



## 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.

**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*.
2. Check the details recorded. Ensure the *Location name* correctly reflects the practice name. If required, click *Edit*.

Practice details window showing 'Best Practice Clinic' and 'Main surgery' as the location name.

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

Location details window showing 'Main surgery' entered in the Location field.

### 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*.

Options window, Practice tab. The 'Practice name' field is highlighted with 'MedicalDirector Samples Database'.

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

Location Details window showing 'MedicalDirector Samples Database' entered in the Location field.

### How to get help

Resources available on the [Smart Referrals webpage](#).

Phone Support: 1300 478 439

Email: [QH-SmartReferrals@health.qld.gov.au](mailto:QH-SmartReferrals@health.qld.gov.au)