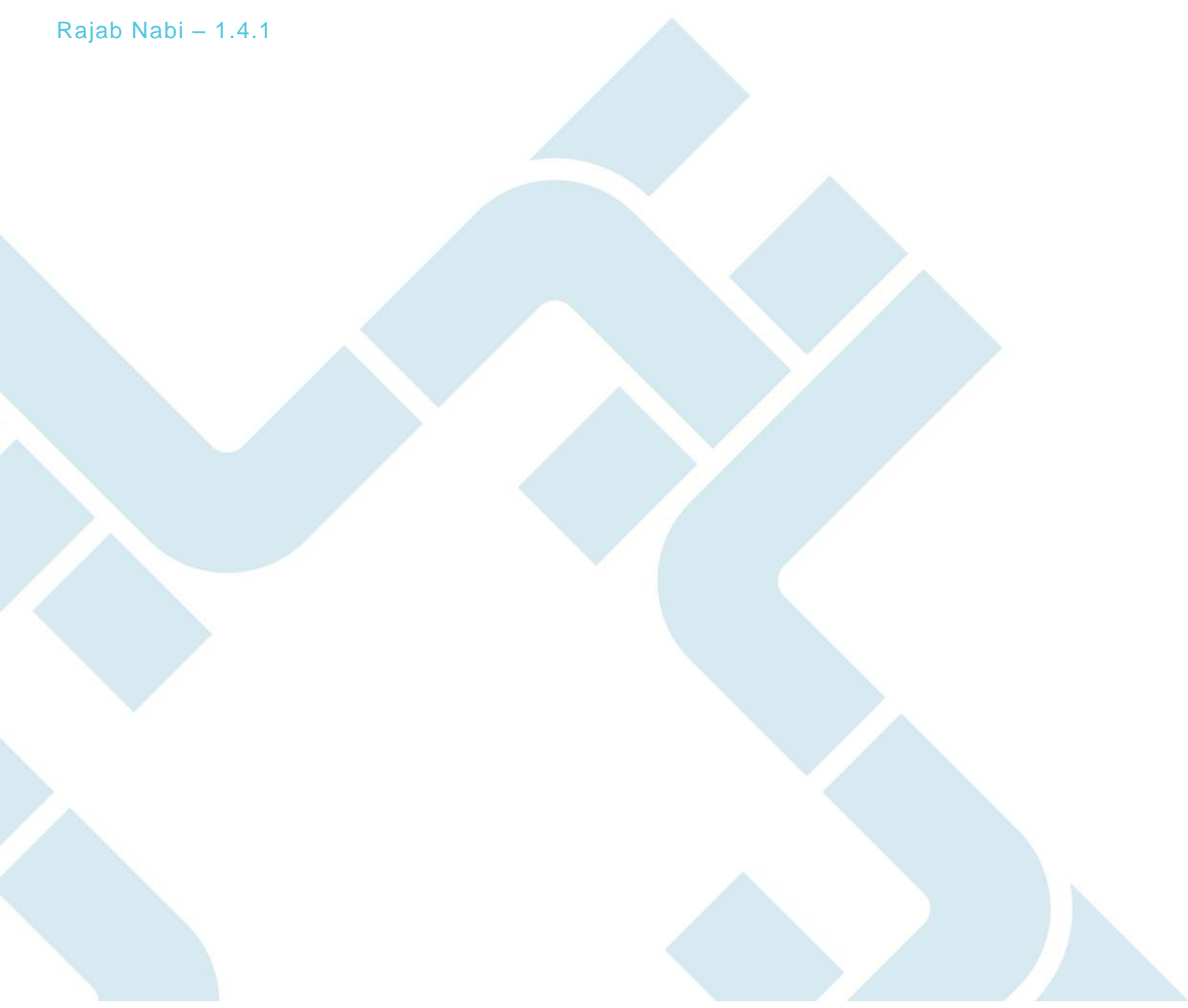# Installation Guide Companion

Applicable to set up Incisive **Specialist Practice Manager (SPM)** Systems for LAB, Referral, Discharge Summaries & Letters (RSD) messages

HealthLink Messaging System (HMS) 6.6.x

Rajab Nabi – 1.4.1

Document History

Document History			
Version	**Date**	**Author**	**Comment**
1.0	27/12/2006	Bhavesh Daya	
1.1	10/09/2013	Rajab Nabi	Added Setup section lookup in Incisive
1.2	5/12/2013	Rajab Nabi	Added more screenshots from Incisive
1.3	10/12/2013	Kyle Macdonald	New Branding
1.4	05/02/2015	Rajab Nabi	Updated with HealthDoc information.
1.4.1	13/02/2015	Rajab Nabi	Added requirement on HealthDocs schema file to be placed by Incisive.

