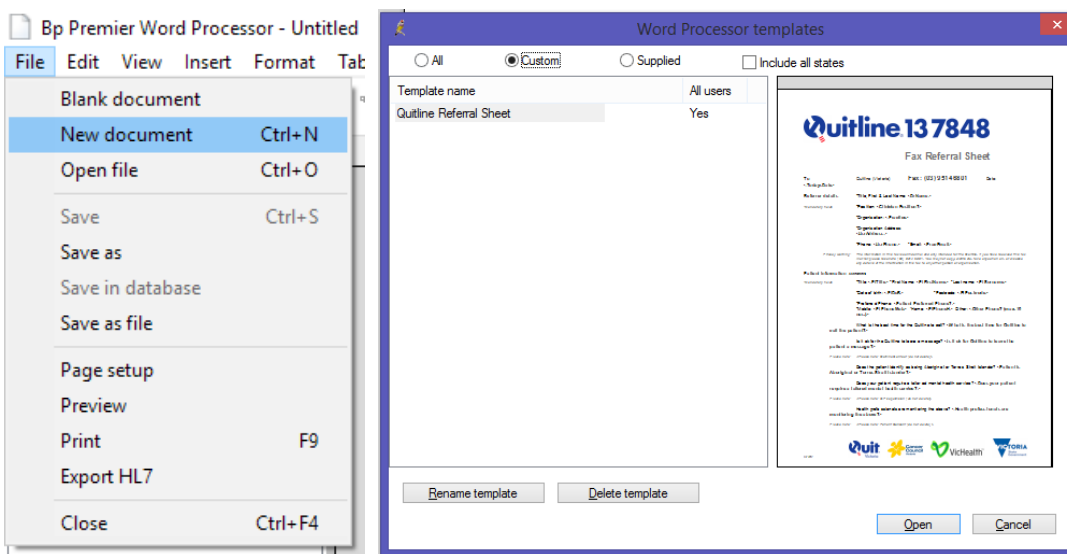



Quitline Referral Sheet for Best Practice

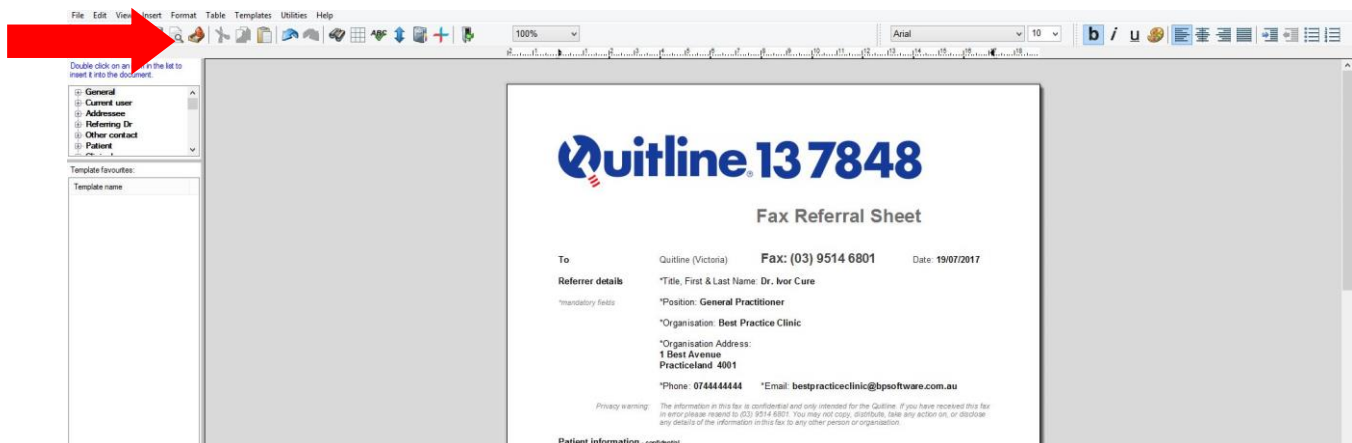
Using the Quitline Referral Sheet and how to send via Argus

Using the digital referral template

1. Log into **Best Practice Clinical**
2. Open the **Word processor** (as per Step 2)
3. To use the digital referral template, select **File > New document** (from the menu), select **Custom** radio button, select **Quitline Referral Sheet**, select **Open** button

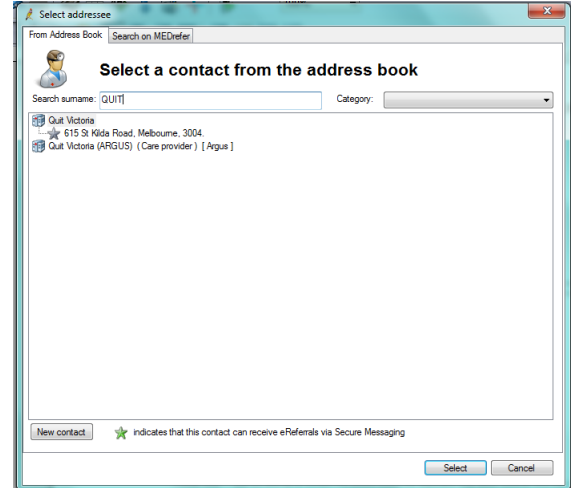


4. To complete the digital referral template, select a patient, read any statements, fill in any boxes, and select items from each dropdown menu, and once completed select **Insert** button
5. The completed Referral Sheet can be sent to Quitline via secure messaging (Argus) or printed for faxing
 - a. To send via secure messaging (Argus) Select the Send HL7 file button 

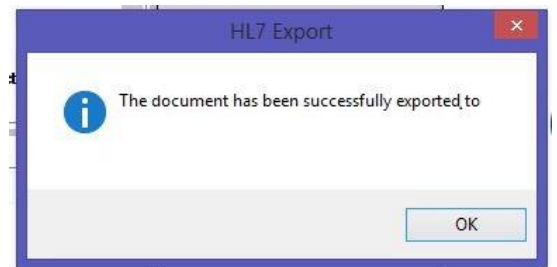


Quitline Referral Sheet for Best Practice

Type and select the “Quit Victoria” Contact from the address book and click **Select**



The following dialog box will appear if it has been sent successfully.



- b. You can also print out the completed referral to send via fax.

Fax number: (03) 9514 6801

- 6. To save the digital template to the patient file, select **File > Save** (from the menu), fill in the required details, select **Save** button. Uncheck “Save as draft” to finalise the letter

