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Completing and Securely Sending Your Documents to Me

Your confidentiality is important. I've sent you an email inviting you to the patient portal of my secure practice management system, Halaxy. The patient portal allows you to check your appointments, upload files securely, complete questionnaires, and update your personal and payment details.

Here's how to complete and securely transfer any required documents to me, by your patient portal on Halaxy where possible. For example, your doctor's referral letter and treatment/care plan.

Printing, Completing, Scanning:

- If you have a printer, then please complete by hand.
- Then scan them if possible using an A4 scanner.
- Or even a mobile phone app that improves legibility of photos (e.g., Scanbot or FastScanner).
- But in a pinch, a well-positioned mobile phone photo can work.
- Please ensure you've included all the pages (e.g., including the signature on your referral).

Online questionnaires:

- Where possible, I will invite you to complete online questionnaires on your patient portal on Halaxy. Where this is the case, you'll receive an email with instructions.

Typing and Electronic Signing:

- You can annotate the PDFs with text boxes by typing your responses.
- Then sign using an electronically drawn signature.
- A quick Google can give simple instructions how to do this for your PDF viewing program.

Uploading to Halaxy's Patient Portal – it's like 'drag and drop' but with a few extra steps:

1. Find the email I've sent you that invites you to Halaxy.
2. Click the link to activate your patient portal, and set your password.
3. In menu on the left-hand side, click "My Health", then click "Notes".
4. At the top of this page click "upload a file".
5. For each file you want to share, drag and drop it into the "upload a file" section, then press "save" down the bottom.
6. That has now become a 'clinical file' listed in a column on the left of the page. Click on the 'clinical file', click on the "Share" link (at the bottom of this clinical file's dialogue box), click "Practitioners", check my name is showing (I'm the only one listed), and then click "Save".
7. Please email me to let me know the files are ready.
8. Remember to store your documents privately and securely.
9. There, we made it! ;)

Other options:

- You can always email them to me at info@drcarldreher.com.au. Though then please ensure to permanently delete the email from your 'sent' and 'bin' or 'archive' folders. It's secure if you send it as an encrypted email.
- You can drag and drop them to me during a doxy.me videoconference session.
- Your doctor can also send the referral and plan to me by good old fax (08 6316 3344) or by HealthLink Secure Messaging (dcdreher).

I'm here if you have any queries.

Regards, Carl