Bp VIP.net

AUSTRALASIA'S MOST RESPECTED
SOFTWARE FOR MEDICAL SPECIALISTS

Scanned Referrals

Patient Details

Surname	Brack
Title	Mr Sex M
First Name	Jonathan
Middle Name	Edgar Known
Date of Birth	15/05/1965 56y IHI

Building/Box
No/Street 34 Avoca Street
Suburb/City Randwick
Postcode 2031 State
Country Australia

IHI Number
NHI Number 12
Ethnicity European Not Further Defined
Language 1201 English
Indigenous Status 4 Neither Aboriginal nor Torres Strait Is

Home 61
Mobile 61 1111111111 ☑ TXT Opt-in
Business 61
Fax 61
Other 61
Email

Warning

Contacts

MED		Exp ___/___ Bulk ☑
DVA		Exp ___/___
HCC		Exp ___/___
PMS		Exp ___/___

Feescaler PRIVATE AUS, Private
Subsidiser MSTD, MSTD
Health Insurer BUPA INS, BUPA
HF Policy No. 1111111

Deactivate on / /   Reason

Easyclaim OPV   Easyclaim OCV   HI Verification   Patient History

Providers | Family | Finance | Other
☑ Lead Provider

🏠 Cardiologist, Jen	Cardiologist	1
👤 Smith, Nora	General Practitioner	2
📄 Smith, Nora	General Practitioner	3

Add   Remove   Modify   **Referrals**

Provider Number: 022222BH
Location: @Your Health Clinic
Your Health Clinic 105 Creek Street Brisbane Gpo QLD 4000
Business: 61 07 02-6962-6961
Fax: 61 07 02-6962-6962

From : Smith, Nora (022222BH)
To : Cardiologist, Jen (2150751A)
On : 12/07/2021, Type : Normal
Period : Start - 23/07/2021 End - 22/07/20...

Click to add a new Record

OK   Cancel

Referrals

If you scan your referrals into Bp VIP.net as a PDF or JPEG, you can add the record from the Patient Details screen.

A. **In** the Provider section, click the Referrals button.

The **MyComms (Referral)** screen is displayed.

B. **Click** the New button or press Insert on your keyboard.

1. Enter the date written on the letter.

2. Check that Referral is selected.

3. Type the surname of the referring provider and follow prompts.

4. Enter internal To provider (recipient).

5. Free text a Subject/Reason.

6. Enter the Start Date – this is the date the referral expiry will generate from.

7. Click Image/Document to import scan. **Save.**

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New Referring Providers/GP's

New Providers

When adding a Referring Provider, you can add a new Referrer from the MyComms (Referral Screen).

A. **Enter** the name of the referring provider in the From/Details section.

B. **When** no match is made, click the New button at the bottom of the Providers screen.

C. Select Other Clinics – External Providers.

Provider screen is displayed where you can complete all the details.

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1. Enter the Surname and copy the First Name into the Known Name.

2. Select the Type.

3. Select the Name of the Facility and click Copy Facility Details.

4. Select the Communication method and enter addresses for email, RSD and fax.

5. Record the Provider number and click OK to save.

On the Patient Details screen, select the 🐦 Referrer in the Provider section and tick Lead Provider tick-box to make the referrer the 'Lead External Provider' for the patient.

Contact our Software Support Team on 1300 40 1111 (AU)
or 0800 40 1111 (NZ) www.bpsoftware.net

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