

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

## Template

A template referral form can be uploaded into your system. Instructions for this process can be found on the APHN website [here](#) and the template [here](#) (please do not open the file once downloaded). If you have any problems, please get in touch with the Adelaide PHN Digital Health team at [digitalhealthinfo@adelaidephn.com.au](mailto:digitalhealthinfo@adelaidephn.com.au). Files sent by Argus may be limited to 2MB.

## Sending the Referral Overview

The process to send a referral to the CRU using Argus or ReferralNet is relatively easy:

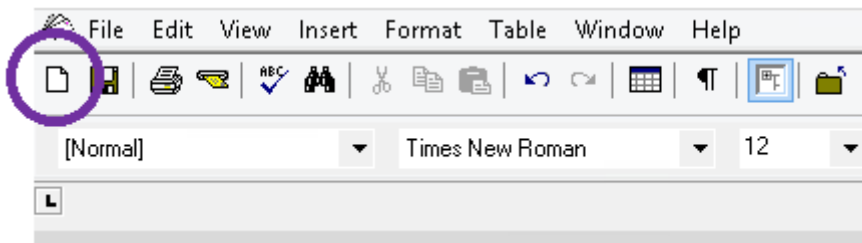
- While in the patient record, open a CRU referral template
- Enter the required information into the template
- Press the “Send Email” button
- Save the document against the patient record

## Opening the Referral Template

While in a patient record, click the “Letter Writer” button from the ribbon at the top of the page



A new screen will open. Select the “New” button to bring up the list of template options



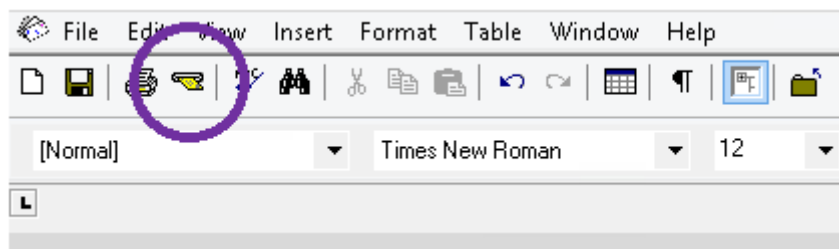
Select the “Adelaide Primary Mental Health Care Services (PMHCS) Mental Health Treatment Plan” template on the next window (this may have been renamed by your practice).

### Enter the information in the CRU Template

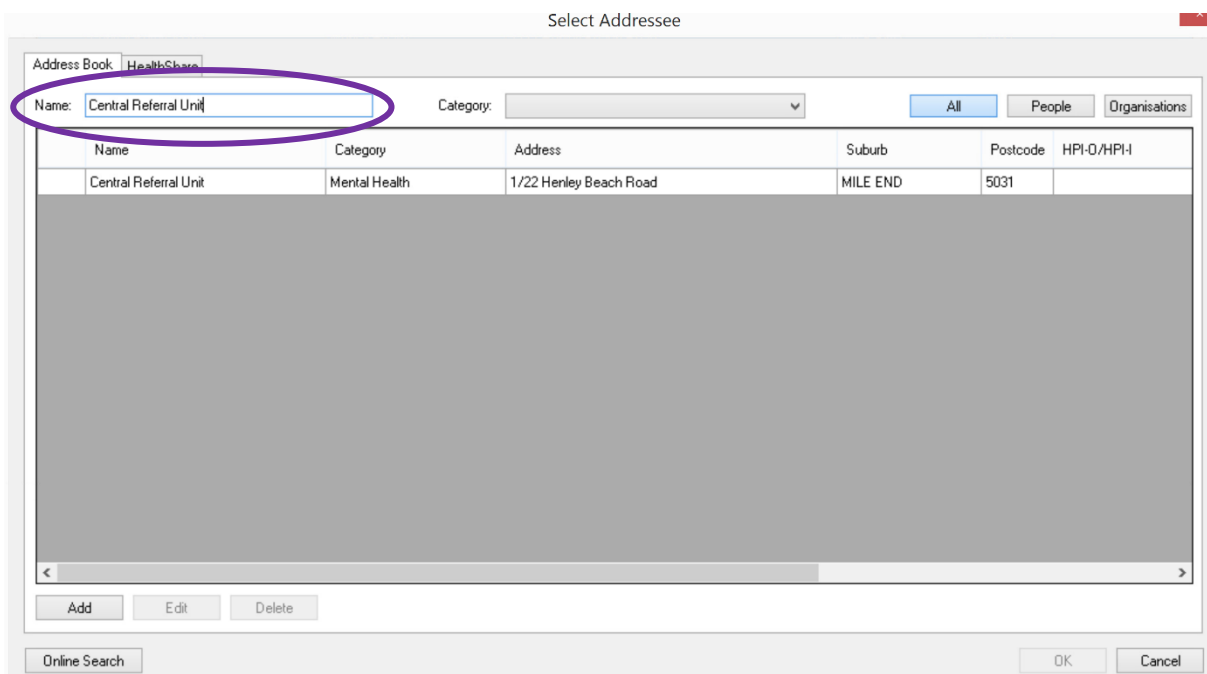
The patient details should automatically be updated from the patient record. Some things to check before sending the referral

