

OLA document requests

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Document uploads are now supported for Online appointments (OLA). Practices can require document uploads for specific Appointment Types based on the patient being New or Existing. Requires Zedmed v38.

Enable document requirements:

To configure Zedmed:

- 1. Go to Zedmed's Management tab.
- 2. Select Practice Setup > Practice.

The Practice Details screen will open with the Practice tab selected.

- 3. Select the Branch tab.
- 4. Open Online Appointment Details.
- 5. Enter an email address into the Referral Upload Email field.
- 6. Select **Close** to save the changes.

Important: This email address needs to be monitored the Referral should be added to the patient's record.

Practice		Name Medical One - Morohett Vale V C	ode MED	tiff from		
Branches				EISS Forum		
Bank Accounts	Brance	Online Appointment Details	ALC FAIL			
Departments Integrations Claiming Configuration	Network Ar	Contact Phone Number: 2001059111	Opening Hours	: Opening Time:	Closing Time:	
		After Hours Contact 137425 Phone Number:	Monday	08:00 am	07:00 pm	
	s	Referral Upload Email zedmedtesting+m1R/V@	gmail Tuesday:	08:00 am	08:00 pm	
	1	Fee Information: Ref.	errals uploaded by patients when	making an online	appointment will be sent	t here.
		Private Fees (paid at time of appointment) Bulk Billing available to:	Thursday:	08:00 am	06:00 pm	
		- Under 16	Friday	08:00 am	06:00 pm	
	Usual Opening	- concession card noiders (conditions apply)	Saturday	09:00 am	02:00 pm	
	Currently Av		Sunday:	09:00 am	02:00 pm	
	Available Or		Public Holidays	09:00 am	01:00 pm	
		Doctor Name Display Available branch doctors:	Doctor display sequen	ce:		
		Danni Hatcher DANUTA FERNANDEZ GRACE HERMAN Grenville Howell Phillip Davis Svetlana Dimitrovska-Bucevska WARREN HEDRICK	*			
				Ca	Close	
	Add New	Edit Name Options Delete	Payment Types Online Appoint	ntment Details		

- 7. Go to Zedmed's Management tab.
- 8. Select Practice Setup then Appointments > Appointment Types.

The Appointment Types screen will open.

9. Select the Appointment Type that requires a document (referral).

- 10. Tick Referal Letter Required.
- 11. Repeat for each Appointment Type.
- 12. Select Close.

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wikal Streening Test (Page) eheath (Phone Consult) ress Percents eheath (Geo (Buik Bill) eheath (Geo (Buik Bill) Bozena Evelyn Star	li Kyparath nza Violett	Duration	Arailable Online	Estimated Amount	Credit Card Required	Pension/HCC Exemption	Full DVA Exemption	Limited DVB Exemption	Child Exemption	Seniors Exemption

The patient provides a document

The patient will be prompted to upload a referral when making an OLA booking.

Please select the patient attending this appointment	from the list below, or select "Lookup Patient" and fill in their	
details. Matt Lookup Patient	Please upload any relevant documentation (referral letter, test result etc.) or select "Skip" if you would prefer to bring a copy with you to the appointment.	Dr Bozena Evelyn Stanza Violetta Falkowska- LongsurnameSurname TBC Appointment Details
	Crag & drop your referral letter here or click to select your file	CENTRE: Your local time (AEDT) DATE: Wednesday 19 February 20 TIME: 12:00 p
	Skip Continue	TYPE: Std Consultati

Selecting **Skip** allows the patient to continue making the appointment without providing a document.

To check if a document was provided, open the **Appointment Details** and check the **Notes**, as shown below.

	ent Details					
Date Created by Doctor	Wednesday, 19 Online Appoint Bozena Evelyn	9 Februa ments Stanza	violetta Fall	on 19/02/25 at 1	10:52	Armstrong, Matt
Resource Start Time Duration End Time	12:15 00:10 12:25	Clinic Status Type	Medical One - Elw Current Std Consultation	ood	 S S 	File Nº 1015 Pull File Yes DOB 4/08/1999 First in Last in Type Contact Details Phone (H) Work (W)
End Time Notes	12:25 Type Std Consultation Online Appointment Details ferral details: heck zedmedtesting +m 1EL@gmail.cop for patient referral ayment details: N/A Online Appointment Details				~	Mobile 0491570158 Address 123 Test Street, Anywhere 3999 Other Details
ePi	heck zedmedtestin ter. ayment details: N/i	g +m 1EL (A nt Details	Bgmail.com for pat	ient referral	<	Expiry MC HCC Referral Alerts

Practice receives the document

Documents uploaded with OLA bookings are delivered to the email account provided in Step 3 (at the top of this guide).

Monitor incoming emails and action them by uploading the referral to the patient's record and Adding the Referral Information.

The email body will contain key information about the booking, and the document provided will be attached to the email.

Email body

•	Document for patient's online booking - [stage] Medical One - [stage] Online Appointments Intex x [stage] Online Appointments Document for patient's online booking To &, Patient Details: Name: Matt Armstrong Date of Birth: 04/08/1995					
•	[stage] [stage] Online Appointments @ Decument for patient's online booking To BR4, Date: 19/02/2025 Time: 10:45 AM Doctor: BF					
•	[stage] [stage] Online Appointments - to zedmedtesting+m1EL +		@ 10:53AM (1 minute ago) ☆ ③ ←	:		
	To Pa Ap Th Be Ze	Document for patient's online booking BR4, Itent Details: Mame: Matt Armstrong Date of Bint: 04/08/1999 Email: zedmedtesting=mamstrong@gmail.com pointment Details: Date: 19/02/2025 Time: 12:15 PM Doctor: BF e patient document is attached to this email. at regards, attraced online Bookings				

Email attachment

This message contains confidential information and is only intended received this message by mistake and delete this e-mail from your s contain viruses. The Company accepts no liability for any errors, om	for the individual named. If you are not the named recipient you should not disclose, distribute or copy th system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be inter issions, loss or damage in the contents of this message, which arise as a result of e-mail transmission. If
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