


Using HEALTHLINK with MedicalDirector Clinical

Sending Secure Messages

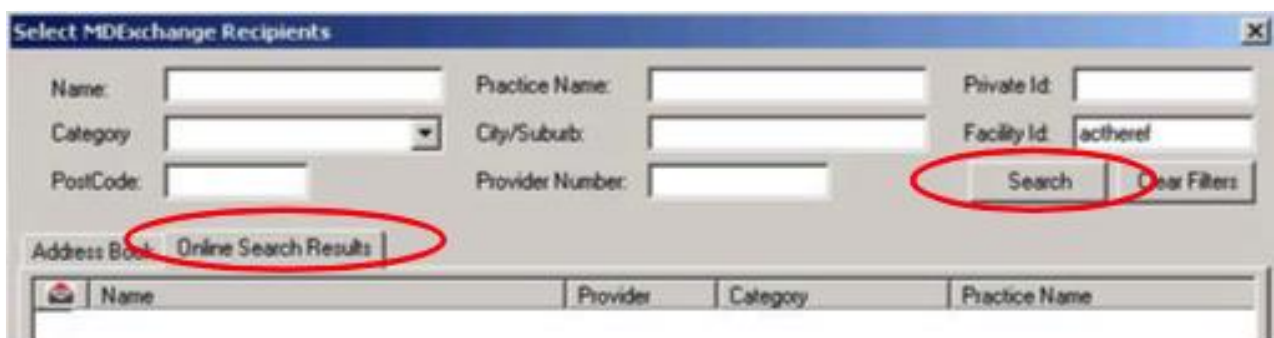
1. From the Main Screen, Open a patient file (or F2)
2. Select Tools, Letter Writer (or F8)
3. Select File, then New.
4. Select a Referral template from the list and Open
5. Enter the details as prompted.
6. Select File> Send via MDEExchange ( icon)
7. Select the 'To' button



The screenshot shows a dialog box titled "Send via MDEExchange". It contains the following fields and buttons:

- Patient: BOB TEST
- From: Dr A PRACTITIONER
- To... (circled in red)
- Cc...
- Subject: HEALTHLINK TEE TEST
- Sign With...: Your default signing certificate
- Send As: Plain Text
- Buttons: Preview, Send, Cancel

8. When sending a message to a recipient for the first time, select **Online Search Results** and enter the facility ID of the recipient. Select **Search**.

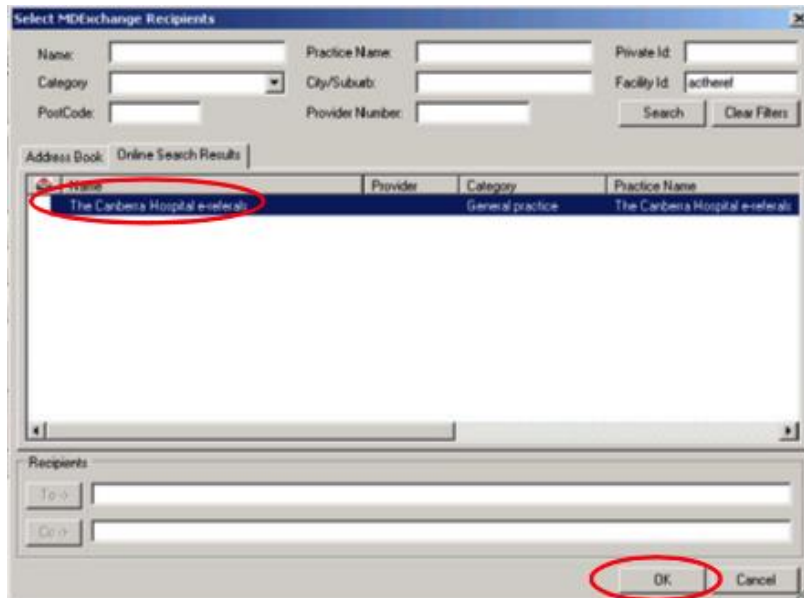


The screenshot shows a dialog box titled "Select MDEExchange Recipients". It contains the following fields and buttons:

- Name: [Empty]
- Practice Name: [Empty]
- Private Id: [Empty]
- Category: [Dropdown]
- City/Suburb: [Empty]
- Facility Id: actheref
- PostCode: [Empty]
- Provider Number: [Empty]
- Search (circled in red)
- Clear Filters
- Address Book: Online Search Results (circled in red)
- Table with columns: Name, Provider, Category, Practice Name

If the facility ID contact HealthLink to gain access to their online directory which will give you a list of all HealthLink users Facility ID (EDI codes).

9. **Double click** on the correct recipients name from the list and select **OK**.

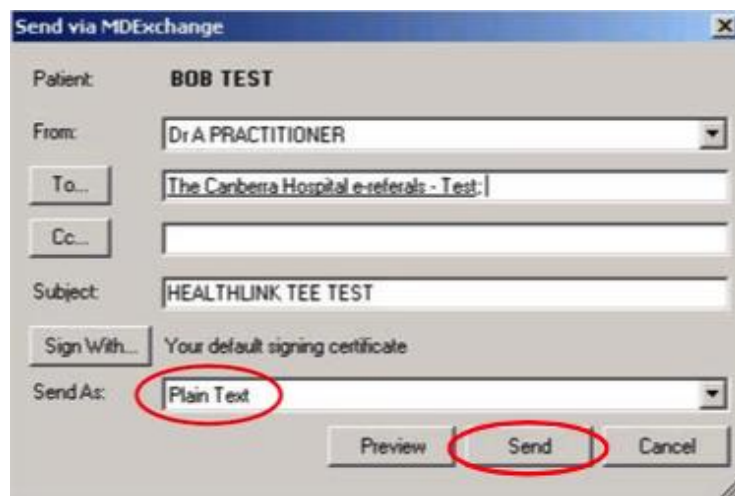


This provider is now in your local address book and you will not need to search for them

online again. Whenever you see the  icon next to an addressee's name this indicates they can receive secure messages using MDEExchange/HealthLink.

You can see above that this recipient is now in your local address book in MedicalDirector Clinical and next time you send a message to this recipient you can simply double click on their name.

10. Select **Plain Text** in the **Send As:** to ensure compatibility with the recipients clinical system. NB. This step only needs to be done when sending the recipient their first message, future messages will automatically be sent as plain text.



11. Select **Send**.