



# How to manage your Service Directory information

User Guide

2010



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## Introduction



Links to related topics are used extensively throughout this document. To get the most out of this help, it is therefore recommended that it is accessed by opening the PDF document and reading it on the screen.

This document is a guide for Service Directory Officers who manage your Service Directory information using the **Administration** feature to maintain the following details:

- **Agency** details
- **Site** details
- **Service** details.

It also includes instructions on how to log into **Connectingcare** with **Admin** access and general tips on how to use the **Admin** feature.

# Logging into Connectingcare

Service Directory Officers who manage your Service Directory information must be registered **Connectingcare** users with **Level 2** security access.

This section outline how to:


- *retrieve your login details*
- the *login process*.

---

## Getting your login details

If you do not know your **Connectingcare** user name, password and access level details you will need to contact your Primary Care Partnership (**PCP**).

To find your **PCP**'s contact details:

1. Go to [www.connectingcare.com](http://www.connectingcare.com).
2. Click on the **Contact** menu item.
3. Enter your **Postcode**.
4. Click the **Submit** button .

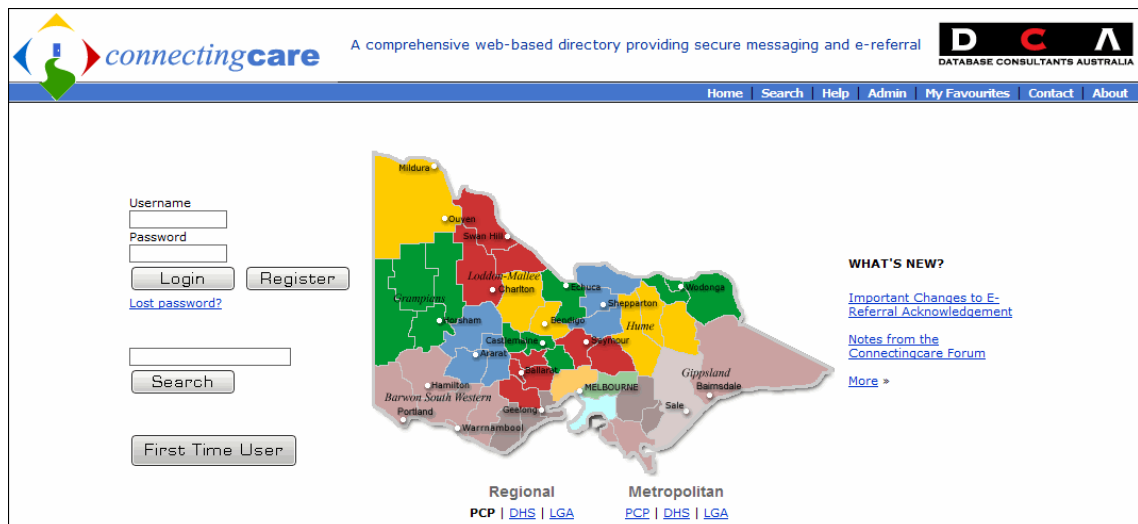
This will display the contact details for your **PCP**.

---

## Logging in

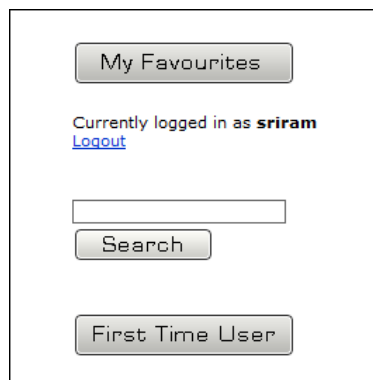
To login to the **Connectingcare** website:

1. Go to [www.connectingcare.com](http://www.connectingcare.com).



2. Enter your **Username** and **Password** and click the **Login** button .

When you are logged in, the Home Page will display your login details.



## Connectingcare Administration

This section outlines:

- How to *access the Administration page*
- the 3 *Agency Levels*
- *Navigating* between pages
- *Data Entry tips*
- *Advice for Service Directory officers.*

---

### About the Administration page

To access the **Administration** page:

- Click on the **Admin** menu item on the navigation bar.








This will open the **Administration** home page.

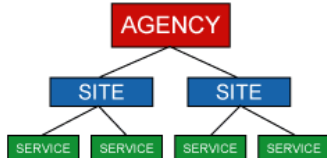
#### Administration

**Site/Service Administration**

Click on "Edit your Agency" to drill down to edit, sites and services. See diagram to the right for a visual guide.

Welcome "administrator" for Connectingcare

 Edit your Agency  
 Edit your Details  
 Referrals  
 Directory Extract  
 Logout



```
graph TD; A[AGENCY] --> B[SITE]; A --> C[SITE]; B --> D[SERVICE]; B --> E[SERVICE]; C --> F[SERVICE]; C --> G[SERVICE];
```

Admin users down to level 2 now have the ability to do a directory extract of data contained in the Connectingcare database. What this means is that you can extract such things as service and contact information for use in mail merge or database applications etc. Click the Directory Extract button above to access this. You will require a separate username and password for this. To request this username and password please send an email to richard@connectingcare.com.

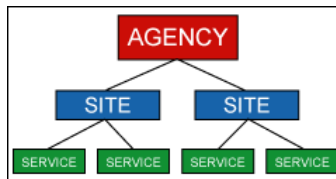
E-referrals made via Connectingcare this month (October): **941**  
Username: **simonew2** Security Level: 2  
last update: 30/08/2010 3:03:00 PM

## About Agency levels

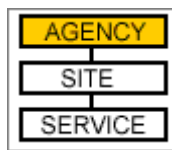
An **Agency** is comprised of one or several **Sites** and each **Site** can provide multiple **Services**.

The levels are categorized as follows:

- **Agency** - Top Level
- **Site** - Middle Level
- **Service** - Bottom Level.



When editing **Agency** details (**Agency**, **Site** or **Service**), the particular level you are editing will display, for example the **Agency** level will be represented by the following image:



Page and table headers for **Agency** (top level) pages are displayed in red:

**Agency Administration**  
**Brimbank Melton Primary Care Partnership**

ID	Agency	Abbreviation	Action
----	--------	--------------	--------

Page and table headers for **Site** (middle level) pages are displayed in blue:

**Site Administration**  
**ISIS Primary Care**

Site_id	Link_id	Link_name	Link_url
---------	---------	-----------	----------

Page and table headers for **Service** (bottom level) pages are displayed in red:

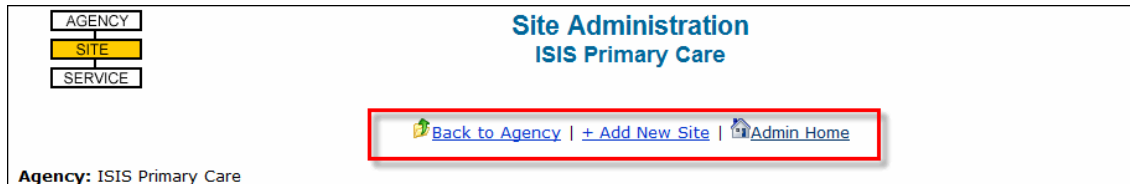
**Service Administration**  
**ISIS Primary Care - Deer Park**

RowID	Site_id	Prefix	Number	Code	Referral OK
-------	---------	--------	--------	------	-------------

---

## Navigating between pages

Navigation options for all the **Admin** pages are located in the same location of each page. These options will differ from one page to the next.



To return to the **Administration** home page from any of the **Admin** pages:

- Click the **Admin Home** logo .

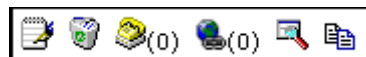
To return to the calling page:

- Click the  **Back to ...** link.

