

Referral template guide for Zedmed

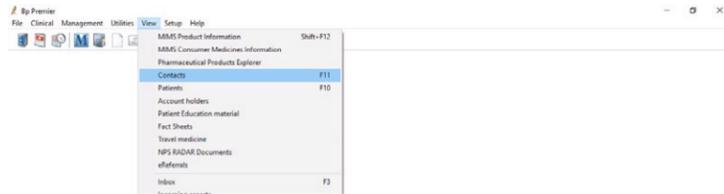


Raphael Services template guide

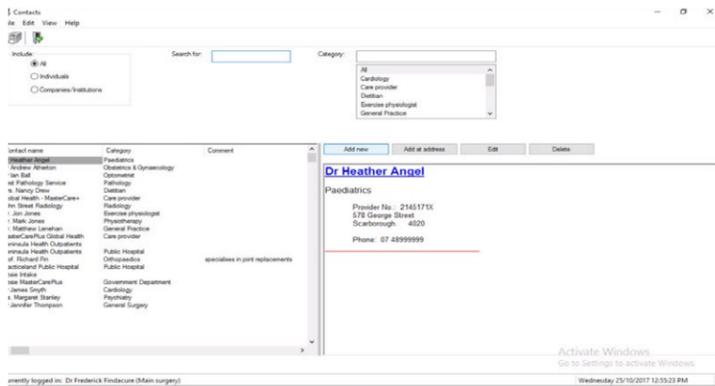
To help you use the templates in ReferralNet we have outlined some basic instructions below on how to add St John of God (SJG) Raphael Services to your contacts and how to import a template.

Adding SJG Raphael Services to Contacts

- First open up 'Address Book'



- Click 'Add New'

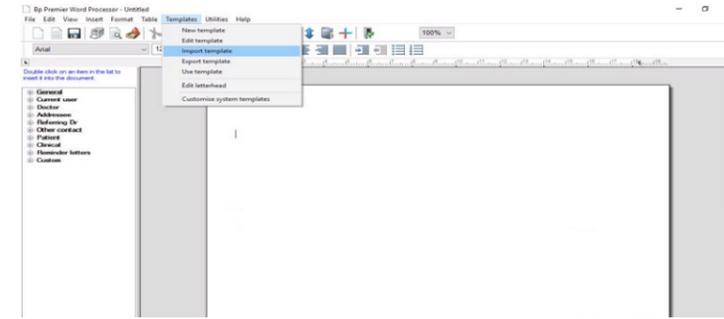


- Fill in the recipient's contact information

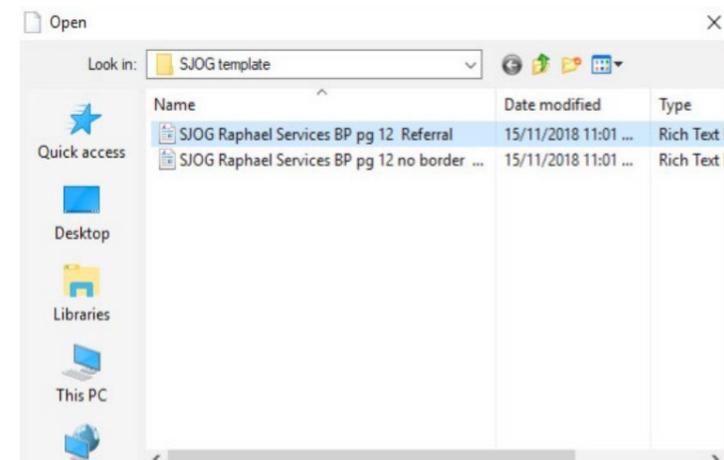
A screenshot of the 'Contact details' form. It has two tabs: 'Individual' and 'Company/Institution'. The 'Company/Institution' tab is selected. The form contains fields for Name, Greeting, Category, Address, Phone, Fax, Mobile phone, Pager, A/H phone, Provider No., Health Identifier, PKI key ID, Attach HeSA Certificates, Skype, Email, Web site, Messaging provider, and Account ID. The 'Save' and 'Cancel' buttons are at the bottom.

