ZEUS REFERRALS V3.0*- GP OVERVIEW USER MANUAL



*Requires Socrates GP V2.0.2.0

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Support

For more information or assistance please contact Zeus Referrals support on 071 9193600 or email support@zeusreferrals.com



About Zeus

Zeus is Ireland's first private e-Referrals and communications platform allowing GP's, Consultants and Hospitals to seamlessly refer and discharge patients and reduce admin costs in a fully safe, secure and traceable environment.



Why choose Zeus?

Data Security - All referral communication is managed within the secure Zeus platform which negates the need for posted, faxed or emailed referral /discharge letters and eliminates the likelihood of mislaid patient information. As information is electronically sent directly from the patient's chart, the integrity of patient data is unaffected by inaccurate transcriptions or illegible handwriting.

Reduced Costs - Removing the reliance on posted referral and discharge letters eradicates a significant administrative cost. Sending or receiving a referral using Zeus requires No printing, transcribing, envelope stuffing, franking or postage.

Communication – Zeus Referrals enables GP's to see in real time whether their referral has been accepted or delined by the Consultant or Hospital department and in turn whether the patient attends their scheduled appointment. Upon discharge, the GP receives an instant discharge notification directly to their desktop ensuring the patient's file is always up to date.

Patient Experience - Zeus Referrals improves the patient experience by removing the time delay; patients receive the earliest possible appointment date. Also, patients can be confident the Consultant is in possession of their most recent and accurate notes. Thirdly, as all referral information is communicated via the Zeus platform, patient data remains 100% secure and confidential.



Socrates GP – Zeus Referrals

1.1 Registration

In order to use Zeus Referrals you must have **one Practice Zeus Account** and a **GP Zeus Account for each GP** in the Practice. You can register for both accounts in Socrates GP. Any user can register the Practice Zeus Account but a GP User must register/sign-in to their Zeus GP Account through Socrates GP in order to link their Socrates Log On to the Zeus GP Account.

1.1.1 Step 1: Register Zeus Practice

1. Click the **Practice Sign Up** button on the Socrates Home Page.



2. Alternatively, click the 'Sign Up' link on the Socrates GP Home screen to register your Practice.



3. Ensure you enter the **Practice Email** and choose a Password.

Practice Email	practice@zeusreferrais.ie	Confirm Email		
	Your email address will be your username			
Password		Confirm password		
	Passwords must contain an upper case letter and a digit			
actice Conta	ct Details			
	St Detans			
Name	Socrates Liealthcare			
Address 1	Protek House	Phone	0719149007	
Add	Finisklin Business Dark	5.0	0710100088	
Address 2		Tax		
Address 3	Sligo Town	Website	1	
County	Sigo	Postcode		
Are you a single user	Ycs 💿 No 💿 What's this?			
practice?	Please specify if this is a single user			
	practice by selecting Yes or No			
rms and Con	ditions			
rme and Con	ditions			



4. For a single user practice you can create **one account** (email address) to use as the **Zeus Practice and the Zeus GP account**.

Are you a single user practice?

Yes No What's this? Please specify if this is a single user practice by selecting Yes or No

5. Once you select that you are a single user practice you can add the GP's name and Medical Council Number.

GP Details					
Title	Dr.	•	GP Name	Jim Smith	~
Medical Council Number	666999	~			

6. Agree to the Terms of Use and Privacy Policy and click **Register**.

Ferms and Conditions		
	I agree to the Terms of Use and Privacy Policy	
	Register	

7. After Registration the Login page will be displayed directing you to check the email account used during registration for the Zeus Referrals **Registration Confirmation Email.**





8. When you receive the Zeus Referrals Welcome Email from Zeus click **Confirm** to validate your email address. You will then receive a confirmation email.

Registration Email 1 of 2
Welcome to Zeus Referrals!
Hello Socrates Heelthonre,
A Zeus Referrals account has been created for you
To continn your account click on the button provided below.
Ihanks,
Zeus Referal Taam
Confirm

- 9. In **Socrates GP** click **Login** Login and enter the username (email address) & password that you chose during Practice Registration.
- 10. Your Practice Zeus Account details are now stored in Socrates GP.