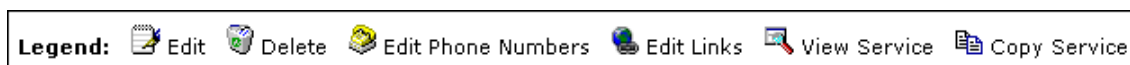
---




## Admin and data entry tips

All the Admin tables (Agency, Sites, Services, Phones etc.) contain an **Action** column which contains the actions available for each section.



The **Legend** section above each table displays the available **Actions** with a description.



When **Action** icons that are followed by parentheses this informs the user of the number of items for the particular Action. For example, Sites , Phone Numbers , Links .

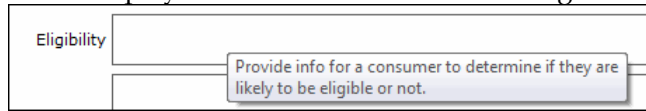
The following information is available on Data Entry forms:

- mandatory fields are highlighted in pink

**Service name**

- read-only fields are highlighted in red **SiteTelID**

- If you place your cursor over data entry fields, a Tip Fly Out will display with information relating to the field.



---

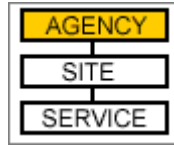
## Advice for Service Directory Officers

Service Directory Officers are responsible for ensuring the information that is being accessed by consumers and other service providers about your **Agency** is correct and up-to-date.


It is recommended that Service Directory Officers establish a regular routine for updating **Agency**, **Site** and **Service** details. It is recommended that information is checked quarterly as a minimum, with new information updated at any time.

Make sure that staff at your **Agency** know that who their Service Directory Officer is and that any changes or new service information can be forwarded to the correct person at any time.

## Level 1 - Agency Administration



To view and maintain your general **Agency** information (top level):

1. Click on the **Edit your Agency** icon  on the *Administration page*.

This will display a table with the **Agency ID**, **Agency name**, **Abbreviation** and **Actions**.

ID	Agency	Abbreviation	Action
936	<a href="#">ISIS Primary Care</a>	ISISPC	   (8)


Actions available at the **Agency** level are:

- *Edit Agency details* - 
  - *Display Sites* -  (8)
2. Select the required **Action**.

---

## Editing Agency Details

To edit any of the general **Agency** details:

1. Click the **Edit** icon  in the **Action** column or click on the **Agency Name** link in the table in the *Agency Administration* page.

This will display the **Edit Agency** page.

### EDIT AGENCY

[Back to Agency](#) | [+ Add New Site to this Agency](#) | [View this Agency's Sites](#) | [Admin Home](#)

Agency Name

Agency Name Abbreviation  (usually an acronym of the agency name)

Website Address  (eg. www.Connectingcare.com)

Last Updated By **Mark Roper** (person who performed the last update)

Agency Motto

Agency Logo

Logo's must be in either GIF or JPG format. They must be no larger than 300 pixels x 300 pixels. Preferred size is around 200 x 150. Images should be no larger than 32kBytes. The image should be clear when printed in black and white.

Current Logo N/A

2. Make the required edits to any of the following fields:


- Agency Name
- Agency Name Abbreviation
- Web Site URL
- Agency Motto
- Agency Logo.

3. Click the **Submit** button  to save your changes. A confirmation message will be displayed.

Agency 936 (ISIS Primary Care) updated.

4. Click the **Back to Agency Admin** link if you wish to return to the *Agency Administration* page.
5. Click the **+ Add New Site to this Agency** link if you wish to *add a new site*.
6. Click the **View this Agency's Sites** link if you wish to go to the *Site List page*.



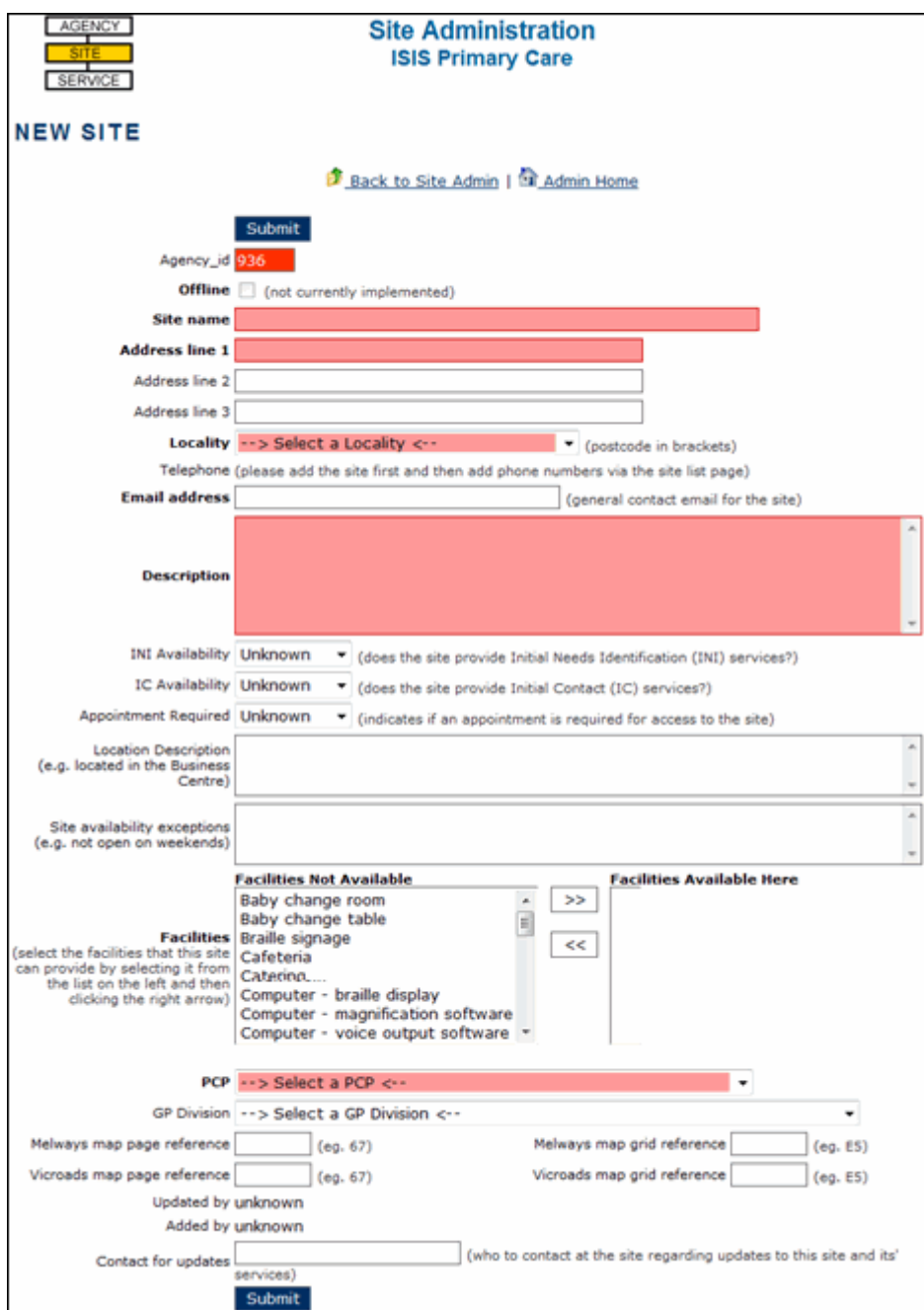
- *Associated Users* -  (9)
2. Select the required action.

## Adding a new site

To add a new **Site** to an **Agency**:

1. Click the **+Add New Site to this Agency** link on the *Edit Agency page* or **+ Add New Site** link from the *Site List page*.

This will display the **New Site** page.



**AGENCY**  
**SITE**  
**SERVICE**

**Site Administration**  
**ISIS Primary Care**

**NEW SITE**

[Back to Site Admin](#) | [Admin Home](#)

**Submit**

Agency\_id **936**

Offline  (not currently implemented)

**Site name**

**Address line 1**

Address line 2

Address line 3

**Locality** **--> Select a Locality <--** (postcode in brackets)

Telephone (please add the site first and then add phone numbers via the site list page)

**Email address**  (general contact email for the site)

**Description**

INI Availability **Unknown** (does the site provide Initial Needs Identification (INI) services?)

