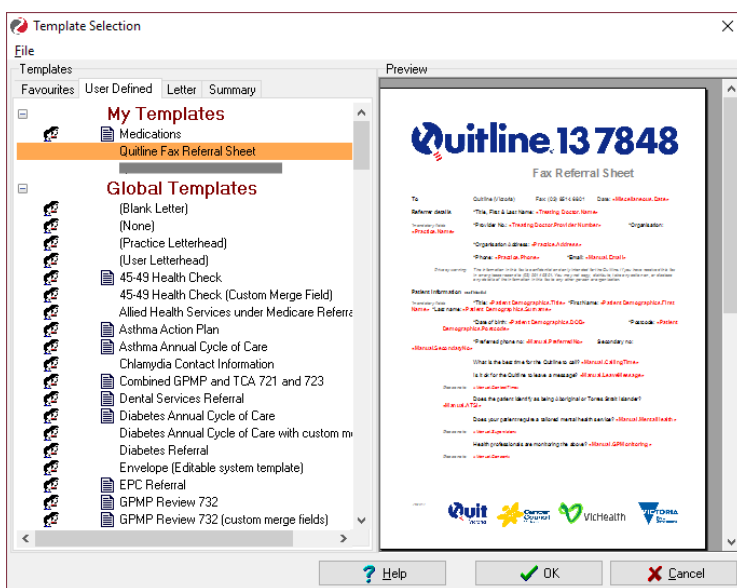
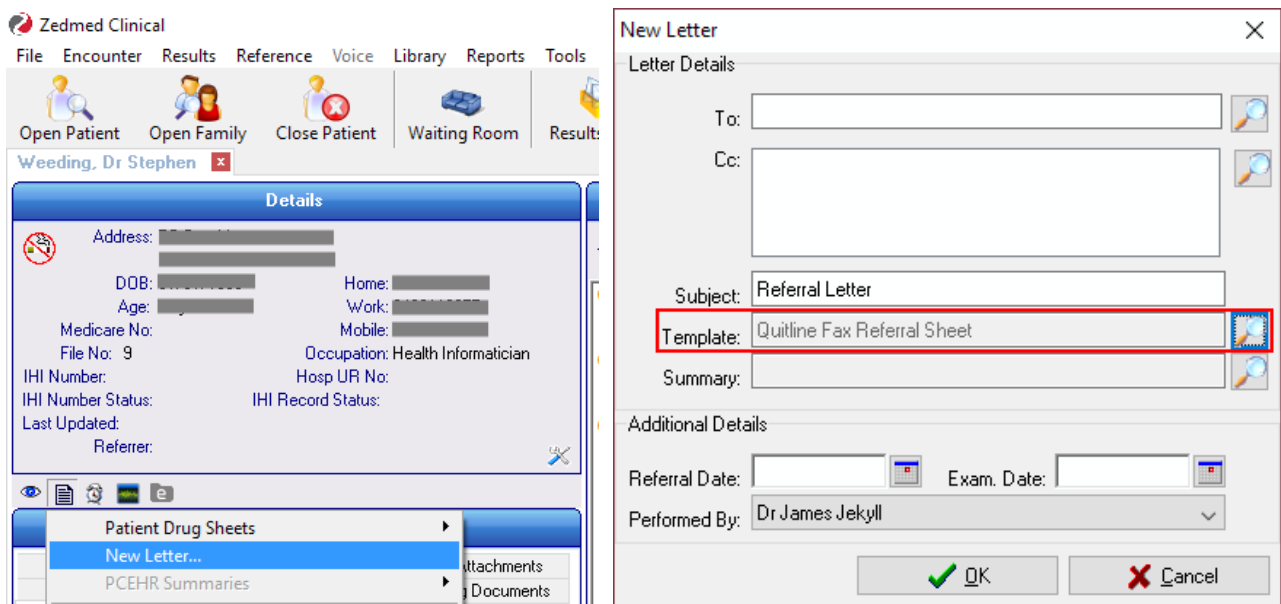


Quitline 13 7848


Quitline's Referral Sheet for Zedmed

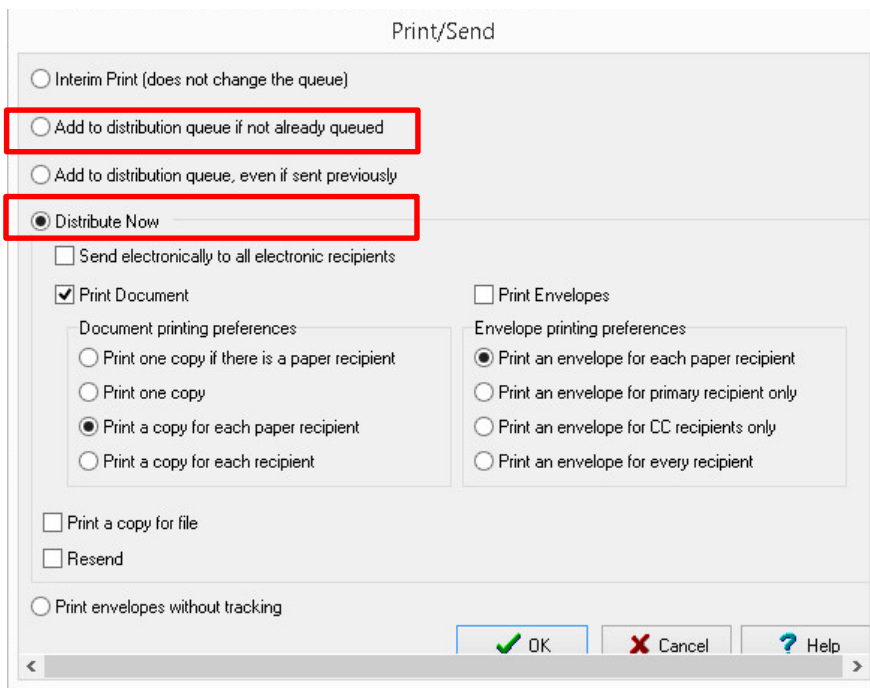
Using the Quitline Referral Sheet and how to send via Argus

1. Open and log into **Zedmed Clinical**, and open a patient's file
2. To open **Quitline Referral Sheet** digital template, click **Quick Documents** icon (located under details and above Summary Views), and click **New Letter...** (from the menu). Add Quit Victoria in the **TO** field, then select **Template: magnifying glass**, and select **Quitline Fax Referral Sheet**, select **OK** button



Quitline's Referral Sheet for Zedmed

- 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
- When the document is ready & the properties are correct, click on the **'Distribute'** icon  or go to File - Distribute.
- If you do batch sending click on **'Add to distribution queue'**, otherwise click on **'Send electronically to all electronic recipients'**. Optionally, you can print the document here.



Print/Send

Interim Print (does not change the queue)

Add to distribution queue if not already queued

Add to distribution queue, even if sent previously

Distribute Now

Send electronically to all electronic recipients

Print Document

Print Envelopes

Document printing preferences

Print one copy if there is a paper recipient

Print one copy

Print a copy for each paper recipient

Print a copy for each recipient

Envelope printing preferences

Print an envelope for each paper recipient

Print an envelope for primary recipient only

Print an envelope for CC recipients only

Print an envelope for every recipient

Print a copy for file

Resend

Print envelopes without tracking

OK Cancel Help

- Click on **'OK'**. If your document properties are set correctly, Zedmed will inform you of its success or if not, you will be notified to correct them first.