Contents

Companion Guide

1. Before you begin

1- If the practice is using Incisive version which is lower than **403.8**, than the practice will need correct **Healthdocs schema** file created by Incisive, to import Healthdocs messages.

To get this Healthdocs schema deployed the practice needs to contact Incisive helpdesk.

2- Make sure you have installed the latest version of HealthLink SIX messaging system (HMS version 6.6.x) in your system.

The *HLINK* directory described in this guide should be **shared** and users will need to have **full (read/write) permissions** to **Everyone**. We advise you to use network paths when you configure the HLINK directory.
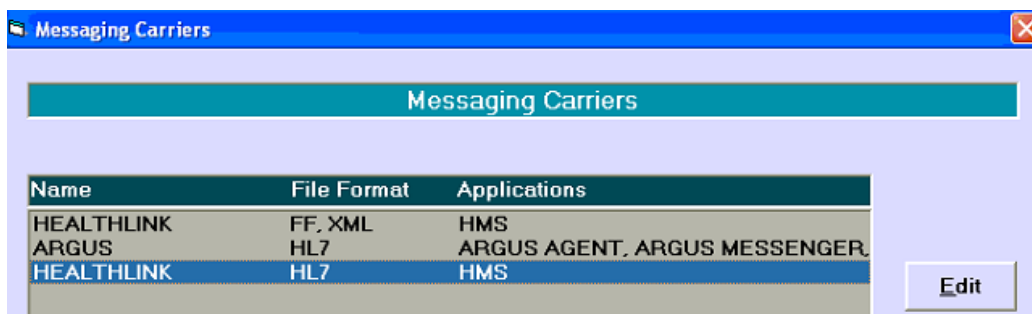
If you are unsure on any of the above, please contact the HealthLink Helpdesk on 0800 288 887
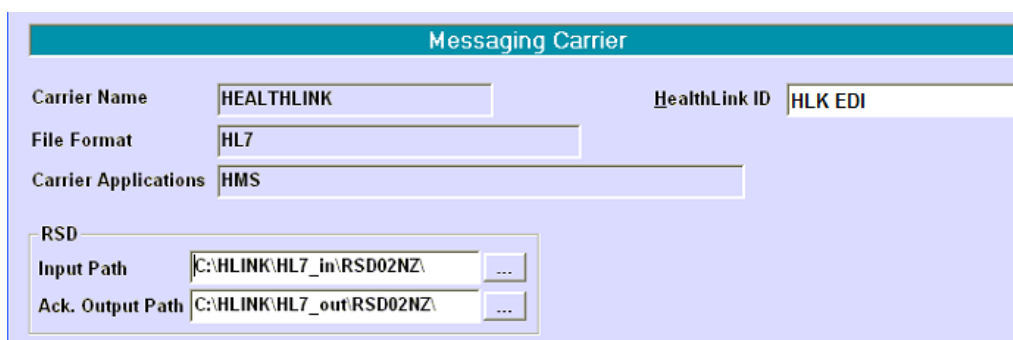
2.   How to check Healthlink Config in Incisive

