

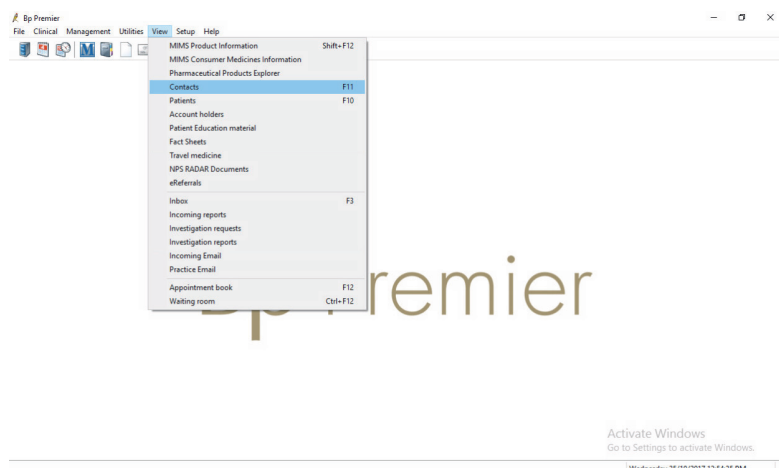
Referral template guide for Best Practice

Raphael Services template guide

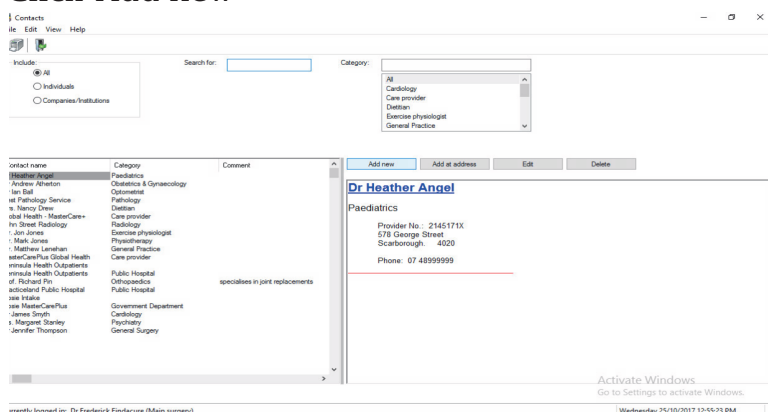
To help you use the templates in RefferalNet we have outlined some basic instructions below. The instructions cover how to import a template to Best Practice and how to add St John of God (SJG) Raphael Services to your contacts.

Adding Raphael Services to contacts

- First open 'Contacts'



- Click 'Add new'

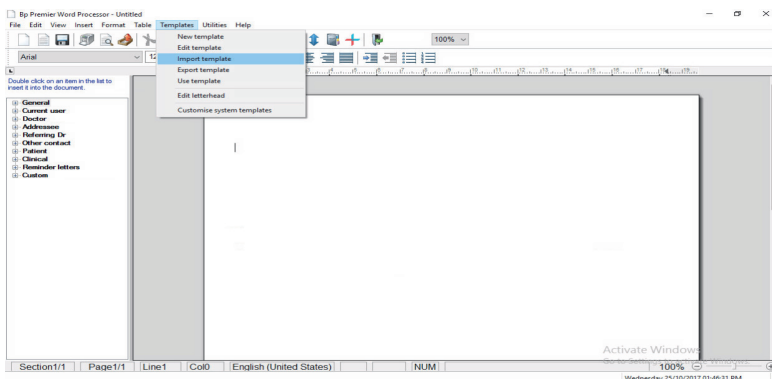


- Select 'Company/institution' and fill in the company details for Raphael Services