1.1.2 Step 2: Register Zeus GP (GP User only)

1. When you have completed step 1: **Practice Zeus Account** you will be presented with the Zeus GP Sign-In form. Click the **Sign Up** link. Dont have Zeus GP Account? Sign Up

	GP Credentials	3
Please Enter	* your Zeus GP Credentials	
	12 C	
Username:	I	C

2. OR If the Practice account has already been set up then click the Sign Up Now



button on the Socrates Home Page. Alternatively click the 'Sign Up' link on the Socrates GP Home screen





3. Confirm your details on the form and choose a password.

Zeus GP Registrati	on Form				
Account Details					
Email	paul.johnson@zeus.com Your email address will be your u	Jsername.	Confirm Email	paul.johnson@zeus.com	~
Password	Passwords must contain an upp and a digit.	er case letter	Confirm password		~
Your Details					
Title	Dr.	•	Full name	Paul Johnson	
MCN (Medical Council Number)	085652				

4. Agree to the Terms of Use and Privacy Policy and click **Register**.

Terms and Conditions

I agree to the Terms of Use and Privacy Policy
Register

5. When you receive the Zeus Referrals Welcome Email click **Confirm** to validate your email address. You will then receive a confirmation email.

_	Registration Final Let 2
	Welcome to Zeus Referrals!
	ich: Past. Paul Johnson.
	Zeus Referrais account has been created for you.
	a confirm your account click on the butten provided below
	nanka,
	ieus Roferral Tearn
	ากทิกก

- 6. In Socrates GP click Login → and enter the username & password that you chose during the Zeus GP Registration.
- 7. Your Zeus GP account is now linked to your Socrates GP user account.

1.1.3 Single User Practice

If you have registered for a **Single User Account** then you need to enter your Username (email address) and password for both the Practice Login and the GP Login.



1.2 Send Zeus Referral

1.2.1 Zeus Referral Letter

- 1. Begin a Consultation for the patient and navigate to the **Documents** section and to the **Letters** subcategory.
- 2. Select Add Letter or click the Add button.



- 3. If you are a non-gp user you can complete a Zeus Referral letter and send it on behalf of any registered Zeus GP <u>once the GP has entered his/her Zeus GP Credentials in Socrates GP</u>.
- 4. Click ... button on **Selected Reference** to open the Search dialog.

	Add Letter	
Patient:	Patient, Zeus	
Letter Date:	03/09/2014	
Letter Type:	Letter 👻	
Refer To:	External Contact 🔹	
Selected Reference		
Letter Template:	[•
Healthcare Pro:	Paul Johnson	•
Description:		

5. Click **Zeus Online Search** from the left hand menu.

🖳 External Contact Se	earch	and its - Winter Practice			No. of Concession, Name of Street, or other
~	Search				
	Туре	ALL TYPES	 Surname 		Search
1 10 11	Company		First		New
				L	
		Туре		Company	Sumame
Zeus Online Search					
L					



Note: You can select the Zeus Online Search as your default Search in Edit > Preferences.

• Select Web Features and check Use Zeus Search By Default.

	Web Features
General	Web Features
	Show Web References Dock Borin Communication
Netifications	I Show Zeus Sign in on moin windrw I Use Zeus Search By Default
S	Load Zous Hame On Startup
Communications	🗿 Default 🙁 Yea 🖱 No
Finiters and Scanners	
Web Features	
	Solution Of Charge Of Char

6. Search for the Service Provider by entering the Service Providers name in the **Search field** and click or press the enter key on the keyboard. Use the filters e.g. Hospital, Speciality etc to narrow your search.

			★ Farourites + Expand Al + Collapse
eus Bearch	Jack Smith	Q Cardiology (1)	2 1704
	⁴ Hospitals	Mr. Jack Smith AVG Time 90 day(s) * Added * Refer
3	⁴ Specialities		
	⁴ Departments	V Zeus Hospital (1)	≊ Vieu
	* Counties	Cardiology (1)	
		Mr. Jack Smith AVG Time 30 day(s	Atid Prier
		Showing 2 of 2 records	Pagast Dravious 1

- 7. To see additional information on the Institution or Service Provider before referring the patient click the **View** button. You can also select the Service Provider's Name.
- 8. Click the **Add** button beside the chosen Service Provider to add this Service Provider to your Favourites list.
- 9. Click the Favourites button

*Favourites to view your Favourites.

