

Quick Start Guide

Sending a CareSelect referral from myPractice

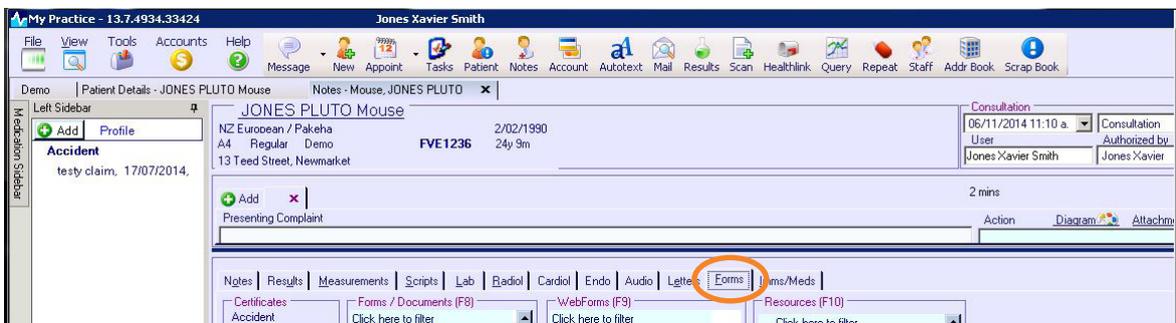
This guide has been created to show you the key steps involved in completing a CareSelect electronic referral (or print and fax where the specialist is yet to implement a compatible system). CareSelect has been designed to make it easier for you to search, find and refer a patient to the most suitable specialist care.

1. Open the patient record

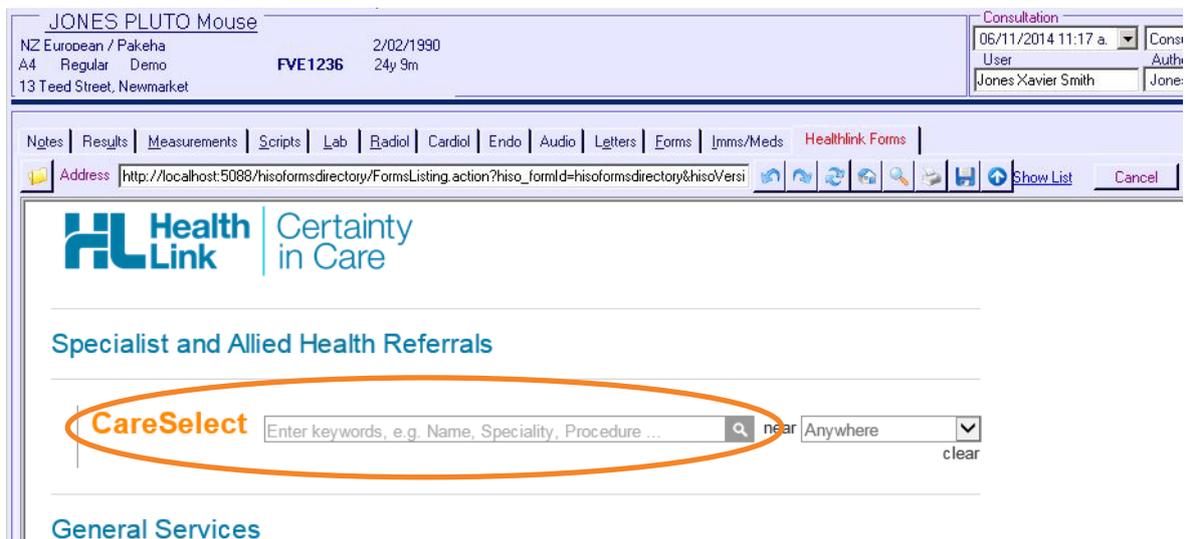
Search for the patient and open their electronic medical record (EMR) in myPractice. Go into the 'Clinical Notes' section of your patient's profile.



Select the 'Forms' tab and click on the HealthLink forms option (earlier versions may have a CareConnect option to take you to the HealthLink launch page).



The referral launch page will display including a new search bar.



2. Use the search bar

Enter keywords in the search bar to search by name, specific specialty, interests, procedures and services, location and more.

To send a CareSelect referral, select the 'referral' link below the relevant specialist.

Specialist and Allied Health Referrals

To view the list of matching specialists, click on the search button or press 'Enter'.

The closest matches will be listed dynamically.

To make a referral, click on the 'referral' link.

If a specialist has a full biography in CareSelect (called a Full Bio) this is indicated in the search result by a photo and sometimes a logo. You can click on the result to see more important relevant information. Below is an example of a Full Bio.



Rachel Moss

Gynaecologist



Send Referral Now

- Procedures & Services
- Areas of Interest
- Languages
- Qualifications
- Affiliations
- Publications

Contact Information

Phone 09 459 1739
Fax 09 459 1065
Email river.women@xtra.co.nz
Main Location Riverside Womens Healthcare c/o Vigour Clinic, 10 Islington St, Kensington, Whangarei 0112

Summary

I am a female Gynaecologist and have worked solely in private for the last 13 years, after combined public and private work in New Zealand for the previous 9 years.

