**ENCODING E-FAX DOCUMENTS**

**Faxed Documents**

**Remittance**

**Referrals**

**Send copy to the practitioner thru email**

**Save personal copy**

**Encode in Booking Database**

**Save in Google drive**

**Coreplus**

**Create Client Record**

**Add Referral**

Website: <https://webmail.au.syrahost.com/login/>

Login: [info@2finlaystreet.com.au](mailto:info@2finlaystreet.com.au)

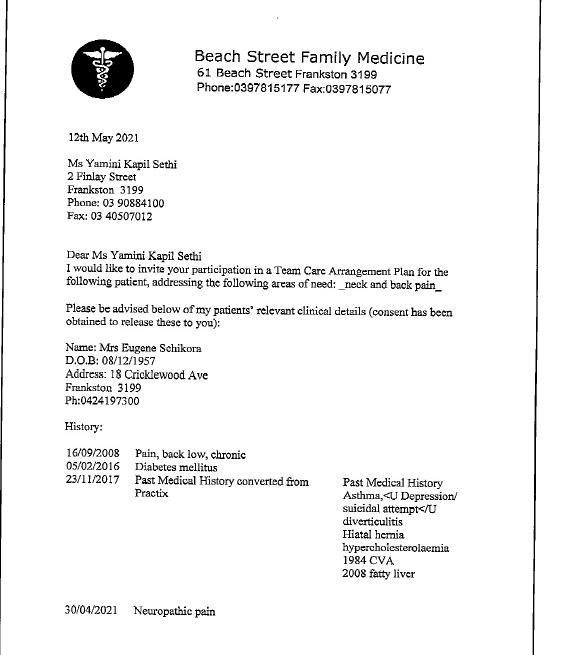
Password: !!22##As

**Procedure**

1. Open the fax documents on webmail.(referrals, remittance, doc for the practitioner)

2. Save the referral (Local Disc C\Referrals)\Dr. Stephen Thomas or Yamini Sethi\Save it under the practitioner written on the referral)

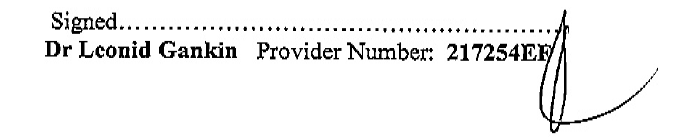
Referral image:



Patient’s information

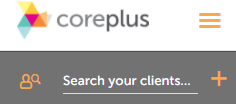
Name of the practitioner

Referral date



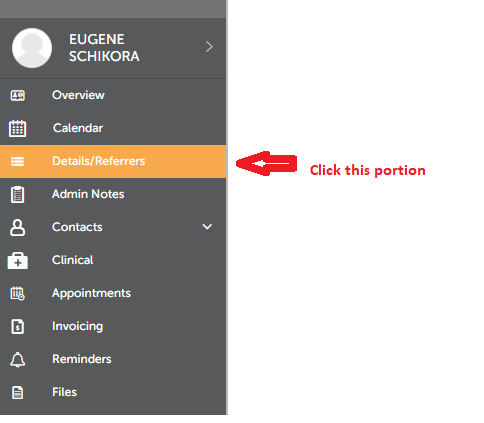
Name of GP/Referrer

After saving the referral form to the designated folder, you have to check if we already have records of the patient in coreplus. Just type the fist ang last name of the patient on the search box:

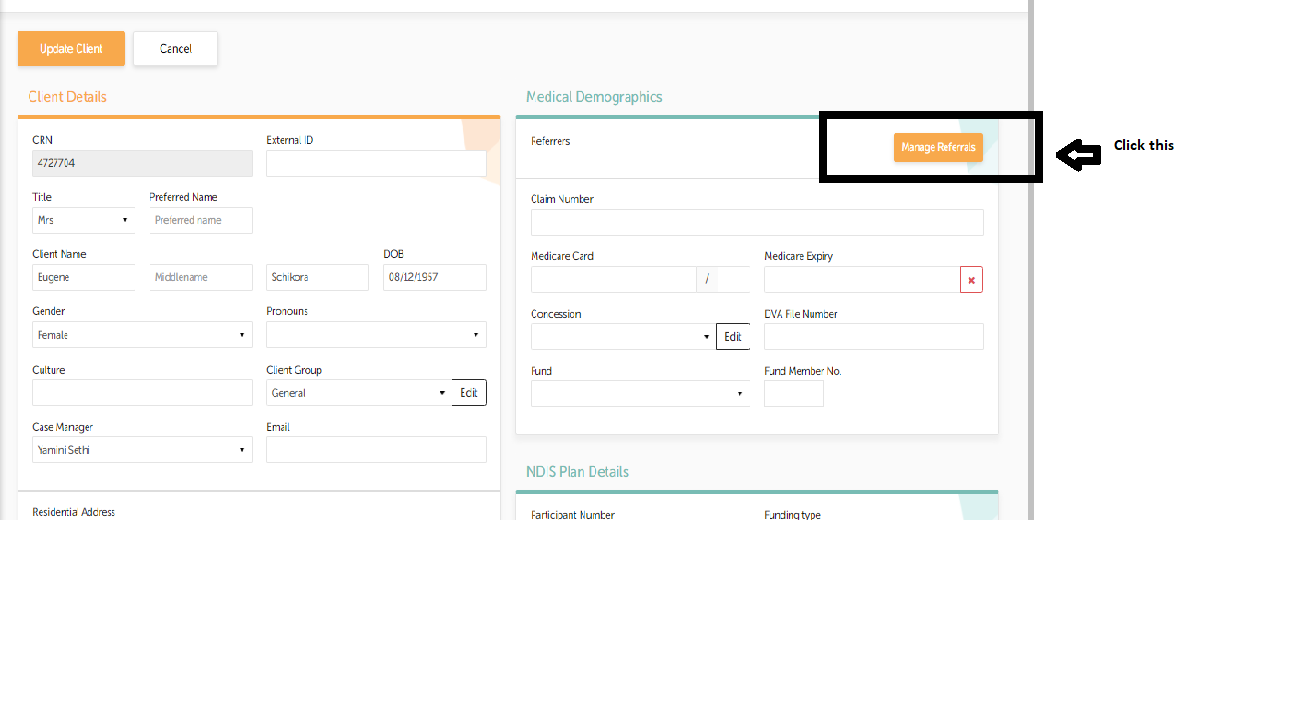


1. **If we already have the patient’s in coreplus, here’s the next step you’ll do:**

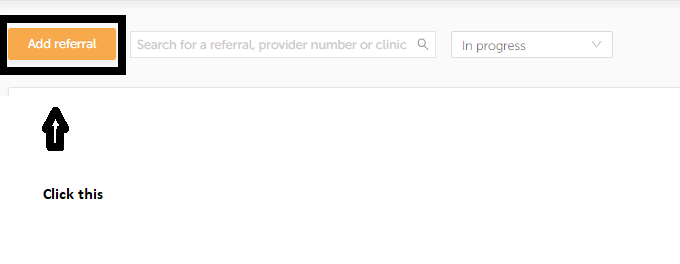
**A**.



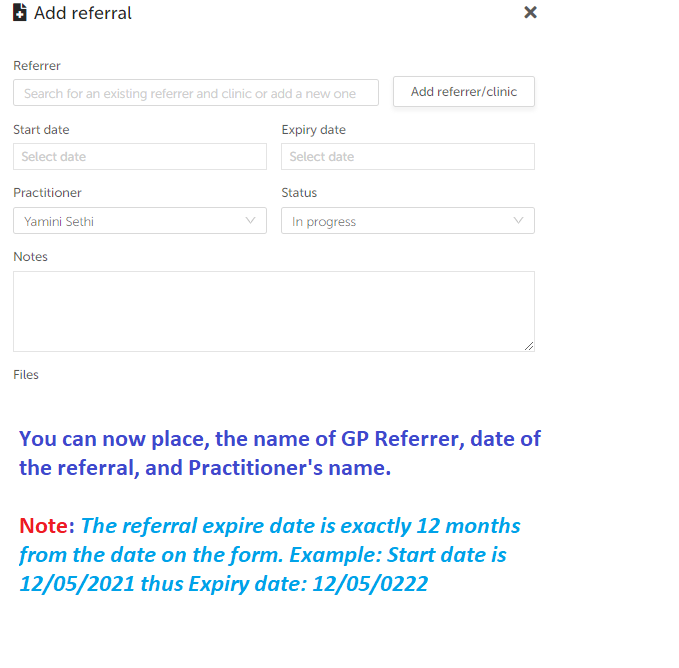
**B**. It will route you to this page:



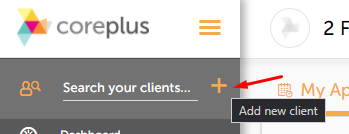
**C**.