10. Click the **Refer** button beside the chosen Service Provider to proceed.



11. Select the **Letter Template**. If you are sending the letter on behalf of a GP registered on Zeus select the GP from the **Zeus GP User** dropdown list and click OK.

Patient, Zeus	
05/09/2014	
Letter 👻	
External Contact 🔹	
Mr. Frank Spence	
1. Standard Referral	•
Anne Administration	•
Paul Johnson	•
[See Attached Letter]	
Routine O Urgent	
	05/09/2014 Letter External Contact Mr. Frank Spence 1. Standard Referral Anne Administration Paul Johnson [See Attached Letter] Routine Urgent OK

12. If the Service Provider requires a **signature image** on the Referral you will receive the following notification.

Signature	Required
	A signature is required.
	If a signature image is not included the recipient may decline the referral.
	This can be added by selecting Picture from the Insert menu in Microsoft Word.
	ОК

Note: How to Insert a Scanned Signature Image

- Place the cursor at the correct position in the document.
- In the Microsoft Word letter click Insert and select **Picture**.



- Browse to the directory where you have saved the Signature image and select it.
- 13. Close Microsoft Word.



14. You will be presented with a dialog box to attach Socrates Documents and you can send the Zeus Referral now or later.

Send Zeus Referral		
Sei	nd Zeus Referral	
Add Attachments:		Attach File
	Send Now	Send Later

15. If you choose **Send Now**, you will receive a confirmation message when the Referral has been sent.

3	Zeus Referral
V	Referral Sent Successfully
	Close

16. The Zeus Referral letter is saved in the Letters subcategory in Documents.

Consultation	Patient, /eus	Cublin	012563895/087321121	09/10/2014 14:09 0	y Paul Johnson:		
Consultation Details \$	05/05/1995 (19	yr.5 m) Male	Privale	P:E0.00 F:E0.00			
Hotes 8				Letters			🚰 Clear Filter(3)
Trumunisations 8		Date 2 Ty 11/2015 Letter	pe 🐨	Referral	Template 0.2EUS 1 Standard Releval	Complete	Status
Prescriptions \$	Letters				animati .		
Investigations \$							
Documents 🕺	Decornents						
Enal Patient	<u>~3</u>						
al⊠ Add⊥etter ∰ I dif letter	Skerches						
Si Instieter							
 Open in Wordpad Email Letter 							
Scan Documont	I-Reterrals						
🥩 Skotch Drawing							



17. The Zeus Referral is saved in the **E-Referrals** subcategory in Documents with a status of **Delivered**. The E-Referrals section displays all electronic referrals and their responses.

Consultation	Patient, Zeus L Orchard Road, Dubli	n,	612563895/0872211212	09/10/2014 14 0000007	4:0A DA Karl Youusou		
Consultation Details 💈	05/05/1995 (19 yr 5 r	n) Male	Private	P:€0.00 F:€	0.00		
Notes 😻	A			E	-Referrals		
Terminisations 8	Add Reter	rral 🔫 🌏 Frint	🛞 Preview 🌿 De	lete			
Prescriptions \$	Letters Sent	Response)escription		HCP	Status
Teuestinations X	22/01/2015	•	Zous Foforra		Paul Johnson		Del vered
Documents 8	Documents						
El Crisil Fatent Sa Add Letter Still Fatter Fait Fatter	Sketches						
Oper in Wardbed Scan Document Setch Drawing	E-Referrals						

- 18. If you click **Send Later**, the Referral will be saved to the Documents > **E-Referrals** subcategory with a status of **Not Sent**. Any Failed Zeus Referrals will be saved with a status of **Delivery Failed**.
- 19. To resubmit a zeus referral, select the referral and click **Re-Submit**.

