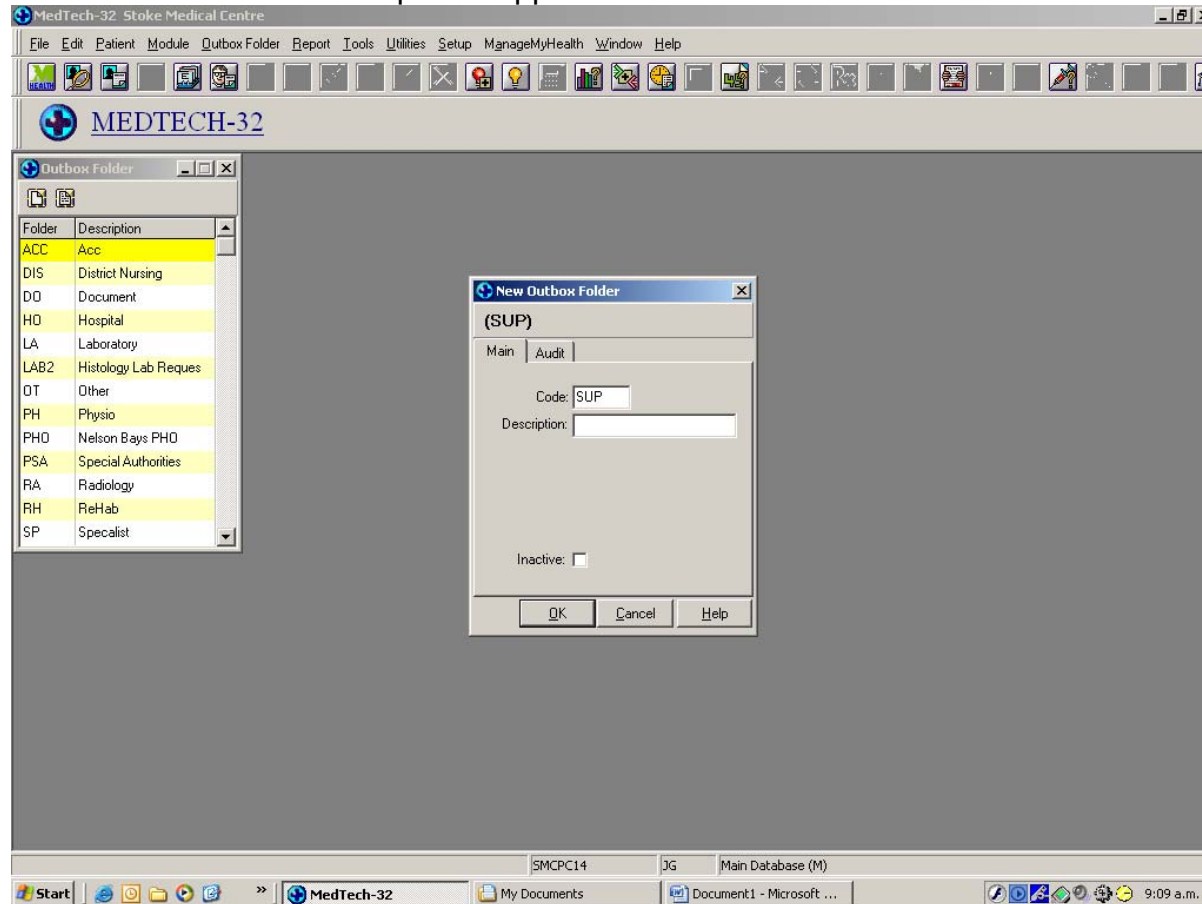