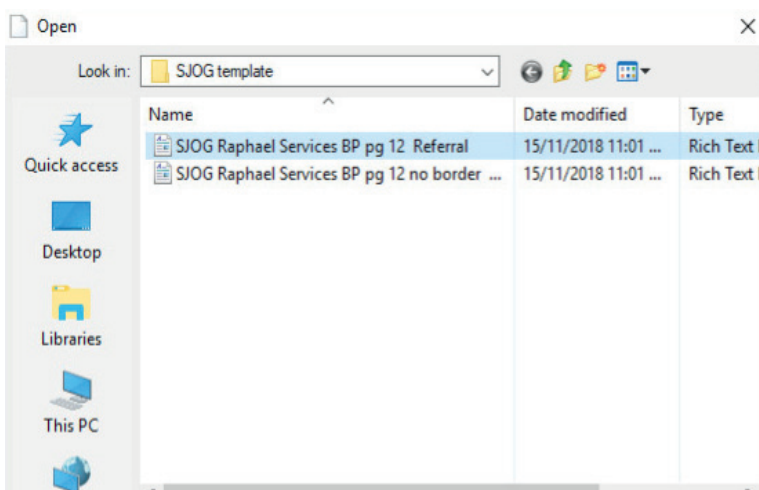
The screenshot shows the 'Contact details' form in Bp Premier. The 'Company/Institution' radio button is selected. The form includes fields for 'Title', 'Name' (with a dropdown menu), 'Greeting', 'Category', 'Addresses' (with fields for Address, Phone, and Fax), 'Mobile phone', 'Pager', 'A/H phone', 'Provider No.', 'Health Identifier', 'PKI key ID', 'Attach HeSA Certificates', 'Skype', 'Email', 'Web site', 'Messaging provider' (with a dropdown menu), 'Account ID', and 'Comment'. The 'Name' field is filled with 'SJOG Raphael' and the 'Category' is set to 'Public Hospital'. The 'Messaging provider' is set to 'ReferralNet' and the 'Account ID' is 'SJOG RAPHAEL'. There is also a checkbox for 'Is an operating facility'.

Adding SJG Raphael Services to Contacts

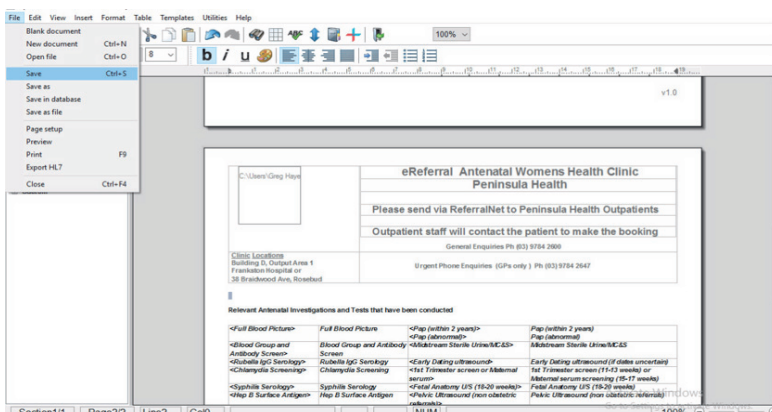
- Open up the letter writer, select 'Templates' and then scroll down and select 'Import template'

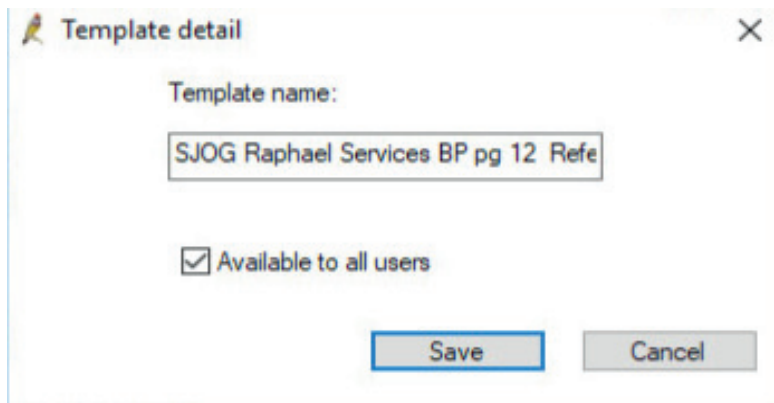


- Browse and select the template



- Select 'File' and then 'Save'





Template detail

Template name:

SJOG Raphael Services BP pg 12 Refe

☒ Available to all users

Save Cancel

- Click 'Save'

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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 Raphael Services

St John of God Raphael Services provides vital early-intervention counselling, therapy and support, from conception to a baby's fourth birthday, enabling vulnerable parents to thrive - emotionally, mentally and as a family.

We employ a phased, multidisciplinary approach to service delivery, overseen by psychiatrists, that ensures parents get the tailored support they need.

Located in Western Australia, New South Wales and Victoria our services supported more than 2,000 parents in 2018.

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ST JOHN OF GOD
Raphael Services