

Radiology Referral Quick Start Guide



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.

N <u>o</u> tes Res <u>u</u> lts <u>M</u> eas	surements <u>S</u> cripts <u>L</u> ab	Radiol Cardiol Endo Audio Letters	Eorms Imms/Meds
Certificates	Forms / Documents (F8) =	WebForms (F9) Click here to filter ACC45 Form Healthlink Forms	Resources (F10)
Accident	Click here to filter		Click here to filter
Off Work	15M Well Child Check		Abdominal examination
Work Capacity (SB)	2Y Well Child Check		ACC Treatment Profiles

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.

Specialist and Allied Health Referrals CareSelect HealthLink Rad XQ near Anywhere V w preferred | clear Provider/Organisation matches (1st 10 of 252) ~ HealthLink Radiology Group 2 Radiology, Ultrasound (Organisation) contact | Compose Referral (to organisation) 207 matches found HealthLink Radiology Group 1 Radiology, Ultrasound (Organisation) bility: Sort by: A-Z | closest i contact | Compose Referral (to organisation) ferrals with

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.



×	Referral to HealthLink Radiology Group 1				
Clinical Information	ACC	Please Select	~		
momauon required	Urgent				
Attachments / <u>Reports</u> No reports selected	RADIOLOGY Funding stream [®] Imaging modality [®]	Please Select	~		
Medications / Warnings No long term medications specified No medical warnings specified	✓ Please select				
Medical History	CT Scan		Fluoroscopy	Interventional	
No medical history specified	MRI		Mammography	Scintigraphy	
	Ultrasound		X-Ray		
Patient Information D Mickey Mouse, HUX8660 21yrs Disability not specified	Previous imaging re Clinical details* Browse for	lated to this issue? r Consultation Notes	1		
Recipient / Referrer			_		

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

CareSelect	Healthlink Rad	× ٩	near	Anywhere		~	
	Provider/Organisation matches	(1st 10 of 252)			~		clear
General Services	HealthLink Radiology Group 1 Radiology, Ultr contact Compose Referral (to organisation)	rasound (Organisa	ation)				
	HealthLink Radiology Group 2 Radiology, Ult	rasound (Organisa	ition)				

Compo	ose Referi	ral 🚫
Phone +64 9	e 4861659	
Fax +64 9	4895458	
Email		

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)

			HealthLink Radiology Group 1	0G
Specialist and Allied	Health Referrals		Compose Referral	
CareSelect	Healthlink Rad x a near Anywhere Provider/Organisation matches (1** 10 of 252) clear	Procedures & Services	Areas of Interest - Languages - Affiliations - Publications	
General Services	HealthLink Radiology Group 1 Radiology, Ultrasound (Organisation) contact (Compose Referent (to organisation)	Contact Information Phone	Summary HealthLink is a health-system integrator. Our key purpose is to enable medical practices to commun	nic sta
This is the UAT Environm	HealthLink Radiology Group 2 Radiology, Ultrasound (Organisation) contact Compose Referral (to organisation)	09 354 7291 Fax	electronically with the rest of the health system. By exchanging clinical information healthcare provid become more efficient and they are able to improve the quality of care they can provide their patients	ders



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.

Notes Results <u>M</u> easurer	nents <u>S</u> cripts <u>L</u> ab <u>R</u> adiol Cardiol Endo Audio L <u>e</u> tters <u>F</u> orms <u>I</u> mms/Meds			
🔯 Maximise 🗲 Filter	📔 Notes 💽 Summary 🦹 Letters 🔯 Mail 🚱 Tasks 🔍 Expand All 💽 View			
O2/08/2016 10:10 a.m. Action: Parked : HealthLink Radiology Group				
+ 14/01/2016 02:05 p.m.	Action: Submitted : Additional Information			

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.

Notes Results <u>M</u> easurements <u>S</u> cripts Lab	<u>R</u> adiol Cardiol Endo Audio L <u>e</u> tters <u>F</u> orms <u>I</u> mms/Meds
🔯 Maximise 📡 Filter 📑 Notes 🖸	🖫 Summary 🛛 🔭 Letters 🔯 Mail 🚱 Tasks 🔍 Expand All 🔤 View
O2/08/2016 10:10 a.m. Action: Submitted : H	HealthLink Radiology Group
(<u>∓</u> 14/01/2016 02:05 p.m. Action: Submitted : Ac	dditional Information

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



