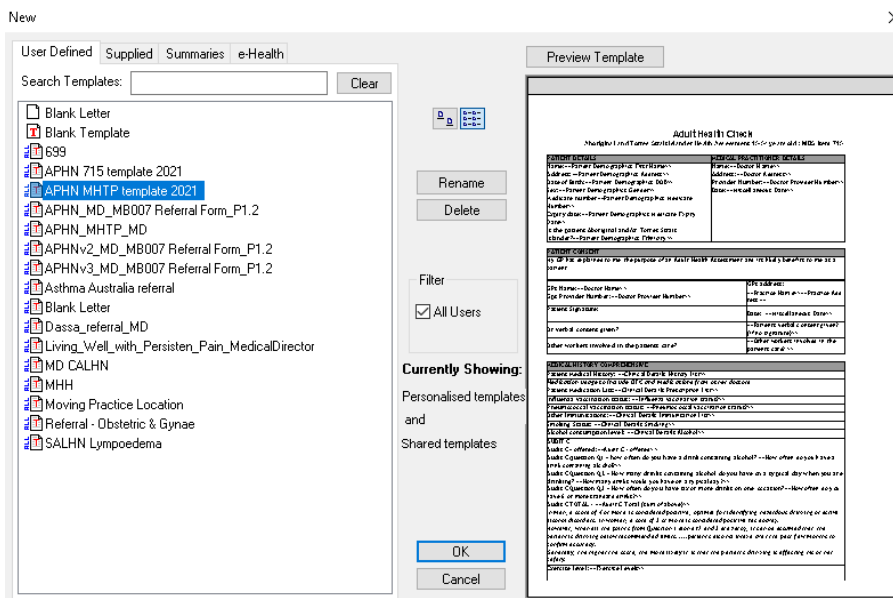


# APHN CENTRAL REFERRAL UNIT (CRU) – SENDING A REFERRAL USING MEDICAL DIRECTOR HEALTHLINK

## 1. Select a patient and open Letter Writer (F8)



## 2. Complete the appropriate template



## 3. Click the MD Exchange icon



4. Select the recipient in the To field

**Send via MDExchange**

Patient: **BOB TEST**

From: Dr A PRACTITIONER

**To...** Central Referral Unit

Cc...

Subject: HEALTHLINK TEE TEST

Sign With... Your default signing certificate

Send As: Rich Text Format

Preview Send Cancel

5. Select the Address Book tab and enter the name of the provider and click OK.

**Select MDExchange Recipients**

Name: Central Referral Unit Practice Name: Private Id:

Category: City/Suburb: Facility Id:

PostCode: Provider Number: Search Clear Filters

**Address Book** | Online Search Results

MDX	Name	MDX Address	Category	City/Suburb	PostCode
	Central Referral Unit	1/22 Henley Beach Road	Mental Health	Mile End	5031

Recipients

To ->

Cc ->

OK Cancel

6. Add an appropriate Subject and click Send.

**Send via MDExchange**

Patient: **BOB TEST**

From: Dr A PRACTITIONER

**To...** Central Referral Unit

Cc...

**Subject:** Referral

Sign With... Your default signing certificate

Send As: Rich Text Format

Preview **Send** Cancel