2.1   Setup > System > Messaging Carriers
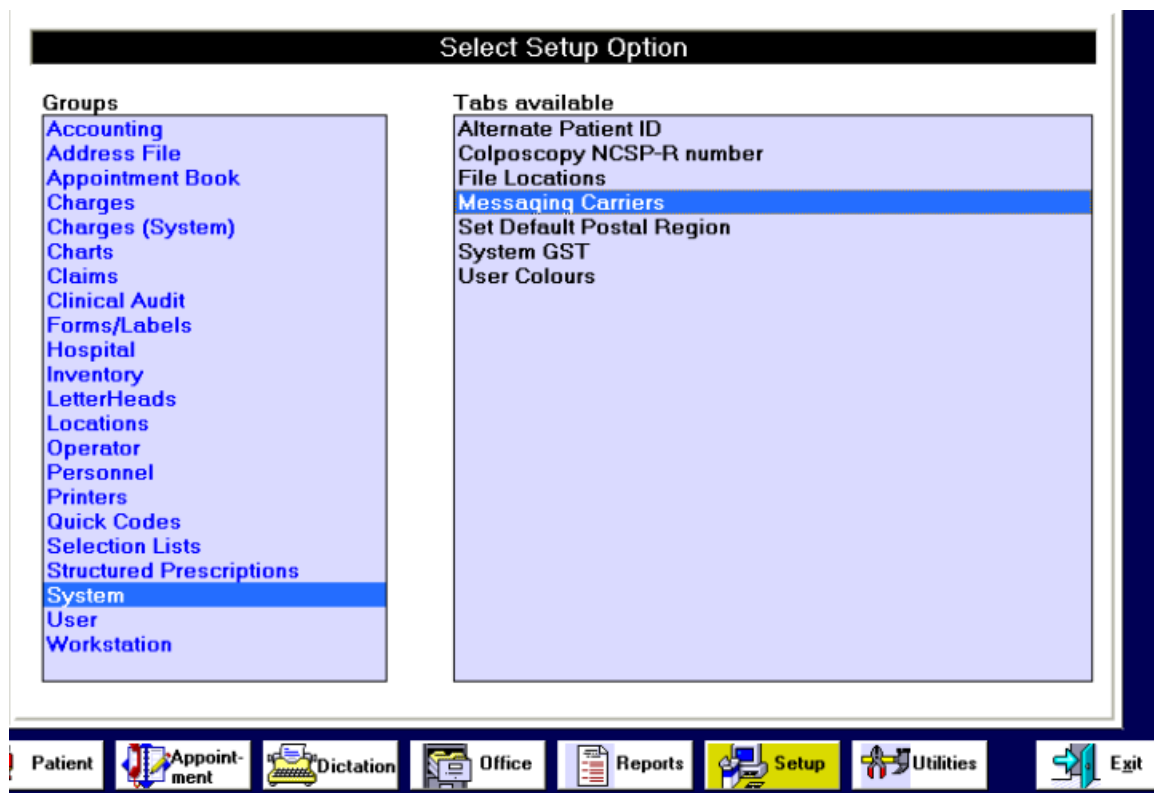
2.2   Check HL7 v2.4 RSD Settings

Select the second HEALTHLINK HL7 and click on the Edit button to check settings.

2.3 Check XML HealthDoc Settings

Select the first HEALTHLINK FF XML listing and click on the Edit button to check settings.

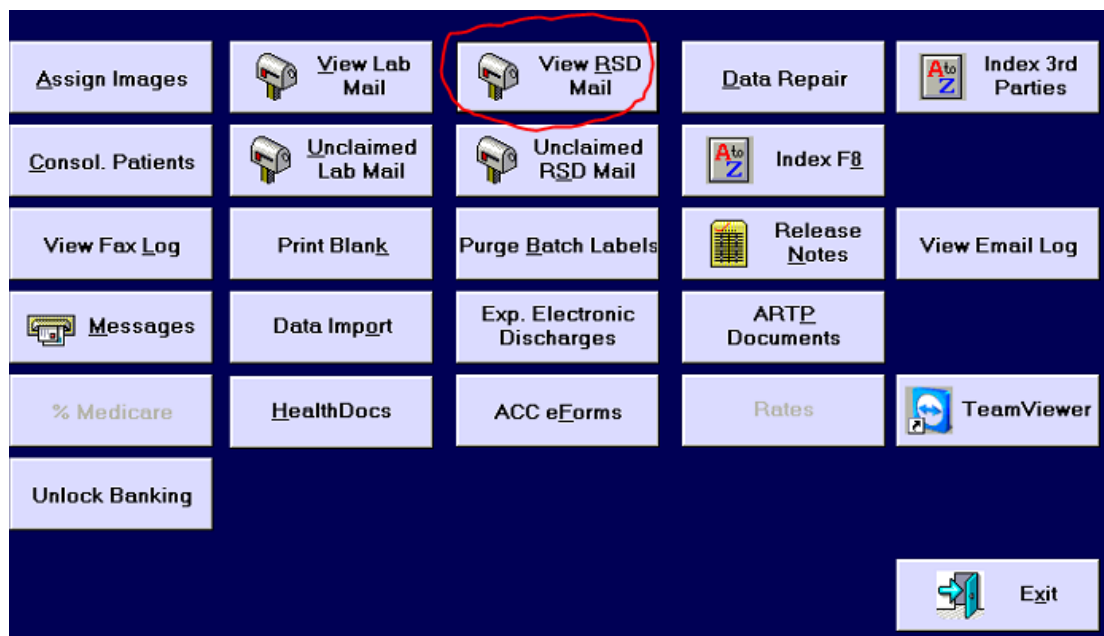Check if HealthLink HealthDoc file paths are pointing to correct location.

