

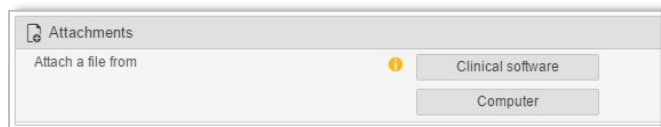


## Smart Referrals

## Attaching Information to the Referral

### Attachments

In the Attachments section reports, images and/or other documentation that may be clinically relevant to the referral can be attached from the clinical software or computer.



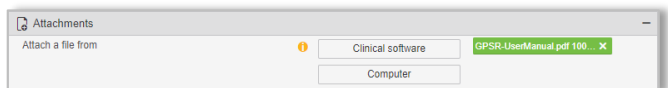
**NOTE:** There is a 5MB per file attachment limit (totaling 25MB).

#### Allowed file types are:

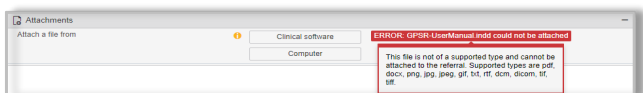
- pdf
- docx
- png
- jpg
- jpeg
- gif
- txt
- rtf
- dcm
- dicome
- tif
- tiff

**IMPORTANT:** Please note that **PDF** is the preferred attachment type.

Successfully attached documents are listed in green within the attachments section. To remove an attachment from the referral, click the white 'x' beside the file name.



Attachment errors are displayed in red and not included in the referral. Hover over the attachment name to view the error details.

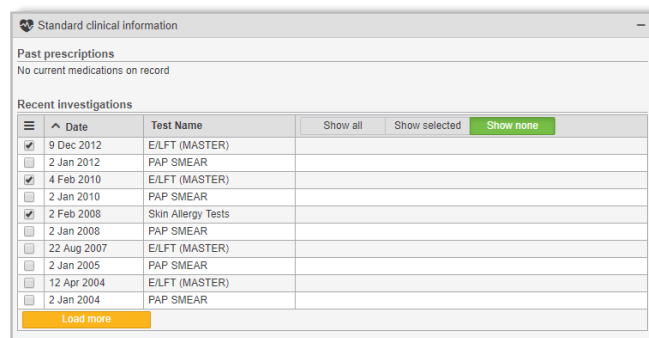


### Clinical Software

The standard clinical information section will contain clinical data that has been pre-populated from the clinical software including:

- Medical history
- Current medications
- Recent investigations
- Progress notes
- Immunisation

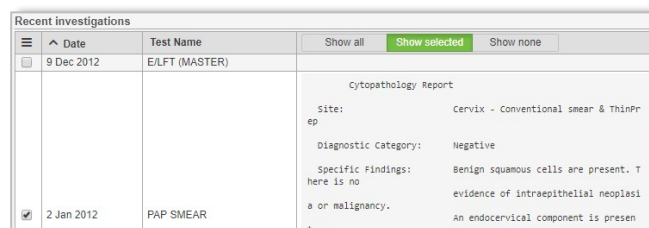
To send clinical data with a referral, tick the adjacent checkbox. If no information is displayed for any clinical data, update the records in the clinical software and click 'refresh'.



**IMPORTANT:** Only data with a tick in the checkbox will be included in the referral.

### Viewing Clinical Information

To view recent investigations and progress notes, click "Show all" or "Show selected". This will display the full item that is sent in the referral. To hide the full item, click "Show none".



### Other Quick Reference Guides (QRGs)

Please see the following QRGs to assist with completing the Smart Referrals template:

- **'Completing the Referral Form'**
- **'Extracting Info from Clinical Software'**
- **'Missing Fields, Preview, Submit'**

### How to get help

Please contact Smart Referrals Support Team:

Ph: 1300 478 439

Email: [CEQ\\_SmartReferrals@health.qld.gov.au](mailto:CEQ_SmartReferrals@health.qld.gov.au)

