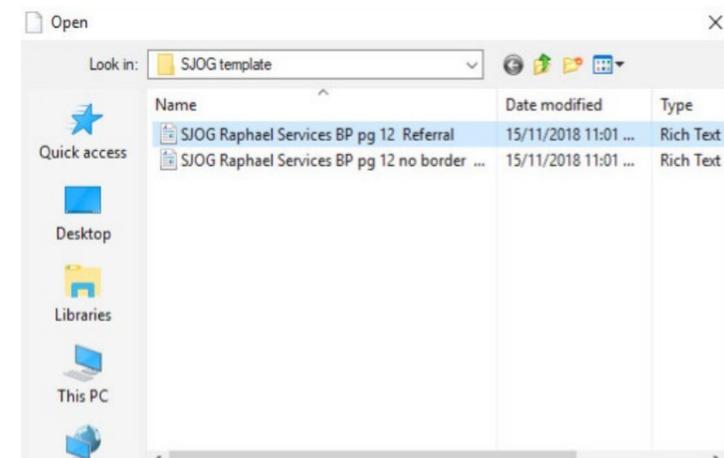
| | |
|--|---|
|  ST JOHN OF GOD REFERRAL FORM | GP Name: <DrName> Address: <Practice> <DrStreet> <DrCity> <DrState> <DrPostcode> Phone: <UsrPhone> Email: <DrEmail> Date: <TodaysDate> Signature: |
| Instructions: See Inclusion / Exclusion Criteria on page below. Where client is eligible for referral, Mental Health Care Plan is required | |
| Perinatal status: <Perinatal Status> Client Name: <PtfFullName> Date of Birth: <PtdoB> Age: <PtaAge> Address: <PstStreet> <Ptcity> <PtState> <PtPostcode> Phone: Home: <PtfPhoneH> Mobile: <PtfPhoneMob> Medicare Number: <PtmCNo> Line Number: <PtmCLine> Expiry: <PtmCExpiry> HCC/Pension Card: <HCC/Pension Card? Yes or No> Maternity Hospital: <Maternity Hospital> Due/Birth Date: <Due/Birth Date?> Infant Name: <Infant Name> Proficiency in Spoken English: <Proficiency in Spoken English> | |
| REASON FOR REFERRAL: <Reason for Referral> Other: <If Other Reason please indicate> | |
| Symptoms of Concern <Symptoms of Concern (select if present)> Other symptoms of concern: <Other symptoms of concern> | |

Adding SJG Raphael Services to Contacts

- Open up the letter writer, select 'Templates' and then scroll down and select 'Import template'

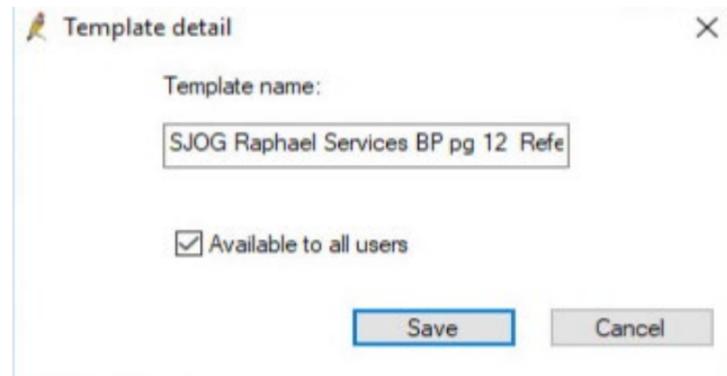


- Browse and select the template



- Select 'File' and then 'Save'

The screenshot shows the Premier software interface with the 'Contact details' form open. The 'Company/Institution' radio button is selected. The form includes fields for Title, Name, Greeting, Category, Address, Phone, Fax, Mobile phone, Pages, A/H phone, Provider No., Health Identifier, PKI key ID, Email, Web site, Messaging provider, Account ID, and Comment. There are also buttons for 'Add', 'Edit', 'Delete', and 'Import'.



- Click 'Save'

About St John of God Health Care

St John of God Health Care is a leading Catholic not-for-profit health care group, serving communities with hospitals, home nursing and social outreach services throughout Australia, New Zealand and the wider Asia-Pacific region.

We strive to serve the common good by providing holistic, ethical and person-centred care and support. We aim to go beyond quality care to provide an experience for people that honours their dignity, is compassionate and affirming, and leaves them with a reason to hope.

About St John of God Raphael Services

St John of God Raphael Services provides vital early-intervention counselling, therapy and support, from conception to a baby's fourth birthday, enabling parents to thrive - emotionally, mentally and as a family.

We employ a phased, multidisciplinary approach to service delivery that ensures parents get the tailored support they need.

Located in Western Australia, New South Wales and Victoria our services supported more than 2000 parents each year.

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