Consultation	Patient, Leus 1 Orchard Road, D	Jublin,	012563895	/0872211212	0000007	4:04 DV Paul Johnson
Consultation Details 🖇	05/05/1995 (19 y	rr5mn) Male	Private		P:€0.00 F:	E0.00
Notes \$	•			F-Referral	5	
V Immunisations V	Add R	Referral 🛛 🌏 Print	Proview	🍖 Re Submit	S Delete	
Prescriptions \$	Letters	Sent V	Response	Descri	нср	Status
Investigations \$	Documents	2014		Zeus Re Dr. Pau	Johnson	Delivery Failed
ES Email Patient Add Letter Fdit I efter Print Letter	Sketches					
 Open in Wordpad Ernail Letter Scan Document 	E-Reierals					

20. All Unsent Zeus Referrals will be displayed in the **Document Reviewer** in My Control Panel.

1.2.2 Delete Zeus Referral

1. In the event that you create a Zeus Referral by mistake, you can delete any Unsent Zeus Referrals from the **E-Referrals** subcategory in Documents.

0			E-Referrals		
	🛟 Ade Reformal 🔻 🧭 Print 🤐 Dreview	🔞 Re Submit 🎇 Delete		1105	
Documents	21/01/2015 Zeus Referrel	Uescription	Dr Trank Shith	nu!	Notilis Notilent
Sulden					
E-Fisler als					

2. You can delete the Zeus Referral Letter from the Letters subcategory in Documents



1.2.3 Unsent Zeus Referral

1. Any unsent referrals will be displayed in Socrates Notifications.



2. Select the Zeus Referral and click **Edit** to pr

to preview or edit the letter.

My Control Panel	۵ ک	Zeus Dashboard	e la companya de la compa	Document Review System	*
Document Review 2	Name: Patient, Zeus Address: 1,The Orchan	DOB: d. Dublin Phone:	Documents in Review 05/05/1955 H: 012568965M: 0875212313	v	
A View Consultation	💽 Zeus Send 🍞 Ed 1	🏂 Friel 🌧 Transfer 💋 Clear	files		_
🕼 Crae	Paliert	HCP Paul Johnson	💌 🔲 Dales 25/12/2014 💽 2001	2015 💽	
	Date 2801/2015 Zous Betr	Description	Patient .	HCP	
Appointments					
Warting Koom					
🧕 Patient Maintenance					
A Consultation					
强 Reports					
A Communication					
🕼 My Control Panel					
	Documents in Review Added by	Faul Johnson 25/01/2	2015 10:16		- 4

Click Zeus Send
 Cli

Send Zeus Referral		
3	Send Zeus Referral	
Add Attachments:		Attach File
	Send Later	Send Now



4. Click Attach File to add attachments (PDF, JPEG, PNG or GIF) from Socrates Documents.

Document Manager		and the local design of the	 . (Bul	
Patient Zeus D A Find Patient Zeus D Male 5	a/Ua/19ba Jyr8 m	Charl4		
Ind Teler: Prote Sen Altachi de Prid Lade Troster/Cory Baddi Stan Cine Cine Core Core	Previus O Nest			
Calt] [New Scan	Ansch File	Attach Document	5eve

- 5. Click **Attach File** in the Document Manager to attach a file from your computer / network to this patients chart.
- 6. Click **Attach Document** Octave Attach Document to attach the file to your Zeus Referral.
- 7. Click Send Now Send Now or click Send Later Send Later. The Zeus Referral will stay in the Document Reviewer until it is sent or until it is deleted in the patients chart.



1.3 Download Zeus Referral Responses

1.3.1 Download Responses

1. To download your Zeus messages go to Communication and select Lab Messaging.



2. Click Download Electronic Messages.

Ś	Download HL7 Files from the Internet
	Download Electronic Messages

3. On the Zeus Downloader click the **Download** button.

Downloading Zeus Messages			8
ZEUS REFERRALS	Show Details	Download	Close

4. The matched referral response messages are saved to the patients chart and is displayed in the Result Viewer.

	ZEUS	Download complete 2 downloa	ded 1 unmatched	
	REFERRAL	S 🔄 Hide Details	O Download	Gose
.ogging in. Downloadir	 ng data from Zeus or Smith Evan from Mr. Fran	nk Spence to MCN 085652		
Jischarge f	OF SHIRE, LVALTION M. LIA			



1.3.2 Unmatched Responses

1. Any unmatched referrals will be displayed in the Details section. Click on the **Match Responses** button to match these referral responses.

