HealthDirect Setup

Once your clinic has been setup on HealthDirect, you will need to complete the following steps before you can start using the platform for consultations

Essential Settings

- **Adding clinicians** – you will need to add clinicians to your clinic as a **team member** before they can access the clinic and hold consultations. The guide can be found here

- **Opening Hours** - you will need to set your opening hours prior to opening your clinic so that patients cannot enter the waiting room after hours. The guide can be found here under the section labelled 'Waiting Area Hours'

- **Extra Administrator** – it is strongly advised to add an extra administrator so that if the primary administrator is unable to make changes they may still be made. The guide can be found here

Optional Extra Settings

The following are optional and may be used to customise your clinic to better suit your branding as well as providing further functions for both your patients and staff.

- **Change clinic name or domain** – your clinic name and web address will be setup using the details first provided, but you may wish to change these. The guide can be found here

- **Add your logo** – If you wish to add your logo to the waiting screen, the guide can be found here, for adding to call interface see here

- **Colour of call interface** – you may want to change the colour of your call interface to match your logo. The guide to change this can be found here

- **Launch call using button** – you may want to use a button to launch the call on your website. The guide can be found here, under the section labelled 'Launch using a Button'

- **Add Medicare details** – you may want to add extra patient entered fields so you can update your clinical software or bill the patients without calling. The guide can be found here, under the section 'Patient entry fields'

- **Automated Message**– you may want to add an automated message for the patient in the waiting room eg "Your doctor will be with you shortly". The guide can be found here, under the section"Automated message'

- **Add a support contact** – you may want to add a support contact for patients to call if they are having trouble using HealthDirect. The guide can be found here, under the section support contacts

- **Create a meeting room** –If you want to add a virtual meeting room so your staff can meet via video conferencing, the guide can be found here

For any assistance in setting up HealthDirect in your practice please contact ehealth@wapha.org.au