2.4 Check FF v2.3 RSD & FF v2.1 ORU Lab Settings

Select the first HEALTHLINK FF XML listing and click on the Edit button to check settings.

Check if HealthLink FF v2.3 and FF v2.1 file paths are pointing to correct location.
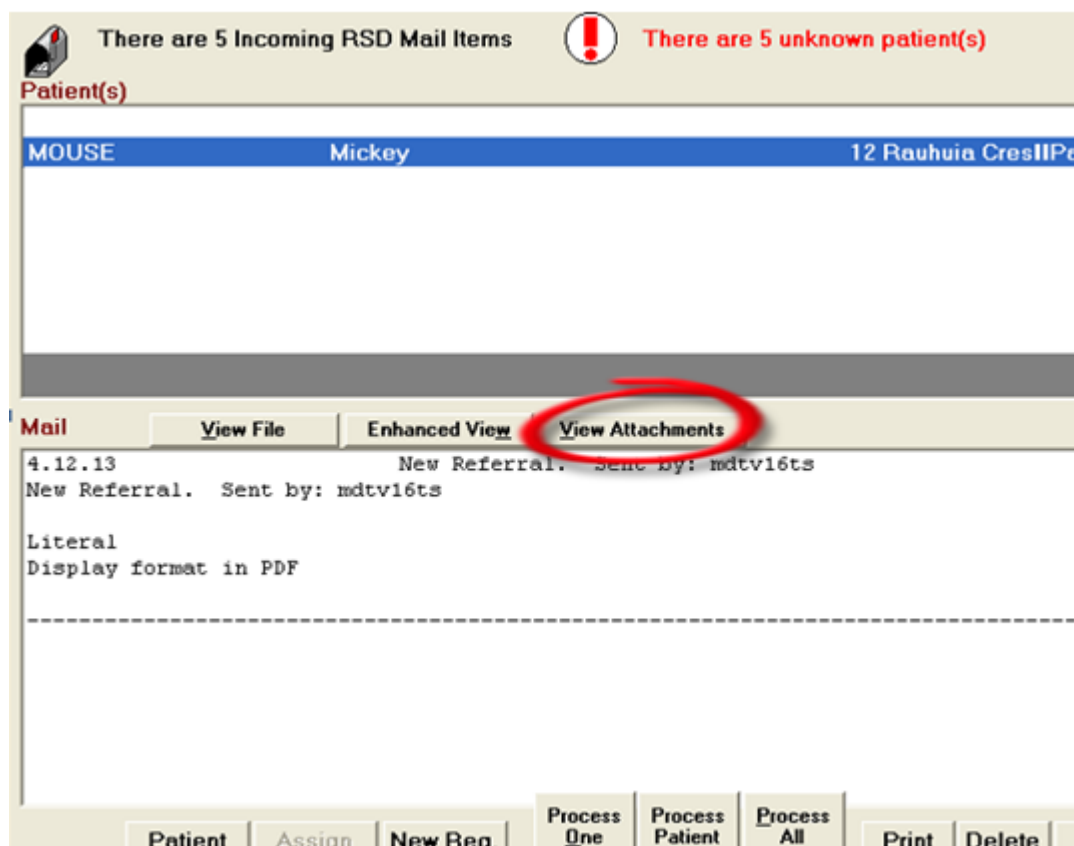
3. Importing message in Incisive

3.1 Appointment > Transfer

4. How to view RSD Letters in Incisive

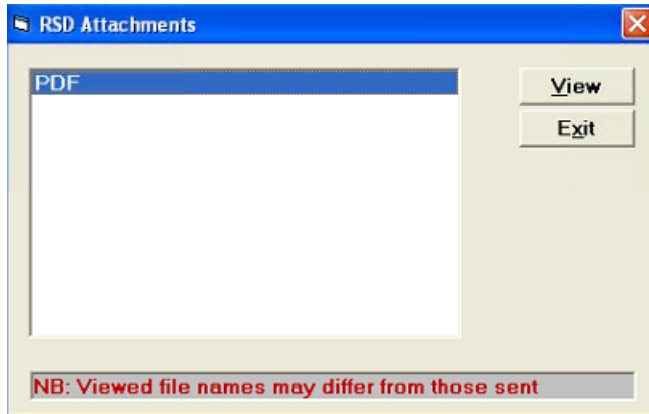Once the message has been imported by Incisive click on **View RSD Mail**

Highlight the file and click on View Attachments.

