

Referral Doctors Report

Last Modified on 17/04/2024 10:38 am AEST

This report can be used to print lists of referring doctors and to send letters to them using MS Word mailmerge.

The Mailmerge function uses the MS Word template FRM Referral Dr Mail Merge.doc. The template is located in **Management > WP_Setup > FRM Documents > Mail Merge** tab.

To open the Referral Doctors Report:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup** then **Referral Doctors > Report Referral Doctors**.

The **Referral Doctors Report** screen will open.

3. Select or update the required **Style**, **Group by**, **Order by** and **Criteria** fields.

You can exclude unavailable referral doctors from the list if they are no longer active by deselecting **Include Unavailable Doctors**.

4. Select **Print** to print out the report or **Screen** to open it. The **Screen** view has print and save menu options.

Export will export the data to a CSV file.

Referral Doctors

Criteria		Style	Group By	Order By
Group	General Practitioner	Main Location Only		Surname
Postcode	All			
Availability	Available Doctors			
Importance	All			

Name	Address		Provider#	Phone	Fax
Kard	Kim	General Practitioner Main 1 Anywhere St, MELBOURNE 3000	00000000		
Reed	Dr Brenda	General Practitioner Main 123 Testing Street, SOUTH MELBOURNE 3205	2054781W		
Steven	Dr Pete	General Practitioner Main Abc 12345, POINT COOK 3030	0000000X	03 745124 12	
Tester1	Mack	General Practitioner Main 107 ADRIATIC CCT, CLYDE 3978			

Referral Doctor Report X

Style

Main Location Only

All Locations

Bar

Line

Pie

Criteria

Group:

Postcode: From To Enabled

Include Unavailable Doctors VIP/Favourites only

Group By

Order By