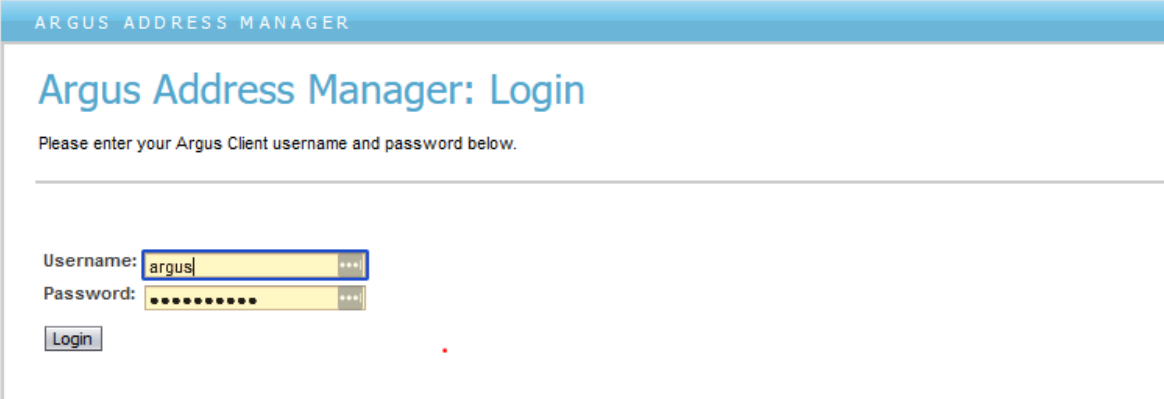


## How to add The Royal Melbourne Hospital, Health information/Referral – Medical Records service to your Argus Address Manager

1. Select the Argus Address Manager icon on your desktop and login.



ARGUS ADDRESS MANAGER


### Argus Address Manager: Login

Please enter your Argus Client username and password below.

Username:

Password:

2. Once logged in, you will need to select 'Add addresses'. This will take you to the global address book.



ARGUS ADDRESS MANAGER

### Argus Address Manager: Your Address Book

This page shows the entries you currently have in your Argus address book.  
To delete, select one or more entries and click the 'Remove Selected Addresses' button in the table below.  
To search the National Health Services Directory and add more entries to your address book, click the 'Add Addresses' link.

Add Addresses    Surname

3. Under the 'Search options' field, type 'The Royal Melbourne Hospital' and select the 'Search the National Health Services Directory' option.

**ARGUS ADDRESS MANAGER**

## Argus Address Manager: Add Addresses


This page allows you to search the National Health Services Directory and add selected entries to your local Argus address book. Choose one or more search options and click the 'Search the National Health Services Directory' button. After searching, select one or more addresses in the 'Search Results' table and click the 'Add Selected entries to Address Book' button.

Return to Addresses Change Password Log Out

**Search Options:**

Practice or Practitioner Name  +

- Once the search has completed, the services for The Royal Melbourne Hospital will display. Select the tick box on the left-hand column, and select 'Add selected entries to Address Book'. Once you have added the entry, select 'Return to Addresses' This will add the service to your local Argus Address Book.

**Argus Address Manager: Add Addresses** 

This page allows you to search the National Health Services Directory and add selected entries to your local Argus address book. Choose one or more search options and click the 'Search the National Health Services Directory' button. After searching, select one or more addresses in the 'Search Results' table and click the 'Add Selected entries to Address Book' button.

Return to Addresses Change Password Log Out

Search Options:

Practice or Practitioner Name  +

Site Name	Service	Practitioner	Address
<input type="checkbox"/> The Royal Melbourne Hospital	Mental Health - Psychology - HARP-CDM Partnerships in Health		300 Grattan Street, PARKVILLE, VIC, 3052
<input type="checkbox"/> The Royal Melbourne Hospital	Community Health Care - Health Information/Referral - Advance Care Planning		300 Grattan Street, PARKVILLE, VIC, 3052
<input type="checkbox"/> The Royal Melbourne Hospital	Specialist Surgical - requires referral - Orthopaedic surgery - Argus messaging	Treseder, Thomas	300 Grattan Street, PARKVILLE, VIC, 3052
<input checked="" type="checkbox"/> The Royal Melbourne Hospital	Community Health Care - Health Information/Referral - Medical Records		300 Grattan Street, PARKVILLE, VIC, 3052

- Once you have returned to the local Address book, you can complete a search for The Royal Melbourne Hospital. This will display the services you have added, along with the Argus email address that is required within your Clinical Software.

**Argus Address Manager: Your Address Book**

This page shows the entries you currently have in your Argus address book. To delete, select one or more entries and click the 'Remove Selected Addresses' button in the table below. To search the National Health Services Directory and add more entries to your address book, click the 'Add Addresses' link.

Add Addresses View Printable Address Book Change Password Log Out

Site Name  Search Clear

Site Name	Service	Name	Provider ID	Email
<input type="checkbox"/> The Royal Melbourne Hospital	Community Health Care - Health Information/Referral - Medical Records			4001332@connectingcare.com   Copy Email

**Quick Reference:**

Site Name: The Royal Melbourne Hospital

Service Name: Community Health Care – Health Information/Referral – Medical Records

Argus Address: 4001332@connectingcare.com