## Using the Ballarat Health Services SMART referral with Zedmed

These notes assume that:

* The most current SMART referral template has been added to Zedmed
* The template has been set to appear in the doctor’s *Quick Documents* list.



With the patient’s record open:

**Click** on the *Quick Documents* icon.



Locate *BHS Smart Referral*

**Click** on it.



When the *User Defined Field Entry* window pops up:

**Click** on the button if the patient is an Aboriginal or Torres Strait Islander.

**Select** *Yes* or *No* from the *Interpreter* list.

**Select** the *Specialist* from the list.

This is vital as it gives you the number to which the referral is to be faxed.



**Choose** *Routine* or *URGENT* from the *Urgency* list.

**Click** on the button if there has been a *previous referral for the same condition.*

**Choose** *Outpatients* or *EMERGENCY* from the *Referral to* list.

**Choose** the appropriate *cancer status* from the list.

**Please turn over**



**Click** on the button if this is a *National Bowel Cancer screening referral*.

**Enter** the *reference number* if applicable.

**Click** on the buttons to indicate *consent* by the patient.

**Type** a *provisional diagnosis.*

**Type** the *history of the presenting complaint.*

**Click** on *OK*.



The referral is displayed on screen.

It contains information from the patient’s record as well as that which you have just entered.

Add any further information you think relevant.

**Print** and **save** the referral.

**Sign** the referral at the bottom of the last page.

**Fax** it to the number displayed.