

Once set up, every HMR referral to HomeMed Reviews pre-fills from the patient record — demographics, medications, history, allergies and pathology — so a referral takes your GPs under a minute. Both paths below are one-time setup by the practice manager or any user with template permissions.

Addressee details to use in the template (recipient block):

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MedicalDirector Clinical ~2 minutes

MedicalDirector already ships an HMR referral template — you only personalise the addressee once:

1. Open **Letter Writer** from any patient record → **File** → **New**.
2. Select the **Supplied** tab → “**DMMR - Referral (Home Medicines Review)**” → OK.
3. Type the HomeMed addressee details (box above) into the recipient block.
4. **File** → **Save as Template** → name it “**HMR Referral — HomeMed Reviews**” → set User Access to **All Users**.
5. GPs then find it under the **User Defined** tab. Fields auto-fill from the open patient record.

Bp Premier ~10 minutes

Why no import file? Bp data fields only merge when inserted inside Bp’s own word processor — a template authored in Word (or supplied from outside) won’t auto-fill. Building it in Bp once is the reliable way; here’s the exact recipe.

1. Main screen → **Utilities** → **Word processor** (F4) → **File** → **New** (blank).
2. Lay out the referral (title, sections below) — or start from your practice’s existing referral letter template.
3. Insert data fields from the field tree (double-click to insert; **Ctrl+L** opens the lookup list):

Section	Bp fields to insert
Letterhead / date	<PracticeLetterhead> <FormattedDate>
Patient	<PtDetails> <PtDoB> <PtPhoneMob> <PtMCNo> <PtMCLine> <PtDVANo>
Clinical	<CurrentRx> <PMHx> <Reactions> <Ix> <Observations> <SocialHx>
Referring GP	<DrName> <DrQualifications> <DrProviderNo> <DrAddress> <DrPhone> <PracEmail>

4. Add the HomeMed addressee block (box above) as plain text, plus a **reason-for-referral** section — for tick-box prompts, use **Custom field** (bottom of the field tree) → List / multi-select, with the reasons from the HomeMed referral form.
5. Add the consent line: “*The patient has consented to this referral, release of clinical information, release of Medicare/DVA details for claiming, and a report back to the referring GP.*”
6. **File** → **Save as** → name “**HMR Referral — HomeMed Reviews**” → tick **Available to all users**.
7. GPs then use it from the patient record: **New Letter** → **Templates** → **Use Template** → **Custom** tab.

Requires the “Word processor templates: Add/Edit/Delete” permission. Many PHNs publish a pre-built Bp HMR template (e.g. Brisbane North PHN’s DMMR/HMR referral) — if your practice already has one imported, simply add the HomeMed addressee details and re-save under the name above.

No template? No problem

The one-page **HomeMed referral form** (supplied alongside this guide, and at homemedreviews.com.au) can be completed and sent with a printed health summary by email. Referrals are acknowledged the same day they’re

received.

Sources: Bp Premier Knowledge Base (template import & creation, advanced templates), MedicalDirector Help (supplied templates, Letter Writer, importing templates), PPA HMR Program Rules (Apr 2026), MBS Item 900. Field codes verified against Brisbane North PHN's published Bp HMR template (V1.4, Feb 2025).