

ARGUS

CHEAT SHEET (ARGUS REFERENCE GUIDE) USING ARGUS with MEDICAL WIZARD

SECTION 1: CHECK INCOMING ARGUS DOCUMENTS:

Incoming documents from Argus go into your 'Investigations' section. Typically the practitioners will be checking the incoming investigation results, the way to check investigation results is to open the clinical module, click on 'Investigations' (the button on the left), then click on 'Unassigned Results'.

SECTION 2: ADDING ARGUS USERS TO YOUR ARGUS ADDRESS BOOK

Anyone you wish to send to using Argus must be in your Argus Address Book.

1. Open Argus Address Manager V6 and Login.
(Default username is argus and default password is argus)
2. Click on 'Add Addresses'.



3. Type in the name (or part name) of the practitioner or practice you'd like to add.

Search Options:

Practice or Practitioner Name

(Alternatively you can use another search option).

4. Click 'Search the Human Services Directory'.
5. Click in the checkbox next to the required practitioner(s) name so the box(es) now contains a tick.
6. Click on 'Add selected entries to Address Book'.
7. Repeat the process to populate your address book with all the practitioners you wish to send to.
8. Click on 'Return to Address Book'.
9. Select the practitioner from either the 'View Email Only Addresses' or 'View SMD Addresses'.
10. By clicking on the practitioner or practice, the details will be displayed, copy the 'Argus email' address to your clipboard to enable you to paste their email address into your clinical application.
11. Select 'Return to Addresses' link or 'Return to SMD Addresses' link.

SECTION 3: ADDING ARGUS USERS TO YOUR MEDICAL WIZARD ADDRESS BOOK:

1. Open Medical Wizards referring practitioner details by looking within the accounts module then click on 'Data' (in the top menu), then click on 'Referring Doctors'. Find the appropriate practitioner and add the email address in the email address field.

SECTION 4: SENDING AN ENCRYPTED EMAIL USING ARGUS IN MEDICAL WIZARD:

1. After typing your letter, save your letter and it will return back to the main screen.
2. Open up 'Write a letter' again.
3. Select the letter you created and then click on 'email report' button (at the bottom right).

It will only be successful if an email address is visible in the box above the button, the window should just take you back to the clinical module when it has finished.

Argus User Guide

Annelies Wilder-Smith



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