IC Availability **Unknown** (does the site provide Initial Contact (IC) services?)

Appointment Required **Unknown** (indicates if an appointment is required for access to the site)

Location Description (e.g. located in the Business Centre)

Site availability exceptions (e.g. not open on weekends)

**Facilities** (select the facilities that this site can provide by selecting it from the list on the left and then clicking the right arrow)

**Facilities Not Available**

- Baby change room
- Baby change table
- Braille signage
- Cafeteria
- Catrina....
- Computer - braille display
- Computer - magnification software
- Computer - voice output software

**Facilities Available Here**

**PCP** **--> Select a PCP <--**

GP Division **--> Select a GP Division <--**

Melways map page reference  (eg. 67)

Melways map grid reference  (eg. E5)

Vicroads map page reference  (eg. 67)

Vicroads map grid reference  (eg. E5)


Updated by unknown

Added by unknown

Contact for updates  (who to contact at the site regarding updates to this site and its' services)


**Submit**

## Level 2 - Site Administration

- Enter the **Site** details, referring to *Table 1. Site fields definition*. **Note:** The **Site** phone number is entered using the *Telephone Number Admin* section.
- Click the **Submit** button  to save your changes.


A confirmation message will be displayed.

New Site added.

- Click the **Back to Site List** link if you wish to return to the *Site Administration* page.
- Click on the  **Add telephone numbers for ...** if you wish to *add the Site's telephone number details*.


**Table 1. Site fields definition**

Site Field Name	Description
Agency ID	This is a read-only field.
Site name	Enter the trading or operating name of the <b>Site</b> . This is a <b>mandatory</b> field.
Address line 1	Enter the <b>Site</b> street address. This is a <b>mandatory</b> field.
Address line 2 – 3	Enter any other <b>Site</b> street address information that cannot fit on Address line 1.
Locality	Select the suburb from the drop-down list. This is a <b>mandatory</b> field.
Email address	Enter the <b>Site's</b> email address.
Description	<p>Enter a brief description of what is offered or included at the <b>Site</b>.</p> <p>The following HTML formatting can be applied to text in this field.</p> <p>To have text appear bolded, enter the following format:</p> <ul style="list-style-type: none"> <li>• <code>&lt;b&gt;This will appear bolded&lt;/b&gt;</code></li> </ul> <p>To have text appear underlined, enter the following format :</p> <ul style="list-style-type: none"> <li>• <code>&lt;u&gt;This will appear underlined&lt;/u&gt;</code></li> </ul> <p>To have text appear in italics, enter the following format:</p> <ul style="list-style-type: none"> <li>• <code>&lt;i&gt;This will appear in italics&lt;/i&gt;</code></li> </ul> <p>To have text appear as an unordered list, enter the following format:</p> <pre>&lt;ul&gt;   &lt;li&gt; This will appear as an unordered list&lt;/li&gt; &lt;/ul&gt;</pre> <p>To have text appear as an unordered list, enter the following format:</p> <pre>&lt;ol&gt;   &lt;li&gt; This will appear as an ordered list&lt;/li&gt;</pre>

Site Field Name	Description
	<p>&lt;/ol&gt;</p> <p>This is a <b>mandatory</b> field.</p>
INI Availability	Select the Initial Needs Identification (INI) Services option from the drop-down list.
IC Availability	Select the Initial Contact (IC) Services option from the drop-down list.
Appointment Required	Select the Appointment Required option from the drop-down list.
Location Description	<p>Enter a clear description of the location of the <b>Site</b>. This should include any information to help visitors access the Site that is not immediately obvious from the address details.</p> <p>E.G. Access to 120 Spencer Street is from Frances Street, adjacent to tram top 45 on line 70.</p>
Site availability exceptions	Enter clear instructions about any exceptions to normal <b>Site</b> availability.
Facilities	<p>To enter Facilities that are available at the <b>Site</b>:</p> <ul style="list-style-type: none"> <li>• Highlight the Facility in the <b>Facilities Not Available</b> box.</li> <li>• Click the Right Arrow </li> </ul> <p>The Facility will be moved to the <b>Facilities Available Here</b> box.</p>
PCP	<p>Select the <b>Site's</b> Primary Care Partner (PCP) from the drop-down list.</p> <p>This is a <b>mandatory</b> field.</p>
GP Division	Select a GP Division from the drop-down list.
Melways map page reference	Enter the Melways map page reference for the location of the <b>Site</b> .
Melways map grid reference	Enter the Melways map grid reference for the location of the <b>Site</b> .
Vicroads map page reference	Enter the Vicroads map page reference for the location of the <b>Site</b> .
Vicroads map grid reference	Enter the Vicroads map grid reference for the location of the <b>Site</b> .
Contact for updates	Enter the contact details of the person at the <b>Site</b> who handles updates to the <b>Site</b> and <b>Services</b> .

## Editing Site details

To edit an **Agency's Site** details:

1. Locate the **Site** in the *Site List*.
2. Click the **Edit** icon  in the **Action** column or click on the **Site Name** link in the table in the *Site Administration* page.

## Level 2 - Site Administration

This will display the **Edit Site** page.

### EDIT SITE

[Back to Site Admin](#) | [+ Add New Service for this Site](#) | [View this Site's Services](#) | [Admin Home](#)

**Submit**

Offline  (not currently implemented)

Site name **ISIS Primary Care - Deer Park** (this site last updated on:29/04/2010)

Address line 1 **106 Station Road**

Address line 2

Address line 3

Locality **DEER PARK (3023)** (postcode in brackets)

Telephone (add phone numbers via the phone icon on the site list page)

Email address **isis@isispc.com.au** (general contact email for the site)

Description **Services available on-site - Podiatry, Physiotherapy, Audiology, Diabetes Education & Services, Dietetics, GP Clinic, Cardiac Rehabilitation, Pulmonary Rehabilitation, General counselling, Maternal & Child Health Service, Childbirth Education classes, Health Promotion groups (ie. Tai chi).**

INI Availability **Yes** (does the site provide Initial Needs Identification (INI) services?)

IC Availability **Yes** (does the site provide Initial Contact (IC) services?)

Appointment Required **Yes** (indicates if an appointment is required for access to the site)

Location Description (e.g. located in the Business Centre)

Site availability exceptions (e.g. not open on weekends) **Centre open Monday - Friday 8.30 - 5pm. Car parking available. GP Clinic also open late Monday & Thursday (to 7.30pm) & Saturday - Emergency only 8.30am - 12.30pm. GP Clinic can currently only receive new clients who live**

**Facilities Not Available**

**Facilities Available Here**

**Facilities** (select the facilities that this site can provide by selecting it from the list on the left and then clicking the right arrow)

**PCP** **Brimbank Melton Primary Care Partnership (5)**

GP Division --> Select a GP Division <--

Melways map page reference **25** (eg. 67) Melways map grid reference **E7** (eg. E5)

Vicroads map page reference (eg. 67) Vicroads map grid reference (eg. E5)

Updated by Mark Roper

Added by unknown

Contact for updates **Dorine Johnston** (who to contact at the site regarding updates to this site and its' serv

3. Make the required edits to any of the following fields, referring to *Table 1. Site fields definition*.

4. Click the **Submit** button **Submit** to save your changes.

A confirmation message will be displayed.

Site 991 (ISIS Primary Care - Deer Park) updated.

5. Click the **Back to Site List** link if you wish to return to the *Site Administration* page.

6. Click on the  **Add/Edit telephone number link** if you wish to *maintain the Site's telephone number details*.


## Deleting a Site



When a **Site** is deleted from an **Agency** *users associated* with the **Site** will no longer have any demographic data.

