

Adding a Contact

Sending a Message



Step 1



Step 2

Step 3

HealthLink

Log on to the HealthLink Directory and search for relevant provider. Copy the HealthLink EDI to add to MD Exchange address book.



1. Select a Patient and open *Letter Writer (F8)* 
2. Click File > *Send via MExchange* OR 
- Open the address book by selecting 'To...'
3. Paste *HealthLink EDI* in the Facility ID field and click *Search*
4. View *Online Search Results* tab and *double click* on the correct entry
5. In the Matching Address Found window *click on Add* to save the selected provider in your local address book.

1. Select a patient and open *Letter Writer (F8)* 
2. Complete the appropriate template
3. Click the *MD Exchange* icon 
4. Select the recipient in the *To...* field
5. Select the *Address Book tab* and enter the name of the provider and click *OK*
6. Add an appropriate Subject and click *Send*

Argus

Log on to the Argus Address Book and search for relevant provider. Copy the Argus address to add to MD address Book.

1. Open the *MD Address Book*
2. Create *New* entry or *Edit* to modify existing Entry
3. Replace existing email address with *Argus email address*
4. Click *Save*

1. Select a patient and open *Letter Writer (F8)* 
2. Select appropriate template and addressee
3. Complete the template
4. Click the send *Email icon*
5. Confirm Recipient is correct and Click OK
6. Argus Send screen will appear. *Click Send.* 
7. **Close letter** and **save** to patient record.

Checking your inbox

1. Go to Medical Director Clinical
2. Open the *Holding File (F5)*
3. Select the Practitioner Name from list
4. Highlight the results
5. Select **Action** form the bottom of the screen and choose an appropriate action from the list presented



Checking for Sent Messages

1. From the main menu click on *Tools > MExchange > Sent items*
2. Set your criteria as you desire by clicking on the relevant filters - e.g. all recipients, all practitioners, etc.
3. Check the status of each message to ensure it has been successfully **'Accepted'** or **'Read'** by the recipient.

MExchange Outbox

All Messages • All • All Recipients • Dr Katrina Otto • All Patients

To	From	Patient	Subject	Sent	Status
Train IT Medical	Dr Katrina Otto	Ms Jennifer Andrews	Ms Jennifer Andrews	08/12/2009 1:56 PM	Read
Dr Elizabeth Mackenzie	Dr Katrina Otto	Ms Jennifer Andrews	Ms Jennifer Andrews	20/04/2010 8:30 PM	Accepted
Dr Louise Norrie	Dr Katrina Otto	Ms Jennifer Andrews	Ms Jennifer Andrews	20/04/2010 8:30 PM	Accepted
Prof Stewart Einfeld	Dr Katrina Otto	Ms Jennifer Andrews	Ms Jennifer Andrews	20/04/2010 8:30 PM	Accepted
Train IT Medical	Dr Katrina Otto	Ms Jennifer Andrews	Ms Jennifer Andrews	20/04/2010 8:30 PM	Sent

The 'Status' column in the table is circled in red, showing 'Read', 'Accepted', 'Accepted', 'Accepted', and 'Sent' for the respective rows.



Argus
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HealthLink
ph. 1800 125 036

Medical Director
ph. 1300 300 161

For further assistance contact the Sydney North Health Network Digital Health team
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