

Referral template guide for Medical Director

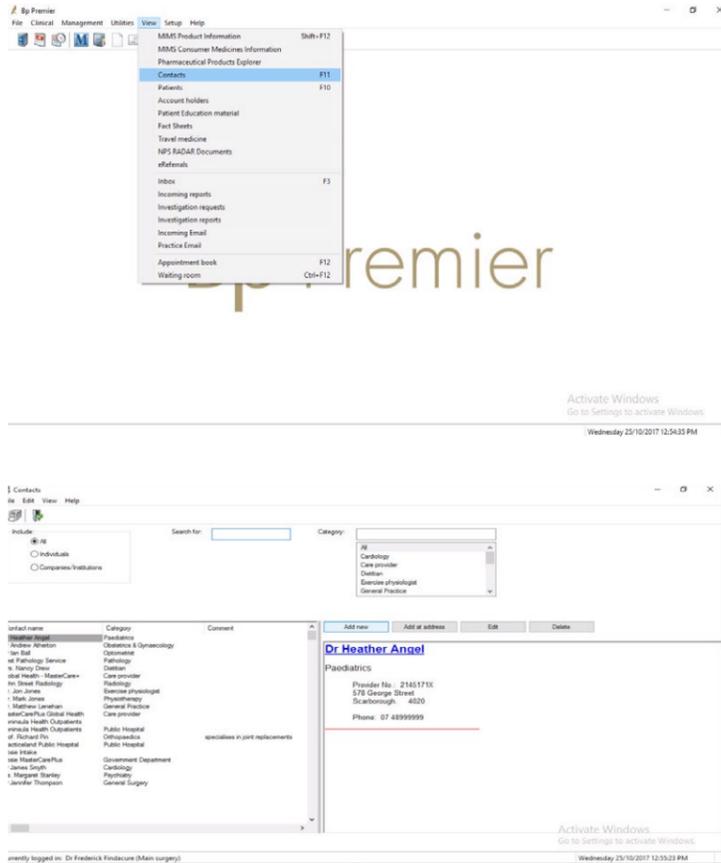


Raphael Services template guide

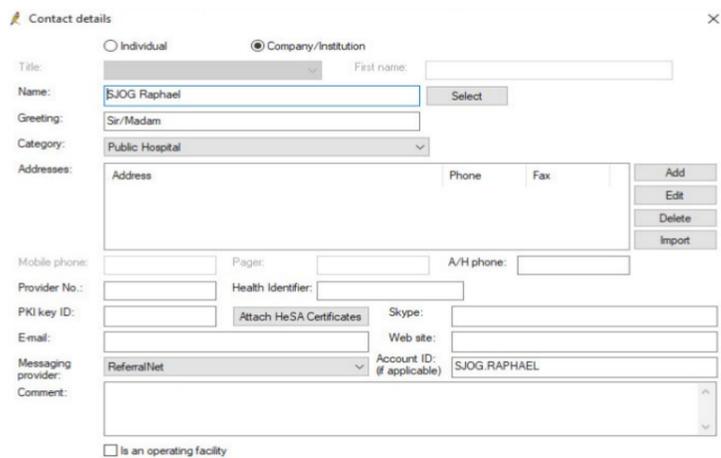
To help you use the templates in ReferralNet we have outlined some basic instructions below. The instructions cover how to import a template to Medical Director and how to add St John of God (SJG) Raphael Services to your contacts.

Importing template to Medical Director

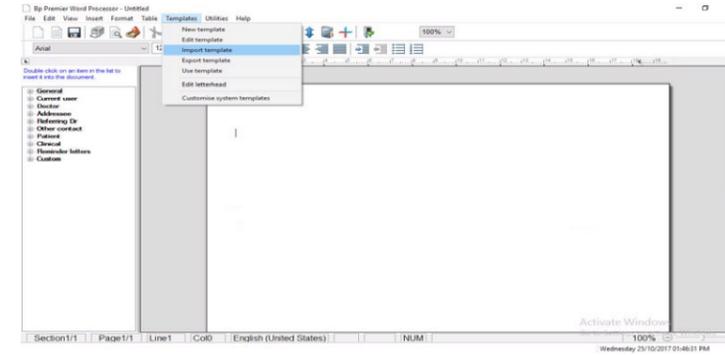
- First open up the letter writer, then go to 'File', 'New' and select 'Blank template'



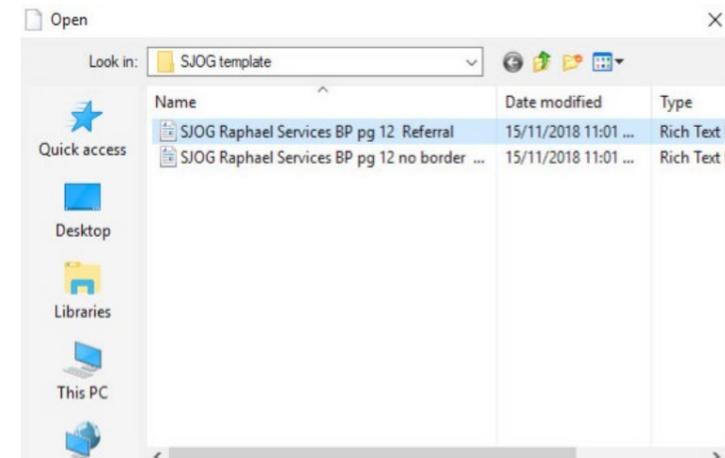
- Once the blank template is open click on 'File' then 'Import'