Select PDF and Click on View.


View of PDF Message

5. How to view HealthDoc in Incisive

Once HealthDoc message has been imported by Incisive, click on **Utilities>HealthDoc.**

If the message was matched to a user/provider click on **Claimed MailDocs**, and if the message was not matched to user/provider click on **Unclaimed MailDocs** button.
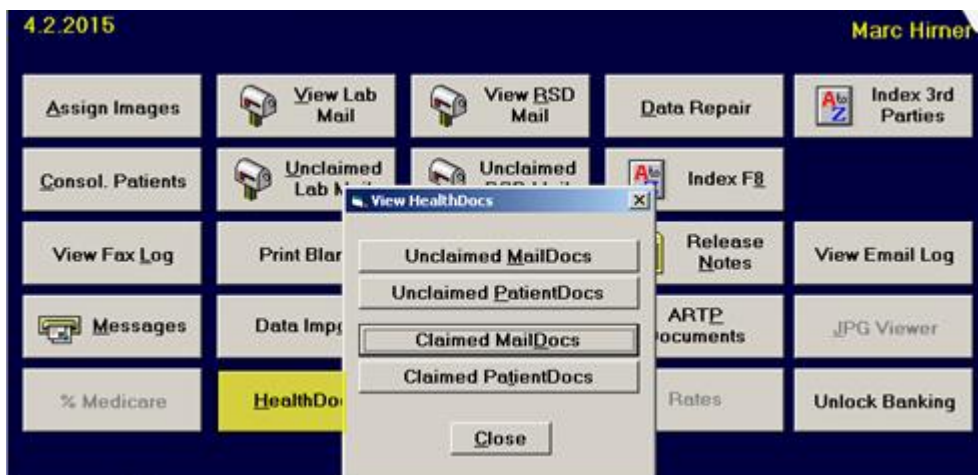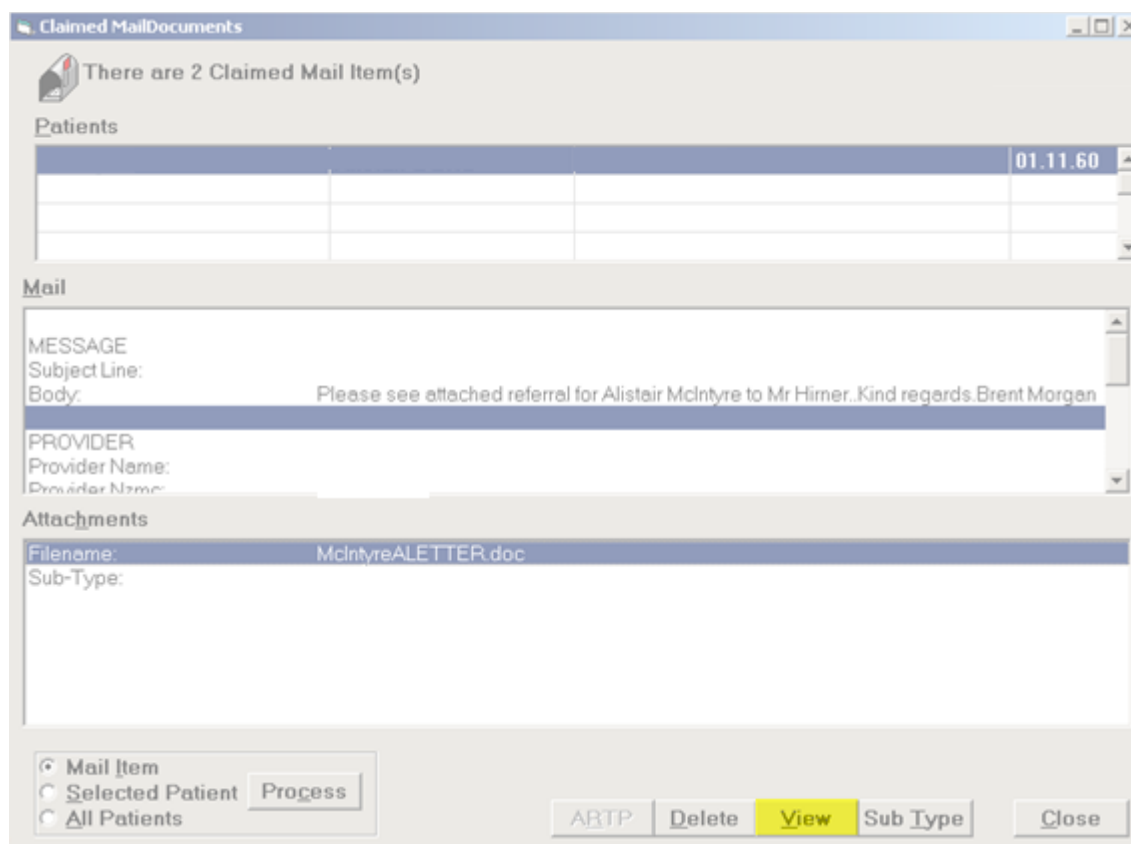

