

# Radiology Referral Quick Start Guide



## 1. Open the patient record

Search for the patient and open their medical record. Select the HealthLink icon above the patient details banner. The HealthLink launch page will display.



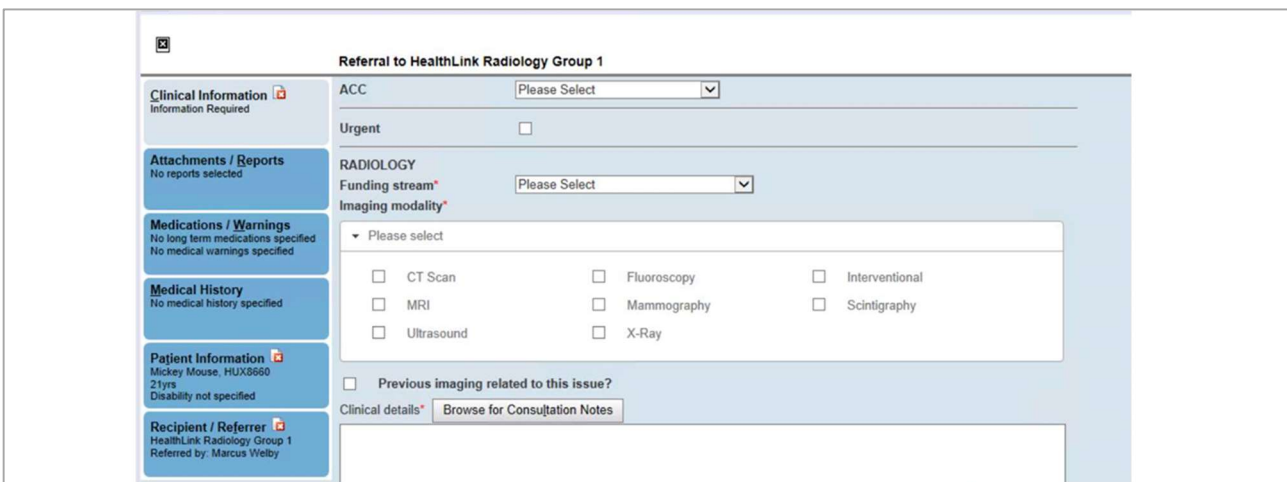
## 2. Launch the e-Referral SmartForm

Use the CareSelect search engine to search for the relevant radiology provider either by name or service required. A list matching the search criteria will be displayed. Click on the 'Compose Referral' button to launch the e-referral SmartForm.



## 3. Complete the e-Referral SmartForm

The e-referral SmartForm will display. Complete the relevant fields under each tab on the left. The form can be parked if you want to work on it later.



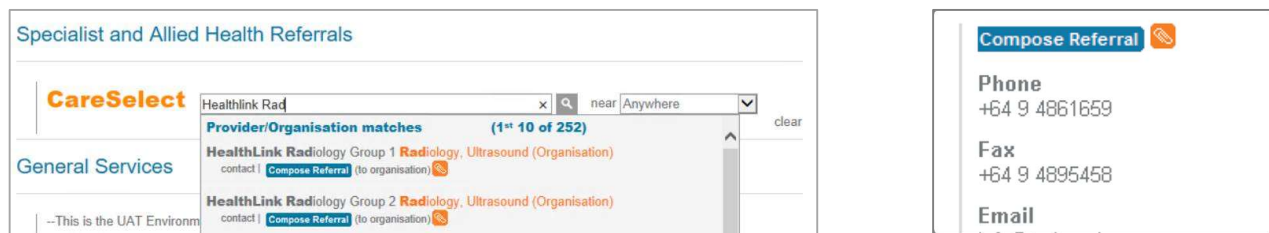
#### 4. Submit the e-Referral SmartForm

Select the 'Submit' button when you are ready to send your form to the relevant provider. The form will be sent electronically via HealthLink. If you want to print a copy of the form, select 'print' at the end of the submitted form, remembering to select your default printer.

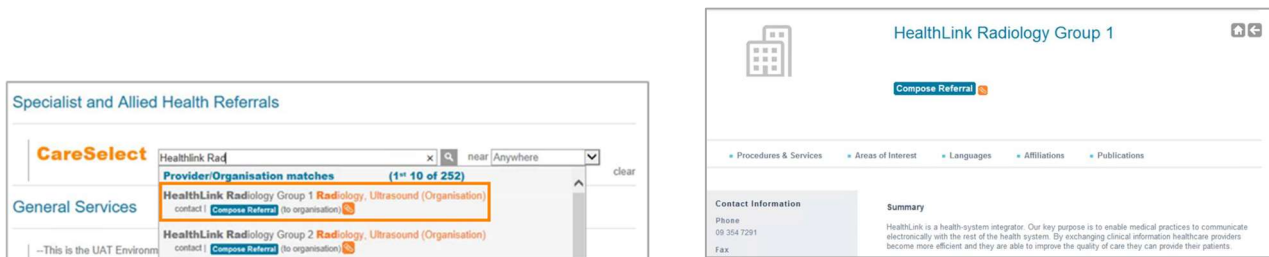


### Hints & Tips

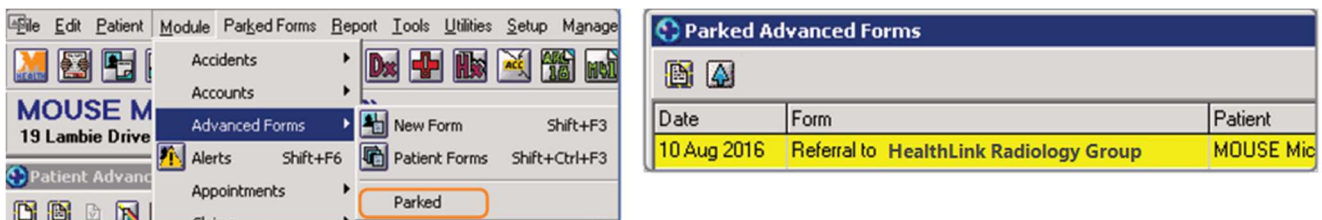
**View the organisation contact information and bio:** Click on 'Contact' in the list of providers/services matching the search criteria in CareSelect to view the contact information



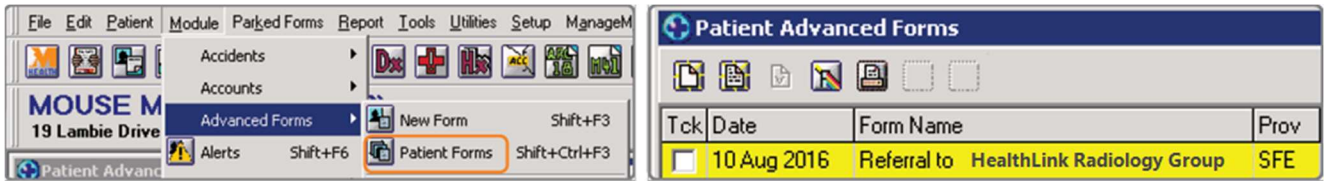
Click on the organization name, and the organization bio will be displayed providing details about the organization and the services offered (Compose Referral can be selected from this screen also)



**Access a parked e-Referral SmartForm from the patient electronic record:** A parked e-Referral SmartForm can be found in the Parked Advanced Forms list (Modules>Advanced Forms>Parked> in your electronic medical record.



**Access a Submitted e-Referral SmartForm from the patient electronic record:** A copy of the submitted e-Referral SmartForm can be found in the Advanced Forms list (Modules > Advanced Forms>Patient 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](mailto:helpdesk@healthlink.net)