NHSD

> This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

NHSD is the National Human Services Directory.

Initial Requirements to send via Argus.

To send correspondence to a Professional Contact via Argus, four requirements must first be met:

1. An Argus End Point must be present.
   a. Setup can be found at **Administration → Secure Messaging → Argus End Points**.
2. The Professional Contact must be linked to the Human Services Directory (HSD).
   a. An existing Professional Contact may be linked to an entry in the HSD.
   b. Entries in the HSD can be added as a Professional Contact.
3. The linked Professional Contact must be able to receive via Argus.
   a. Not all entries on the HSD are able to send/receive via Argus.
   b. A Professional Contact can receive correspondence via Argus if the Secure Messaging section shows "Argus Enabled Yes".
4. The patient must have a referral from the Professional Contact.

Add a Professional Contact from the Human Services Directory (HSD)

1. Select **Professional Contacts → HSD Search**.
2. Enter the search criteria into the search form and click **Search**.
   a. To view more details for the search results, click **Show**.
   b. An entry that has already been added or linked to a Professional Contact will have a **Contact** button linking to the Professional Contact.
3. To add an entry as a Professional Contact, click **Add**.
4. Enter any missing information and click **Create Professional Contact**.

Link an existing Contact to the HSD

1. Click **Professional Contacts**.
2. Search for a contact and click **Show**.
3. Click **Link to HSD**.
4. Click **Select** for the matching entry.
5. If there is no matching entry, click the **Search** button to modify the search criteria.

6. Enter any missing information and click **Update Professional Contact**.

Sending correspondence to a Professional Contact via Argus

1. Click **Patient**

2. Search or scroll the list to find the patient and click show

3. Click Correspondence

4. Select a template from the new New Contact Letter box and click **New**.

5. Update the **Delivery Option** and **Recipient Status** for any Practitioners.

   a. Any Professional Contacts that can receive via Argus will have "Argus" as an option in the Delivery Option Column.

6. If "Argus" is not an option, the contact may not be linked to the HSD, or the contact is not able to receive via Argus as indicated by "Argus Enabled No"

7. Modify the letter and description (if required) and click **Send**.

8. The correspondence will show up in the Outbox with a status of **Confirmed**.

9. Once the correspondence has been passed to the Argus server for sending, it's status will be updated to Undelivered and a **Status** button will be available to display the status of the correspondence with the Argus server.

10. The status message will be updated to **Sent** once a confirmation is received from the receiving party has received the correspondence.

11. The status screen has information and a log of events that can be given to Argus Connect if the Argus Server is not able to send the correspondence.