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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.

Completing online forms:

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

Completing PDF forms:

- If I sent you PDF forms, you can annotate them with text boxes by typing your responses, and electronically drawn signature. A quick Google can give simple instructions on how to do this for your PDF viewing program.
- Or you could print, complete by hand, scan, and upload (see below). Scanning options include A4 scanner, or a mobile phone app 'scanner', or even a well-positioned mobile phone photo. Please ensure you've included all the pages (e.g., including the signature on your referral).

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

1. Please see Halaxy's guide [here](#), or follow my guide below.
2. Find the email I've sent you that invites you to Halaxy.
3. Click the link to activate your patient portal, and set your password.
4. In the menu on the left-hand side, click "My Health", then click "Notes".
5. At the top of this page click "upload a file".
6. For each file you want to share, drag and drop it into the "upload a file" section, then press "save" down the bottom.
7. Each has now become a 'clinical file' listed in a column on the left of the page.
8. **Please ensure to do these steps, or I won't be able to see them.**
 - For each file, 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".
9. **Please email me to let me know the files are ready.**
10. Remember to store your documents privately and securely.

Other sending 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 fax (08 6316 3344).

I'm here if you have any queries.

Regards, Carl