Downloading Zeus Messages	X
Download complete 2 downloaded 1 unmatched	
Logging in Downloading data from Zeus Discharge for Smith, Evan from Mr. Frank Spence to MCN 085652 Referral Response for Patient, Zeus from Mr. Frank Spence to MCN 085652 Total downloads: 2 Total unmatched: 1	
Contract Responses	

2. Select the response message and click the **Find Patient** button to search for the patient.

Match Zous Re	soonses	-			Patient Sear	th Criteria					(-)
						Eationt Search			<u>F</u> amily Deta	ils	
æ	Match	h Zeus Res	ponse	5	Name: 5mi Aqe: 1 yr Tel:	th, Evan 4 m	Nat: DefHCP: Valque #	Paul Johnson 0000005	Scheme: Type: PPSN:	Nonc Private	
Mes	From	То	To MCN	P Firstname	Sumame	1	1	Status	Active		÷.
AUU	Mr. I rank Spence	Dr. Peu Johnso I	05552	Lvan	Firstname			Gender	[A]		
					Address			Defoult HCP			
								Potiest Type	[4]		
					TANK .	07175 2040		(MEL)ector			
					Linear	05/06/2010		CONTRACTOR IN	-		
					Unique No			CIVIS NUMBER	-		_
atc h GP		Match P	atient		FESN			Chart Number			
S Pa	ul Johnson	- 象	4	Find Palient	le#	New			🔍 Search	c	lear]
		10:			Surne	ime 🐣 First Name	DOB Sex	Туре СМБ≢	Address	Unique	Statu
		Name DOB: Addr	ess:		SMIH	EVAN	050520-0 M	PTIVERC	Unchard Sinve	2002/05	Hetrye



3. Double click to select the patient from the list returned or click the **NEW** button to register & match this response to a new patient.

Match Zeus R	esponses Matc	h Zeus Re	sponse	5			
Mes A03	From Mr. Frank Spence	To Dr. Paul Johnso	To MCN 085652	P Firstname Evan	P Lastname Smith	DOB 05/05/2010	Address 1 1 Orchard Drive
Match GP	aul Johnson	Match Match ID: Nan DOE Add	200 ne: Sm 3: 05/ Iress: 1 C	Find Patient 061 ith,Evan 05/10 0rchard Drive	Sav	ve Sav	/e

- 4. Click **Save** button to save the referral response message to the selected patient.
- 5. Click **Close** when finished.



1.3.3 View Referral Responses

- 1. Click on the Notification centre (top right) to view all new notifications. (GP User)
- 2. Click the **Unread Referral Responses** which will bring you directly to the **Result Viewer** / Referral Response Messages (In Review) tab.



 Alternatively, go to My Control Panel > Result Viewer and select the Referral Response Messages tab

	11	Discourse of D			
Name: Pat Address: 10	lient, Zeus Irchard Road, Dublin	Processed H DOB: 01/05/1990 (23 yr 7 m) Phone; H: 01 23568056M: 08725087	eferral Response Me	essages	
Print M	lovedigitien (1633) lark as Read Assign Task	COCH/Discharge Messages (21)	Appointment IN	header(30)	Referral Response Messages (6)
Referral Type Received DOII	IICP 7 Patient Address	v	Referral Accepte	ed	
2eur 10/12/2013 21/05/1990	Di Paul Johnson Zeus Patient 1 Oschard Road	Document Date: 10/12/2013			
Zeva 26/12/2013 29/10/2013	Frank Johnson Zeus12 Test add 1	Referral Status	Referral From	Referring To	
Zeus 28/12/2013 25/11/1980	Di Paul-Johnson zeus17 test add1	Statua: Accepted Date: 10/12/2013	Dr Paul Johnson	Mr. Frank Spence	
Zeus 09/12/2013 25/11/1990	Dr Paul Johnson zeus 17 test add1				
Zeus 08/12/2013 29/10/2013	Frank Johnson Zess12 Test add 1				
2eur 29/12/2013 25/11/1980	Di Paul Johnson zeus 17 tesk add1	Patient Details			
		N ame Zeus Patient DOB: 01/05/1990	Address 1 Orchard Road Dublin	Phone 01 23568956 0872598745	
		Notes			
		Thank you for the referral. Appointment cost	imation will follow shortly. Regards Dr Frank	Spence	View Attachments (1)
	Millerss: 10 Print: M Recent / Type Recent / Type Recent / Type Recent / Type	ddfress: 1 Dreland Road, Doble Toreshard Road, Doble Toreshard Road, Doble Toreshard Road, Doble Roder of Tore Roder of Toreshard Roder of Toreshard Toreshard Road, Doble Roder of Toreshard Roder of Toreshard Toreshard Road, Doble Roder of Toreshard Roder of Toreshard Toreshard Roder of Toreshard Rod	wideress: 1 trichard Road, Dudin Pfore: 10 2356803641: 08725087 Print: 1 trichard Road, Dudin 0000 (Rockage Resider (21)) Print: Markas Read Assign Tak Recental System 1 trichard Road, Dudin 0000 (Rockage Resider (21)) Print: Dir Pail Johnson 0000 (Rockage Resider (21)) Recental System 1 trichard Road, Dudin Document Date: Notices Assign Tak Document Date: Recental System Print: Name Recental System Print: Document Date: Notices Print: Print: Name Zeas Patient Details Name Zeas Patient Document Assistion Document Date: Name Zeas Patient Details Name Zeas Patient Document Assistion Document Date:	Waters: 1 Orchood Road, Dublin Pform: He of 2356805344: 0872508743 Image: State of Control of Contr	Website 1 Orchard Road, Outline Prime: Price 12 3256895664: 0872298745 Price Description According of the control of the