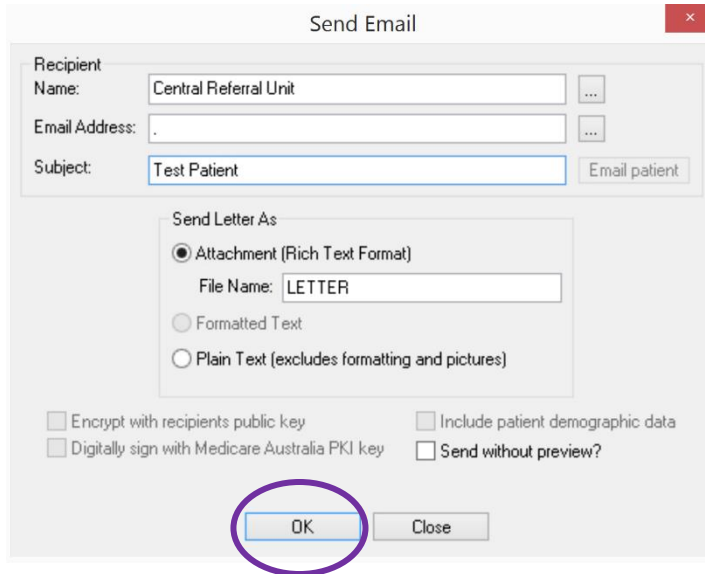
- that the risk assessment is current, having been undertaken within 6 weeks of the referral being sent
- an acknowledgement has been included that the form has been digitally signed by practitioner specifying “please accept this as digitally signed”

Once you are ready to send, press the “Send Email” button in the ribbon at the top of the screen



Search for and select “Central Referral Unit”





Send Email

Recipient Name: Central Referral Unit

Email Address: .

Subject: Test Patient

Send Letter As:

- Attachment (Rich Text Format)  
File Name: LETTER
- Formatted Text
- Plain Text (excludes formatting and pictures)

