



Quick Reference Guide

	Orestin	a a New Deferming Clinician Profile	
	Creatin	g a New Referring Clinician Profile	▼ Facility Administration
1.	Select 'Referring Clinicians' from under navigation menu.	My Facility Users	
2.	Select the 'New' button located at the	Patients	
	Referring Clinicians New Search Dis	play name 🔻	Referring Clinicians
			Facilities
3.	Enter the 'First Name', 'Last Name',	<	ooo 😧 Submit
	Provider number' and 'Email' of the	Display name	
		First name Provider nu	mber
		* Facility ST JAMES HOSPITAL TEST Q Image: Contact mail	Email
4.	Select the 'Submit' button to save the profile.	Submit	ctive 🗸
	The provider number and email addre eligibility criteria under the <u>Ambulance</u> name is used to authorise ambulance	ess are mandatory fields, and the doctor confirms tha <u>e Regulation 2015</u> . The referring clinician will receiv transport.	at the the patient meets the e an email each time their
	Dea	ctivate a Referring Clinician Profile	▼ Facility Administration
1.	Select 'Referring Clinicians' from under navigation menu	er the Facility Administration section in the left hand	My Facility Users
2	Search for the doctor's name using th	e global search bar located at the top of the	Patients
	Referring Clinicians page, hit enter to	initiate the search.	Referring Clinicians
	Referring Clinicians New Search Discussion	splay name 🔻 PIERCE	Facilities
3.	Select the doctor's 'Display name' from	m the first column.	
	E Referring Clinicians New Search Disp	lay name 🔻 Search	
		≡ First name ≡ Last name	
	*PIERCE	Search Search	
	(j) HAWKEYE PIERCE	HAWKEYE PIERCE	
4.	Select the 'Active' check box below th	e email to deselect.	
	* Email HAWKEYE.PIERCE@STJAMES.COM	JAU	
	Activo		
5.	Select the 'Update' button at the top ri	ight of the referring clinicians profile page. Update	





Reactivate a Referring Clinician Profile

- 1. Select 'Referring Clinicians' from under the Facility Administration section in the left hand navigation menu.
- 2. Select the word 'All' at the beginning of the page breadcumb to display all active and deactivated referring clinician profiles.

=	Referring Clinicians	New	Search	Display name	Ŧ	Search	
	Image: Constraint of the second se						

3. Search for the doctor's name using the global search bar located at the top of the Referring Clinicians page, hit enter to initiate the search.



4. Select the doctor's 'Display name' from the first column.

■ Refe	erring Clinici	ans New Search	Display name 🔻 Se	earch
© ¥	Q	≡ Display name ▲	≡ First name	🚍 Last name
		*PIERCE	Search	Search
	i	HAWKEYE PIERCE	HAWKEYE	PIERCE

5. Select the 'Active' check box below the email.

★ Email	HAWKEYE.PIERCE@STJAMES.COM.AU
Active	

6. Select the 'Update' button at the top right of the referring clinicians profile page.

Update