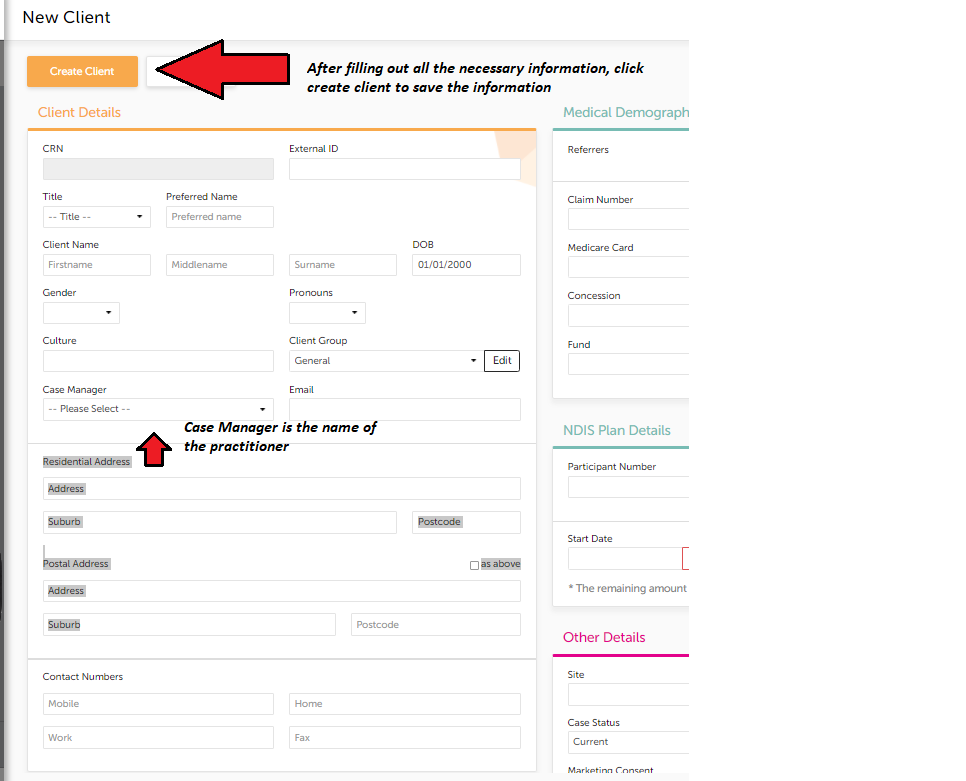
**D.**

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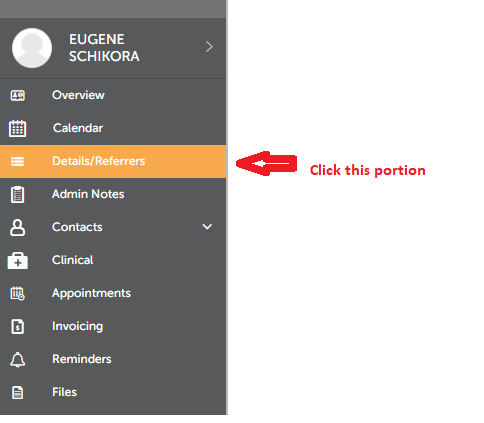
1. **If the prospective patient is new:**
2. Go to coreplus and click ad new client (see photo below)