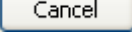
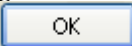
If **ALL Sites** are deleted from an **Agency**, the **Agency** will no longer be displayed.

To remove a **Site** from an **Agency**:

1. Click the **Delete** icon  in the **Action** column in the table in the *Site Administration* page.

This will display a warning dialog explaining the ramifications of deleting the **Site**.



2. Click the **Cancel** button  if you do **not** wish to proceed with deleting the **Site**
3. Click the **OK** button  if you wish to proceed with deleting the **Site**.


A confirmation message will be displayed.

Deleted Site\_id: 8511

4. Click the **Back to Site Admin** link to return to the *Site Administration* page.





## Telephone Number Administration

To view and maintain a **Site's** telephone information:

1. Locate the **Site** in the *Site List* and click the **Phone** icon  in the **Action** column or click the **Add/Edit telephone numbers for ...** link on the confirm screen after submitting changes on the *Site Edit* screen.

This will display the **Telephone Number Admin** page with a table listing the phone numbers for the **Site**.

## Level 2 - Site Administration

SiteTelID	Site_id	Prefix	Number	Code	Main No	
1670	991	03	9219 7142	Voice/ Land Line	Yes	 
15769	991	03	936337110	Fax	No	 

To *add a new phone number* to the **Site**:

- Click the **+ Add New Site** link on the *navigation bar*.

**Actions** available for each individual **Phone Number** are:

- *Edit Phone details* - 
- *Delete the Phone Number* - 

---

## Adding Site Phone Numbers

To add a new **Phone Number** to a **Site**:

1. Click the **+Add New Phone No** link on the *Telephone Number Admin* page or **Add/Edit telephone numbers for ...** link on the *Site Edit* confirm screen.

This will display the **New Telephone** page.

### NEW TELEPHONE

[Back to Telephone Number Admin](#) | [Admin Home](#)

SiteTel ID  Site ID

Telephone Number Prefix

Telephone Number

Telephone Service Code

Main Phone Number


2. Enter the **Telephone** details.
3. Click the **Submit** button  to save your changes. A confirmation message will be displayed.

4. Click the **Back to Telephone Admin** link if you wish to return to the *Telephone Number Admin* page.

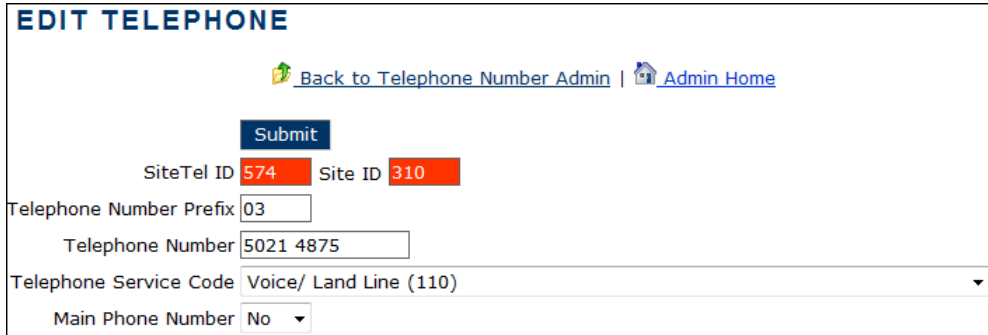
---

## Editing Site Phone Numbers

To edit a **Site's** Phone number details:

1. Locate the phone number in the *Telephone List page* and click the **Edit** icon  or click **Add/Edit telephone numbers for ...** link on the *Site Edit* confirm screen.

This will display the **Edit Telephone** dialog.



**EDIT TELEPHONE**

[Back to Telephone Number Admin](#) | [Admin Home](#)

**Submit**


SiteTel ID **574** Site ID **310**

Telephone Number Prefix

Telephone Number

Telephone Service Code

Main Phone Number

2. Make the required edits.
3. Click the **Submit** button  to save your changes.


A confirmation message will be displayed.

4. Click the **Back to Telephone Admin** link if you wish to return to the *Telephone Number Admin* page.

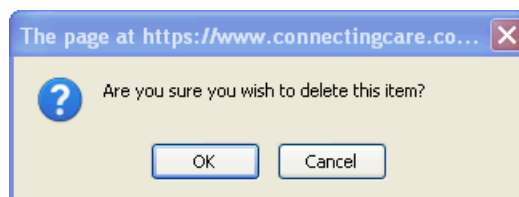
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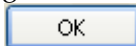
## Deleting Site Phone Numbers

To remove a **Phone Number** from a **Site**:

1. Click the **Delete** icon  in the **Action** column in the table in the *Telephone Number Admin* page.

This will display a warning dialog.



2. Click the **Cancel** button  if you do **not** wish to proceed with deleting the **Phone Number**.
3. Click the **OK** button  if you wish to proceed with deleting the **Phone Number**.

A confirmation message will be displayed.

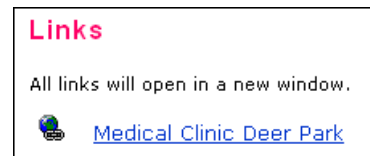
## Level 2 - Site Administration

- Click the **Back to Telephone Admin** link to return to the *Telephone Number Admin* page.

---

## Site Link Administration





This function allows you to embed a link in the text of the **Site** page under the **Links** section, for example:



To view and maintain website links relating to the **Site**:

- Locate the **Site** in the *Site List* and click the **Link** icon  in the **Action** column.



This will display the **Links Admin** page with a table listing the links for the **Site**.

Site_id	Link_id	Link_name	Link_url	
991	484	ISIS Deer Park	http://isisdeerpark.com.au	 
991	485	Medical Clinic Deer Park	http://medclinicDP.com.au	 

To *add a new link* to the **Site**:

- Click the **+ Add New Link** link on the *navigation bar*.

**Actions** available for each individual **Link** are:

- Edit Link details* - 
- Delete the Link* - 

---

## Adding Site Links

To add a new **Link** to a **Site**:

- Click the **+Add New Link** link on the *Links Admin* page.

This will display the **New Link** page.

**NEW LINK**

Link ID    Site ID 310

Link Name

Link Web Address

2. Enter the Link Name and Link URL.
3. Click the **Submit** button  to save your changes. A confirmation message will be displayed.

New Link added.

4. Click the **Back to Link Admin** link if you wish to return to the *Links Admin* page.
5. Click **Site Admin** if you wish to go to the *Site Admin* page.

## Editing Site Links

To edit a **Link** to a **Site**:

1. Locate the link in the *Links Admin* page and click the **Edit** icon .

This will display the **Edit Link** page.

**EDIT LINK**

Link ID 140 Site ID 310

Link Name

Link Web Address


2. Enter the Link Name and Link URL.
3. Click the **Submit** button  to save your changes. A confirmation message will be displayed.

New Link added.

4. Click the **Back to Link Admin** link if you wish to return to the *Links Admin* page.

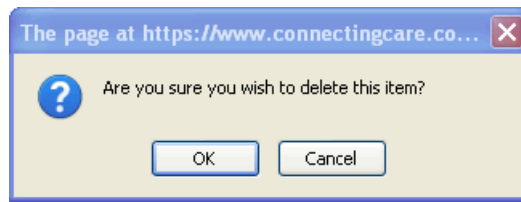
## Deleting Site Links

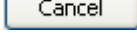
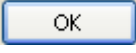
To remove a **Link** from a **Site**:

1. Click the **Delete** icon  in the **Action** column in the table in the *Links Admin* page.

## Level 2 - Site Administration

This will display a warning dialog.



2. Click the **Cancel** button  if you do **not** wish to proceed with deleting the **Link**.
3. Click the **OK** button  if you wish to proceed with deleting the **Link**.

A confirmation message will be displayed.

Deleted Link\_id: 484

4. Click the **Back to Link Admin** link if you wish to return to the *Links Admin* page.

---

## Viewing Site in new window



This is a useful feature that allows you to quickly check how the **Site** details will appear to user.

