



# START

## Setting up your Address Book


Each specialist or GP that you wish to send referrals to needs to have an address book entry in MedicalDirector Systems.

This guide will help you in setting up your address book so you can make the most of your medical software and your time.

**MedicalDirector  
Edition**

You can look up a Specialist or GP messaging address as well as update your practice details on the Healthlink User Directory address below. If you require access to the Healthlink User Directory, please contact Healthlink on 1800 125 036

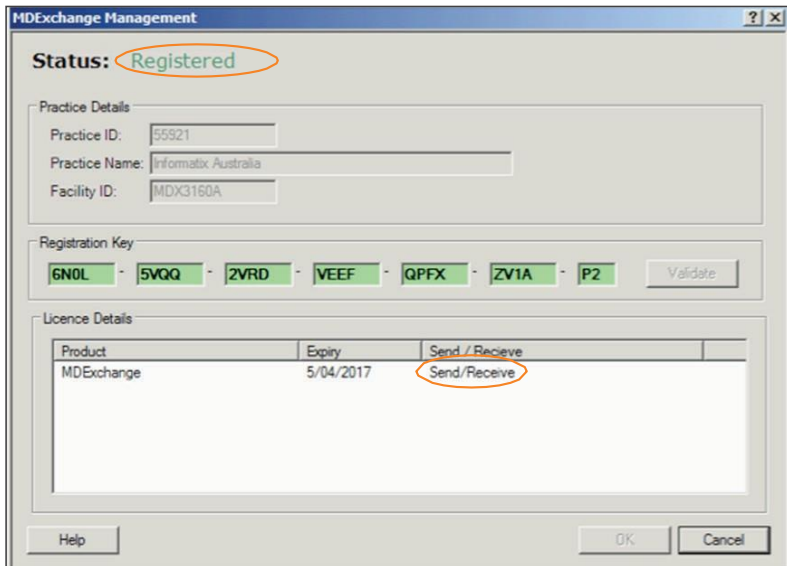


Each Specialist or GP that you wish to send referrals to needs to have an address book entry with a MDX Facility ID in Medical Director Systems. In the Address Book a site has a facility ID if there is an  icon against the address details.

### Before You Begin

You will need to be registered to use MDEXchange with Medical Director. You will also need to check that your registration includes being able to send. To check:

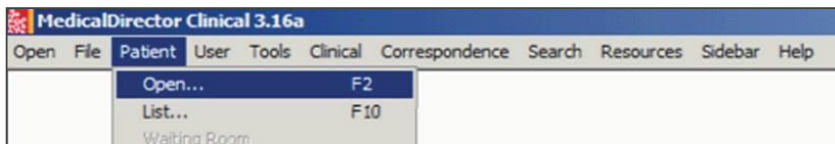
- a) Select TOOLS> MDEXCHANGE> LICENCE DETAILS



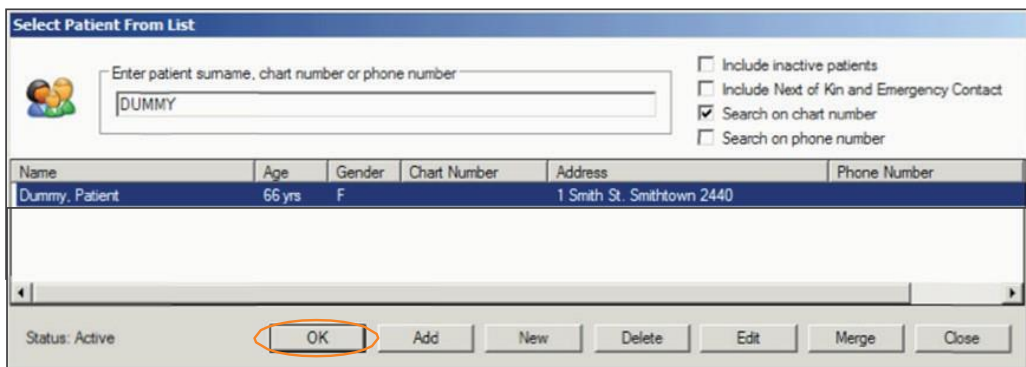
If the status does not show as registered or shows "receive" only you will need to follow the on screen registration instructions or contact MedicalDirector.

