

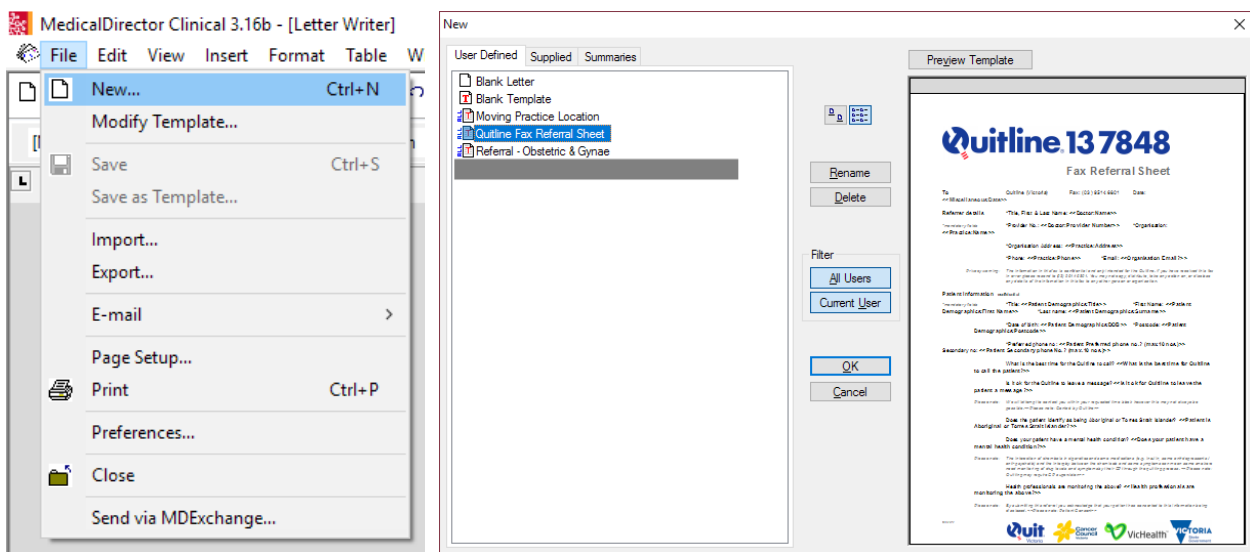
Quitline 13 7848

Quitline Referral Sheet for Medical Director

Using the Quitline Referral Sheet and how to send via Argus

Using the digital referral template

1. Open and log into **Medical Director Clinical**
2. Open the **Letter Writer**
3. To use the digital template, select **File > New...** (from the menu), select **User Defined** tab, select **Quitline Referral Sheet**, select **OK** button



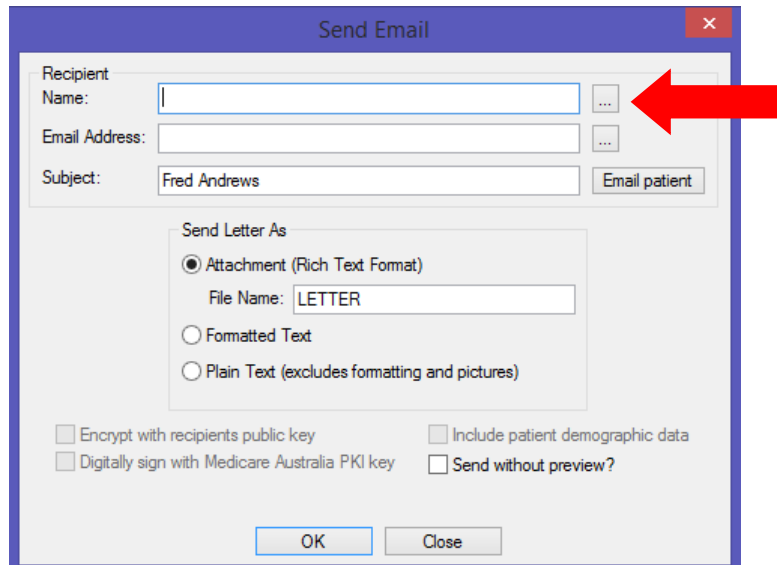
4. To complete the digital template, read any statements, fill in any boxes, and select items from each dropdown menu, and once completed select **OK** button
5. The completed Referral Sheet can be sent to Quitline via secure messaging (Argus) or printed for faxing

