# Smart Referrals

# **GPSR | Practice Details in PMS**

Practice configuration of *Location details* within the Practice Management System (PMS) may result in GP Smart Referrals being received to Hospital and Health Services (HHSs) with inaccurate practice details.

It is recommended that practices check the configuration of *Location details* in the PMS and if required, undertake the steps outlined below to update the details.

i NOTE: Please ensure the practice details are also updated in your online booking system (Health Engine, Hot Doc etc), where applicable, to ensure appointment syncing activities are not impacted.

## **Practice Details – Best Practice**

- 1. In Best Practice click *Setup*, then navigate to *Practice Details*.
- Check the details recorded. Ensure the *Location name* correctly reflects the practice name. If required, click *Edit*.

Practice details		×
Best Practice Clinic		Change
Site ID: 0 Licensed for 11 full time doctors, 1 health professionals.	1 part time doctors and 2 allied	
Licence expires on 01/07/2023		
Practice locations:	Show Deleted	
Location name		Add
Main surgery		Edit
		Delete
		Restore

3. Enter the correct practice name in the *Location* field and click *Save*.

ocation:	Main surgery
Address 1:	1 Best Avenue
Address 2:	
City/Suburb:	Practiceland
Postcode:	4001 MM Location: MM1 - Metro V
Phone:	074444444
A/H Phone:	044444444
Fax:	074444445
Practice E-mail:	bestpracticeclinic@bpsoftware.com.au
ABN:	
LSP Number:	Exempt from Diagnostic Imaging rules
Minor ID:	BPS00000
Health Identifier:	
Medicare Certificate E-mail:	
	Save Cancel

#### **Practice Details – Medical Director**

- 1. In Medical Director, click *Tools* then navigate to *Options*.
- 2. Select the *Practice* tab.
- 3. Check the details recorded If required, click *Edit*.

Network Drug/Pa	tient S	Links	Prompts	Clinical PKI	History	Examinatio D Recal	n I
General	Pres	cribing	Progress notes	Practice	Lists	Investigations	3
Practice r	ame	MedicalDi	irector Samples Da	atabase	Practice ID	888888	
Locations	for eF	IP Reporti	ng only				
No		Loca	ation Name				1
No 1		Loca Med	ation Name licalDirector Samp	les Database	;		
No 1		Loca	ation Name licalDirector Samp	les Database	;		
No 1		Loca	ation Name licalDirector Samp	les Database	•		

#### 4. Enter the correct practice details and click Save.

Location	MedicalDirector Samples Database	Organisation Type	Aged Care Residentia	al Services	~
Address	205 Bourbong Street	Service Type	Acupuncture service		~
City/Suburb	Bundaberg Postcode 4670	Government progra	Government programs		
Phone	1300 788 802	PIP No	PIP No		
Phone (A/H)		Participates in	the CTG PBS Co-Pay	ment measure	
ax	07 4151 1896	eHealth Certificates			
		Cetificate Type	Expiration Date	Issued To	1
mail	nch.samplesdbi@nch.samplesdb.com.au	HI Signing			
BN		HI Encryption			
SP No.		NASH			
		<			
IPI-O No			Import C	Certificate	Remove Certificate
		IHI Search Configu	ration		
Use Subu	b and Postcode as default for new patients	When accessing	My Health Record, an	d IHI is older than	24 hours, check IF

## How to get help

Resources available on the <u>Smart Referrals webpage</u>. Phone Support: 1300 478 439 Email: <u>QH-SmartReferrals@health.qld.gov.au</u>