Encrypt with recipients public key     Include patient demographic data

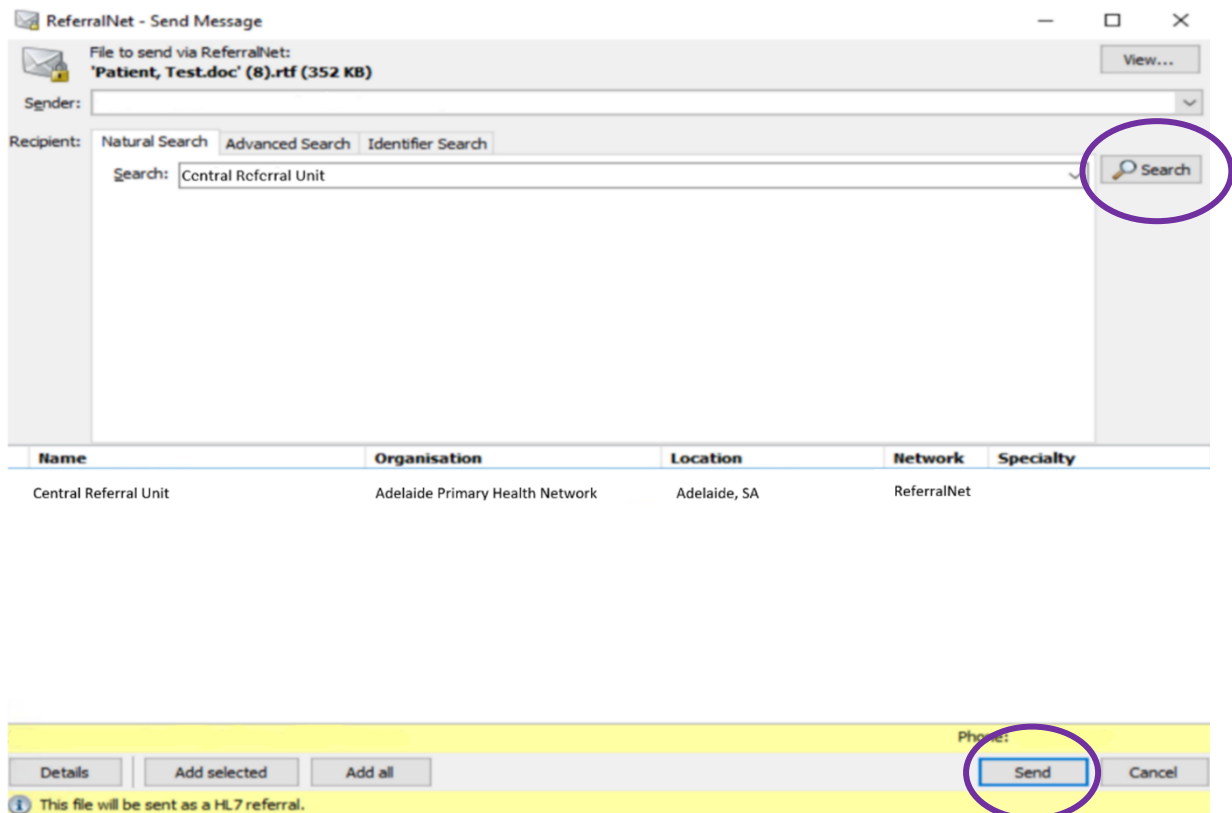
Digitally sign with Medicare Australia PKI key     Send without preview?

OK    Close

Select "OK"

### ReferralNet Address Book

Once you have selected the "Send Email" button the ReferralNet Address Book will pop up where you can search for the Adelaide PHN Central Referral Unit under "CRU" or "Central Referral Unit"



ReferralNet - Send Message

File to send via ReferralNet: 'Patient, Test.doc' (8).rtf (352 KB)

Sender: [dropdown]

Recipient: Natural Search    Advanced Search    Identifier Search

Search: Central Referral Unit    Search

Name	Organisation	Location	Network	Specialty
Central Referral Unit	Adelaide Primary Health Network	Adelaide, SA	ReferralNet	

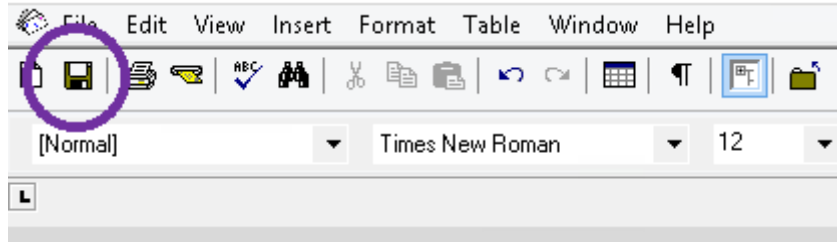
Details    Add selected    Add all    Send    Cancel

*This file will be sent as a HL7 referral.*

Select "Send"

### Save the Referral on the Patient Record

Save the document by pressing the “Save” button or closing the document, confirming that you would like it saved.



### FURTHER INFORMATION

Queries regarding the primary mental health care referral process can be directed to the APHN Central Referral Unit on 1300 898 213.

If you require technical assistance with the referral process please contact the Adelaide PHN Digital Health Team on 8219 5900 or [digitalhealthinfo@adelaidephn.com.au](mailto:digitalhealthinfo@adelaidephn.com.au).