


Installing a Template in Genie

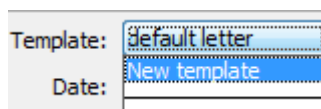
Click on the Link to the Template and download the document. Click on Zip folder and select **Open** and right click on the downloaded document to copy and save the **Sleep WA Dr J Philpott.4WT** file to your desktop ready to import.

Select > **Open** > **Patients** > Select a **Test Patient**

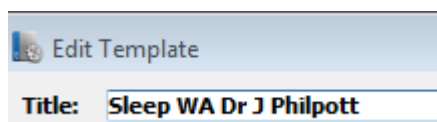
Select **Quill** icon 

Select a Test Doctor from the pop up search screen

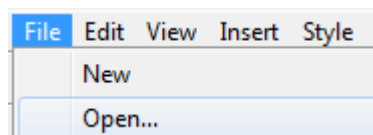
Go to **Template** and select > **New Template**



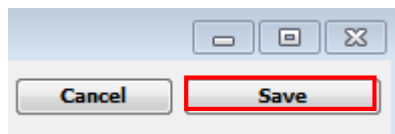
Under **Title** > Name the template **Sleep WA Dr J Philpott Referral**



Go to **File** > **Open** and browse for the .4WT file saved on your desktop and select > **Open**

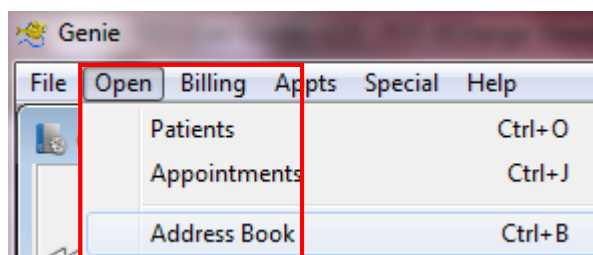


Select > **Save**



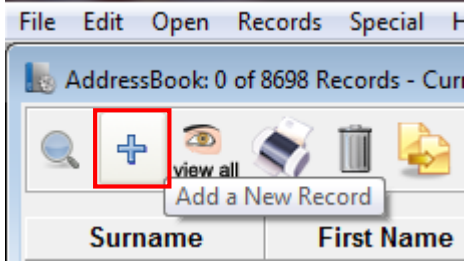
Creating a Contact for Sleep WA Dr J Philpott

Select > **Open** > **Address Book**



To add a new Doctor/Specialist click > **Cancel** in address search popup box

Select > **Add a New Record** icon



Enter **Sleep WA Dr Jack Philpott** details in Details tab then Correspondence tab

The Healthlink EDI code is **drphilpo** and select > **Save**

Details

Title

First Name Initial Surname

Clinic

Address 1

Address 2

Address 3

Address 4

Suburb Postcode

State Country

Provider No Mobile

Work Phone Pager

Fax Home Phone

Email

Category

Correspondence

Preferred Method of Communication

Healthlink

CARRIER IDENTIFIERS

Healthlink

Medical Objects

ArgusConnect

Alltalk/EQuery

DivisionReport

ReferralNet

Include RTF in letters

Include PDF in letters

Using the Template and Sending Referral Electronically

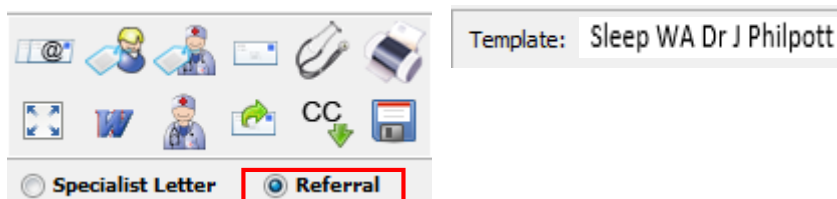
Select > **Open** > **Patients** > Select patient from **Search Patient** screen

Select > **Quill icon** 

Type in surname > **Philpott** > select **Dr J Philpott**

Select a doctor...			
Surname	First Name	Suburb	Clinic
PHILPOTT	Jack	Nedlands	Sleep WA

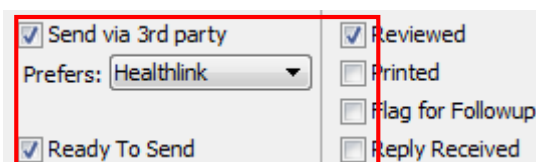
Select > **Referral button** and select > Template **Sleep WA Dr J Philpott** and complete Referral



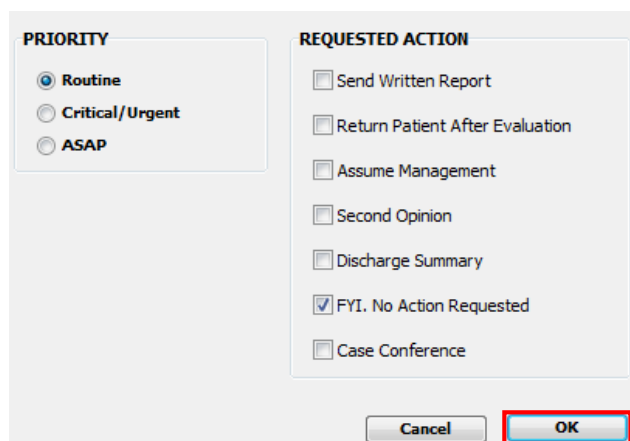
To Send Referral Electronically

When Referral is completed

Tick > **Reviewed, Ready to Send and Send via 3rd party**



Pop up screen will appear (add information if required)



Select > **OK**

Click on > **Send to send** and save referral