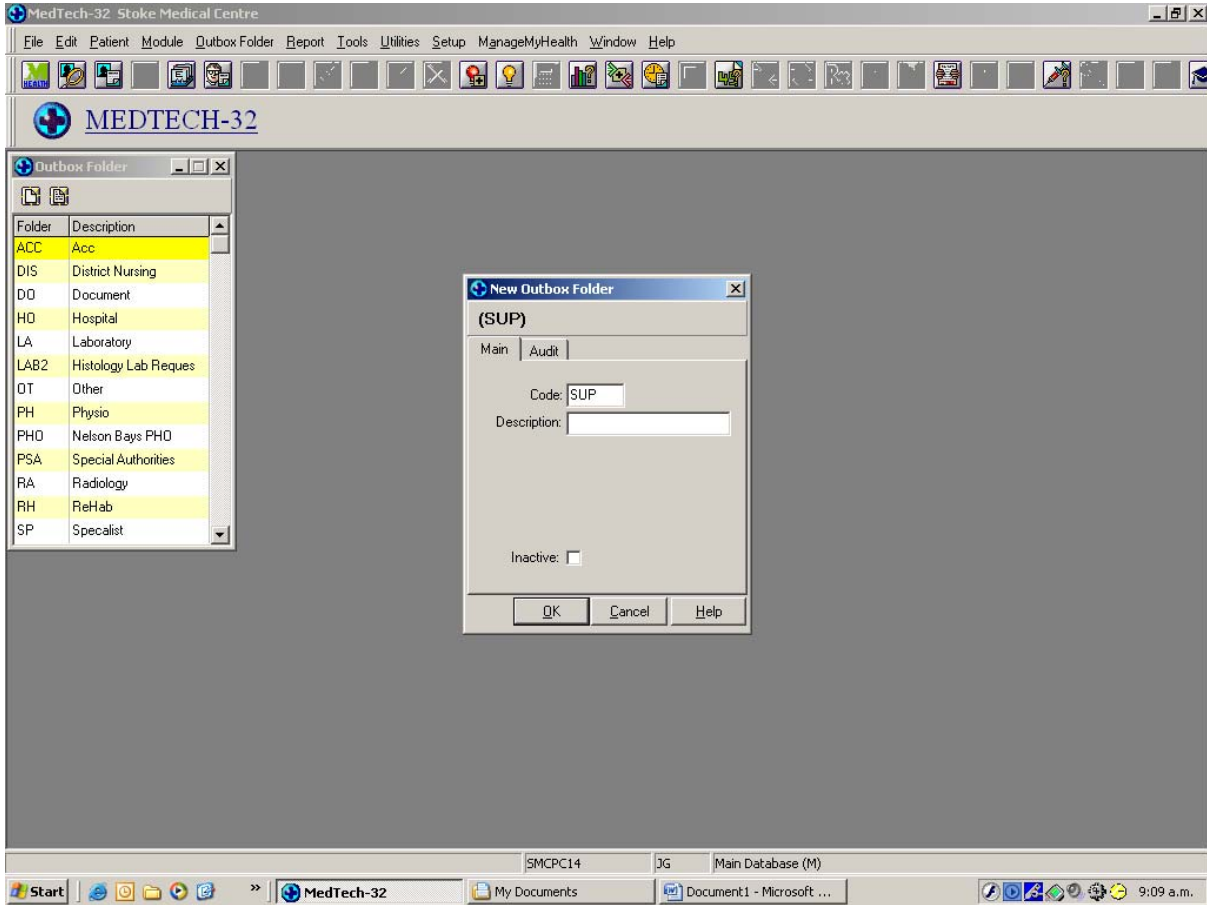


