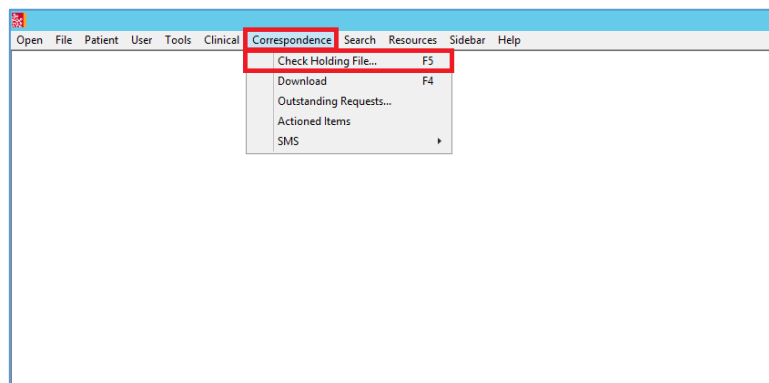


AUTO-ACKNOWLEDGEMENTS FROM CENTRAL REFERRAL HUB

Where to check in Medical Director and Best Practice once an auto-acknowledgement has been sent from the Central Referral Hub via secure messaging delivery

MEDICAL DIRECTOR

1. Open Medical Director > Navigate to 'Correspondence' > click on 'Check holding file' > select practitioner



2. Navigate to the patient you had completed the referral for and look for Sender/Provider: 'Queensland Health STS'

The screenshot shows the Medical Director Clinical 3.17.3 interface. A table displays 4 records. The 'Sender/Provider' column is highlighted with a red box, showing 'Queensland Health STS' for both records.

Date Collected	Date Requested	Result	Patient	Subject	Description	Comment	Location	Type	Sender/Provider
13/02/2019	13/02/2019		Test, Jane	DISCHARGE SUMMARY	DISCHARGE SUMMARY		Document	Physician	Queensland Health STS
13/02/2019	13/02/2019		Test, Jane	DISCHARGE SUMMARY	DISCHARGE SUMMARY		Document	Physician	Queensland Health STS

3. The auto-acknowledgement messaging will be as follows:

Thank you for referring your patient, [REDACTED], via the Metro South Health Central Referral Hub. This referral is currently being processed and you will be notified of the outcome. The transaction ID for this referral is [REDACTED]. If you need additional support for this referral, please email MetroSouth-ReferralHub@health.qld.gov.au

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Where to check in Medical Director and Best Practice once an auto-acknowledgement has been sent from the Central Referral Hub via secure messaging delivery

- Click on 'Action' below and action the auto-acknowledgement into the patient's file to store in 'Documents tab'.

Note: The subject and description can be changed e.g. auto-acknowledgement.

Document Details

Date Entered: 13/02/2019 Document Date: 13/02/2019

Subject: DISCHARGE SUMMARY

Description: DISCHARGE SUMMARY

Document Location: Documents Tab

Document Type: Specialist Letter

Assigned to Recipient: [Redacted]

Select Patient

Jane Test

OK Cancel

Previous | Next | Reassign Patient | Reassign Recipient | **Action** | No Action | Discuss | Return Urgently | Add Recall | Edit Patient | Open Patient | View Signature | Audit History | Close

- The auto-acknowledgement should now be sitting in the patient's 'Documents'. Check for the Sender/Provider as 'Queensland Health STS'

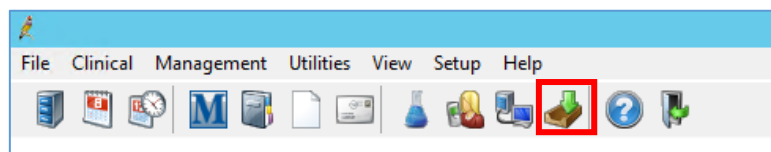
Date Collected	Type	Subject	Description	Comment	Sender/Provider	Date Checked	Date Created
13/02/2019	Document	referral received	auto-acknowledgement	test referral received	Queensland Health STS	13/02/2019	13/02/2019

AUTO-ACKNOWLEDGEMENTS FROM CENTRAL REFERRAL HUB

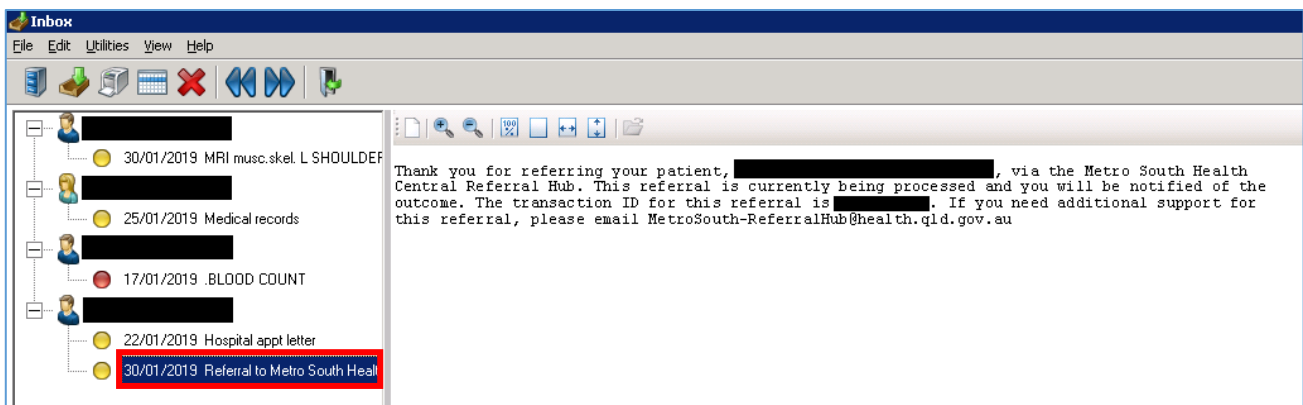
Where to check in Medical Director and Best Practice once an auto-acknowledgement has been sent from the Central Referral Hub via secure messaging delivery

BEST PRACTICE

1. Open Best Practice > navigate to the 'Inbox'



2. Navigate to the patient you had completed the referral for and look for 'Referral to Metro South Health'.



3. The auto-acknowledgement messaging will be as follows:

Thank you for referring your patient, [REDACTED], via the Metro South Health Central Referral Hub. This referral is currently being processed and you will be notified of the outcome. The transaction ID for this referral is [REDACTED]. If you need additional support for this referral, please email MetroSouth-ReferralHub@health.qld.gov.au