To preview your **Site** page in a separate window:

1. Locate the **Site** in the *Site List* and click the **View** icon  in the **Action** column.

This will open a new window displaying the **Site** details for review.



**ISIS**  
PRIMARY CARE

## ISIS Primary Care

Web: [www.isispc.com.au](http://www.isispc.com.au)  
Your community health service

### ISIS Primary Care - Deer Park

106 Station Road, DEER PARK. VIC. 3023.  
Fax: (03) 936337110 Tel: (03) 9219 7142  
Email: [isis@isispc.com.au](mailto:isis@isispc.com.au) (enquiries only)

[Go to Services >](#)

Services available on-site - Podiatry, Physiotherapy, Audiology, Diabetes Education & Services, Dietetics, GP Clinic, Cardiac Rehabilitation, Pulmonary Rehabilitation, General counselling, Maternal & Child Health Service, Childbirth Education classes, Health Promotion groups (ie. Tai chi).

### Services

The following services are provided by ISIS Primary Care - Deer Park:

<ul style="list-style-type: none"> <li>• <a href="#">Acquired Brain Injury Program</a> **</li> <li>• <a href="#">Active Hearts</a> **</li> <li>• <a href="#">Aged and Disability Services: Case Management and Packages</a> **</li> <li>• <a href="#">Audiology</a></li> <li>• <a href="#">Care For Your Heart(CHF Phase III)</a> **</li> <li>• <a href="#">Community Health Intake</a></li> <li>• <a href="#">Community Health Nursing</a> **</li> <li>• <a href="#">Counselling</a> **</li> <li>• <a href="#">Diabetes Services</a> **</li> <li>• <a href="#">Dietetics</a> **</li> <li>• <a href="#">Family Services Program</a></li> <li>• <a href="#">Friendly Hearts</a> **</li> <li>• <a href="#">Gamblers Help Western</a></li> <li>• <a href="#">Gentle Exercise Group</a> **</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Maternal and Child Health Service</a></li> <li>• <a href="#">Medical Clinic, Deer Park</a> **</li> <li>• <a href="#">Occupational Therapy</a> **</li> <li>• <a href="#">Physiotherapy</a> **</li> <li>• <a href="#">Podiatry</a> **</li> <li>• <a href="#">Positive Air Community Pulmonary Maintenance Group</a> **</li> <li>• <a href="#">Recharge Your Heart (Cardiac Phase III Rehabilitation)</a> **</li> <li>• <a href="#">Specialist Communication Service - North &amp; West</a> **</li> <li>• <a href="#">Speech Pathology (Adult)</a> **</li> <li>• <a href="#">Speech Pathology (Paediatric)</a> **</li> <li>• <a href="#">Support groups, education and health promoting programs</a> **</li> <li>• <a href="#">Tai Chi For Arthritis</a> **</li> <li>• <a href="#">Voyage Alcohol and Other Drug Services</a> **</li> </ul>
---	---

\*\* service can accept secure electronic messages

### Additional Information

**Initial Needs Identification (INI) Availability**  
Yes

**Initial Contact (IC) Availability**  
Yes

**Appointment Required**  
Yes


**Melways Street Directory Reference**  
25 E7

**Site availability exceptions**  
Centre open Monday - Friday 8.30 - 5pm. Car parking available. GP Clinic also open late Monday & Thursday (to 7.30pm) & Saturday - Emergency only 8.30am - 12.30pm. GP Clinic can currently only receive new clients who live in postcode 3023.

**Facilities**  
Baby change table  
Children's toys provided  
Disabled toilet  
Parking - free  
Playground - Indoor  
Wheel chair access

**Links**

All links will open in a new window.

 [Medical Clinic Deer Park](#)

last updated: Thursday, 14 October 2010

Information on this page has been provided by the relevant organisation.  
If any information above appears incorrect, or more services should be listed, please contact the local [database administrator](#)

## Displaying Site Referral Emails

To view the secure (PKI) eReferral email addresses associated with each **Service** at the Site:

## Level 2 - Site Administration

1. Locate the **Site** in the *Site List* and click the **Email** icon  in the **Action** column.

This will display the **Show Referral Email Addresses** list.

Show Referral Email Addresses		
ISIS Primary Care - Deer Park		
SSID	Service_name	Referral_email
5654	<a href="#">Acquired Brain Injury Program</a>	ch.intake@isispc.com.au
7388	<a href="#">Active Hearts</a>	ch.intake@isispc.com.au
5659	<a href="#">Aged and Disability Services: Case Management and Packages</a>	ch.intake@isispc.com.au

2. Click the **Back to Site List** link if you wish to return to the *Site Administration* page.

---

## Displaying Site Associated users

To list the user accounts at **Connectingcare** that are linked to the **Site**:

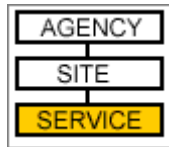
1. Locate the **Site** in the *Site List* and click the **Users** icon  in the **Action** column.

This will display the Users associated with the site.


Users associated to ISIS Primary Care - Deer Park		
Login Name	Full Name	Email
ccotching	catherine cotching	<a href="mailto:catherine.cotching@isispc.com.au">catherine.cotching@isispc.com.au</a>
Davidrobbo	David Robertson	<a href="mailto:d_robertson82@hotmail.com">d_robertson82@hotmail.com</a>
kylies	Kylie Stacey	<a href="mailto:kylie.stacey@isispc.com.au">kylie.stacey@isispc.com.au</a>
murraybaker	Murray Baker	<a href="mailto:Murray.Baker@isispc.com.au">Murray.Baker@isispc.com.au</a>

2. Click the **Back to Site List** link if you wish to return to the *Site Administration* page.

## Level 3 - Services Administration



To view and maintain a particular **Site's Services** information (bottom level):

1. Click the **Folder** icon  in the **Action** column of the *Site Administration* page or click the **View this Site's Services** link on the *Edit Site* page.

This will display a table listing all the **Services** associated with the selected **Site**.







Each row contains the following **Service** details; Service ID, Service Name, SCTT version, Last Updated date, links to the **Actions** and links to Files.

ID	Service name	SCTT Ver	Updated	Action	Offline/Online
5654	<a href="#">Acquired Brain Injury Program</a>	2006	23/10/2008	(0)  (0)   Files(0)	Online
7388	<a href="#">Active Hearts</a>	2006	12/02/2007	(0)  (0)   Files(0)	Online
5659	<a href="#">Aged and Disability Services: Case Management and Packages</a>	2006	13/09/2004	(0)  (0)   Files(0)	Online
5647	<a href="#">Audiology</a>	2006	20/09/2004	(0)  (0)   Files(0)	Online
7387	<a href="#">Care For Your Heart(CHF Phase III)</a>	2006	12/02/2007	(0)  (0)   Files(0)	Online

To *add a new Service* to the **Site**:

- Click the **+ Add New Service** link on the *navigation bar*.

**Actions** available for each individual **Service** are:

- *Edit Service details* - 
- *Delete the Service* - 
- *Edit Phone No's* - 
- *Edit Links* - 
- *View Service in a new window* - 
- *Copy Service* - 
- *Files*

## Level 3 - Services Administration

2. Select the required action.

---

### Adding a new Service

To add a new **Service** to a **Site**:

1. Click the **+Add New Service** link from the *Service List* page.

This will display the New Service page.

