

Creating a DMMR–HMR referral custom template

Best Practice

Domiciliary Medication Management Review (DMMR) (Item 900) is also known as a Home Medicines Review (HMR).

To start, import custom template [DMMR-HMR referral template Brisbane North PHN](#). Refer to [Importing template instructions for clinical software](#).

1. Open the **Patient Clinical File**.
2. Open the **Word Processor** by clicking on the **New Letter** icon.

File Open Request Clinical View Utilities Help

Name: Anastasia Abbott D.O.B.: 25/02/2004 Age: 19
 Address: 12 John St Ararat Creek 4035 Phone: (h) 07 50505050
 Medicare No: 4133180467 12/08 Record No.: 104 Pension No.:
 Occupation: Tobacco:
 Blood Group: BreastFeeding: Parity: Pre

Allergies / Adverse Drug Reactions:

Item	Reaction	Severity	Type	Due
Penicillin	Anaphylaxis	Severe	Outstanding requests	11/01/21
Aluminium Hydroxide	Diarhoea	Moderate	Preventive health	30/04/21
Trifluoperazine	Nausea	Moderate		

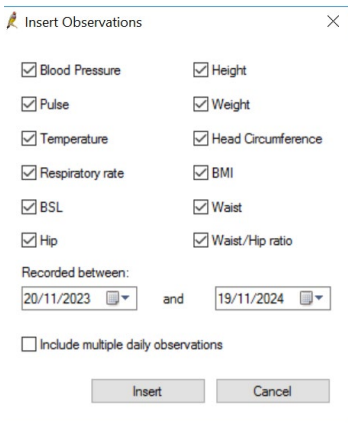
3. Select **Templates** from the top drop-down menu and select **Use Template**.

Word Processor - Untitled

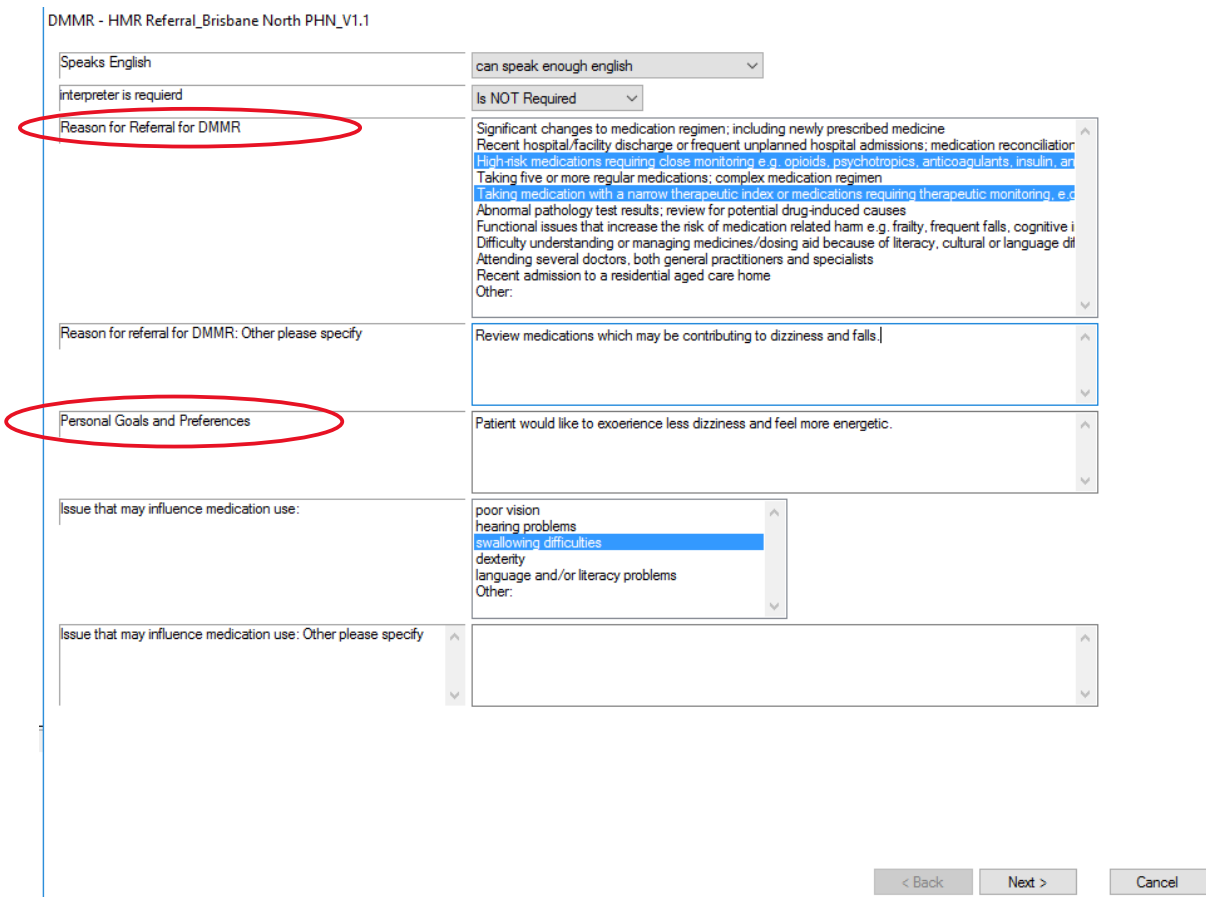
View Insert Format Table **Templates** Utilities Help

- New template
- Edit template
- Import template
- Export template
- Use template**
- Edit letterhead
- Customise system templates

4. Insert relevant observations and investigations results. Adjust time frames as necessary. Click **Insert**.



5. Select the **reasons for referral** (include all that apply). Provide details of **personal goals, preferences** and additional relevant information in the free-text fields. Click **Next**.



6. Check the consent fields with the patient. Select **Insert**.

7. Review the generated referral. Make changes or insert additional information from the left-hand menu.

8. **Sign** and **send** referral to **Credentialed Pharmacist** or **Community Pharmacy** by chosen secure messaging method.

Please note: Ensure the cursor is positioned at the location where any additional information needs to be inserted in the document.