I concentrate on spending as much time as necessary with women to work through their presenting problems, but also their general gynaecological health so that other problems are also picked up and dealt with. I also ensure that they have as much information about the options for treatment as possible to help them in making a decision as to the best option for them.

The clinic is staffed by women and the atmosphere is very supportive of their emotional needs.

3. Complete the referral

The CareSelect referral will display and is very similar in format and functionality to the DHB eReferral form.

Complete the relevant fields under each tab on the left. You can park the form if you want to work on it later.

GENERAL SURGERY SPECIALIST REFERRAL

Referral Priority: Immediate Urgent Routine

ACC:

Reason / provisional diagnosis*

Relevant history & physical examination findings*

Measurement Details

Date	Code	Value
27/09/2013	Height	170
27/09/2013	Weight	60

Date	Code	Value
27/09/2013	BMI	20.8
	BP	

4. Submit the CareSelect referral form

Select the 'Submit' button when you are ready to send your referral to the specialist. CareSelect will send the referral electronically if the specialist has a compatible system, otherwise you will be prompted to print and fax.

If you want to print a copy of the referral, select 'Print' at the end of your submitted form, remembering to select your default printer.

Rachel Moss Referral

Patient: MICKEY MOUSE, 48yrs, NHI HUX8660, F, DOB 01/11/1966, PH: Wrk 09 555 555, Hme 0800288887, Mob 021022077
13 Teed Street, Auckland Aaa HUX8660, New Zealand

Referred by: Sam Entwistle, Millstone Family GP

Referral date: 05/11/2014 18:48:03 (Test Referral)

General Surgical

Reason / provisional diagnosis:
es

Relevant history & physical examination findings:
fda

Measurement Details

Date	Code	Value
29/10/2013	Height	200
29/10/2013	Weight	88

Medications / Warnings

Print Dialog:

Select Printer: Add Printer, CutePDF Writer, Microsoft XPS Document Writer, Microsoft XPS Document Writer

Status: Ready Print to file

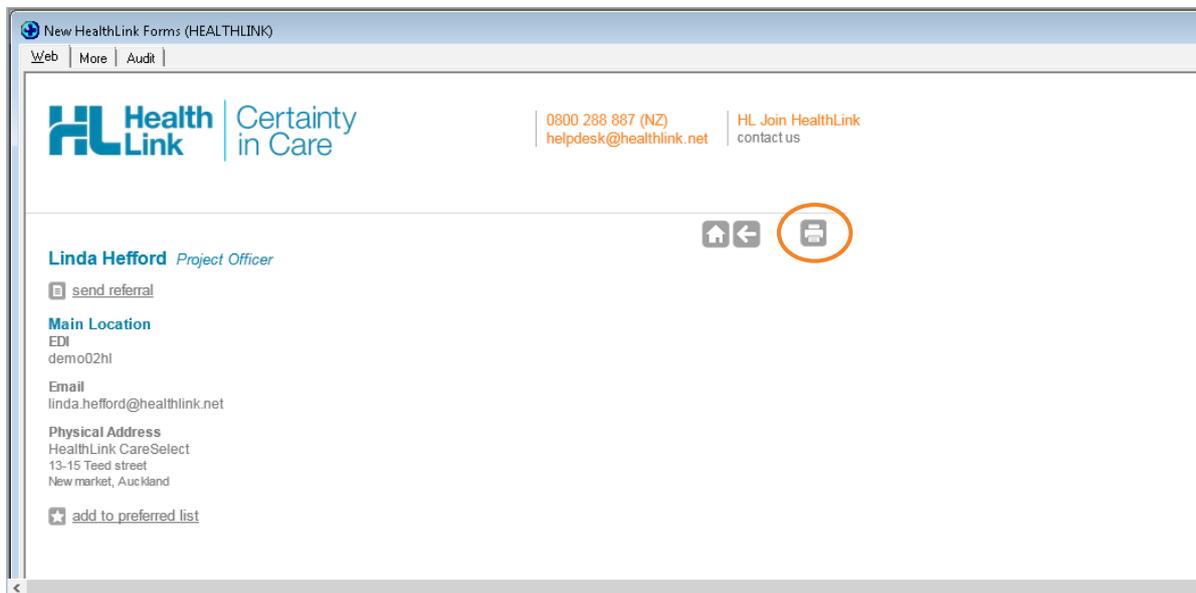
Page Range: All Selection Current Page

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Number of copies: Collate

5. Print a specialist's contact details

To print a contact page to hand to the patient, click on the 'contact' link either from the search bar or the search results page. Simply print the summary contact page that is displayed.



6. Practice sending a CareSelect referral

For training purposes or to familiarise yourself with the system, feel free to send a sample referral to HealthLink by searching for 'Linda Hefford' in the CareSelect search bar.

**For all CareSelect referral queries,
please call the HealthLink Customer Support Line:**

Monday to Friday (except public holidays) 8am – 6pm
Phone: 0800 288 887 Support email: helpdesk@healthlink.net



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