

Referral template guide for Medical Director

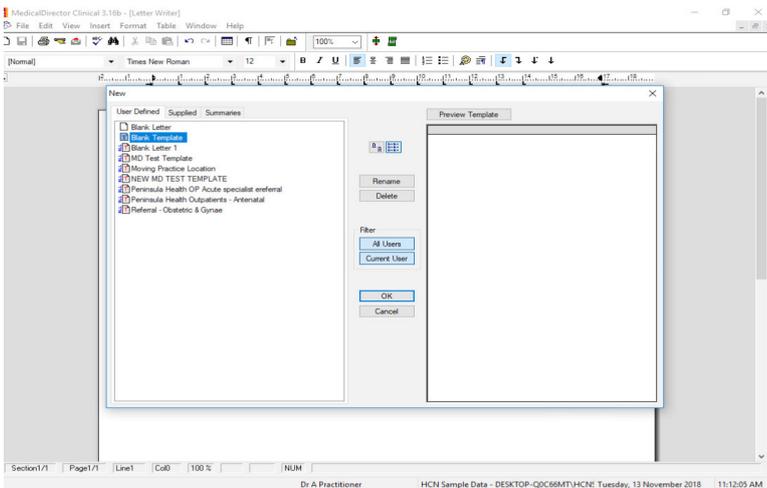
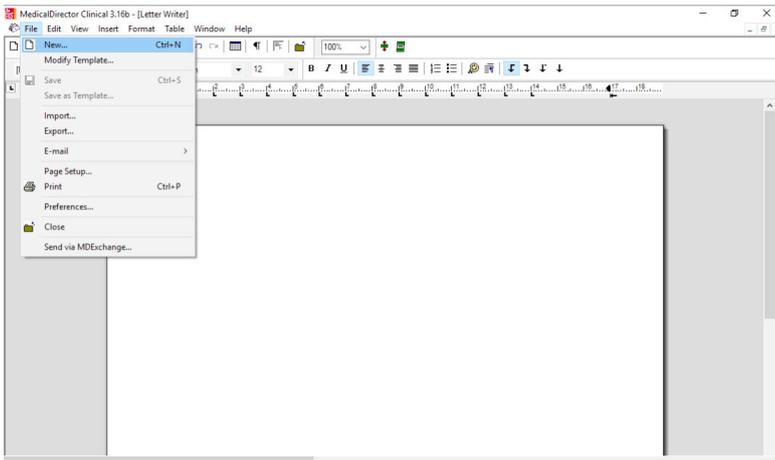


A guide to the St John of God (SJG) community mental health services template

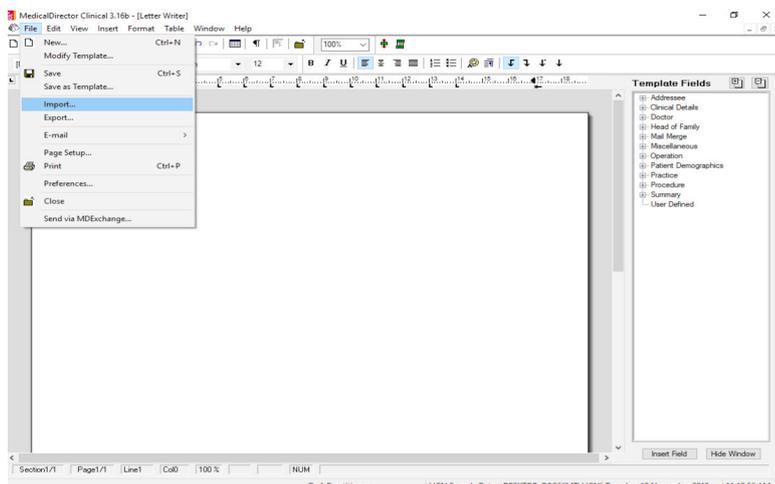
To help you use the templates in ReferralNet we have outlined some basic instructions below. The instructions cover how to import a template to Medical Director and how to add SJG community mental health services to your contacts.