From claimed/unclaimed message list select correct patient and then click into the Mail section to display the name of attachment.
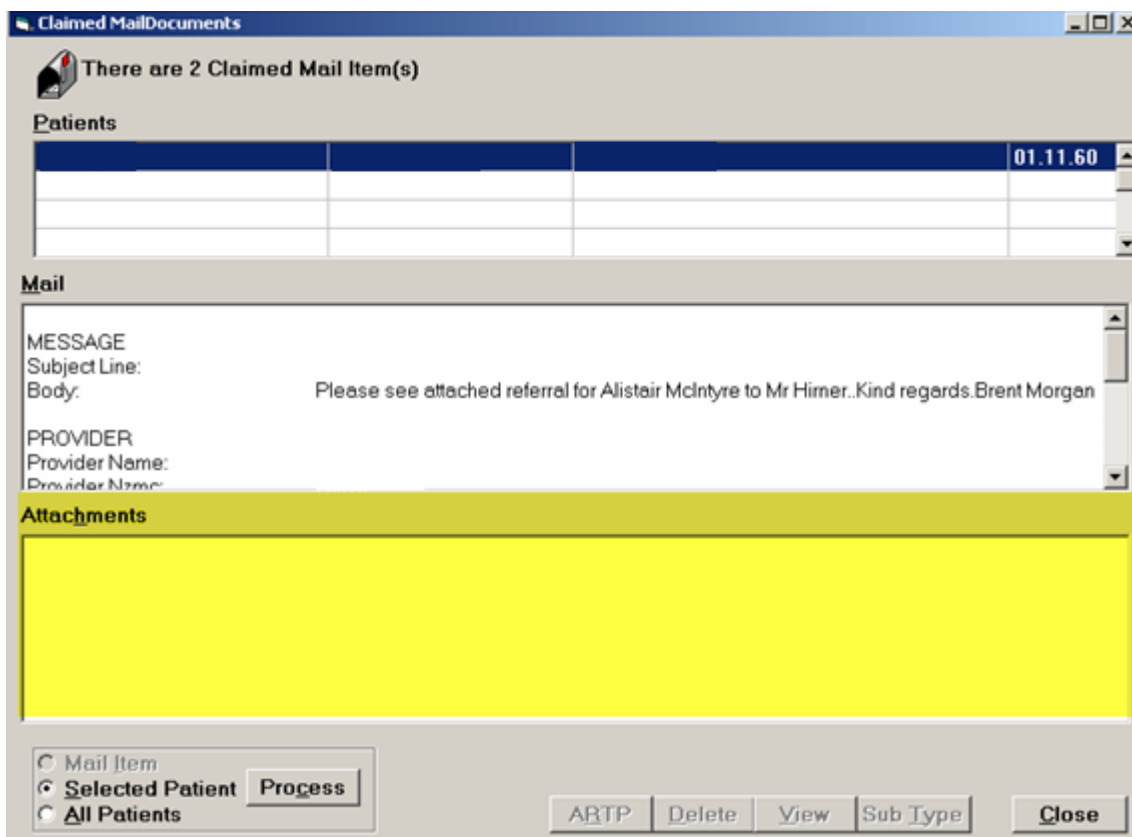
From the attachments section select the required attachment and then click on view button to load the attached document into appropriate viewer.

Once processed, the letter will display in Patient Files as '**Mail In**'

New Zealand
Phone toll free: 800 288 887
7.00am – 7.00 pm Monday-Friday
(AEST)

Australia
Phone toll free: 1800 125 036
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