

Quick Start Guide

Sending a CareSelect referral from Profile for Mac

This guide has been created to show you the key steps involved in completing a CareSelect electronic referral (or print and fax where the healthcare provider 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, allied health or non-government organisation.

1. Open the patient record and the HealthLink launch page

Click on the 'eForms' icon from the Profile for Mac toolbar menu. Search for the patient and click on OK to open the eForms on the context of the selected patient.

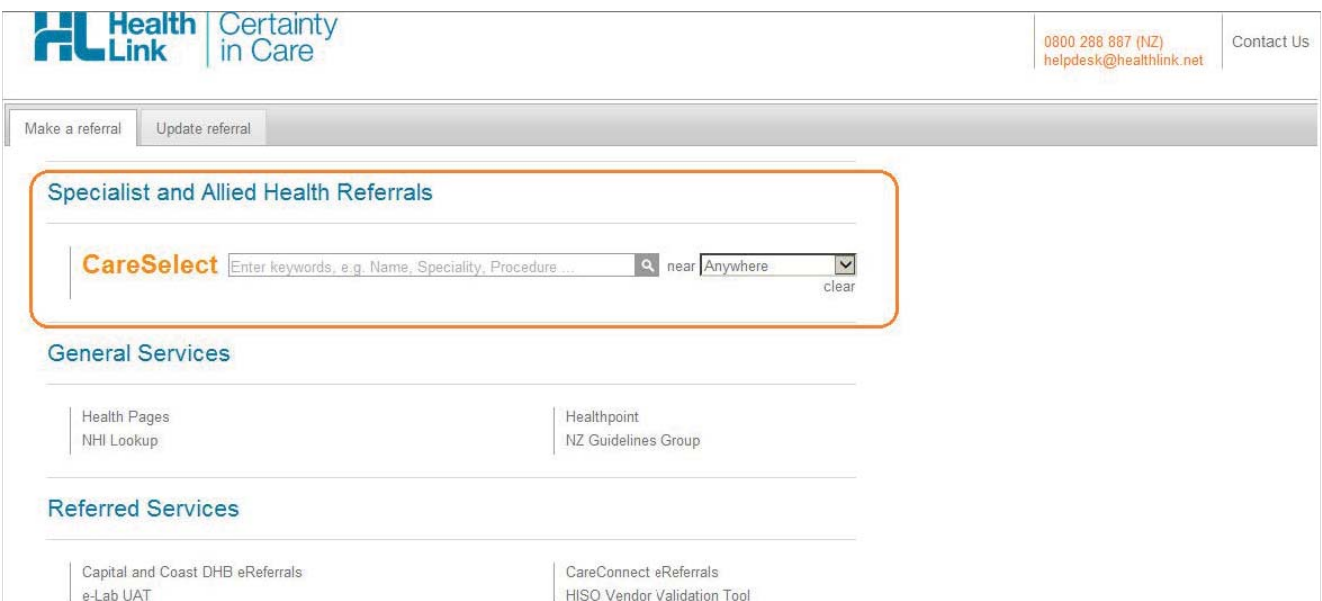


2. Launch the HealthLink launch page

Click on the 'Add' icon on the 'eForms' screen.



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



3. 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 'Compose Referral' link below the relevant healthcare provider.

The screenshot shows the HealthLink website interface. At the top, there is a header with the HealthLink logo, 'Certainty in Care', and contact information: 0800 288 887 (NZ), 1800 125 036 (AUS), and helpdesk@healthlink.net. Below the header, there is a search bar with 'rachel' entered and a dropdown menu set to 'Anywhere'. The search results are titled 'Provider/Organisation matches (1st 10 of 14)'. The results list several providers, each with a 'Compose Referral' link and an icon indicating the referral type. The providers listed are: Rachel Moss (Gynaecology, Obstetrics and Gynaecology), Rachel O'Donnell (Midwifery), Rachel McCoy (General Practice), Rachel Wensley (General Practice), Rachel Jones, and Rachel Appleby (General Practice). Annotations with orange arrows point to the search bar, the 'Compose Referral' links, and the icons. Text boxes explain that clicking the search button or pressing 'Enter' shows matching providers, that icons indicate referral types (PDF, text, rich text, tif, jpg, or print and fax only), that the closest matches are listed dynamically, and that clicking the 'Compose Referral' link makes a referral.

If a provider 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.

The screenshot shows the full biography page for Dr Rachel Moss. At the top, there is a header with the HealthLink logo, 'Certainty in Care', and contact information: 0800 288 887 (NZ), 1800 125 036 (AUS), and helpdesk@healthlink.net. Below the header, there is a photo of Dr Rachel Moss, her name 'Dr Rachel Moss', and her specialty 'Gynaecologist'. A 'Compose Referral' button is visible. Below the photo and name, there are tabs for 'Procedures & Services', 'Areas of Interest', 'Languages', 'Qualifications', 'Affiliations', and 'Publications'. The 'Summary' section contains the following text: '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.' and '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'.

4. Complete the referral

The CareSelect referral will display and is very similar in format and functionality to the Work and Income Work Capacity Medical Certificate form.