AGENCY

SITE

SERVICE

## Service Administration

### ISIS Primary Care - Deer Park

## NEW SERVICE

[Back to Services Admin](#) | [Admin Home](#)

Submit

Agency ISIS Primary Care  
Site ISIS Primary Care - Deer Park

**Offline**  (if checked, service will not be displayed on site)

**Service name**

**Service Category(s)**

**Unselected Service Categories**

- Accommodation/Housing
- Acquired Brain Injury
- Acute Care
- Adult Day Activity Centres
- Advocacy
- Aged Accommodation
- Aged Care Assessment
- Aged Care

>>

<<

**Selected Categories**

**Catchment/s Served**  
Select the catchment areas for this service, i.e. which areas this service is provided to.

**Unselected Catchments**

- Manningham (C)
- Mansfield (S)
- Maribymong (C)
- Maroondah (C)
- Melbourne (C)
- Melton (S)

>>

<<

**Selected Catchments**

Use above selection  
  Statewide Service  
  Unselect All

Catchment Comments  Any comments about the catchment areas for this service

Free provision code  Unknown  
  Free  
  Bulk Billed  
  Charge Applies

Eligibility

Indicative waiting time

Email address  Email address for this service if different from Site.

Location  Location street address if different from Site.

Phone/Fax numbers (once you have added a site you can add phone numbers using the phone icon on the service list page)

Appointment Required? Unknown Indicates whether or not a prospective consumer will require an appointment.

**Service Description**

[Help](#)

**Keywords**

**Information Specific for Referral**

Accept Referrals?  Yes    No   Select Yes to indicate service will accept SCTT referral (via SCTT Referral Form).

SCTT Version  2006    2009   The SCTT version that this service wants to receive

- Consumer Consent
- Profile: Functional (Need for Assistance)
- Profile: Living & Caring Arrangements
- Profile: Health Behaviours
- Profile: Health Conditions
- Profile: Psychosocial

Optional SCTT Forms Required [Help](#)

- Functional Assessment Summary
- Service/Care Coordination Plan
- Carer Profile
- Family and Social Network Profile
- Palliative Care Supplementary Information
- Personal Alert Victoria

Service sub-heading  (Optional: retained for use to separate large lists under blue menu search)

Service logo


(Logo's must be in either GIF or JPG format. They must be no larger than 300 pixels x 300 pixels. Preferred size is around 200 x 150. Images should be no larger than 32kBytes. The image should be clear when printed in black and white.)

Current\_logo N/A

Service originally added by unknown


Submit

## Level 3 - Services Administration



2. Enter the **Service** details, referring to *Table 2. Service fields definition*.
3. Click the **Submit** button  to save your changes.

A confirmation message will be displayed.

New service has been added.

4. Click the **Back to Site List** link if you wish to return to the *Site Administration* page.
5. Click on the  **Add telephone numbers for ...** if you wish to *add the Services telephone number details*.

**Table 2. Service fields definition**

<b>Service Field Name</b>	<b>Description</b>
<b>Offline</b>	To prevent this <b>Service</b> from being viewed or searched on within the Service Directory: <ul style="list-style-type: none"> <li>• Select the <b>Offline</b> checkbox.</li> </ul>
<b>Service name</b>	Enter the <b>Service</b> name, e.g. Acquired Brain Injury Program. This is a <b>mandatory</b> field.
<b>Service Category(s)</b>	To assign Service Categories to the <b>Service</b> : <ul style="list-style-type: none"> <li>• Highlight the Category in the <b>Unselected Service Categories</b> box.</li> <li>• Click the Right Arrow </li> </ul> The Category will be moved to the <b>Selected Categories</b> box. This is a <b>mandatory</b> field.
<b>Catchment/s Services</b>	To enter Catchment areas that this <b>Service</b> is provided to: <ul style="list-style-type: none"> <li>• Highlight the Catchment in the <b>Unselected Catchments</b> box.</li> <li>• Click the Right Arrow </li> </ul> The Catchment will be moved to the <b>Selected Catchments</b> box. Select from the following radio button options: <ul style="list-style-type: none"> <li>• Use above selection - to use the selection that has been placed in the <b>Selected Categories</b> box</li> <li>• Statewide Service - to add every LGA listed</li> <li>• Unselect All - ignore and remove the selection that has been placed in the <b>Selected Categories</b> box.</li> </ul>
<b>Catchment Comments</b>	Enter any comments about the catchment areas for this <b>Service</b> .
<b>Free provision code</b>	Select the Provision Code for the <b>Service</b> : <ul style="list-style-type: none"> <li>• Unknown</li> <li>• Free</li> <li>• Bulk Billed</li> <li>• Charge Applies.</li> </ul>
<b>Eligibility</b>	Enter the necessary information so that a consumer can determine if they are likely to be eligible or not.

Service Field Name	Description
Indicative waiting time	Enter details about the normal waiting time for this <b>Service</b> .
Email address	Enter an email address for the <b>Service</b> if it is different from the <b>Site</b> email address.
Location	Enter the <b>Service</b> street address if it is different from the <b>Site</b> .
Appointment Required?	Select from the drop-down list of Appointment options. This is a <b>mandatory</b> field.
Service Description	<p>Enter a description of the <b>Service Site</b> or any specific issues that aren't covered by other attributes.</p> <p>The following HTML formatting can be applied to text in this field.</p> <p>To have text appear bolded, enter the following format:</p> <ul style="list-style-type: none"> <li>• <code>&lt;b&gt;This will appear bolded&lt;/b&gt;</code></li> </ul> <p>To have text appear underlined, enter the following format :</p> <ul style="list-style-type: none"> <li>• <code>&lt;u&gt;This will appear underlined&lt;/u&gt;</code></li> </ul> <p>To have text appear in italics, enter the following format:</p> <ul style="list-style-type: none"> <li>• <code>&lt;i&gt;This will appear in italics&lt;/i&gt;</code></li> </ul> <p>To have text appear as an unordered list, enter the following format:</p> <pre>&lt;ul&gt; &lt;li&gt; This will appear as an unordered list&lt;/li&gt; &lt;/ul&gt;</pre> <p>To have text appear as an unordered list, enter the following format:</p> <pre>&lt;ol&gt; &lt;li&gt; This will appear as an ordered list&lt;/li&gt; &lt;/ol&gt;</pre> <p>This is a <b>mandatory</b> field.</p>
Keywords	<p>Enter keywords to be used in the Search function. Each keyword must be separated by a comma.</p> <p>This is a <b>mandatory</b> field.</p>
Accept Referrals?	<p>If you wish to receive referrals via this <b>Service</b> listing:</p> <ul style="list-style-type: none"> <li>• select the <b>Yes</b> radio button.</li> </ul>
SCTT Version	Select the SCTT version that this <b>Service</b> wants to receive.
Optional SCTT Forms Required	<p>This section refers to the optional profiles available in the SCTT. Choose which ones (if any) you would like to have included in a referral made to this <b>Service</b>.</p> <p>For instance, if you select Psychosocial then the Psychosocial profile will be displayed along with the mandatory forms (Consumer Information etc.) when a user goes to make a referral for this <b>Service</b>.</p>
Service sub-heading	To list the <b>Service</b> under a separate heading on the <b>Site</b> home page:


## Level 3 - Services Administration

Service Field Name	Description
	<ul style="list-style-type: none"><li>• enter the <b>Service</b> sub-heading</li></ul> This is useful for managing large lists of <b>Services</b> on the <b>Site</b> page.
<b>Service logo</b>	To include a logo in your <b>Service</b> page: <ul style="list-style-type: none"><li>• browse to the correct file location and select the file.</li></ul>

---

## Editing Services details

To edit a **Site's Service** details:

1. Locate the **Service** in the *Service List*.
2. Click the **Edit** icon  in the **Action** column or click on the **Service Name** link in the table in the *Service Administration* page.

This will display the **Edit Site** page.