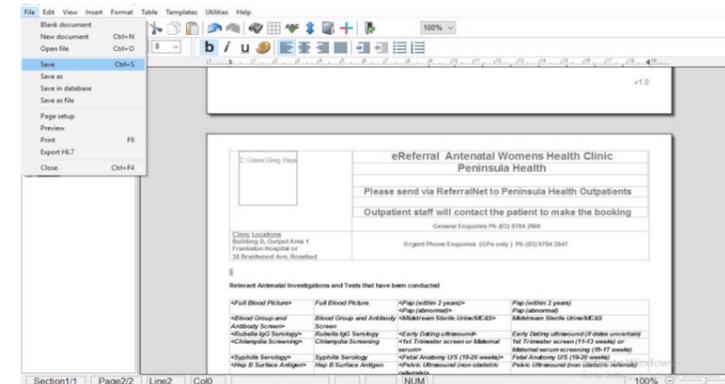
- Browse to where the template is located



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



- Put in the template name and click 'Save'



Adding SJG Raphael Services to Contacts

- First open 'Contacts'

- Click on 'New Entry'

| IDX | Name | Category | Phone - Business | Address | Suburb | Postcode | Fax | Phone - A/H | Phone - Mobile | Email |
|-----|--------------------------------|--------------------------|------------------|------------------------------------|-----------|----------|--------------|--------------|----------------|------------|
| | BLOGGS, Dr. May | General Medicine | 07 4345 7923 | Top Floor, 72 Wickham Street | BUNDABERG | 4670 | 07 4227 8764 | | | bloggm |
| | CHARLTON, Dr. Susan | Dermatology | 07 4234 8788 | 44 Main Street | BUNDABERG | 4670 | 07 4234 4687 | | | charlts |
| | DAVISON, Dr. Thomas | Obstetrics/Gynaecology | 07 4061 1234 | 17 Wickham Street | BUNDABERG | 4670 | 07 4061 5235 | 07 4987 1000 | 0015 600 205 | tdavison.t |
| | Dentonon Imaging | Radiology | 07 4234 8742 | 17 Main Street | BUNDABERG | 4670 | 07 4235 3421 | | | dentono |
| | Dentonon Pathology | Pathology | 07 5345 2257 | 15 Palmer Parade | BUNDABERG | 4670 | 07 5345 2250 | | | dentono |
| | GH SUPPORT, Ms. Matt | Cardiology | | 607 Bourke Street | MELBOURNE | 3000 | | | | matthe |
| | Global Health (Text 12) | Dentist | | Level 2 607 Bourke Street | MELBOURNE | 3000 | | | | globalh |
| | GRONBRIEL, Owen | Cardio-Thoracic Surgery | | Level 2 607 Bourke Street | MELBOURNE | 3000 | | | | owen.gr |
| | MAC DONALD, Dr. David | General Surgery | 07 4867 3867 | 2 Bank Street | BUNDABERG | 4670 | 07 4866 7834 | 07 4246 7893 | 0015 600 285 | macdon |
| | Maternity & Antenatal Services | Obstetrics & Gynaecology | 07 4226 5879 | Base Hospital, 100 Takuluan Street | BUNDABERG | 4670 | 07 4226 5879 | | | materni |
| | MOORE, Dr. Michael | General Surgery | 07 4265 7862 | 225 Town Rd. | BUNDABERG | 4670 | 07 4248 8788 | 07 4270 2345 | 0015 600 285 | micmo |
| | Nature's Pathology | Pathology | 07 4264 6205 | 22 Harris Street | BUNDABERG | 4670 | 07 4264 6205 | | | natures |
| | OUTPATIENTS, Dr. Penelope | Allergy | 07 4532 3545 | 607 Bourke Street | MELBOURNE | 3000 | | | | penelop |
| | Sin Pathology | Pathology | | 142 Lyster Drive | BUNDABERG | 4670 | | | | sinpath |
| | SHEPHERD, Dr. Paul | Anaesthetics | 07 4344 9133 | Base Hospital, 100 Takuluan Street | BUNDABERG | 4670 | 07 4345 9125 | | | shepher |
| | UNDYWOOD, Dr. Stephen | Ophthalmology | 07 4532 3555 | 21 Nelson Street | BUNDABERG | 4670 | 07 4532 3555 | | | undywo |
| | WILLS, Dr. Jonathan | Pediatrics | 07 4266 2255 | 29 Wickham Street | BUNDABERG | 4670 | 07 4266 2450 | | | john.wi |
| | Women & Childrens Hospital | Pathology | 07 4356 4667 | 405 Simpson Street | BUNDABERG | 4670 | 07 4356 4663 | | | women |

- Select 'Company' from the right hand side and fill in the relevant SJG Raphael 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 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 2000 parents each year.

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