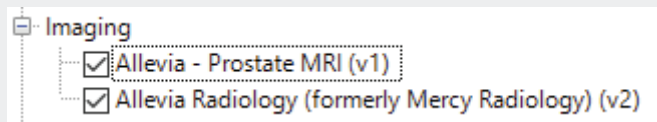


# Instructions for Incisive users

Send your Radiology referrals electronically in 3 easy steps!

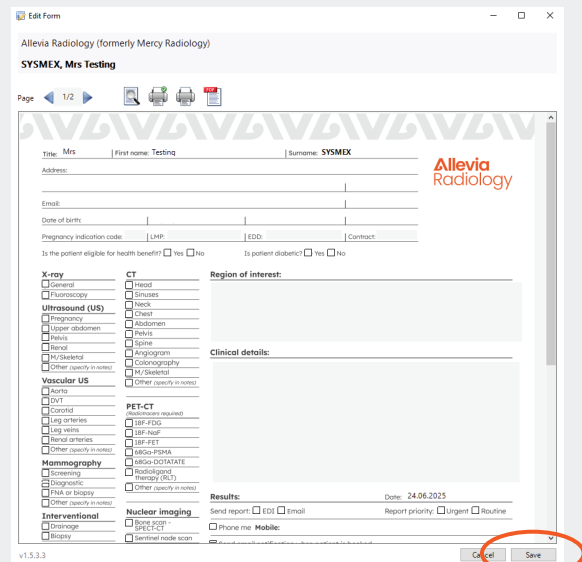
## 1 Open the Radiology Referral Form

- Open the required Patient and click on 'Forms/New Form'
- Scroll down to find the appropriate 'Radiology Form' – this will be saved under your preferred category. In the example below it is saved under 'Imaging'. If you cannot find the referral form, please see the Hints and Tips section



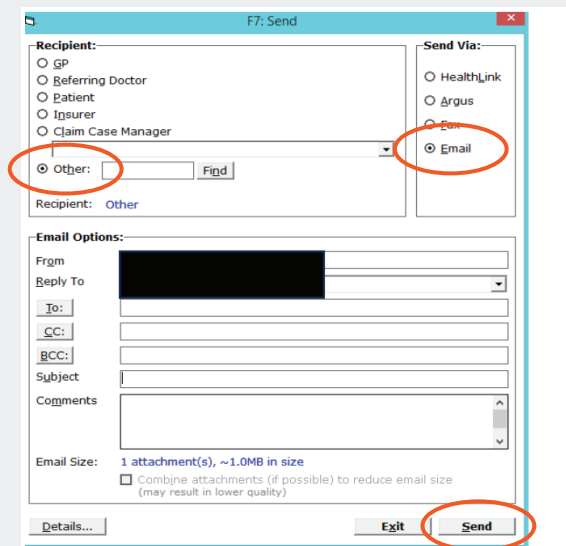
## 2 Complete the referral

- Fill in the required information
- Patient and Referrer details pre-populate
- Once complete, press 'Save'. The form is saved to the Patient Forms tab



## 3 Send

- Email the referral directly to us by pressing 'F6' (or tick the box next to the form) and 'F7' to send
- Select 'Other' and type our name from your Contacts list. If you cannot find us in your Contacts, please see the Hints and Tips section
- Press 'Send'

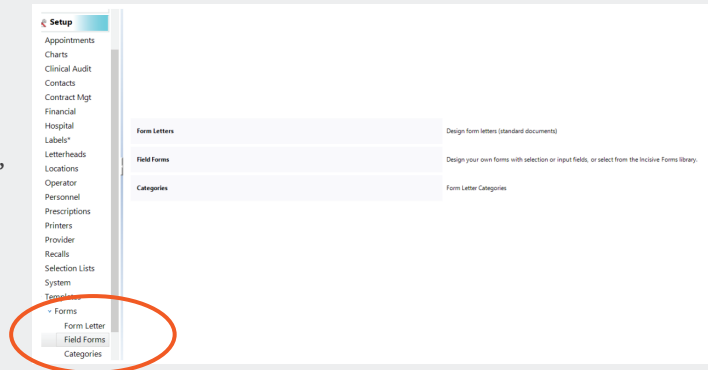



# Hints and tips

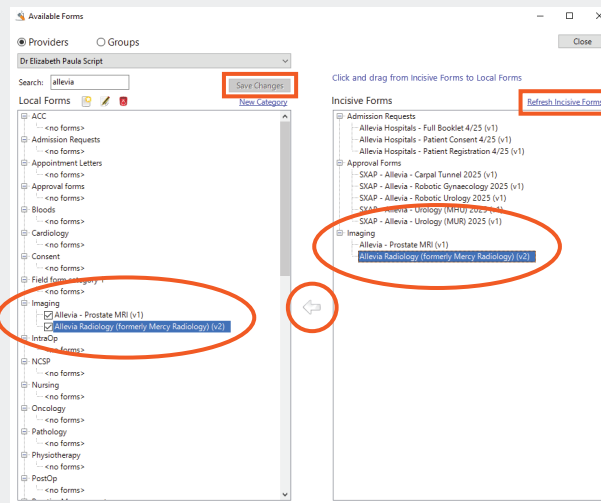
## Incisive

### To import the Radiology referral form into your Incisive SPM Forms Register

- Navigate to: 'Setup/Templates/Forms/Field Forms'



- Once in 'Field Forms', select 'Refresh Incisive Forms'
- Search under the 'Imaging' tab in the right hand column and select the appropriate referral form(s)
- Click on the forms and drag them into your preferred category in the left column. In this example, we have used the 'Imaging' category
- Alternatively, select the form(s) and press the arrow  to move them into your library
- Press 'Save Changes'



### To add a Contact

- To send your referral form, you need to have us set up in your Contact list
- Navigate to 'Setup/Contacts'
- Select the appropriate category of Contact
- Add the following details

Allevia Radiology  
09 630 3324  
bookings@alleviaradiology.co.nz

MSK Radiology  
09 623 5889  
bookings@msk-radiology.co.nz

North MRI  
09 623 5869  
bookings@northmri.co.nz