Importing template to Medical Director

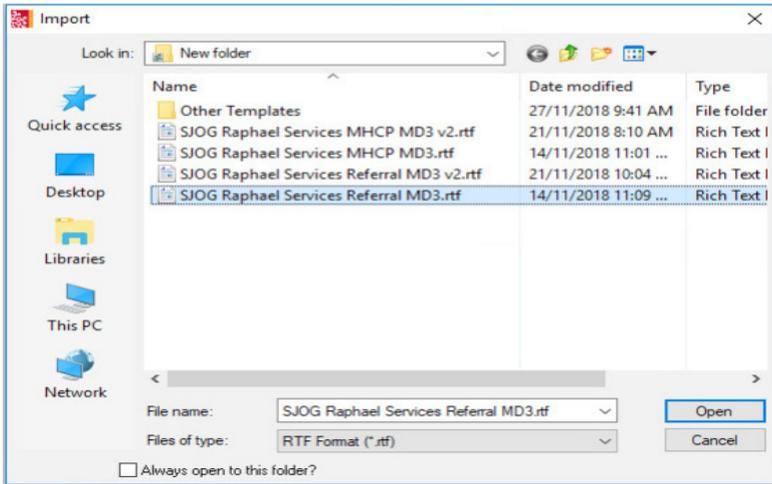
- First open up the letter writer, then go to 'File', 'New' and select 'Blank template'



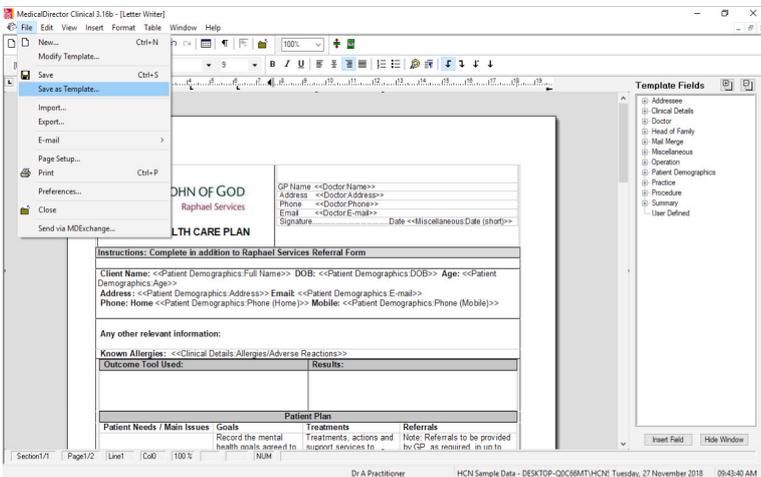
- Once the blank template is open click on 'File' then 'Import'



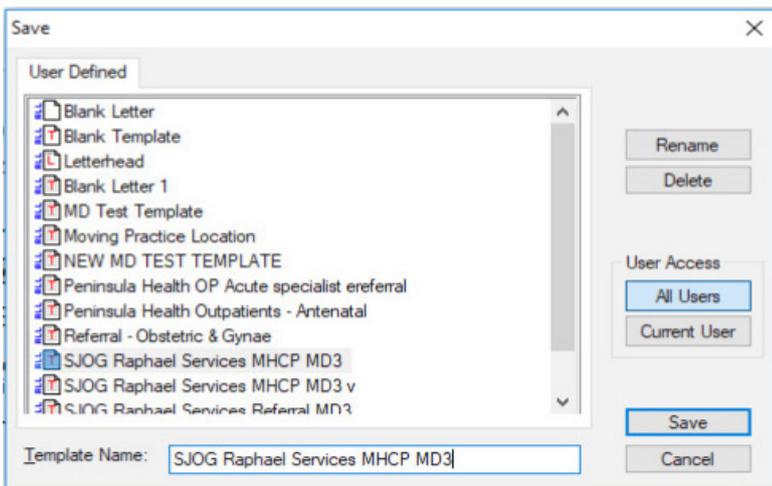
- Browse to where the template is located



- Click on 'File' and 'Save as Template'