AGENCY

SITE

SERVICE

## Service Administration ISIS Primary Care - Deer Park

**EDIT SERVICE**

[Back to Services Admin](#) | [Admin Home](#)

Agency ISIS Primary Care  
Site ISIS Primary Care - Deer Park

**Offline**  (If checked, service will not be displayed on site)

**Service name** Acquired Brain Injury Program (last updated on 23/10/2008 by Paula Akmacic)

**Service Category(s)**

**Unselected Service Categories**

- Accommodation/Housing
- Acute Care
- Adult Day Activity Centres
- Advocacy
- Aged Accommodation
- Aged Care Assessment
- Aged Care
- Aids & Equipment

**Selected Categories**

- Acquired Brain Injury
- Disability Support Services
- Recreation

**Unselected Catchments**

- Alpine (S)
- Ararat (RC)
- Ballarat (C)
- Banyule (C)
- Bass Coast (S)
- Baw Baw (S)

**Selected Catchments**

Use above selection    Statewide Service    Unselect All

**Catchment Comments**  Any comments about the catchment areas for this service

**Free provision code**  Unknown    Free    Bulk Billed    Charge Applies

**Eligibility**

**Indicative waiting time**

**Email address**  Email address for this service if different from Site.

**Location**  Location street address if different from Site.

**Phone/Fax numbers** (add phone numbers via the phone icon on the service list page)

**Appointment Required?**  Yes Indicates whether or not a prospective consumer will require an appointment.

**Service Description** [Help](#)

The ABI Program is dedicated to assisting people with an acquired brain injury to live as independently as they are able by maximising their self-sufficiency and linking them into community services and activities. The ABI Program aims to enhance and maintain the physical and psychological health and social integration of clients by improving access to services and encouraging active participation in community life.

**Keywords**

---

**Information Specific for Referral**

**Accept Referrals?**  Yes    No Select Yes to indicate service will accept SCTT referral (via SCTT Referral Form).

**SCTT Version**  2006    2009 The SCTT version that this service wants to receive

Consumer Consent

Profile: Functional (Need for Assistance)

Profile: Living & Caring Arrangements

Profile: Health Behaviours

Profile: Health Conditions

Profile: Psychosocial

**Optional SCTT Forms Required** [Help](#)

Functional Assessment Summary

Service/Care Coordination Plan

Carer Profile

Family and Social Network Profile

Palliative Care Supplementary Information

Personal Alert Victoria

---

**Service sub-heading**  (Optional: retained for use to separate large lists under blue menu search)


**Service logo**

(Logo's must be in either GIF or JPG format. They must be no larger than 300 pixels x 300 pixels. Preferred size is around 200 x 150. Images should be no larger than 32kBytes. The image should be clear when printed in black and white.)

**Current\_logo** N/A

**Service originally added by** unknown

## Level 3 - Services Administration

3. Make the required edits to any of the following fields, referring to *Table 2. Service fields definition*.
4. Click the **Submit** button  to save your changes.

A confirmation message will be displayed.


`Service 5654 (Acquired Brain Injury Program) updated.`

5. Click the **Back to Service List** link if you wish to return to the *Service Administration* page.

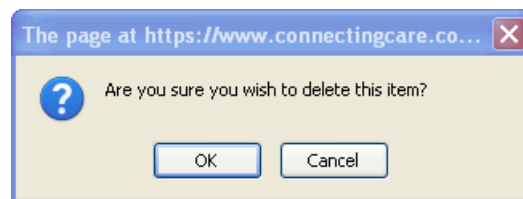
---


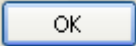
## Deleting a Service

To remove a **Service** from a **Site**:

1. Click the **Delete** icon  in the **Action** column in the table in the *Service Administration* page.

This will display a warning dialog explaining the ramifications of deleting the **Site**.



2. Click the **Cancel** button  if you do **not** wish to proceed with deleting the **Service**.
3. Click the **OK** button  if you wish to proceed with deleting the **Service**.

A confirmation message will be displayed.


`Service_id: 26155 has been deleted.`

4. Click the **Back to Services Admin** link to return to the *Service Administration* page.



---

## Service Telephone Number Administration

To view and maintain a **Service**'s telephone information:

1. Locate the **Service** in the *Service List* and click the **Phone** icon  in the **Action** column or click the **Add/Edit telephone numbers for ...** link on the confirm screen after submitting changes on the *Service Add* screen.



This will display the **Telephone Number Admin** page with a table listing the phone numbers for the **Service**.

RowID	Site_id	Prefix	Number	Code	Referral OK	
7749	991	03	9449 6900	Voice/ Land Line	Yes	 

To *add a new phone number* to the **Service**:

- Click the **Add New Phone No** link on the *navigation bar*.

**Actions** available for each individual **Phone Number** are:

- *Edit Phone details* - 
- *Delete the Phone Number* - 

## Adding Service Phone Numbers

To add a new **Phone Number** to a **Service**:

1. Click the **+Add New Phone No** link on the *Service Telephone Number Admin* page.

This will display the **New Telephone** page.

**NEW TELEPHONE**

[Back to Telephone Number Admin](#) | [Admin Home](#)

**Submit**


Telephone Number Prefix  (the area code, remove if not required, eg for 1800 number)

Telephone Number  (the phone number only, eg. 9898 1234)

Telephone Service Code

Referral OK?  (is it OK to receive a referral via this number)

**Submit**

2. Enter the **Telephone** details.
3. Click the **Submit** button  to save your changes. A confirmation message will be displayed.


New Telephone No. added.

4. Click the **Back to Telephone Admin (for this service)** link if you wish to return to the *Service Telephone Number Admin* page.

## Editing Service Phone Numbers

To edit a **Service's** Phone number details:

## Level 3 - Services Administration

1. Locate the phone number in the *Service Telephone Number Admin* and click the **Edit** icon .

This will display the **Edit Telephone** dialog.

### EDIT TELEPHONE

[Back to Telephone Number Admin](#) | [Admin Home](#)

Telephone Number Prefix  (the area code, remove if not required, eg for 1800 number)

Telephone Number  (the phone number only, eg. 9898 1234)

Telephone Service Code

Referral OK?  (is it OK to receive a referral via this number)

2. Make the required edits.
3. Click the **Submit** button  to save your changes.

A confirmation message will be displayed.


SiteTelID 1670 updated.

4. Click the **Back to Telephone Admin** link if you wish to return to the *Service Telephone Number Admin* page.

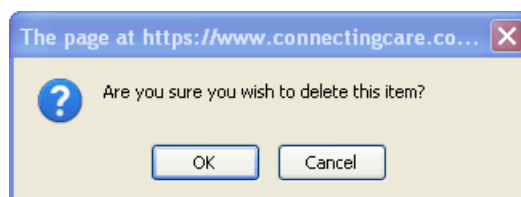
---

## Deleting Service Phone Numbers

To remove a **Phone Number** from a **Service**:

1. Click the **Delete** icon  in the **Action** column in the table in the *Telephone Number Admin* page.

This will display a warning dialog.



2. Click the **Cancel** button  if you do **not** wish to proceed with deleting the **Phone Number**.
3. Click the **OK** button  if you wish to proceed with deleting the **Phone Number**.

A confirmation message will be displayed.

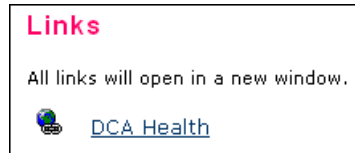
Deleted SiteTelID: 1670

- Click the **Back to Telephone Admin** link to return to the *Service Telephone Number Admin* page.


---

## Service Link Administration

This function allows you to embed a link in the text of the **Service** page under the **Links** section, for example:



To view and maintain website links relating to the **Service**:

- Locate the **Service** in the *Service List* and click the **Link** icon  in the **Action** column.



This will display the **Links Admin** page with a table listing the links for the **Service**.

Service Site ID	Link ID	Link Name	Link Web Address	Reqd	Action
5869	16	Health e-signature Authority	http://www.hesa.com.au		 
5869	15	Health Insurance Commission	http://www.hic.gov.au		 

To *add a new link* to the **Service**:

- Click the **+ Add New Link** link on the *navigation bar*.

**Actions** available for each individual **Link** are:

- Edit Link details* - 
- Delete the Link* - 

---

## Adding Service Links

To add a new **File** to a **Service**:

- Click the **+Add New File** link on the *Files Admin* page.

