

# **Black Dog Institute Mood Assessment Program (MAP)**

## **Electronic Report Transmission Guide**

**This document provides a guide to using Argus Connect so you can receive MAP reports.**

In conjunction with the online availability of the Mood Assessment Program (MAP) from May 2010, MAP reports from the Black Dog Institute will be delivered to clinicians via secure electronic messaging. The reports will be delivered using Argus Messenger, a secure messaging service which runs alongside existing medical software and email or as a stand-alone system.

Argus seamlessly integrates with existing clinical software and speeds up reporting processes, saving time and resources as well as encouraging co-operation between providers.

### **USING ARGUS**

Many practitioners, particularly in medium or large practices, may already be receiving messages through Argus.

To check if Argus is installed at your practice:

1. Clinicians should consult their practice manager or IT support
2. General practitioners may also contact the local Division of GP to enquire as to any existing arrangements with Argus.
3. If you are still unsure if you are using Argus you may contact the Argus support hotline on 03 5335 2221.

### **INSTALLING ARGUS**

**DOWNLOAD AND INSTALL THE FREE “NEW INSTALL OF ARGUS V4” FROM THEIR WEBSITE AT <http://www.argusconnect.com.au/content/software-download>**

Should you need assistance with the installation, configuration or use of Argus Messenger, you will need to contact Argus Connect directly, as Black Dog Institute does not support Argus Messenger. Mention that this is to receive MAP reports from the Black Dog Institute to activate your special support arrangement. Once Argus Messenger has been installed and configured, contact Black Dog Institute and inform them that you are ready to receive MAP reports using Argus Messenger. You will need to provide your Argus address book email address.

### **SUPPORT**

As a clinician receiving MAPs using Argus Messenger, you are entitled to:

- Assistance with configuring the Argus software mail rules to receive MAP reports.
- 12 months support in relation to receiving map reports

*This does not include installation costs or Argus support for non-MAP related issues*

### **RECEIVING MAP REPORTS- CONFIGURING MAIL RULES**

The information below will need to be given to the person at your organisation that administers Argus, or referred to Argus Connect.

## ACCESSING AND MATCHING MAP REPORTS

When a report is transmitted from the Black Dog Institute, clinicians will receive a notification 'letter' in their practice software Results In section or the inbox folder in Argus email. This notification will specify patient name and D.O.B, and the filename of the MAP report which has been deposited in the specified location.

Important note: The Black Dog Institute is notified when a report is successfully received at a clinician's practice. From this point, the report is the responsibility of the clinician, as part of patient files.

Received MAP reports must be matched with relevant patient records by the practice. This process must be undertaken with care in order to ensure patient record integrity. As above, the notification letter will specify patient name and D.O.B, and the filename of the MAP report which has been deposited in the specified location. The MAP report itself also contains this information.

### For those with compatible practice software

Argus messaging is compatible with a range of health practice software. A list of these is provided at <http://www.argusconnect.com.au/content/argus-compatible-software> .

Once a report has been accurately identified as corresponding to a patient record, the report should be imported into your practice software, according to the process relevant to that software.

Important note: a procedure should be established to ensure that after reports are matched and imported to practice software, they are properly indicated as such, or re-filed in a destination other than the folder where new reports are received. Establishment of this process is the responsibility of each practice

### For those without compatible practice software

Those without practice software, or compatible practice software can still receive messages through Argus; reports are delivered to the specified location on your computer (as in Step 2 above). You will receive a notification letter through your Argus email when a report arrives, and may then access the MAP reports from the specified folder.

Important note: a procedure should be established to ensure that after reports are matched and filed in patient records, they are properly indicated as such, or originals re- filed in a destination other than the folder where new reports are received. Establishment of this process is the responsibility of each practice.