### Adding A New Specialist or GP to the MDEXchange Address Book

- a) Select PATIENT>OPEN (F2) you need to be in a patients record to add the facility ID (messaging address)

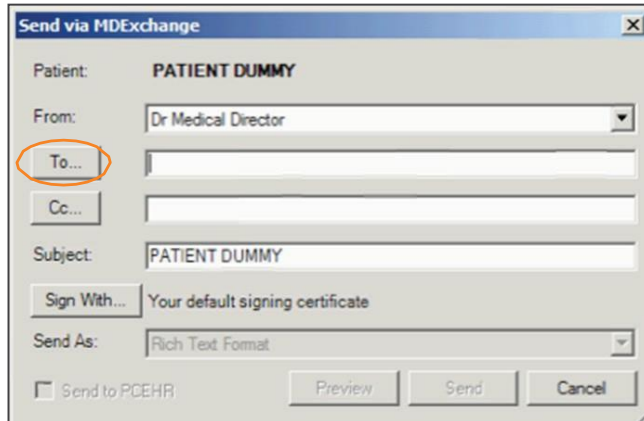
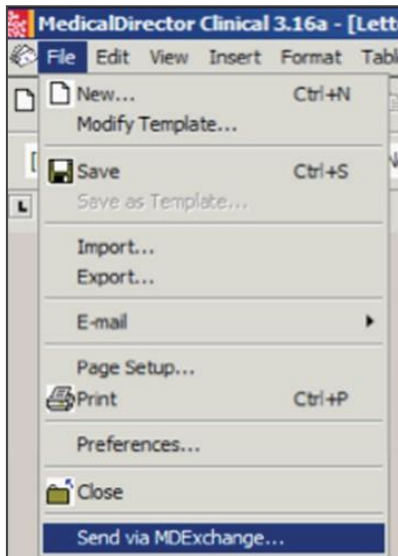


- b) Search for a patient (any patient- suggest a test patient)
- c) Highlight the patient and select OK



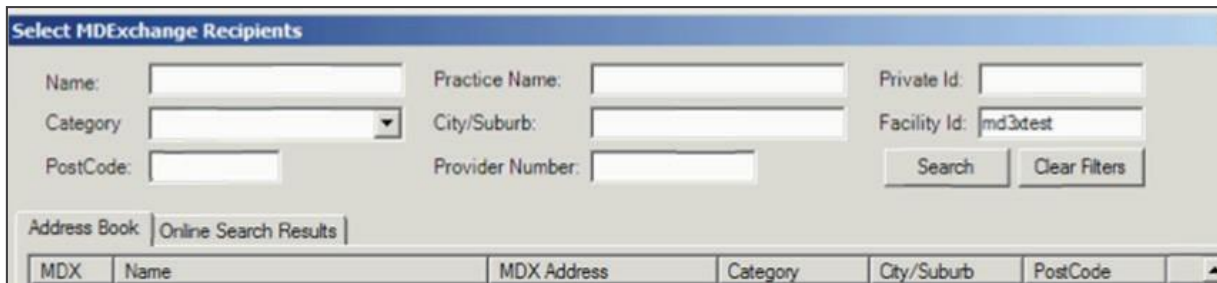
Once you have the patient record open you will need to open a blank patient letter. You need to be in this area to add GP's and Specialists to the MDEXchange address book. You do not need to write an actual letter.

- d) Select TOOLS > LETTER WRITER (F8) or the  icon
- e) Click on FILE > Send via MDEExchange or the  icon
- f) Select IO.....