- a. To send via secure messaging (Argus). Select the **Send Email icon**



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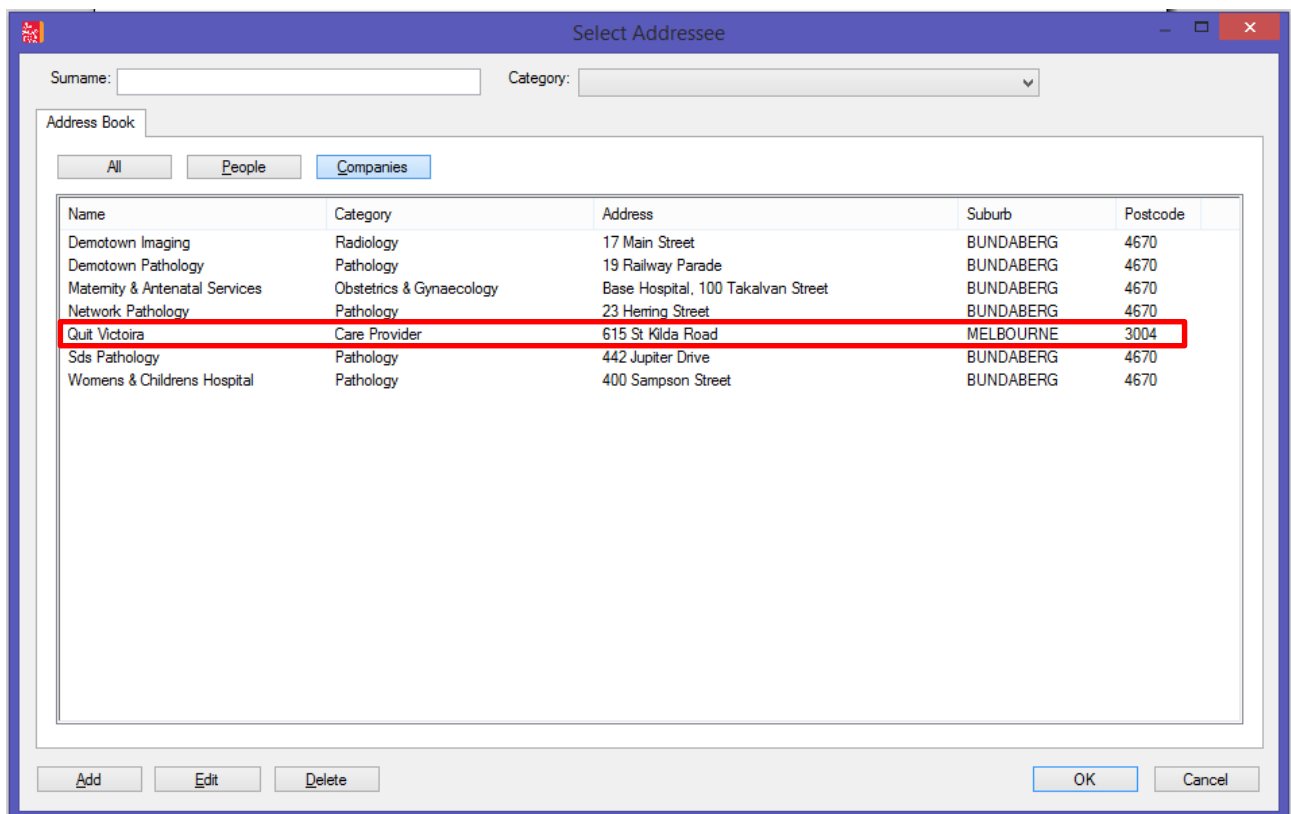
- b. The Send Email dialog box will appear. Click the **three dots** to add the Quit Victoria Argus Address. Click OK.