4. Click on the message to preview the referral response.

- 6 Any response where the Service Drouider has indicated that there is a significant f
- Any response where the Service Provider has indicated that there is a significant finding will be displayed with a red asterisk in the Result Viewer.

Patient, Zeus 1, The Orchard, D	ublin	DOB: Phone:	01/05/1990 (24 yr 8 m) H: 012568965M: 087521	2313	
Investigations (1)		UOOP/U scho	rge Messages (1)	Appointment Messages (1)	Reform Roscionse Mossages (1)
Mark as Read	Assign Task				
ae -					
4	Patient			Referral Accepte	d
PLOTAUX.	Address				
Zous Patient		Docume	nt Date: 28/01/2015		
	1, The Orchard, D Investigations (1) Mark as Read in Paul Johnson Zeus Patient I. The Orchard	A The Orchard, Dublin Investigations (1) Mark as Read Assign Task in Inter- V Retreast Address Paul Johnson Zous Patent LThe Orchard	Intervestopations (1) Phone: Investopations (1) COON/Dischard Mark as Read Assign Task e III (1P) V Rationst Address Paul Johnson Zous Patient Intervent	1, The Orchard, Dublin Phone: H: 01256896514: 087521: Investigations (1) COUN(L) scharge //esseges(1) Mark es Read Assign Task Paul Johnson Zous Patent Line Orbard Date: 28/01/2015	1, The Orchard, Dublin Phone: H: 0125689654: 0875212313 Investigations (1) COUNU acharge Pressedes (1) Appointment Pressedes (1) Mark es Read Assign Task e UREP * Read Assign Task Paul Johnson Read Paul Johnson Read Paul Johnson Doeument Date: 28/01/2015

8. Click Assign Task to add a task for yourself or another member of staff.



1.3.4 Patients Chart

1. To view the patients chart click the **Open Consultation** button from the Viewer Menu on the left hand side or open the chart from Consultation **Consultation**.

My Control Panel

2. In **Consultation Details** the original referral will show the most up to date status of the Referral. Double click on the referral to preview the original referral document.

Hon Carron Innes Without Lep					👂 🤉 Natificat
Image: Second	Lab Kursuna 10/12/2018 10:13 by Dr Paul Johnson Tibobi 377 Panamearum	Rod Your		Constitution (Constitution) Institution	
Data DCP Fr- 10/12/20/310/3 Dr Paul Johnson Leg: L-Hosperes Mr. Limit Opencer	l ypa Blood Test	Ges UI Chc II wi I Generality 140790 180,00 60,00	Baseline Detai NH Cas A: भ्रष्ट 24.59 ॅगिंग २(७)	8	
66/12/2013 1100 Dr.Pauladonum S. Nov. "Coras Loca host leven of Series since of Series The Environment of the Field of an or Ferrier of the Series Series Series of Series S	Consultation 2013an - Trèche Leer, no à pho-se pe				
i 🙀 Posti in - MITAHIVA A L'ITOMITA TARRI I HIETA		3	Correct Medicali	INIS	
Low Low Jacks 24-0LR SLU(F+E550-E M Low York and State Sta	Infrance for nat Infrance for nat Aventum for in	мисяльский соловили на на селе учаральнаю митамых высположить султ и на рока ухажно	DULDE TE, ET ALAMINI		Карса) Парелі
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- 3. Double click on the E-Response to preview the response message.
- 4. Select **Documents** and the **E-Referrals** subcategory to view all e-Referrals and their responses.