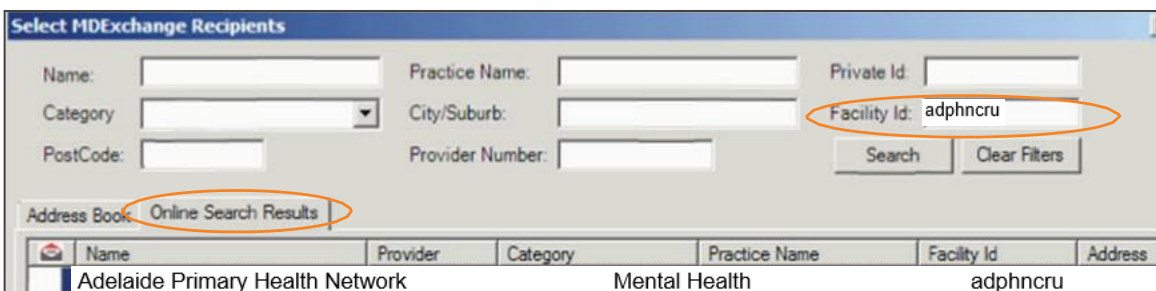
- g) Select the ONLINE SEARCH RESULTS tab
- h) In the Select MDEExchange Recipient window enter the Facility ID. The Facility ID is also known as the EDI or Messaging Address. The Facility ID is the HealthLink EDI for the provider/clinic that you wish to send the referral to.

You are able to locate the EDI through our Online Database if you do not have access please call the HealthLink Helpdesk on 1800 125 036

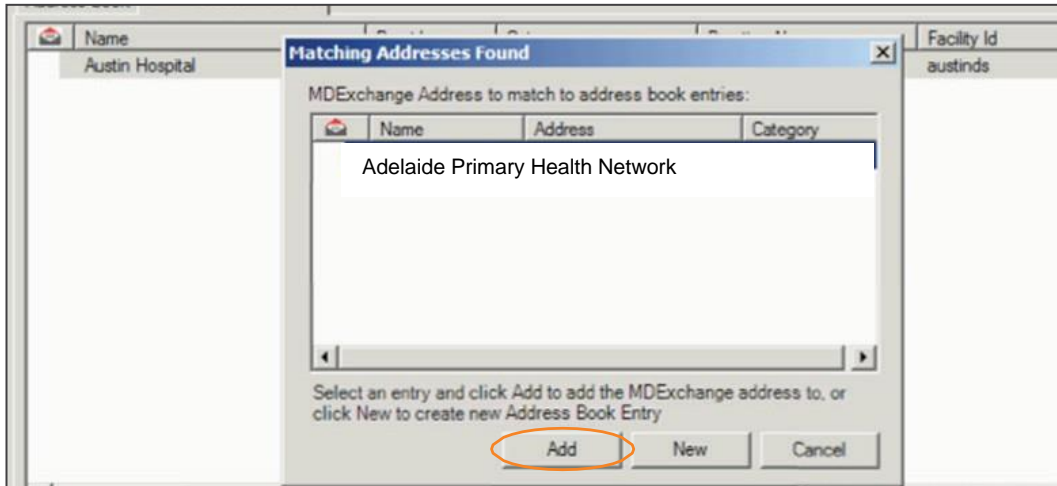


Please note that the facility ID must be accurate in order to bring up the correct details.

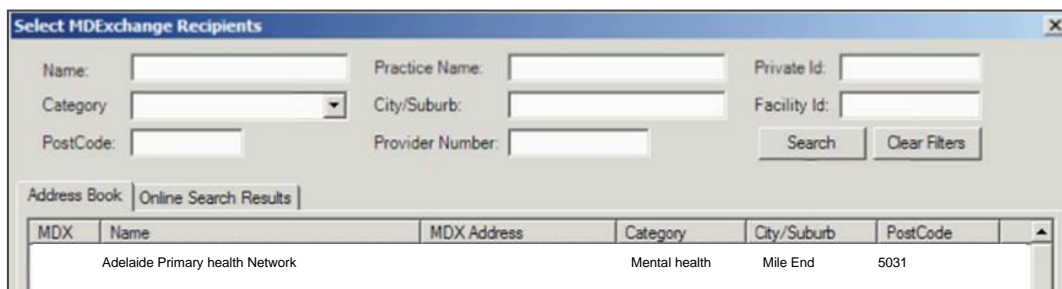
- i) Select SEARCH – the search should bring up the information belonging to the facility ID
- j) Highlight the information displayed
- k) Double click on the highlighted name from the list




l) In the MATCHING ADDRESSES found window Click on ADD to save the Selected Provider/Clinic to the local Address book. If there is no entry in your address book to match the address to when you double click on the highlighted name from the list it will automatically add it the the address book.



m) This will save the details to the address book along with the Facility ID icon 



n) Once the  icon appears next to the name of the site you are now able to send to that site using Healthlink via MDEXchange.

