

Organisation settings

These settings are customisable at the organisation level. To request an Organisation setting to be applied for your organisation, please contact pmhcis.support@nwmphn.org.au. If you are a commissioned service provider, we require your commissioning PHN approval.

Setting	Description
Additional PMHC-MDS Episode fields	In addition to the Homelessness and Income source fields that display by default on the Referral screen, any or all of these Episode fields can also be displayed: <ul style="list-style-type: none">- Labour force status- Employment participation- Health Care Card- NDIS Participant- Marital Status- GP Mental Health Treatment Plan Flag
Extra fields on Contact screen	Displays additional fields on the Contact screen: Email; Postcode; Pronouns; and Legacy Notes (the original field for recording notes).
Contact screen - additional documentation	Enables files to be uploaded in the Contact screen. For more information, see the additional documentation section .
Extra note types - Contact screen	Adds an option to the list of note types. The available options are: "Written", "Email" and "Summary". Note that a Summary note will always be displayed on the Contact screen, even if it's not the most recent note.
Extra note type - Referral screen	Adds an option to the list of note types. The available options are: "Intake questionnaire" (used in combination with the note template functionality, this enables a customised questionnaire to be added to the intake process); "Care check" (this is a special note type for consumers in high need. A Care check note type will appear as an alert (and highlighted in lists) and can be assigned a due date and

	team member); "Provider recommendation" (this is intended for use in a workflow where an intake team communicates to another team about a recommended provider).
Full consumer name in lists	Displays the full consumer name (rather than initial and surname) in lists.
File upload types	For more information, see the additional documentation section .
List commonly referred providers	Displays a list of service providers in the Referral Outcome section that other clients in a matching situation were referred to. Refer to the List of service providers commonly referred to similar clients article
Organisation field (Contact screen)	Displays the organisation the contact is in so that it can be changed. (System Admin use only). The Sys Admin user will only be able to see organisations that their user account is assigned to. If they're not assigned to the organisation the contact belongs to, the field will be blank.
Display Referral outcome note on print screen	Displays the referral outcome note field on the Print View screen.
Skip IAR-DST toggle and Risk Assessment (Referral screen)	Displays a toggle that enables the IAR-DST to be skipped. Once the IAR-DST is skipped, the Risk Assessment can also be skipped.
Tag/s removed automatically on Send	Removes all tags when the referral's status changes to Sent.
Transfer to another Hub	Enables a user in a Hub setting to transfer a referral to another Hub.

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