This will display the **New File** page.

## Level 3 - Services Administration

### NEW LINK

[Back to Links Admin](#) | [Admin Home](#)

Link  Site Service ID

Link Name

Type a link :

Link Web Address

2. Enter the Link Name and Link URL.
3. Click the **Submit** button  to save your changes. A confirmation message will be displayed.

4. Click the **Back to Link Admin** link if you wish to return to the *Links Admin* page.
5. Click **Site Admin** if you wish to go to the *Site Admin* page.

---

## Editing Service Links

To edit a **Link** to a **Service**:

1. Locate the link in the *Links Admin* page and click the **Edit** icon .

This will display the **Edit Link** page.

### EDIT LINK

[Back to Links Admin](#) | [Admin Home](#)

Link  Site Service ID

Link Name

Type a link :


Link Web Address

2. Enter the Link Name and Link URL.
3. Click the **Submit** button  to save your changes. A confirmation message will be displayed.

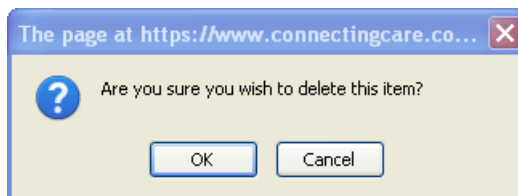
4. Click the **Back to Link Admin** link if you wish to return to the *Links Admin* page.

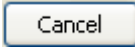
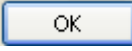
## Deleting Service Links

To remove a **Link** from a **Service**:

1. Click the **Delete** icon  in the **Action** column in the table in the *Links Admin* page.

This will display a warning dialog.



2. Click the **Cancel** button  if you do **not** wish to proceed with deleting the **Link**.
3. Click the **OK** button  if you wish to proceed with deleting the **Link**.

A confirmation message will be displayed.

Deleted Link\_id: 484

4. Click the **Back to Link Admin** link if you wish to return to the *Links Admin* page.

## Files Administration

This function allows you to embed a link to a file in the text of the **Service** page under the **Files and forms associated with this service** section, for example:



To view and maintain file links relating to the **Service**:

1. Locate the **Service** in the *Service List* and click the **Files** link in the **Action** column.

This will display the **Files Admin** page with a table listing the file links for the **Service**.



ID	File Title	File Name	Reqd for Referral	Action
54	<a href="#">DCA Health Brochure</a>	 <a href="#">ccfile54.pdf</a>	No	 

To *add a new file* to the **Service**:

## Level 3 - Services Administration

- Click the + **Add New File** link on the *navigation bar*.

**Actions** available for each individual **File** are:

- *Edit file details* - 
- *Delete the file link* - 

---

## Adding Files

To add a new **File** to a **Service**:

1. Click the +**Add New File** link on the *Files Admin* page.

This will display the **New File** page.

### NEW FILE

File Title  (e.g. Carer Details)

Reqd for referral  Optional (non-mandatory referral doc)  
 Yes (mandatory referral doc)  
 No (not required for referral)

File

Select a file to upload

2. Enter the **File Title**.
3. Select the appropriate **Reqd for referral** radio button.
4. Browse to the location of the file and select the file to be uploaded.
5. Click the **Submit** button  to save your changes. A confirmation message will be displayed.

**File upload success!**  
File **rangetestinstructions.doc** uploaded as **ccfile248.doc**  
New file has been added.

6. Click the **Back to Files Admin** link if you wish to return to the *Files Admin* page.

---

## Editing Files

To edit a **File** linked to a **Service**:

1. Locate the **File** in the *Files Admin* page and click the **Edit** icon



This will display the **Edit File** page.

**EDIT FILE**

File Title  (e.g. Carer Details)

Reqd for referral  Optional (non-mandatory referral doc)  
 Yes (mandatory referral doc)  
 No (not required for referral)

To change the file, delete the old one and upload a new one.


2. Make edits to the **File Title** or **Reqd for referral** options.
3. Click the **Submit** button  to save your changes. A confirmation message will be displayed.

File 248 (DCA Health brochure) updated.  
[Back to Files page.](#)

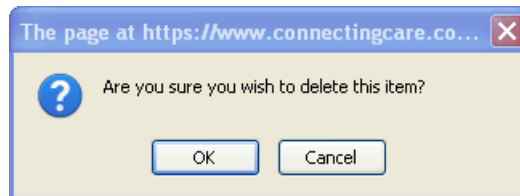
4. Click the **Back to Files Admin** link if you wish to return to the *Files Admin* page.

## Deleting Files

To remove a **File** from a **Service**:

1. Click the **Delete** icon  in the **Action** column in the table in the *Files Admin* page.

This will display a warning dialog.



2. Click the **Cancel** button  if you do **not** wish to proceed with deleting the link to the **File**.
3. Click the **OK** button  if you wish to proceed with deleting the link to the **File**.

A confirmation message will be displayed.

File exists, deleting...

The file: 'E:\Websites\Connectingcare\forms\ccfile249.doc' has been deleted.


4. Click the **Back to File Admin** link if you wish to return to the *Files Admin* page.

## Viewing Service in new window




This is a useful feature that allows you to quickly check how the **Service** details will appear to user.

To preview your **Service** page in a separate window:

1. Locate the **Service** in the *Service List* and click the **View** icon  in the **Action** column.

This will open a new window displaying the **Service** details for review.



### ISIS Primary Care

Web: [www.isispc.com.au](http://www.isispc.com.au)  
Your community health service

#### ISIS Primary Care - Deer Park

106 Station Road, DEER PARK. VIC. 3023.  
Fax: (03) 936337110 Tel: (03) 9219 7142  
Email: [isis@isispc.com.au](mailto:isis@isispc.com.au) (enquiries only)

#### Acquired Brain Injury Program

**Service Email:** [www.isis@isispc.com.au](mailto:www.isis@isispc.com.au) (enquiries only, not for referral)

**An appointment is required to access this service**

**Fees**  
A charge applies to this service

**Eligibility**  
Have acquired brain injury, reside in Western Metropolitan Region, and be aged between 18 and 65 years.

**Indicative waiting time**  
A waiting list applies for this service.

**Catchment(s)**  
This service is provided in the local area only.

The ABI Program is dedicated to assisting people with an acquired brain injury to live as independently as they are able by maximising their self-sufficiency and linking them into community services and activities. The ABI Program aims to enhance and maintain the physical and psychological health and social integration of clients by improving access to services and encouraging active participation in community life.

The ABI Lead West Program offers leisure activity groups for adults with an ABI. A minimal fee applies to these groups.

[« Back to ISIS Primary Care - Deer Park home page](#)

last updated: Thursday, 23 October 2008

[+ Add to My Favourites](#)

Information on this page has been provided by the relevant organisation.  
If any information above appears incorrect, or more services should be listed, please contact the local [database administrator](#)

#### Referring to this Service

This service can accept secure electronic messages.

**REFERRAL** [CLICK HERE](#) Fill out referral form for this service

**SEND FILES SECURELY** Attach and send files to this service

[Help with making referrals](#)

## Copying Service to another Site

To copy a **Service** to another **Site**:

1. Locate the **Service** in the *Service List* and click the **Copy** icon  in the **Action** column.

This will display the **Copy Service to another site** page.

**COPY SERVICE TO ANOTHER SITE**

**Read This First:** This will copy this service to another site run by this agency.

SSID 5654 the service site id number

Service\_name Acquired Brain Injury Program

Select a new site name to copy this service to below (only current pop site's shown)

New Site\_name  

2. Select the New Site Name from the dropdown list.
3. Click the **Submit** button  to save your changes.

A confirmation message will be displayed.

The service '**Acquired Brain Injury Program**' has been copied to site '**Medical Clinic - Deer Park**'.

You are then given to option to go to the original Site's service page or go to the Service Page of the Site that the Service has been copied to.