

Quick Start Guide

Sending a St John Medical Alarm Service referral from Medtech Evolution

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 Medtech Evolution.

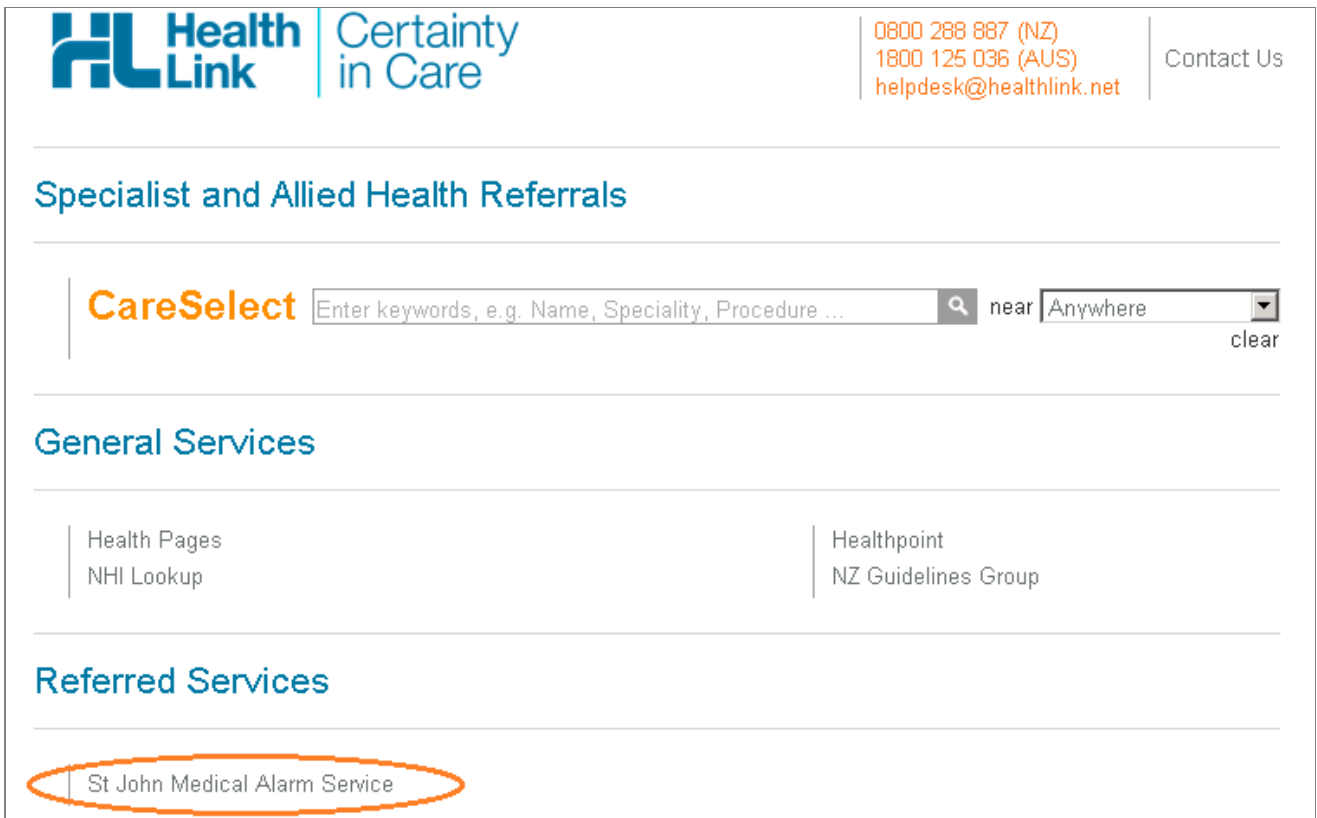
1. Open the patient record

Search for the patient and open their medical record in Medtech Evolution. Select the 'Patient' tab and click on the 'HealthLink Forms' icon above the patient details banner. The HealthLink launch page will display.



2. Launch the St John Medical Alarm Service Smart Form.

Select the St John Medical Alarm Service from the Referred Services section on the HealthLink launch page



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.

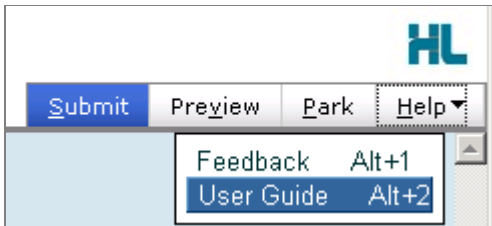
If you want to print a copy of the St John Medical Alarm Service referral form, select 'Print' at the end of your submitted form, remembering to select your default printer.

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

5. Hints and Tips

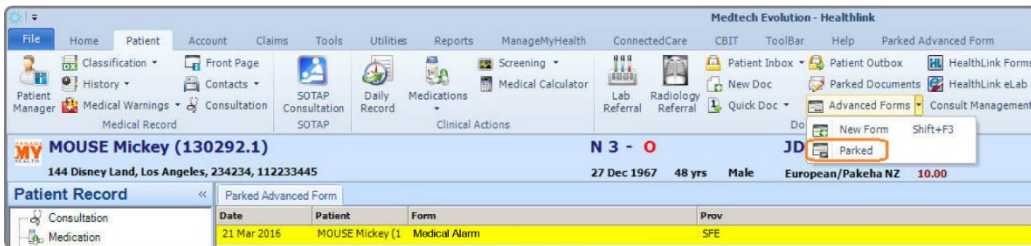
a. St John Medical Alarm Service referral form help

To access the HealthLink eReferrals User Guide go to the 'Help' menu and click on the 'User Guide' link provided.



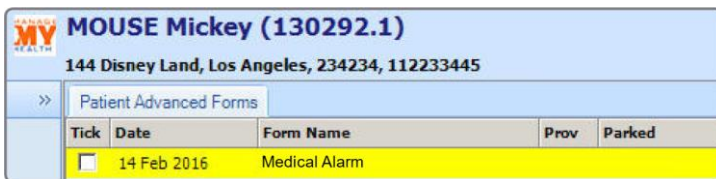
b. Access parked St John Medical Alarm Service referral form from patient electronic medical record

A parked St John Medical Alarm Service referral form can be found in the Parked Advanced Forms (Patients > Advanced Forms > Parked) in your electronic medical record.



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 Advanced Forms list (Patient > Advanced Forms) in your electronic medical record.



**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