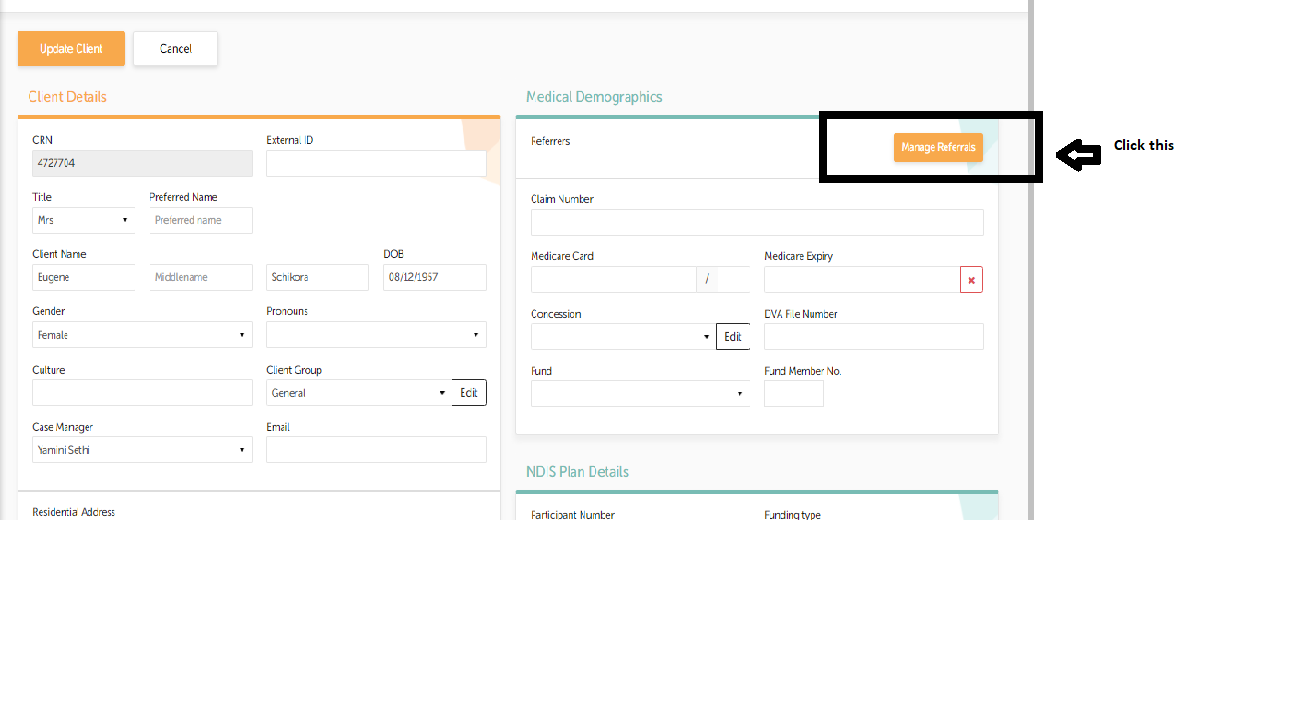


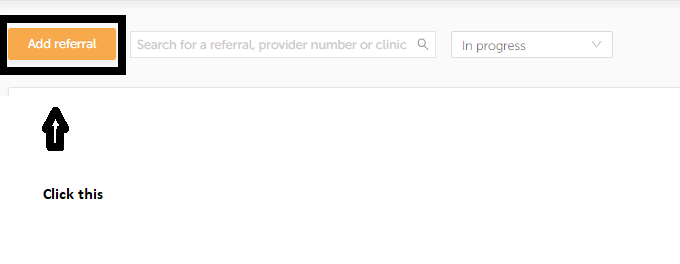
New Client – Fill out the necessary information

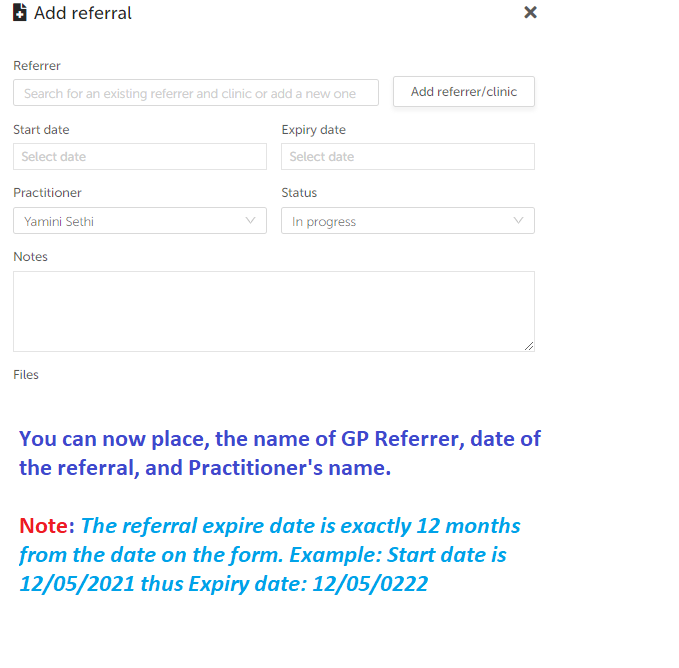


1. Then follow this step again:







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**NOTE**: UPLOAD ALL the new careplan on G-DRIVE.

**For Remittance Advice**, you can just download it and save it on your designated file – and forward the email directly to Dr. Vladas Petrulis (since he is the only who receives Remittance advice)