

# Tip Sheet: Specialist Examination(s) – Referring Applicants

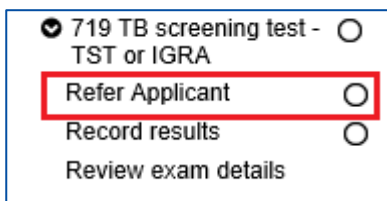
Apart from the commonly completed examinations in eMedical, applicants may be required to complete additional examinations (tests) as part of their visa application requirement. These are generally referred to as specialist examinations.

**Note:** If your clinic is not able to perform a specialist examination 'in-house', applicants must be referred to a clinic that offers the relevant services required to process the particular examination.

**Note:** If the referral process for a specialist examination is not completed then that examination will be greyed out and you will not be able to record and submit the required examination.

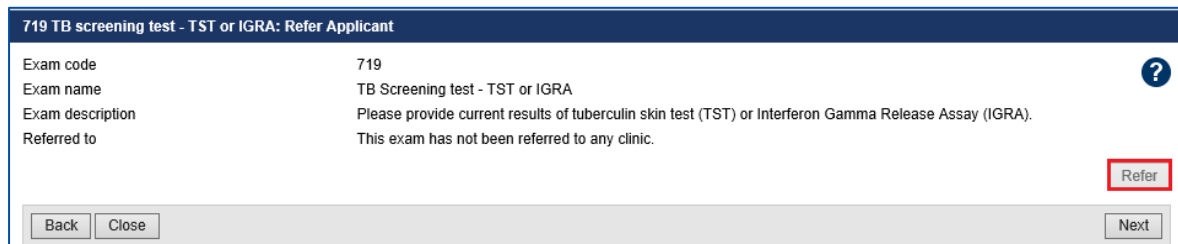
## 1.1. Referring Applicants

The first step of processing a specialist examination in eMedical is to refer the applicant. To do this:  
**Step 1.** Open the test from the 'tree' on the left hand side of the screen and click **Refer Applicant**



- 719 TB screening test - TST or IGRA
- Refer Applicant
- Record results
- Review exam details

The **Refer Applicant** screen will appear.



719 TB screening test - TST or IGRA: Refer Applicant	
Exam code	719
Exam name	TB Screening test - TST or IGRA
Exam description	Please provide current results of tuberculin skin test (TST) or Interferon Gamma Release Assay (IGRA).
Referred to	This exam has not been referred to any clinic.

Buttons: Back, Close, Refer, Next

**Note:** The specialist examination will be automatically referred to your clinic if the relevant service(s) required to process that examination are already listed in the **Services offered** section of your clinic.

Referred by \* Select an Option ▼

You can choose to refer the selected exams to any of these clinics.

Refer to ?	Services offered at the clinic ?
This clinic	Medical Radiology Pathology Endocrinology Psychiatry
Avengers Clinic 123 Sesame ST UNITED STATES	Medical Pathology Radiology Tuberculosis specialist
Canberra Services 15 more st AUSTRALIA	Pathology Tuberculosis specialist
USA RAVI CLINIC 15 JAUNCEY COURT UNITED STATES	Medical Radiology Chest specialist Pathology Psychiatry Tuberculosis specialist

**Step 2.** Press the **Refer** button

The **Refer Applicant** window will open.

**Step 3.** In the **Referred by** field, click on the down arrow in **Select an Option** to choose doctor etc.

**Step 4.** Select the radio button next to the clinic that you wish to refer the applicant to, and press the **Save** button

Referred by \* Mr Doctor USA ▼

You can choose to refer the selected exams to any of these clinics.

Refer to ?	Services offered at the clinic ?
<input checked="" type="radio"/> This clinic	Medical Radiology Pathology Endocrinology Psychiatry
<input type="radio"/> Avengers Clinic 123 Sesame ST UNITED STATES	Medical Pathology Radiology Tuberculosis specialist
<input type="radio"/> Canberra Services 15 more st AUSTRALIA	Pathology Tuberculosis specialist
<input type="radio"/> USA RAVI CLINIC 15 JAUNCEY COURT UNITED STATES	Medical Radiology Chest specialist Pathology Psychiatry Tuberculosis specialist

Cancel Save

The **Refer Applicant** screen will display a success message.

**Step 5.** To view, print and /or save a referral letter for the applicant, press the **Generate Referral letter** button

719 TB screening test - TST or IGRA: Refer Applicant

**Success**

The exam has been successfully referred to the selected clinic. Please print the referral letter and instruct the applicant that they need to see the specialist. Record the results and attach the reports once they are received.

Exam code: 719  
 Exam name: TB Screening test - TST or IGRA  
 Exam description: Please provide current results of tuberculin skin test (TST) or Interferon Gamma Release Assay (IGRA).  
 Referred by: Mr Doctor USA  
 Referred to: This clinic

Buttons: Back, Close, Refer, **Generate Referral letter**, Next

The Referral letter displays.

**Referral letter**

Visit date: 21 Jun 2018

Applicant personal details		Applicant identity details	
Family name:	UAT IMMIGRANT	Identity document presented:	Original Passport
Given names:	MALE HIGHRISK FOUR	Identity document number:	TRC12341234
Sex:	MALE	Issuing country:	PHILIPPINES
Date of birth:	01 Jan 2010	Date of issue:	13 Jun 2018
Country of birth:	PHILIPPINES	Date of expiry:	13 Jun 2028
City of birth:	Manila	Source:	Clinic
Prior Country of Residence:	PHILIPPINES		

**Contact channels**

Contact type	Contact details	Primary	Comments
If known, but not listed above, please record the following to facilitate follow-up with the applicant:			
Contact type			

8.26 x 11.69 in

Navigation: Save, Print, Up, Down, 1 (of 2), Previous, Next, PDF icon

**Note:** Referral letters do not generate for 502 examinations as the radiology clinics access an applicant's case directly in eMedical.

## 1.2. No clinics to refer to

An error message will display if you try to refer the applicant for a specialist test and there are currently no clinics (either your own or an external service provider clinic) offering the relevant service required to process that test in eMedical.

If there are no clinics to refer the applicant to, please refer to information in the tip sheet: **Services and External Service Providers** on how to either:

1. Add the relevant 'service' for the required examination to your clinic, if your clinic is going to be performing the examination - ***Adding additional services to your clinic***

OR

2. Add the relevant 'service' for the required examination to an existing external service provider clinic - ***Adding additional service(s) to external service provider clinics***

OR

3. Link an existing external service provider clinic in eMedical that offers the 'service' for the required examination - ***Linking external service provider clinics***

OR

4. Create a new external service provider clinic in eMedical, add the 'service' for the required examination and link it to your clinic - ***Creating a new external service provider clinic***