

How to refer to DSME (Diabetes Self Management Education) workshops using MEDTECH 32 / Medtech Evolution-cloud

Please find below the steps to bring up the DSME outbox document:

Step 1:

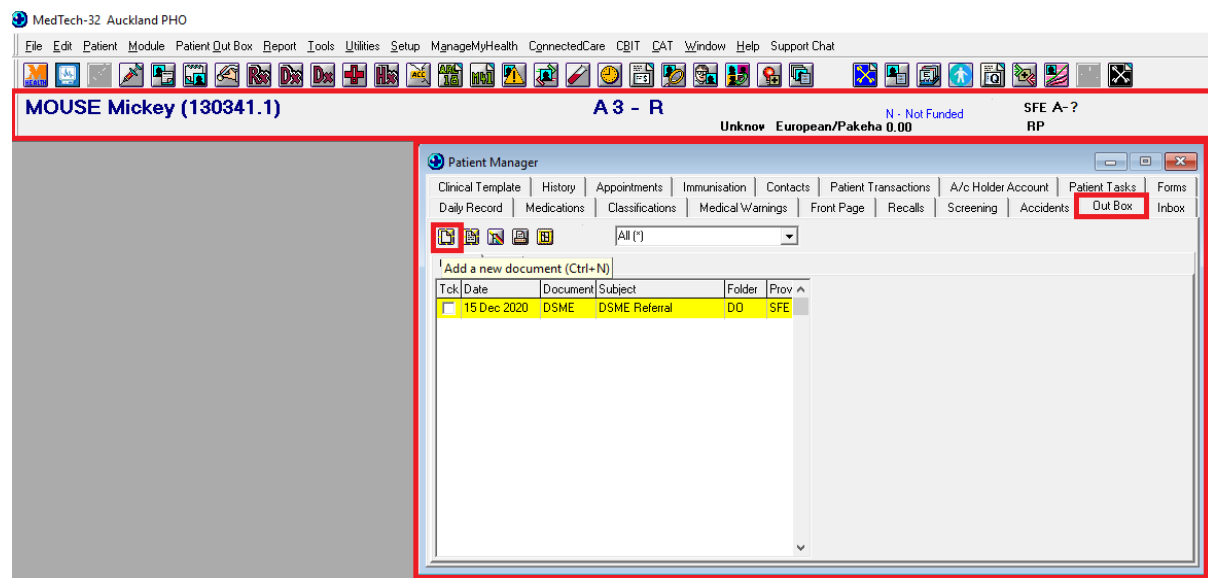
Bring a patient onto the palette.

Step 2:

Press the 'F6' key to open the patient manager interface.

Step 3:

Click on the add new outbox document tile.



From here the Outbox document interface will open.

Step 4:

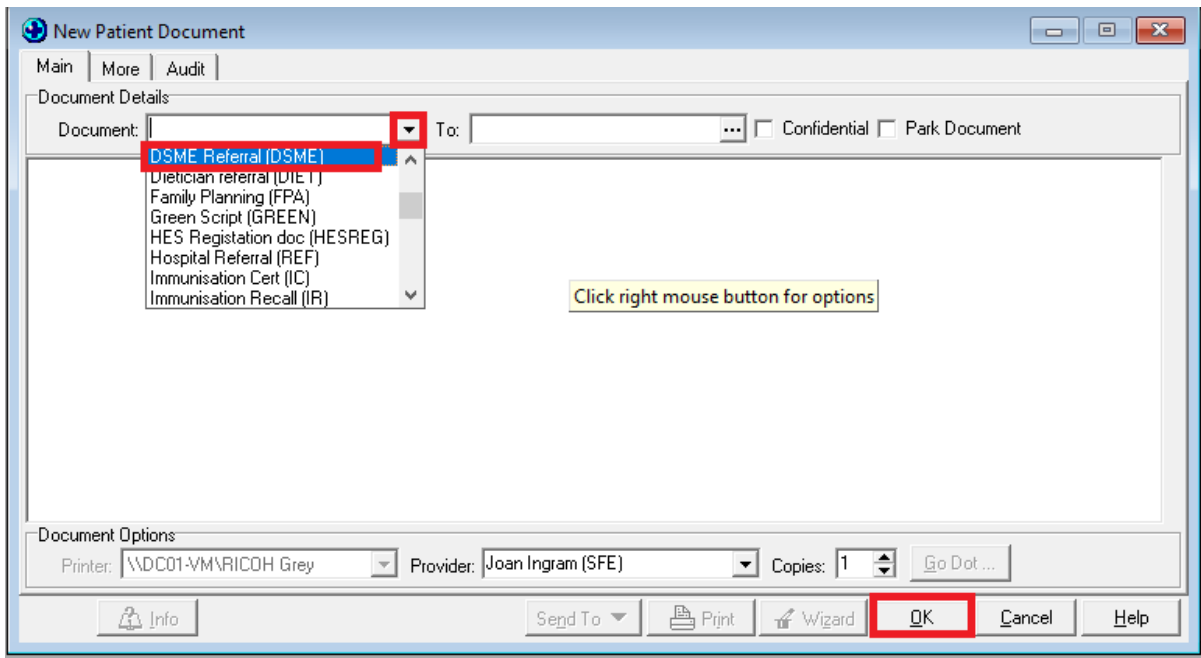
Click the drop down arrow.

