

MEDINEXUS



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Simpler, smarter, better delivery
of diagnostic results

Centre for Eye Health sends reports via electronic distribution. To access electronic reports you need to register with Medinexus, who will securely hold and distribute reports and images on behalf of CFEH. The below will tell you how to register and how to use Medinexus.

www.medinexus.com

1300 796 959

Getting started

Call Medinexus on 1300 796 959 to receive your practice's username and password. You can login as yourself (to see all of your reports from all locations) or as your practice (to see reports from all practitioners at that location).

Go to www.medinexus.com.au and click 'Login'.

Follow the prompts to register using your username and password. You can change/update your details in the 'My Profile' tab (please make sure your e-mail address is entered).

For technical support and help with registering call Medinexus on 1300 796 959.



Login

Login

For clinical questions or information about the referral/reporting process call the CFEH Referrer Hotline
(02) 8115 0777

USING MEDINEXUS

Viewing Reports

- Go to your Inbox
- Click on the report you wish to view (*may take a few seconds to open*)
- New and previously unread reports are **bold** (*reports will stay in this list for 24 hours once read*)
- Images are attached as thumbnails at the bottom of the page. Click on any of the image thumbnails to open them in a full screen display (*opens in a new window*)
- The '**Search For Previous Reports**' function will enable you to find older reports and once opened Medinexus will keep all of your reports available on this site for 3 years. If after this time, you need a copy, we can re-send it at any time
- If you have an email contact on file, the system will automatically send you an email to alert you that a new report is in your inbox

Printing Reports

- Click on the report you wish to print
- On the top left hand side of your screen, click on the 'Print Preview' button
- Wait for the print box to appear and print
- image you wish to print
- Once the image has opened, click on the 'Print' button on the top right-hand side of the screen
- Wait for the print box to open and print (*there is no 'Print All' available at this stage*)

Printing Images

- Click on the report you wish to print
- Scroll down to the image thumbnails and click on the

Saving Images

- Click on the report with the image you wish to save
 - Scroll down to the image thumbnails, click on the image you wish to save
 - Right click on the large image (*do NOT right click on the thumbnail as this exports a very low-res image*)
 - Select 'Save Picture As'.
 - Re-label as appropriate and save in the desired file location (*there is no 'Save All' function at this stage*)
 - On the top left hand side of your screen, click the 'Print Preview' button
 - From the 'Printer' options, select PDF
 - Label and save the file to desired location
- ### Copy/Paste Method
- Click on the report you wish to save
 - With your cursor, highlight the text and thumbnails on the report (*Ctrl A will not work*) use 'Ctrl C' to copy this text
 - In your patient management system, or in a word document, paste the text using 'Ctrl V'
 - Label and save the file to the desired location

Saving the Report

PDF method (*must have PDF driver installed*)

- Click on the report you wish to save

Forwarding Reports & Images

To CFEH registered practitioners

- Click on the report you wish to forward
- On the top of your screen click the 'Forward' button
- Search for the relevant practitioner by First and Last name in the 'Search' field
- Add any relevant notes and click 'Finish'

To non-CFEH registered practitioners (*the sending of patient images electronically outside of a secure platform is not legal*)

If the practitioner is NOT already registered with Medinexus, they will need to be assigned a log in and account.

You can register them at any time by e-mail or calling Medinexus with the details of the practitioners that you would like to communicate with.

You will need to send Medinexus the following details:

- Practice name
- Doctors name
- Address
- Email/Phone (if available)
- Provider number (if available)