Quick Start Guide

Sending a St John Medical Alarm Service referral from Medtech32

The St John Medical Alarm Service online referral form has been designed to make it easier for you to complete and submit a Medical Alarm Service referral for your patient electronically to St John. This guide has been created to show you the key steps involved in completing a St John Medical Alarm Service online referral form within Medtech32.

1. **Open the patient record**
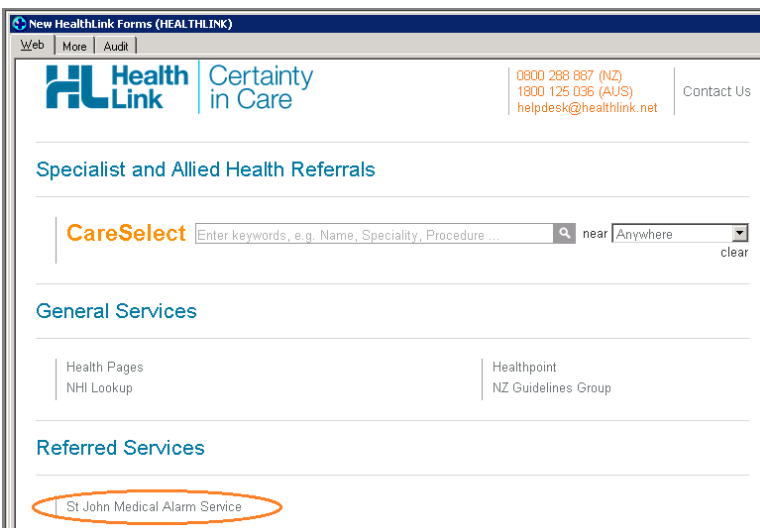   Search for the patient and open their medical record in Medtech32.

2. **Select the HealthLink icon**
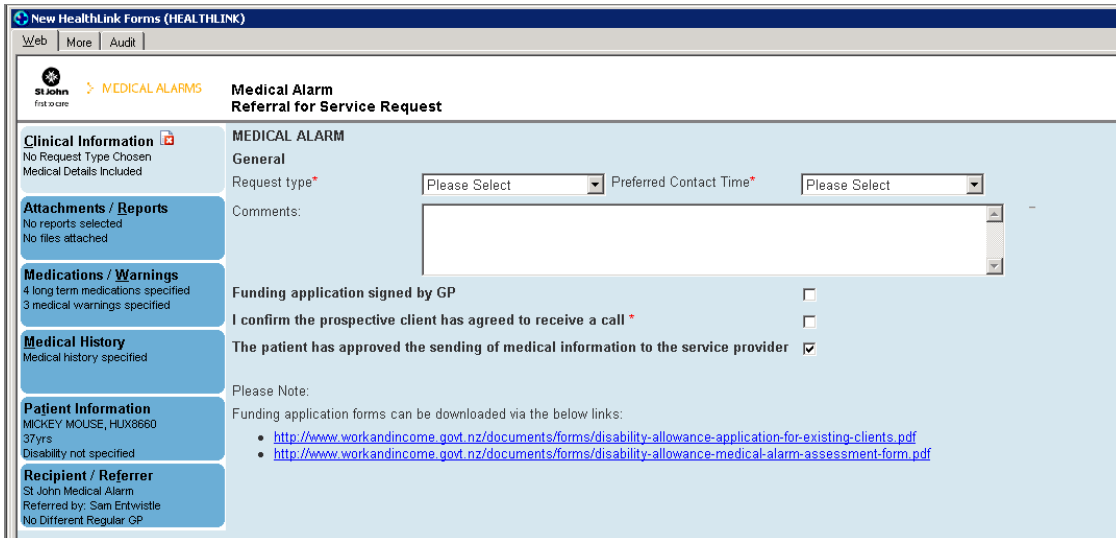   Select the HealthLink icon above the patient details banner.

The HealthLink launch page will display. Select St John Medical Alarm Service from the Referred Services section.

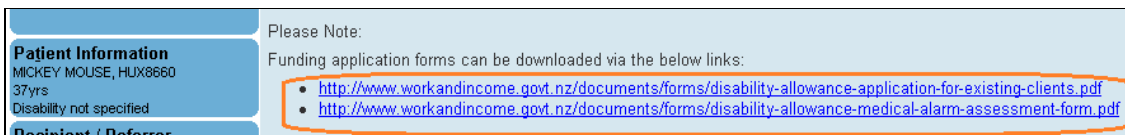3. **Complete the St John Medical Alarm Service referral form**

The St John Medical Alarm Service referral form will display and is very similar in format and functionality to a 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.
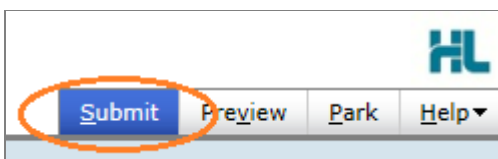

Should the patient not want medical information to be sent to St John, untick the 'The patient has approved the sending of medical information to the service provider' checkbox. This will remove a number of the form tabs, and prevent submission of the medical information within those tabs.

'Disability Allowance Application' and 'Disability Allowance – Medical Alarm Assessment' forms can be downloaded by clicking on the application form URL's within the St John Medical Alarm Service referral form.

4. **Submit the St John Medical Alarm Service referral form**

Select the 'Submit' button when you are ready to send your form to St John. The St John Medical Alarm Service referral form will be sent electronically via HealthLink.

Upon successful submission a copy of the St John Medical Alarm Service referral form will be displayed within the EMR showing the Referral Acknowledgement information.

Referral Sent and Acknowledged on 17/04/2015 at 09:30

Medical Alarm Referral for Service Request

Patient: MICKEY MOUSE, 37yrs, **NHI HUX8660**, F, DOB 05/07/1978, PH: Wrk 09 555 555, Hme 0800288887, Mob 021022077
13 Teed Street, Auckland, Newmarket, Auckland 1023
Referred by: Sam Entwistle, Millstone Family Practice, NZMC 123456, PH 09 358 0117, FAX 789457
(Test Referral)

Clinical Information

MEDICAL ALARM

General

Request Type:	Installation	Contact Time:	Early Afternoon

Patient wishes to apply for a Medical allowance
Patient has agreed to receive call
Patient has approved the sending of medical information to the service provider
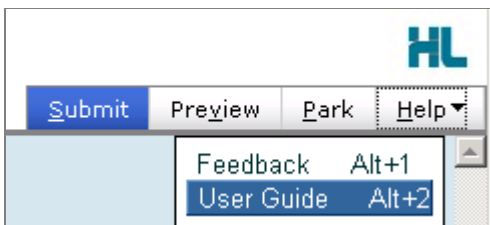
Medications / Warnings

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

Click on OK to close the submitted form view and return to the EMR.

5. Hints and Tips

a. St John Medical Alarm Service referral form help
To access the HealthLink eReferrals User Guide go to the 'Help' menu and click on the 'User Guide' link provided.

b. Access parked St John Medical Alarm Service referral form from patient electronic medical record
A parked St John Medical Alarm Service referral form can be found in the Parked Forms list (Module > Advanced Forms > Parked) in your electronic medical record within Medtech32.

c. Access submitted St John Medical Alarm Service referral form from patient electronic medical record

A copy of the St John Medical Alarm Service referral form submitted for the patient can be found in the Patient Forms list (Module > Advanced Forms > Patient Forms) and the Patient Outbox list (Module > Outbox > Patient Outbox) in your electronic medical record within Medtech32.

**For all 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