



Accessing Smart Referrals from Medical Director

Smart Referrals is launched directly from the GPs Practice Management System (PMS) and be accessed via the patient record.

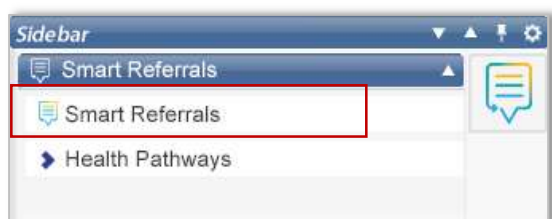
Navigate


- Open Medical Director and login to the PMS

- Search for the relevant patient and open their record

Name	Age	Gender	Chart Number	Address	Phone Number
Brown, Rachel	31yrs ...	F	70	7 Alter Court, Kippa Ring 4021	12345678 (Home)

- In the Medical Director sidebar, click the 'Smart Referrals' button in the Smart Referrals widget.



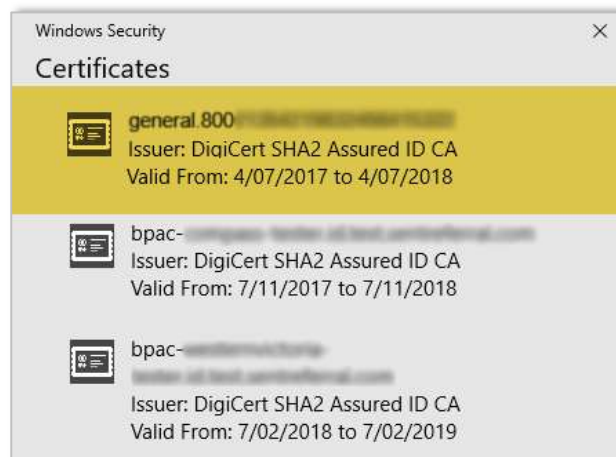
- If the widget is not visible, the sidebar is collapsed. Click the Smart Referrals icon  to expand the sidebar then launch Smart Referrals using the widget.

NOTE: If in the sidebar you see "no patient selected", click on this text and press 'F5' on your keyboard. This will refresh the sidebar and the Smart Referrals widget will appear.

Certificates

Certificates are used to authenticate that a user belongs to their practice. Smart Referrals will prompt for a certificate when opened.

- Your practice may have multiple certificates installed, for Smart Referrals select the certificate that begins with 'general.800...' and click 'OK'.



NOTE: If you are not prompted for a certificate, only one is installed on your machine. This has been selected by default and Smart Referrals is ready to use.

IMPORTANT:

For any certificate issues, please contact your Practice Manager or local practice IT support.

Other Quick Reference Guides (QRGs)

Please see the '*Removing Expired NASH Certificate*' QRGs to assist with certificate management.

How to get help

Please contact Smart Referrals Support Team:

Ph: 1300 478 439

Email: CEQ_SmartReferrals@health.qld.gov.au