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

Referral to Rachel Moss Submit Preview Park Help

Clinical Information !
No referral information provided

Attachments / Reports
No reports selected
No files attached

Medications / Warnings
No long term medications specified
4 medical warnings specified

Medical History
Medical history specified

Patient Information
MICKEY MOUSE, JDR1234
48yrs
Disability not specified

Recipient / Referrer
Rachel Moss, Riverside Wom ...
Referred by: Sam Entwistle

GENERAL SURGERY SPECIALIST REFERRAL

Referral Priority Immediate Urgent Routine

ACC v

Reason / provisional diagnosis*

Relevant history & physical examination findings* Browse for Consultation Notes

Measurement Details

Date	Code	Value
13/02/2013	Height	172
13/02/2013	Weight	80

Date	Code	Value
02/12/2013	BMI	27
02/12/2013	BP	100/80

5. Submit the CareSelect referral form

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

HL

Submit Preview Park Help

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.

Referral to Rachel Moss
at Riverside Womens Healthcare LTD
C/o Vigour Clinic, 10 Islington St, Whangarei, Northland, 0112,
Ph:+64 9 459 1739

Patient Summary

Patient summary: **MICKEY MOUSE**, 48yrs, M
NHI: JDR1234 **DOB:**
Contact: Wrk 234234, Hme 112233445
Address: 144 Disney Land, Los angeles
Ethnicities: 11 (New Zealand European / Fakeha)

Referrer

Referrer summary: **Sam Entwistle**, Millstone Family Practice
NZMC: 889843 **HPI:**
Contact: PH 09 3580116, FAX 09 4433456
Practice Address: 1 York Street, Newmarket, Auckland 1023
Practice ID: F2M066 **EDI:**

General Surgical

Referral Priority: Immediate
Reason / provisional diagnosis:

Referral ID: CSL-2162

Print X

General Options

Select Printer

- Add Printer
- Microsoft XPS Document Writer
- PrimoPDF

Status: Ready Print to file Preferences

Location: Find Printer...

Comment:

Page Range

All Selection Current Page

Pages:

Enter either a single page number or a single page range. For example, 5-12

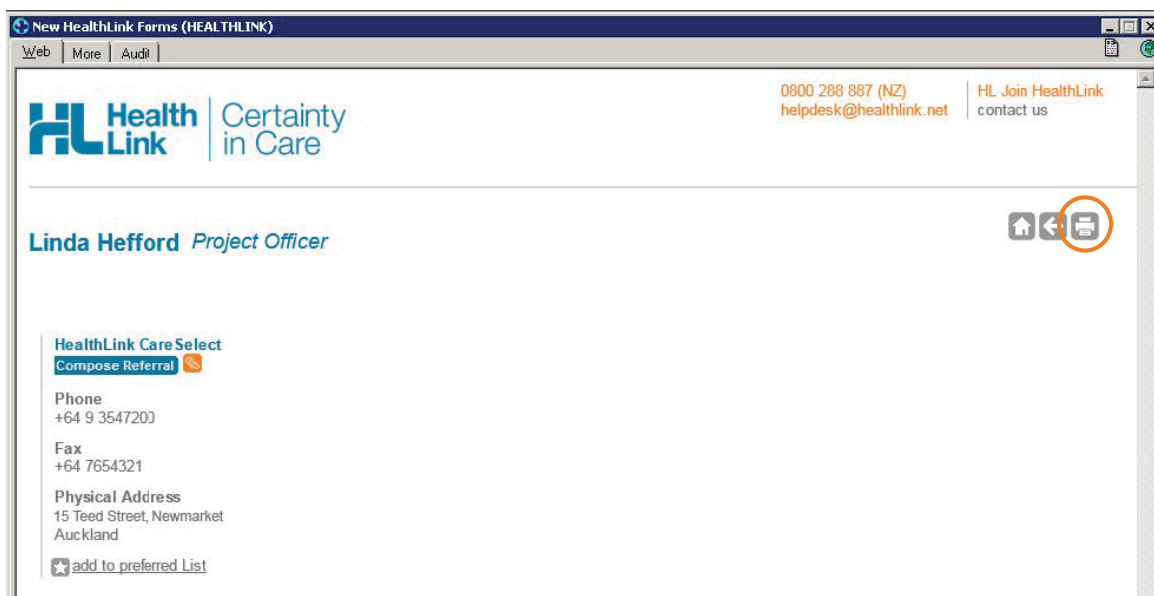
Number of copies: Collate

1 2 3 1 2 3

Print Cancel Apply

6. Print a healthcare provider'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.



7. Access parked and submitted form

A parked form and a copy of the form submitted for the patient can be found in the eForms list in your electronic medical record within Profile for Mac.

Date	Form Name	Provider	POS	Status
06/04/2016	Environmental Science and Research Forms (Influenza)	SE	POS	Submitted
05/04/2016	Environmental Science and Research Forms (Influenza)	SE	POS	AutoSaved

8. 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



HealthLink
Level 3, 13-15 Teed Street
Newmarket, Auckland 1023
New Zealand
www.healthlink.net
info@healthlink.net

HealthLink helps over 30,000 healthcare practitioners deliver certainty in care by enabling them to exchange patient information quickly, reliably and securely.
1800 125 036 (AU)
0800 288 887 (NZ)