HealthLink
connecting with care

Radiology Referral Quick Start Guide

myPractice
the friendlier EMR

1. Open the patient record

Search for the patient and open their clinical notes. Select the 'Forms' tab and click on the 'HealthLink Forms' option under WebForms. The HealthLink Launch page will display.

2. Launch the e-Referral SmartForm

Use the CareSelect search engine to search for the relevant 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.

Clanwilliam HEALTH

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.
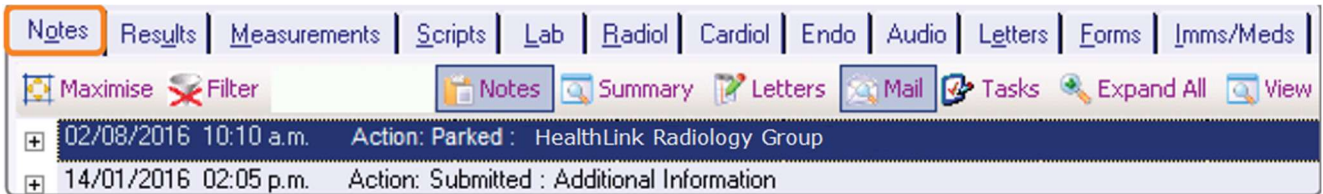

HINTS & TIPS

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)

Clanwilliam
HEALTH

Access a parked e-Referral SmartForm from the patient electronic record:

A parked e-Referral SmartForm can be found in the 'Notes' tab 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 'Notes' tab 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

Clanwilliam
HEALTH