The 'Send Email' dialog box is shown with the following fields and options:

- Recipient Name: [Empty field] ... (indicated by a red arrow)
- Email Address: [Empty field] ...
- Subject: Fred Andrews [Email patient button]
- Send Letter As:
 - Attachment (Rich Text Format)
File Name: LETTER
 - Formatted Text
 - Plain Text (excludes formatting and pictures)
- Encrypt with recipients public key
- Include patient demographic data
- Digitally sign with Medicare Australia PKI key
- Send without preview?

Buttons: OK, Close



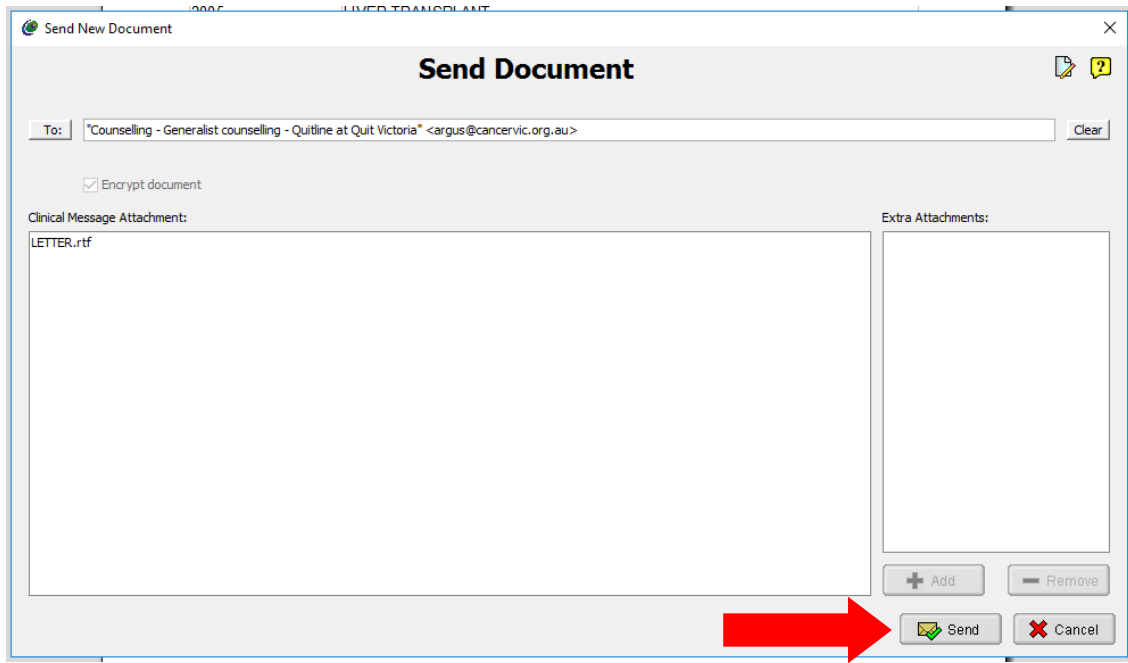
The 'Select Addressee' dialog box shows an address book with the following table:

Name	Category	Address	Suburb	Postcode
Demotown Imaging	Radiology	17 Main Street	BUNDABERG	4670
Demotown Pathology	Pathology	19 Railway Parade	BUNDABERG	4670
Maternity & Antenatal Services	Obstetrics & Gynaecology	Base Hospital, 100 Takalvan Street	BUNDABERG	4670
Network Pathology	Pathology	23 Herring Street	BUNDABERG	4670
Quit Victoria	Care Provider	615 St Kilda Road	MELBOURNE	3004
Sds Pathology	Pathology	442 Jupiter Drive	BUNDABERG	4670
Womens & Childrens Hospital	Pathology	400 Sampson Street	BUNDABERG	4670

Buttons: Add, Edit, Delete, OK, Cancel

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c. The Argus dialog box will appear, Click Send.



d. The Argus sending box should appear.

