
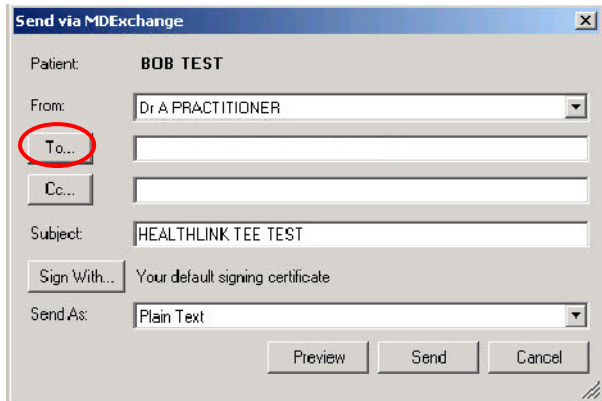


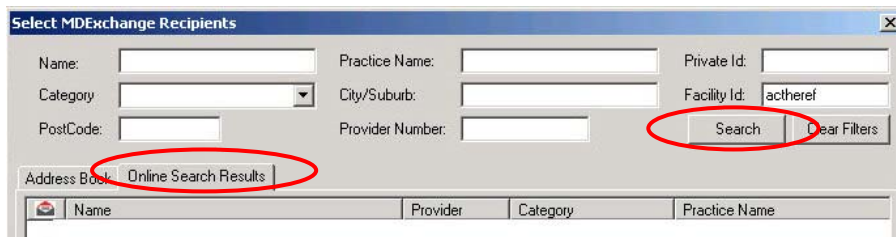
## Using MExchange to Send Secure Messages

1. Generate the message (e.g. referral) in the patient's record using the letter writer.
2. Click **File > Send via MExchange** or the  icon.
3. Click the **To** button.



The 'Send via MExchange' dialog box is shown. The 'Patient' field is 'BOB TEST'. The 'From' field is 'Dr A PRACTITIONER'. The 'To...' button is circled in red. The 'Cc...' button is also visible. The 'Subject' field is 'HEALTHLINK TEE TEST'. The 'Sign With...' field is 'Your default signing certificate'. The 'Send As' field is 'Plain Text'. There are 'Preview', 'Send', and 'Cancel' buttons at the bottom.

4. When sending a message to a recipient for the first time, click **Online Search Results** and enter the facility ID of the recipient (this is normally found on the template that you are sending). Click **Search**.

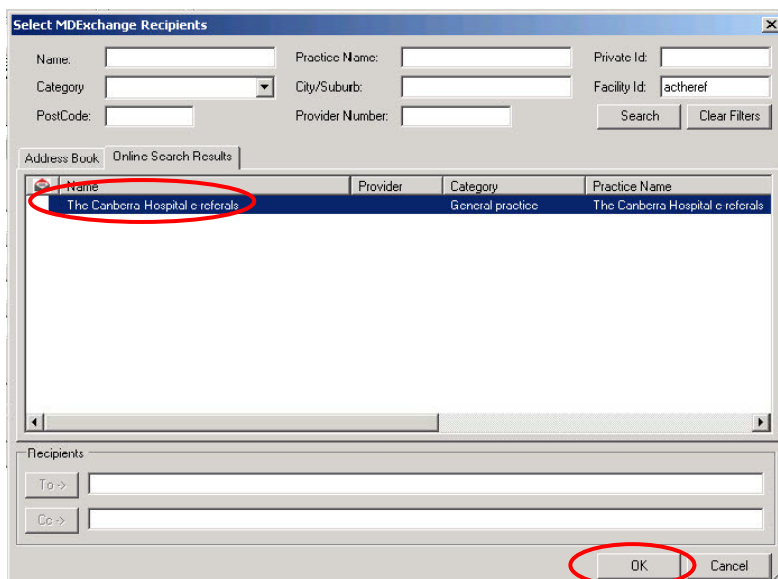


The 'Select MExchange Recipients' dialog box is shown. The 'Facility Id' field is 'actheref'. The 'Search' button is circled in red. The 'Online Search Results' tab is selected in the 'Address Book' section. Below the search fields is a table with columns: Name, Provider, Category, Practice Name.

Name	Provider	Category	Practice Name

Otherwise you can search using the other available fields.

5. Double click on the correct recipients name from the list and then click **OK**.




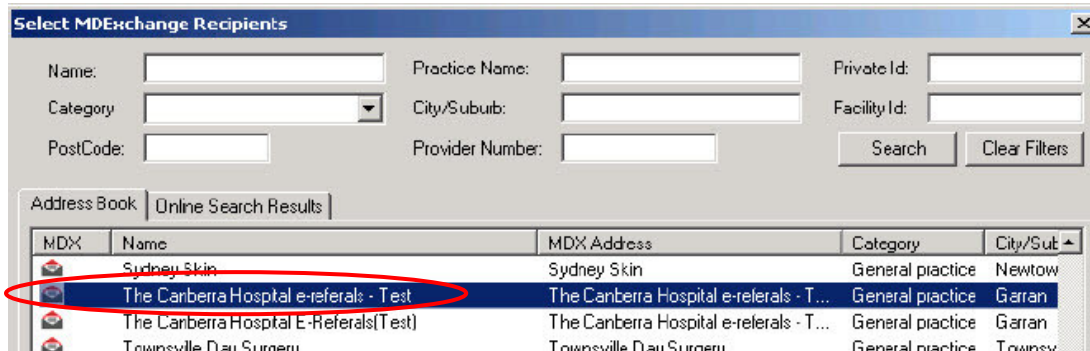
The 'Select MExchange Recipients' dialog box is shown. The 'Facility Id' field is 'actheref'. The 'Search' button is circled in red. The 'Online Search Results' tab is selected in the 'Address Book' section. Below the search fields is a table with columns: Name, Provider, Category, Practice Name. The first row is selected and circled in red.

Name	Provider	Category	Practice Name
The Canberra Hospital e referrals		General practice	The Canberra Hospital e referrals

At the bottom of the dialog box, there are 'To->' and 'Cc->' fields, and 'OK' and 'Cancel' buttons. The 'OK' button is circled in red.

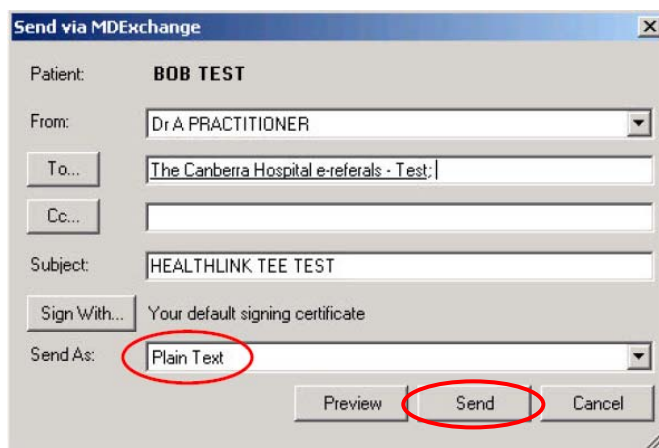


This provider is now in your local address book and you will no longer need to search for them online. Whenever you see the  icon next to an addressee's name this indicated they can receive secure messages using MDEExchange.



You can see above that the recipient is now in the local address book and next time you send them a message you can simply double-click on their name.

6. Select **Plain Text** in the **Send As:** to ensure compatibility with the recipient's clinical system. This only needs to be done when sending the recipient their first message, future messages will automatically be send as **Plain Text** unless you change it back.



7. To send the completed message click **Send**.