Importing a template

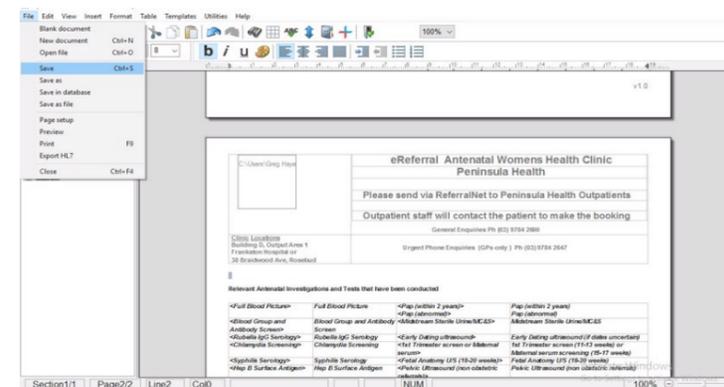
- Go to 'Tools', select 'Clinical WP Setup' and click on 'WP Templates'



- Then go to 'File' and select Import template



- Browse to where the template is located



- Enter a name for the template and click 'OK'

- The template is now ready for use

ID#	Name	Category	Phone - Business	Address	Suburb	Postcode	Fax	Phone - A/H	Phone - Mobile	Email
	BLOGGS, Dr. May	General Medicine	07 4345 7883	44 Main Street	BUNDBERG	4670	07 4337 8764			may@sjog.org.au
	CHARLTON, Dr. Susan	Dermatology	07 4324 7555	17 Wickham Street	BUNDBERG	4670	07 4334 4957			scharlton@sjog.org.au
	DAVISON, Dr. Thomas	Gynaecology/Gynaecology	07 4981 1234	17 Wickham Street	BUNDBERG	4670	07 4981 5228	07 4987 1000	0015 680 285	tdavison@sjog.org.au
	Dermatol. Imaging	Radiology	07 4324 4742	17 Main Street	BUNDBERG	4670	07 4335 3431			dermatol@sjog.org.au
	Dermatol. Pathology	Pathology	07 4345 2287	19 Railway Parade	BUNDBERG	4670	07 4345 2288			dermatol@sjog.org.au
	Dr. SUPPHANT, Mr. Matt	Cardiology		607 Bourke Street	MELBOURNE	3000				msupphant@sjog.org.au
	Global Health (Treat ID)	Dentist		Level 2, 627 Bourke Street	MELBOURNE	3000				global@sjog.org.au
	GRODOWICZ, Dr. David	Cardio-Thoracic Surgery	07 4367 5667	2 Bank Street	BUNDBERG	4670	07 4456 7034	07 4245 7853	0015 680 285	dgrodowicz@sjog.org.au
	Maternity & Antenatal Services	Obstetrics & Gynaecology	07 4256 5678	Base Hospital, 100 Takavan Street	BUNDBERG	4670	07 4256 5678			maternity@sjog.org.au
	MOORE, Dr. Michael	General Surgery	07 4326 7892	233 Town Rd	BUNDBERG	4670	07 4345 4759	07 4478 2345	0015 680 285	m.moore@sjog.org.au
	Neuro. Pathology	Pathology	07 4354 6285	233 Spring Street	BUNDBERG	4670	07 4354 6285			neuro@sjog.org.au
	OUTPATIENTS, Dr. Penelope	Physiotherapy	07 4332 3446	607 Bourke Street	MELBOURNE	3000				penelope@sjog.org.au
	Sex Pathology	Pathology	07 4344 9120	442 Lyster Drive	BUNDBERG	4670	07 4345 9120			sexpath@sjog.org.au
	SHEPHERD, Dr. Paul	Anaesthesia	07 4344 9120	Base Hospital, 100 Takavan Street	BUNDBERG	4670	07 4332 8886			pshepherd@sjog.org.au
	UNDERWOOD, Dr. Stephen	Ophthalmology	07 4332 8888	33 Lyster Street	BUNDBERG	4670	07 4332 8886			s.underwood@sjog.org.au
	WILLS, Dr. Jonathan	Paediatrics	07 4356 2555	25 Wickham Street	BUNDBERG	4670	07 4356 2345			j.wills@sjog.org.au
	Women & Childrens Hospital	Pathology	07 4356 4627	405 Sampson Street	BUNDBERG	4670	07 4356 4623			women@sjog.org.au

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 vulnerable parents to thrive - emotionally, mentally and as a family.

We employ a phased, multidisciplinary approach to service delivery, overseen by psychiatrists, 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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