ZedMed Sending

Overview

This guide provides instruction on configuring both Medical-Objects Capricorn and ZedMed software for sending. This step is designed to be included in the Capricorn configuration for ZedMed here.

If you require any assistance with the installation or configuration, or if you have any questions, please contact the Medical-Objects Helpdesk on (07) 5456 6000.

If you have not Installed the Medical-Objects Download client, Please see the guide for Installing Capricorn on Windows.

Sending the referral

1. Open up the patient you wish to send a report in regards to. Next click on the Start Encounter button within Zedmed or press F10 on your keyboard.



2. Click on the Referral button or press CTRL+R on your keyboard.



3. Select the New Referral tab, and select Referral Letter.



4. Under the **Addressee** field, Click the Magnifying Glass to search for the doctor you wish to send to.

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Z Referrals for: Tes	t, Mr Patient
Referral Selection	
Past Referrals New F	Referral
Pathology Radiology	PReferral Letter
N.	Addressee Free Text Addressee Address Address

5. Search for the doctor, select their name and click OK.

Address Book Search								
	Name	Johnson			nclude Unavailable		Find	1
	Suburb			-				_
	Speciality	All		-				
	Type of Contact	All		•				
Full Name	Work Phone Nur	mber Address	Specialty	Notes	Work Fax Number	Mobile Phone	Home Phone	En
Johnson, Dr Bol	Ь							
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Edit	Add Nev	v	Print	? H	i 🗸 🔰 🖌	<u>ok</u>	🗙 Cancel	

6. Once the correct doctor to send to is selected, You can type an appropriate subject for the letter. In this instance we have used **GP Referral Medical Objects Test Practice.**



Once you have the letter subject, you can click the Write Letter button highlighted above.

7. From this screen you can type the letter.



Once you are ready, Click the highlighted **Distribute** button.



Zedmed will then ask you do you want to save this referral letter. Click Yes.

8. The Print/Send Screen will now appear. From here you need to make sure distribute now is selected. Also make sure that Send Electronically to all electronic recipients is ticked and then you can select the sending Doctor.

You can also print a copy of the document if necessary as well.

Add to distribution queue if not already queued Add to distribution queue, even if sent previously			
Add to distribution queue, even if sent previously			
Distribute Now			
Send electronically to all electronic recipients			
Print Document	Print Envelopes		
Document printing preferences	Envelope printing preferences		
C Print one copy if there is a paper recipient	Print an envelope for each paper recipient		
C Print one copy	C Print an envelope for primary recipient only		
Print a copy for each paper recipient	Print an envelope for CC recipients only		
C Print a copy for each recipient	Print an envelope for every recipient		
Print a copy for file Resend			

9. You can then click the **OK** button to send the report. Zedmed will then popup saying the following.

Created 1 new tracking entries	Printed 0 copies and 0 envelopes. Placed 1 electronic copies in upload folders

Sending Batch Letters via ZedMed

1. Click 'Batch Writer"



2. The list shown under 'Search Results' in the patients seen on these days



3. Change the tab to Write Letter to lookup a patient, click on the binoculars icon to search for a patient.

🖉 Batch Letter Writer	
Search	
Existing Batches Write Letters Search Criteria	
Attendance Date 🔄 From:	01/11/2012 🗾 6:00 AM 📑
To:	20/11/2017 🗾 11:59 PM 🛨
A	Search
Selected Batch Details	
Doctor: Jekyll, Dr James	Batch No.: 00002
Search Result	

4. Type in patient's Surname in the 'Family Name' field. Now click 'find' to lookup the patient.

Find Patient			×
Family Name	Patient		
Given Name			
File #			
DOB		Gender	•
Medicare Number			
Address			
Home			
Hospital UR No			
Unique Patient Id			
😑 Unique Referral Id			
<u>E.</u>	Search Archived and D	leceased	
Find N	ew Last (F4)	Cancel	Help

5. Now select the correct patient name, and then click 'Select'.



6. Now the patient has been selected, click the 'Write Letter' button to bring up the ZedMed letter writer.



7. From this stage you can follow the sending process as per the guide.

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this will save time manually opening every patient if they usually type and send their results all at once.



Note: You can see a little envelope next to some names – This envelope tells the site what 'to doctors' (next to the patient's name) are setup to send electronically so they can easily send the ones that can go through.