## Using the Ballarat Health Services SMART referral with Medical Director

These notes assume that:

* The most current SMART referral template has been added to Medical Director
* Ballarat Health Services is in the practice’s MD address book.



With the patient’s record open:

**Click** on the *Letter Writer* button.



In the *Letter Writer*:

**Click** on the *New* button.



On the *User Defined* tab:

**Scroll** down until you see

*BHS Smart Referral*

**Double click** on it.



If the patient has any current medications, they

will be displayed.

Select the medications you want included in the

referral by **clicking** in the appropriate box,

or **clicking** on the *Select All* or

the *Select None* buttons.

**Click** *OK.*

If the patient has any pathology or radiology

results, they will be displayed.

Select the results you want included in the

referral by **clicking** in the appropriate box,

or **clicking** on the *Select All* or

the *Select None* button.

**Click** *OK*



When the Select Addressee window pops

up, **scroll** down to Ballarat Health Services.

**Double click** on it.



When the *User Defined Fields* window

pops up:

**Click** in the box if the patient is an Aboriginal or Torres Strait Islander.

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

**Select** the *Specialist Clinic* 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** in the box 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.

**Click** in the box if this is a *National Bowel Cancer screening referral*.

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

**Click** in the boxes to indicate *consent* by the patient.

**Type** a *provisional diagnosis.*



If you see the *Fields 1* and *Fields 2* tabs

**Click** on *Fields 2.*

**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.