Setup – In/Outbox – Outbox Folder New Folder – SUP – description Support Works



Setup – In/Outbox – Referral Heading

New Headings – We have done ours under the different categories such as Alerts, Home Support Choice etc, but you may just want to use one heading and have all tick boxes on one tab.



Setup – In/Out Box – Referral Services

Open Support Works Folder that you previously built

Add new Services as detailed below (note the description is limited in the number of characters)

The screenshot displays the MedTech-32 software interface. The main window is titled "MedTech-32 Stoke Medical Centre" and shows a "Referral Services" list. A "New Referral Service" dialog box is open, allowing for the creation of a new service entry.

Referral Services List:

Code	Heading/Group	Description	Cost
SUPP	Referral Details (DET)	Consent - Consented to Referral	
ALERT0	Alerts (ALER)	Alert - Infectious	
ALERT1	Alerts (ALER)	Alert - Dog at House	
ALERT2	Alerts (ALER)	Alert - Difficult Access	
ALERT3	Alerts (ALER)	Alert - Allergies - See Other Details	
ALERT4	Alerts (ALER)	Alert - Other- See Other Details	
CAT	Category (CAT)	Category	
CAT1	Service (SER)	Category of Disability: Life Long	
CAT2	Service (SER)	Category of Disability: Health Older Peo	
CAT3	Service (SER)	Category of Disability: Post Acute Suppo	
CAT4	Service (SER)	Category of Disability: Palliative Care	
HCNZ	Home Support Choice	Agency: Healthcare of NZ Ltd	
HEAP	Home Support Choice	Agency: Heaphys Home Support	

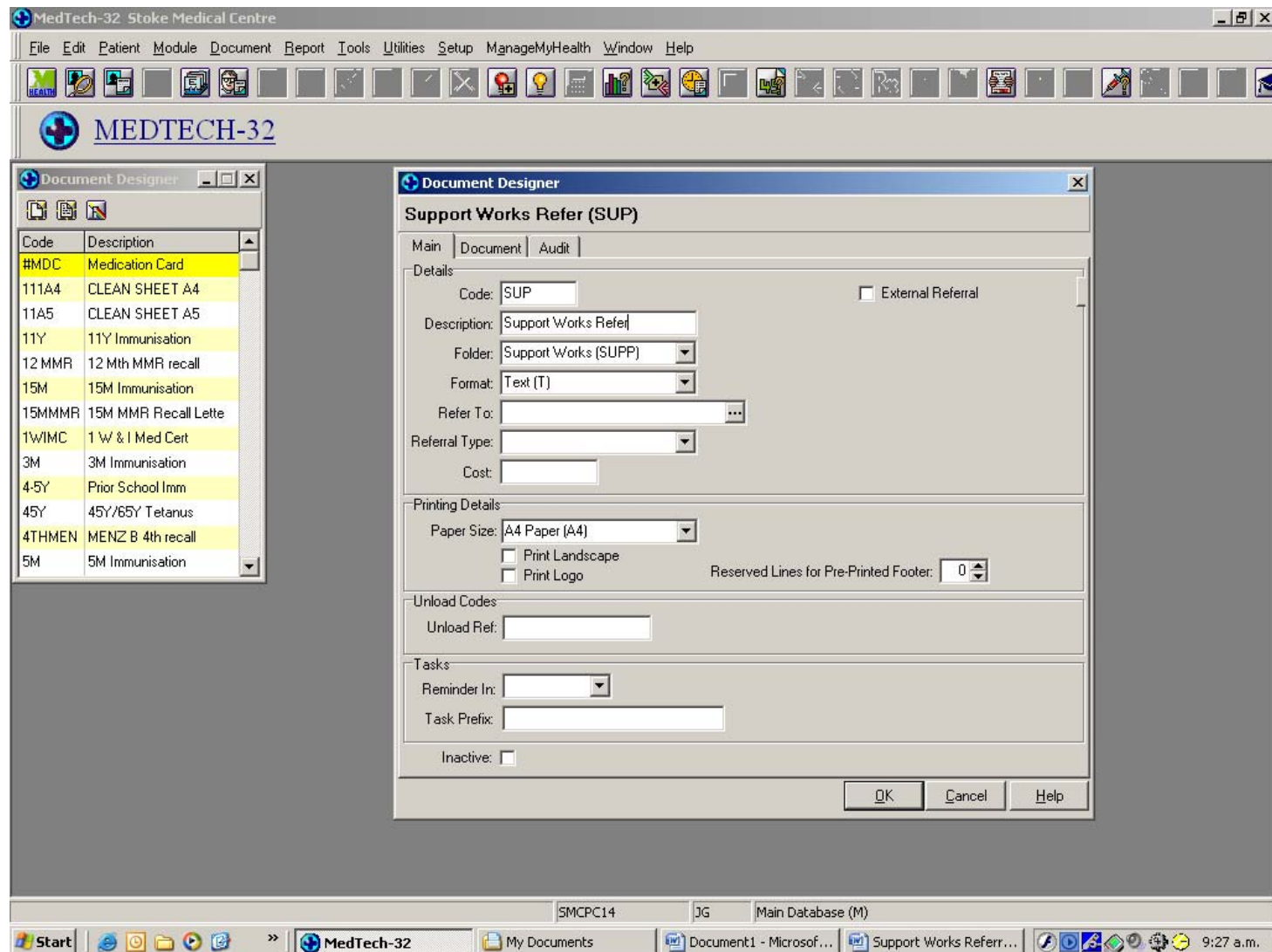
New Referral Service Dialog Box:

