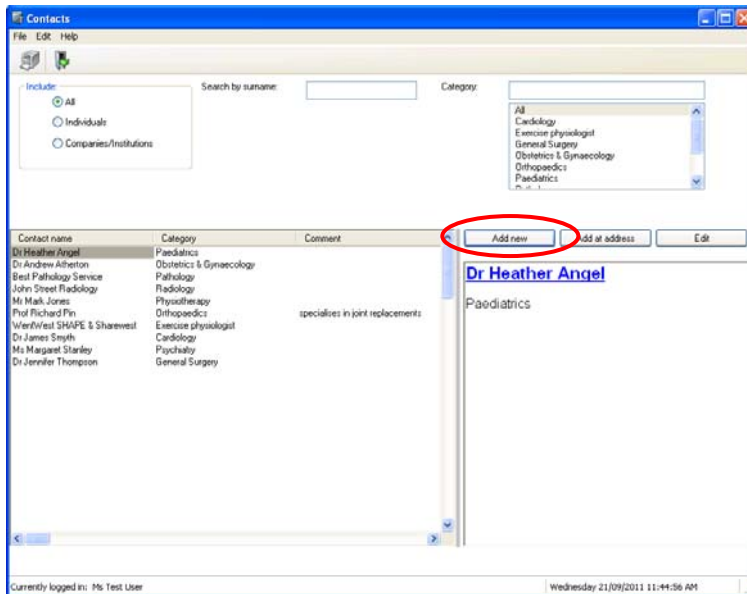


Using Best Practice to Send Secure Messages

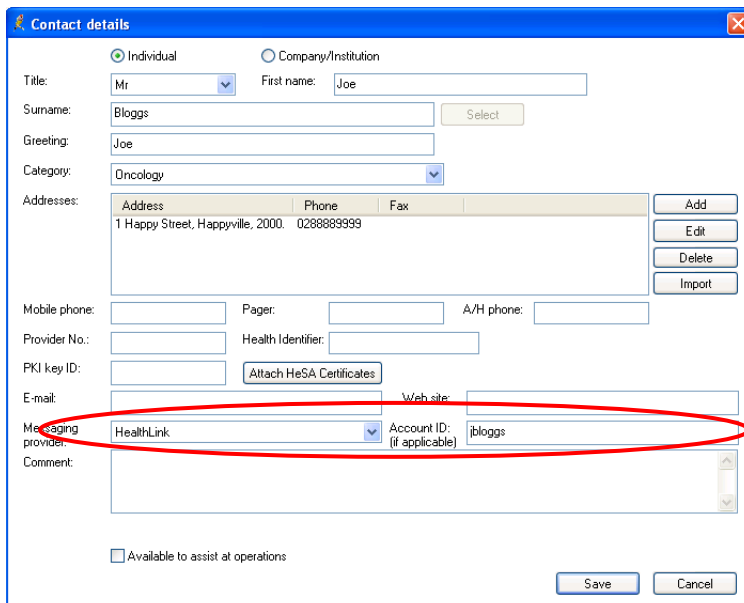
System Requirement: Best Practice version 1.8.0.542 or above.

Each specialist or GP that you wish to send referrals to needs to have an address book entry:

1. Select **View > Contacts (F11)** from either the main screen or a patient's record.
2. Click **Add New** on Contacts Screen.



3. Fill in the details for the Specialist or GP, including the Provider No. Make sure to select HealthLink as the **Messaging Provider** and enter the addressee's HealthLink EDI (this is their unique ID and can be obtained from the recipient or [online](#)) in the **Account ID** field.



The screenshot shows the 'Contact details' form with the following fields and values:

- Title:** Mr
- First name:** Joe
- Surname:** Bloggs
- Greeting:** Joe
- Category:** Oncology
- Addresses:** 1 Happy Street, Happyville, 2000. 0268889999
- Mobile phone:** (empty)
- Pager:** (empty)
- A/H phone:** (empty)
- Provider No.:** (empty)
- Health Identifier:** (empty)
- PKI key ID:** (empty)
- E-mail:** (empty)
- Website:** (empty)
- Messaging provider:** HealthLink
- Account ID:** (if applicable) jbloggs
- Comment:** (empty)

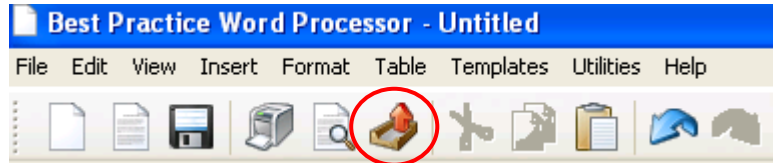
The 'Messaging provider' dropdown and the 'Account ID' field are circled in red. The status bar at the bottom indicates 'Available to assist at operations' and 'Save' and 'Cancel' buttons.



4. Click **Save**.

You are now ready to send your addressee a secure referral or letter:

1. Generate the message (e.g. referral) in the patient's record using the Best Practice Word Processor.
2. Select the **Export as HL7 File** button on your toolbar or select **File > Export HL7**.



3. Your referral or letter will be processed and sent in the next HealthLink connection.