

**MEDICAL OFFICERS ORIENTATION CHEAT SHEET**  
**GP LIAISON UNIT**

The role of the GP Liaison Unit (GPLU) is to facilitate communication between  
The hospital and GP's.

The GPLU encourages an environment where the GP is recognized as a member of the  
treating team and where their contribution to their patient's care is sought and valued.

**1. WHERE TO FIND INFORMATION ON THE INTRANET**

**CLINICAL PORTAL** → HEALTH SERVICES → ACTGOV CITRIX → ENTER YOUR  
ACT.GOV USERNAME AND PASSWORD → CLICK ON BUSINESS APPS → CLICK  
ON CALVARY CLINICAL PORTAL → RE-ENTER YOUR ACTGOV USERNAME AND  
PASSWORD.

**GP PRACTICES AND/OR GP'S BY NAME** → REPORTING SERVICES →  
PROVIDER DIRECTORY → TYPE THE GP'S SURNAME OR GP PRACTICE NAME  
AND CLICK ON VIEW REPORT.

**OUTSTANDING DISCHARGE SUMMARY REPORT** → REPORTING SERVICES →  
**OUTSTANDING DISCHARGE SUMMARY REPORT** → CLICK ON OUTSTANDING  
DISCHARGE SUMMARY → CLICK ON < SELECT A VALUE > → CLICK ON YOUR  
TEAM FOLLOWED BY VIEW REPORT.

**2. Useful Calvary Telephone Numbers**

**ACT Pathology Results Line – 6244 2930**

**EMERGENCIES (including MET) – Dial 2222**

**GP Liaison Unit – ext. 6815**

(Morag – GP Liaison Officer & Dr Julie Carr – GP Advisor)

**Health Information Services (Medical Records) – ext. 6280**

**ICT Help Desk – ext. 6292** and ask for Tevina or Luke if you require Clinical Portal training  
or you are experiencing issues with the Clinical Portal

**Medical Imaging Department – ext. 6140/6146**

**Switchboard – ext. 9**

**3. Links to policies and procedures**

Document Centre → Policies & Procedures → In the 'Search' Box enter:

1. Discharge Summary Completion Procedure &
2. Hospital and GP Interaction