Radiology Referral Quick Start Guide

Profile for Mac

1. Open the patient record

Click on the e'Forms' icon from the profile for Mac toolbar menu. Search for the patient and click OK to open eForms on the context of the selected patient.

Click on the 'Add' icon on the 'eForms' screen. The HealthLink launch page will display.
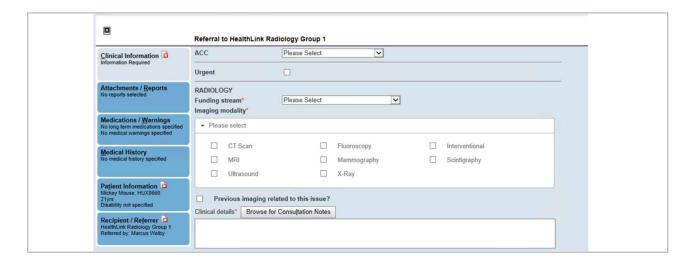

2. Launch the e-Referral SmartForm

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.

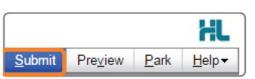## 3. Complete the e-Referral SmartForm

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.

Referral Sent and Acknowledged on 20/10/2020 14:38 NZDT

Referral to HealthLink Radiology Group 1
13-15 Teed Street, Auckland, Auckland, 1052, Ph:+64 9 354 7291

Referral ID: CSL-133108 (Test Referral)
Referral date: 20/10/2020 14:38 NZDT

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)

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Access a parked e-Referral SmartForm from the patient electronic record: A parked e-Referral SmartForm can be found in the eForms list 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 eForms list 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

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