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Consultation		Commercator Center Patient, Zeus L Orchael Road, Dublio,	186	LabMassaung SViewing: 01.23568956/0872598745	10/12/2013 10/13/h TIO001377	Resul Viewa V Dr Paril Tohnson	2	Cursulatur - Zeus Pahen.	1
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- 5. Click on + button beside the referral to view all Zeus response messages. If the response message contains an attachment you will see a **paperclip icon** in the View Message button.
- 6. Click the **View Message** button to view the response message.

4	NJJ Referral	⇒ 🌦 Fant '	🕘 Prevnew 🎇 🤉	deter			
	Sent	Response		Description		HCP	Status
B	28/01/20 5	2/001/2015	Zeus Geferrel		Paul Johnson		Accented
	28/01/2015			Accepted		View Response	
	28401/2015			Accepted	0	😹 View Hespulise	



1.4 GP Portal

- 1. In Socrates GP the Zeus Home page should load by default as your new Socrates GP Home Page.
- 2. To access your Zeus Portal outside of Socrates GP go to http://www.zeusreferrals.com and

Login 🕨 button and enter your username (email address) and the Click the Login password that you chose during registration.



1.4.1 Home

The Zeus home page will be used to provide you with all the latest News & Events.



1.4.2 Profile

Click **Profile** to view the details entered during registration. Click the edit button to amend any details and Save.



Your Profile	
Home > Profile	
🔺 Profile	
Title	Dr.
Name	Paul Johnson
Medical Council #	085652



1.4.3 Directory Search

Search the Service Provider directory and click Add button to add the service provider to your Favourites.

🗂 Home	Directory Search				
	Home > Directory search				
Q Directory Search	sine thornton				
* My Favourites	 Hospitals 	show: 10 I∞I	*Favourites	+Expand All	- Co lapse All
Manage Account Itelp	^{<} Specialities	V Acom Hospilal (1)			
	 Allergy Medicine Anaesthesia / Pain Management Breast Surgery Cardiology Cardiothoracic Surgery Child and Adolescent Psychiatry Colorectal Surgery Dermatology Diagnostic Imaging Dietetics Ear Nose & Throat Medicine Gastroenterology Conserved Medicine 	Allergy Medicine (1) Prof. Sine Thornton		& View	* Add
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		Allergy Medicine (1)			
	⁴ Departments	Prot. Sine Horriton AVG lime 10 day(s)			
	< Counties	showing 2 of 2 records Pages: Previous 1 New			

1.4.4 My Favourites

View your favourite list of service providers.

	My Favourites					
🎓 Home	ing rai o ai icco	ing i dvodi neo				
🍰 Profile	Home > My Favourites					
Q Directory Search	Infel Add to your favourites using the Search Directory					
🖈 My Favourites						
🛎 Manage Account	★ My Favourites					
? Неф	Consultant	Hospital	Specialities	& Details	Remove	
	Mr. Frank Spence	Zeus Private Hospital	Cardiology	La Contraction (Contraction)	🗎 Kemove	
Return to Home + Search for Favourite						
1. Click + Sea	rch for Favourite	button to search the d	irectory and click A	\dd button		

to add the service provider to your Favourites.



2. To remove a Service Provider from your Favourites click Remove button. Remove



1.4.5 Manage Account

To change your password click Manage Account.

	Manage Account			
+ Home	Home > Manage Account			
	A Chango Daceword			
Q Directory Search				
🚖 My Favourites	Current password Current Password			
🐣 Manage Account	New password A New Password			
? Help	Passwords must contain an upper case letter and a digit.			
	Confirm new password Confirm New Password			
	ⓒ Cancel			