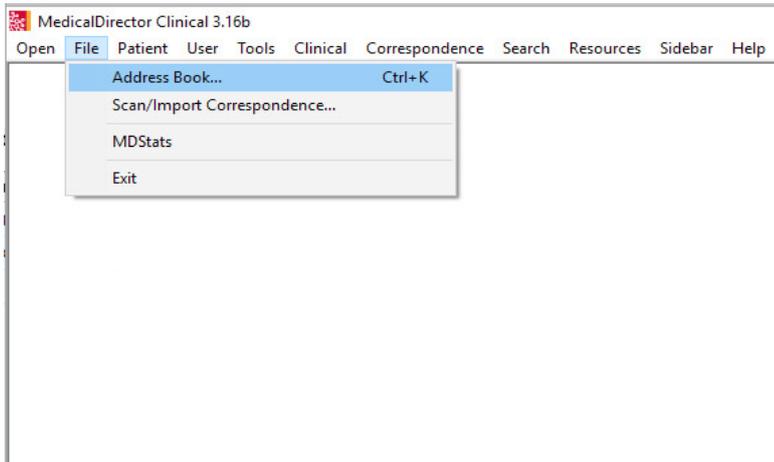


- Put in the template name and click 'Save'

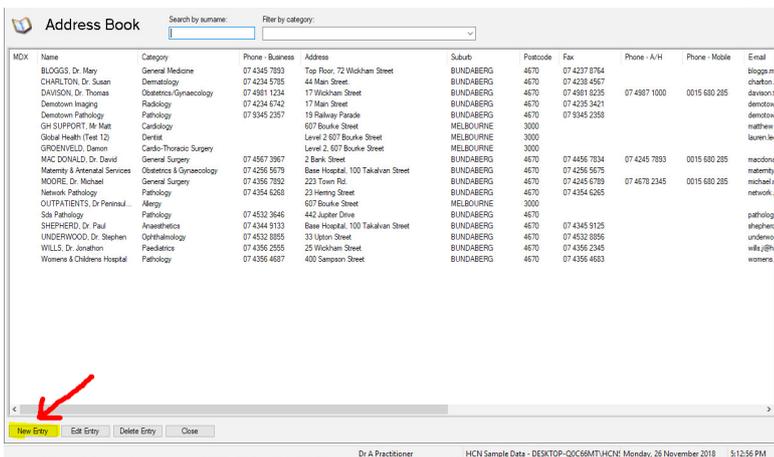


Adding this service to Contacts

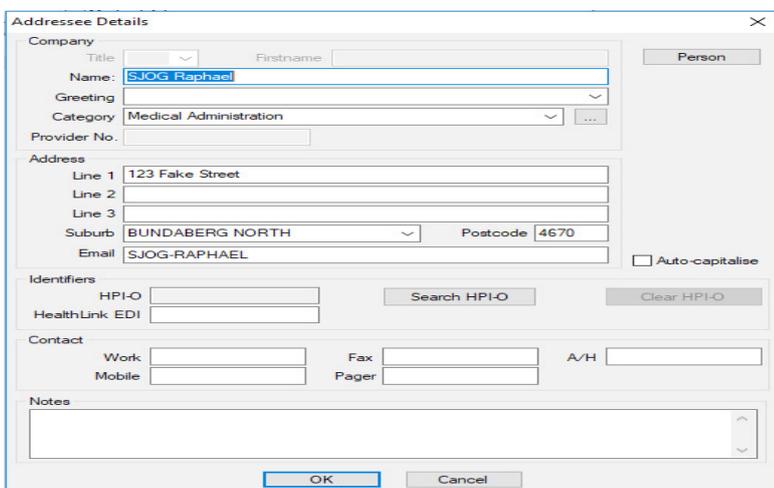
- First open 'Contacts'



- Click on 'New Entry'



- Select 'Company' from the right hand side and fill in the relevant SJG community mental health services information



About St John of God Health Care

St John of God Health Care is a leading Catholic not-for-profit health care group, serving communities with hospitals, home nursing and social outreach services throughout Australia, New Zealand, and the wider Asia-Pacific region.

We strive to serve the common good by providing holistic, ethical and person-centred care and support. We aim to go beyond quality care to provide an experience for people that honours their dignity, is compassionate and affirming, and leaves them with a reason to hope.

About St John of God community mental health services

Left unchecked, emotional distress can affect relationships and disrupt or even derail lives. Things can easily spiral out of control, with new challenges compounding a bad situation or state of mind. Our community mental health teams help prevent this from happening.

Currently available in Ballarat, Warrnambool and Fremantle, our low-cost mental health support and interventions help people who might otherwise struggle to access mental health services in the community.

Level 1, 12 Kings Park Road, West Perth WA 6004

T. (08) 9429 3220 E. socialoutreach@sjog.org.au

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Social Outreach