Step 5:

Search for DSME referral (outbox document).

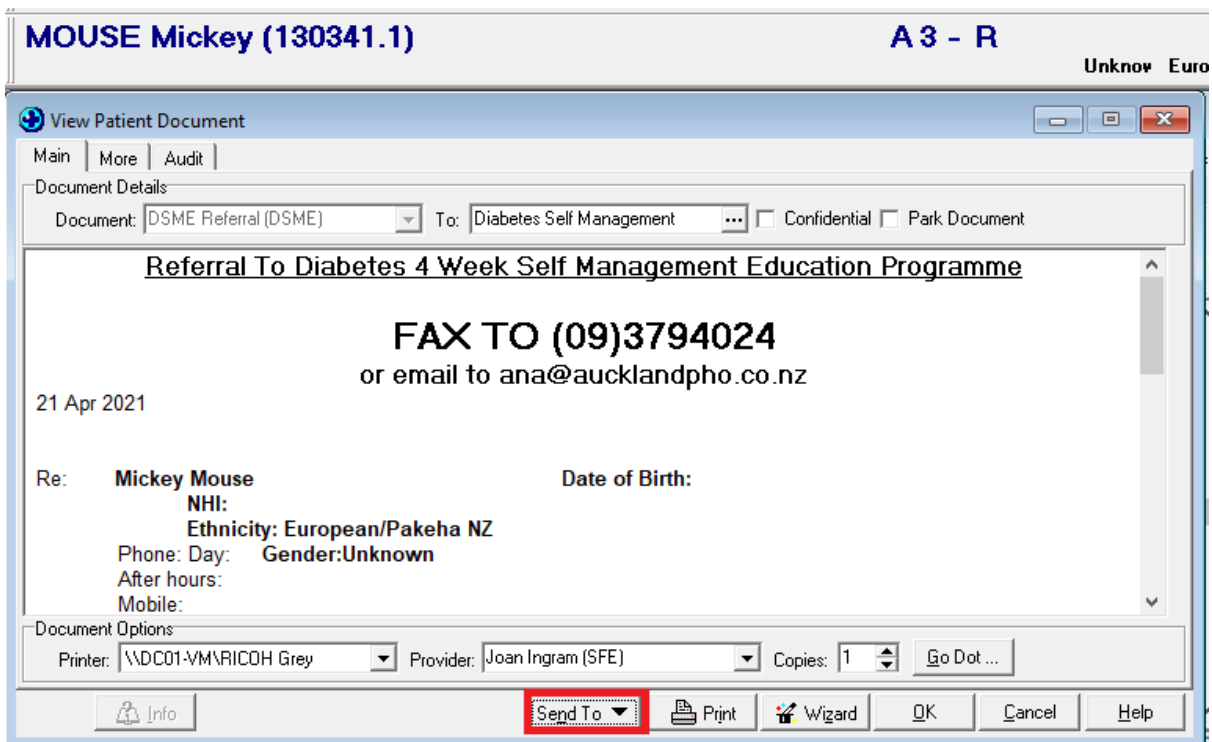
Step 6:

click 'Ok' (as long as there is clinical information within the system, this form should pre populate).



Step7:

From here you now have to send the referral onto the DSME coordinator.
Simply click the send to option.



Upon selecting the 'send to' button, you will be presented with the following options:

- E-Mail Recipient
- Fax Recipient
- Health-Link Recipient
- PDA

Select the method that you wish to send the file and complete the following processes:

Email – will copy the file into a .word file and attach within an email format to be forwarded to Saphiya@aucklandpho.co.nz

Fax – will send to the Medtech Messaging utility file to fax to the Coordinator (a faster alternative would be to print and fax the referral back to 09-3794024 Manually if there is any reason that the first fax method fails, due to either a back logged message transfer utility files, or the practice not having the Fax utility set up through Medtech)

See screenshot below for fax details:

