

Add Address Book contacts

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The practice's clinical Address Book is used to capture contact information for referring doctors, other practitioners, pathology and radiology clinics and hospitals. The Address Book is accessed whenever the user needs to write letters or referrals. It can include the contact's HPI-I so transmitted letters are uploaded to My Health Record and the secure messaging service used by the contact. When setting up a new contact, you will need to obtain specific information so they can be set up correctly.

Add a contact

To add contacts to the address book:

1. Open the **Address Book** from the Clinical menu.
2. Select **Zedmed** at the prompt.
3. Search to ensure that the contact does not already exist.
4. Select **Add New**.

Details section - Important fields

5. Select the **Type of Contact** from the drop-down field.

The Addressbook options will change based on the selection.

6. Enter the contact's name and contact information into the fields provided.
7. Enter the contact's **HPI-I**.

Use the **Search HI Service** button to locate and add the contact's HPI-I. If this is not added, letters sent to the contact will not be uploaded to MyHealth records as an HPI-I is needed at both ends of the communication.

The screenshot shows the 'Zedmed Clinical' software interface. The 'Address Book Search' window is open, displaying a list of contacts on the left. 'Mortier, Dr Vivian' is selected. The main window shows the details for this contact. The 'Details' tab is active, showing fields for 'Type of Contact' (Referral Doctor), 'Family/Business Name' (Mortier), 'Given Name' (Vivian), 'Title' (Dr), 'Specialty' (Specialist), 'Normal Email Address', and 'Preferred Delivery Method' (Hardcopy Letter & Email). The 'Secure Messaging' section is highlighted, showing fields for 'ESend Transport' (HL7), 'ESend Address' (Test@email.com.au), 'ESend Method' (Argus), and 'Referral Format' (PDF). The 'Practice Locations' section shows the main location as 'Specialist Referral' at '123 Testing Street' in 'NORTH MELBOURNE'.

8. Laboratory Details: for Radiology or Pathology contacts.

Secure Messaging fields

9. Enter Secure Messaging provider information.

For the following secure messaging services: HealthLink, Medical Objects and Promedius.

- The service sends Referrals and letters to specialists and hospitals.
- The sender and recipient must be set up with the same secure messaging service.
- For Contacts using Medical Objects, see the [Medical Objects Knowledge Base](#).

The following settings are required to set up Secure Messaging:

- **ESend Transport:**
 - For most services, it will be HL7.
 - Medical Objects customers use PIT.
- **ESend Address:** This email address will be provided for the contact by their messaging provider.
 - Select the Search icon to open the **ESend Email Search** table of existing addresses.
 - Select an address or select **Add new** and enter the address and practice name.
- **ESend Method:** the secure messaging service the client uses.
 - Medical Objects customers use support@medical-objects.com.au
- **Referral format** is the format Zedmed sends a letter in.
 - PDF is the default and recommended format.
 - For Medical Objects, use RTF.
- Example (for Medical Objects).

Messaging

ESend Transport: PIT

ESend Address: support@medical-objects.com.au

ESend Method: Medical Objects

Referral Format: ☐ PDF ☒ RTF

10. Laboratory details - important fields

If the **Type of Contact** you selected from the drop-down was radiology or Pathology, there will be a Laboratory Details section.

- a. Select the **Paper Type**.

This is the template used to print on the laboratory's paper. The template is created by Zedmed for the laboratory.

- b. Select if this should be the **Preferred Laboratory**.

Laboratory Details

☐ Use As Preferred Laboratory

Paper Type: Radiology Plain Paper Type N

Vertical Offset(mm):

- Pathology Abbott Path
- Pathology Cardiac Inv
- Pathology CVS Cardio
- Pathology Davis Campbell
- Pathology DigestiveHlth Cnt
- Pathology Dorevitch Path
- Pathology Enterix Insure Immun FOBT
- Pathology General Path Labs

Lab Communications

DL Command Line:

DL Directory:

UL Directory:

Buttons: ? Help, OK, Cancel

11. Practice locations - important fields

- a. If the practitioner has a Provider number, enter it into the Provider No field. This is used by Medical objects in sending secure messages.
- b. Select **OK** when you have finished to save your changes.

Add a Secure Send laboratory contact

To use **Secure Send** for laboratory referrals, you must create a pathology addressee with the 'PathologyZedmedRequestForm' template and a radiology addressee with the 'RadiologyZedmedRequestForm' template.

Addressbook - New

Properties Locations

Details

Type of Contact Pathology Laboratory

Family/Business Name Zedmed Default - Pathology

Given Name

HPI-I Search HI Service

Title

Speciality

Normal Email Address

Preferred Delivery Method Hardcopy Letter Only

Messaging

ESend Transport PIT

ESend Address

ESend Method <Default>

Referral Format

PDF RTF

Prefix Subject Line with "Letter"

Yes No Site Default

Salutation

Default Document Template

Default Summary Template

Available

Private Contact Details

Mobile Phone

Home Phone

AH Phone

Pager

Notes

Generic Template to be used exclusively for Secure Send distribution.

Practice Locations

Main Location

Organisation

Address Line 1

Address Line 2

Address Line 3

Suburb/Town

Provider No

Postcode

HPI-O Search HI Service

(W) Phone

Fax

Transport Type Legacy Messaging

End Point Service URI

Lab Communications

Use As Preferred Laboratory

Paper Type PathologyZedmedRequestForm

Vertical Offset(mm)

DL Command Line

DL Directory

UL Directory

Update Details from HI Service

Help OK Cancel

These 2 generic templates are provided by Zedmed for Secure Send, as the other templates are designed to be printed on laboratory-specific paper. These generic templates also support electronic signatures, and the practitioner who is logged in will have their signature automatically added to the referral.

Secure Send is ideal for telehealth and remote consultations where the practitioner cannot print a referral for the patient. Practitioners must select the pathology or radiology address linked to the generic secure send template, and the referral will be sent directly to the patient.

Address Book Search

Address Book

HealthShare

Health

Name

Suburb

Speciality

All

Full Name

Zedmed Default - Pathology

Zedmed Default - Radiology

Edit

Add New

Addressbook

Properties

Locations

Details

Type of Contact

Pathology Laboratory

Family/Business Name

Zedmed Default - Pathology

Given Name

HPI-I

Search HI Service

Title

Speciality

Normal Email Address

Preferred Delivery Method

Hardcopy Letter Only

Messaging

ESend Transport

PIT

ESend Address

ESend Method

<Default>

Referral Format

☒ PDF
☐ RTF

Prefix Subject Line with 'Letter'

☐ Yes
☐ No
☒ Sit Default

Salutation

Default Document Template

Default Summary Template

Available

☒

Private Contact Details

Mobile Phone

Home Phone

AH Phone

Pager

Notes

Practice Locations

☒ Main Location

Organisation

Address Line 1

Address Line 2

Address Line 3

Suburb/Town

Provider No

Postcode

HPI-O

(W) Phone

Search HI Service

Fax

Transport Type

Legacy Messaging

End Point Service URI

Add New

Laboratory Details

☐ Use As Preferred Laboratory

Paper Type

PathologyZedmedRequestForm

DL Command Line

DL Directory

UL Directory

Vertical Offset(mm)

0

Update Details from HI Service

Help

OK

Cancel