The dialog box is titled "New Referral Service" and contains the following fields and options:

- Code: [Text Field]
- Description: [Text Field]
- Folder: Support Works (SUPP) [Dropdown]
- Ref Heading: [Dropdown]
- Prompt: [Text Field]
- Copies to Print: [Text Field]
- Cost: [Text Field]
- Email Ref: [Text Field]
- Unload Ref: [Text Field]
- Info File: [Text Field]
- Info Context: [Text Field]
- Add Task In: [Dropdown]
- Inactive:

Buttons: OK, Cancel, Help

Setup – In/Outbox Document – Out box Document
Add New Document for Support Works, select the Support Works Folder.



Go to document tab and cut and paste page below into your document. Please remember to change your medical centre name as highlighted!!

Support Works Referral Form

Title: [PAT_TITLE]
Surname: [PAT_SURNAME]
First Names: [PAT_GIVENNAME]
NHI: [PAT_NHI_NO]
DOB: [PAT_DOB]

NZ Citizen: ...
Residency: [PAT_NZ_RESIDENT]
Ethnicity: [PAT_ETHNICITY]
Gender: [PAT_GENDER]

Residential Address: [PAT_HOME_RESIDENCE] [PAT_HOME_STREET]
[PAT_HOME_SUBURB] [PAT_HOME_CITY]

Phone: [PAT_AH_PHONE] [PAT_DAY_PHONE]

General Practitioner: [PAT_PROV]
Community Services Number: [PAT_CSC_CARDNO]

Stoke Medical Centre
Expiry: [PAT_CSC_EXPDATE]

Is there an able bodied person in the home? ... Yes No Lives Alone With Others (give details)

Next of Kin/Caregiver/Contact Person: [PAT_NOK_GIVENNAME] [PAT_NOK_SURNAME]
Address: [PAT_NOK_STREET] [PAT_NOK_SUBURB] [PAT_NOK_CITY]
Phone: [PAT_NOK_PHONE] **Relationship:** [PAT_NOK_RELATION]

Medical Condition/Disability:
...

What is the problem? Describe areas of need, for example personal care needs and present abilities.
...

If the client is in Hospital, what is their intended date of discharge?
...

Category / Services

[MIS_REF_SERVICES]

Any Additional Information
...

Referrers Name : [PROV_NAME]
Designation: Practice Nurse **Stoke Medical Centre**
Email: enquiries@stokemedical.co.nz

Referral Date: [MIS_DATE]

[PAT_SURNAME], [PAT_GIVENNAME] [PAT_NHI_NO]

When staff member completing a form, must do the tabs with the tick boxes first and then go to the main tab. By pressing the Go Dot, this will take them to the first part of the document that requires editing.

Can be printed for faxing or emailed if you are OK with this.

Any questions, please give me a call. Above all, if you work out any ways of improving this further please share it with me!!

Judy