

Add Address Book contacts

Last Modified on 16/07/2024 3:28 pm AEST

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 MyHealth 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

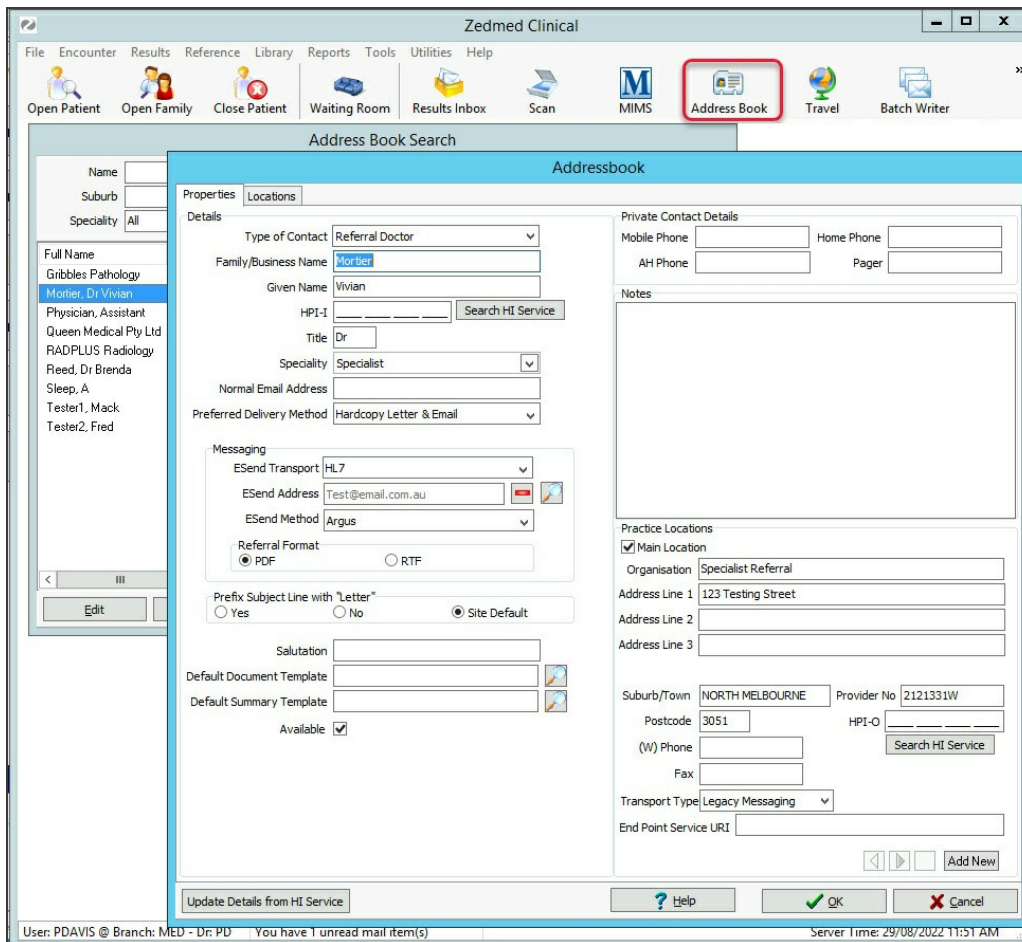
5. Select the **Type of Contact** from the drop-down field.

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.

- 8.



9. **Laboratory Details:** for Radiology or Pathology contacts.

Messaging section - Important fields

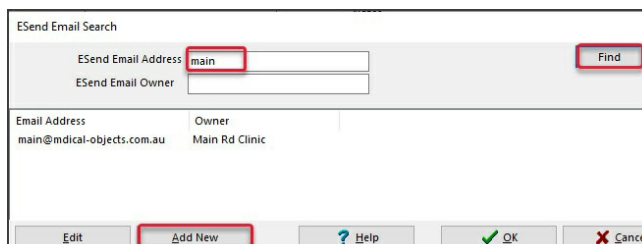
10. Enter Secure Messaging provider information.

This section is for contacts that use a secure messaging service: Argus, Healthlink, Medical Objects and Promedicus.

The service sends Referrals and letters to specialists and hospitals, and the sender and recipient must be set up with the same secure messaging service.

Check the following:

- o **ESend Transport:** For most services, it will be HL7. Some Medical Objects customers use PIT.
- o **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.



- o **ESend Method:** the secure messaging service the client uses (HealthLink, Argus or Promedicus).
- o **Referral format** is the format Zedmed sends a letter in. PDF is the default and recommended format.

11. For Contacts using Medical Objects, see the [Medical Objects Knowledge Base](#).

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 sections.

12. 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.

13. Select if this should be the **Preferred Laboratory**.

The screenshot shows a dialog box titled "Laboratory Details" and "Lab Communications". In the "Laboratory Details" section, there is a checkbox labeled "Use As Preferred Laboratory" which is checked. Below it is a dropdown menu for "Paper Type" currently showing "Radiology Plain Paper Type N". A list of other paper types is visible in the dropdown: Pathology Abbott Path, Pathology Cardiac Inv, Pathology CVS Cardio, Pathology Davis Campbell, Pathology DigestiveHlth Cnt, Pathology Dorevitch Path, Pathology Enterix Insure Immun FOBT, and Pathology General Path Labs. To the right, under "Lab Communications", there are three text input fields: "DL Command Line", "DL Directory" (with a folder icon), and "UL Directory" (with a folder icon). At the bottom of the dialog, there is an "Update Details from" button, a "Help" button (with a question mark icon), an "OK" button (with a green checkmark icon), and a "Cancel" button (with a red X icon).

Practice locations - important fields

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

Add a Secure Send 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

Laboratory Details

Use As Preferred Laboratory

Paper Type PathologyZedmedRequestForm

Vertical Offset(mm)

DL Command Line

DL Directory

UL Directory

Lab Communications

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 HealthShare

Name:

Suburb:

Speciality: All

Full Name

- Zedmed Default - Pathology
- Zedmed Default - Radiology

Addressbook

Properties Locations

Details

Type of Contact: Pathology Laboratory

Family/Business Name: **Zedmed Default - Pathology**

Given Name:

HPI-I:

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 Default

Salutation:

Default Document Template:

Default Summary Template:

Available:

Laboratory Details

Use As Preferred Laboratory

Paper Type: **PathologyZedmedRequestForm**

Vertical Offset(mm):

Lab Communications

DL Command Line:

DL Directory:

UL Directory:

Update Details from HI Service

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:

Fax:

Transport Type: Legacy Messaging

End Point Service URI: