

Quick Start Guide

Plenty Valley Community and Northern Health Referral SmartForm

CONTACT

If you require further technical support please contact:

HealthLink
helpdesk@healthlink.net
1800 125 036

If you have questions relating to the eReferral Program, please contact:

Plenty Valley Community Health
cooperst@pvchs.org.au
(03) 9409 8787

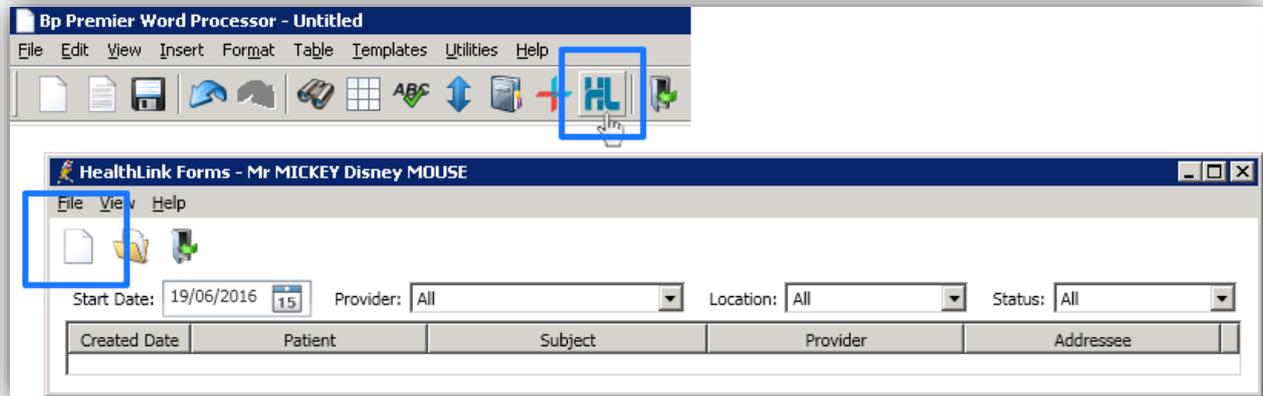
Northern Health
ACETS.Helpdesk@nh.org.au
1300 128 539

The Plenty Valley Community and Northern Health Referral SmartForm has been designed to make it easier for you to refer your patients electronically for services provided by PVCH and NH. This quick start guide has been developed to help you navigate the new digital form.

Best Practice Edition

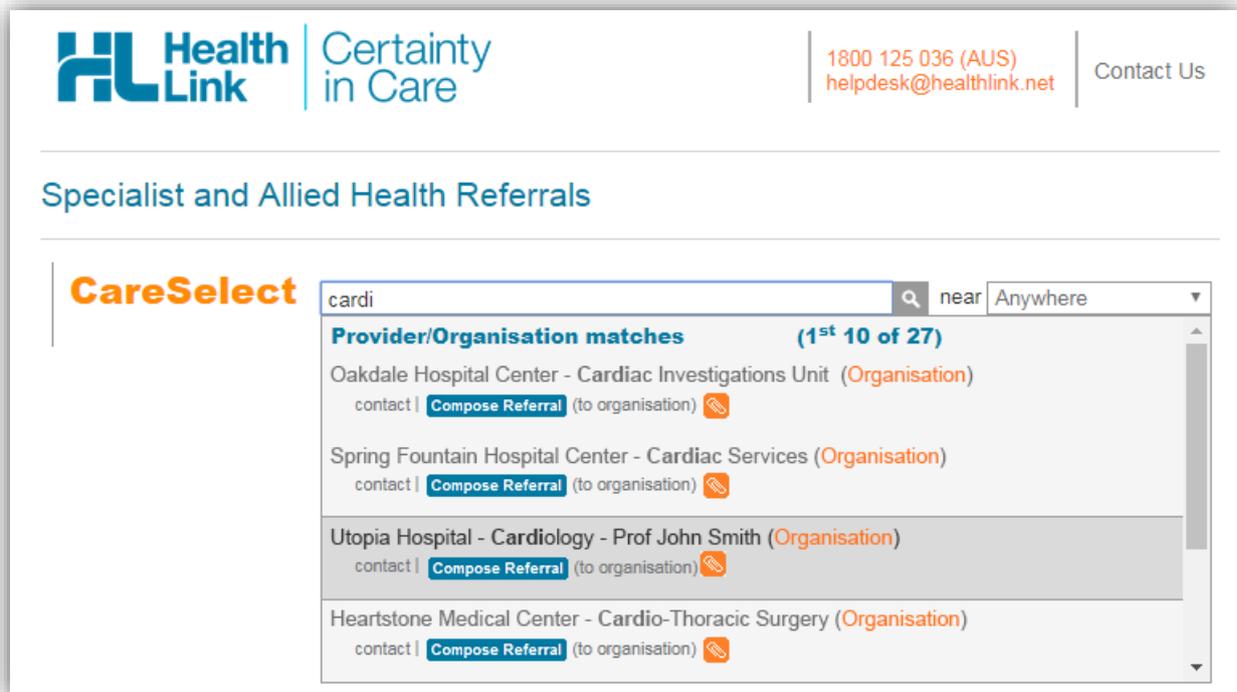
1. Open the patient record

Search for the patient and open their electronic medical record. Open the Best Practice Word Processor by clicking on the 'Letter' icon (or use the F4 on the keyboard). Then click on the 'HealthLink Forms' icon. In the HealthLink Forms window, click the 'New Form' button.



2. Launch the Form

Using the CareSelect service, search by service provider name or by the service required (e.g. cardiology). Matching search criteria will be displayed. Click on the 'Compose Referral' button to launch the form.



3. Complete the Form

The form will be displayed. At this point, you will have access to all the information necessary to complete the form for submission. If you need to do something else, you can 'Park' the form to save what you've currently done so far.

Depending on the selections you've made, additional fields will appear allowing you to include the relevant information necessary.

The [Browse for Consultation Notes](#) button will give you access to the clinical notes in patients' medical records. You can add clinical notes to the form by selecting the relevant records.

4. Include the relevant attachments

The 'Attachments / Reports' tab will give you access to all of the supporting documents that you may wish to attach to the form. You can select any item from the table – showing you patient medical records captured from the last six months. Or you can browse for files stored in Best Practice or in your local computer's file system.

5. Select relevant medications, warning and medical history items

The 'Medications / Warnings' and 'Medical History' tabs will give you access to the relevant pre-populated records. Just select those records that are relevant to the referral or add your specific notes if necessary.

Utopia Hospital Referral to Utopia Hospital - Cardiology - Prof John Smith Submit Preview Park Help

Requested Information
Cardiology - Prof John Smith

Attachments / Reports
No reports selected
1 file attached

Medications / Warnings
2 long term medications specified
1 medication specified
No medical warnings specified

Medical History
No medical history specified

Long Term Medications

Date	Details	Dose	Units	Instructions	
16/08/2017	COUMADIN (Warfarin sodium)		1	nocte	+
16/08/2017	FERRO-GRADUMET (Ferrous sulfate)		2	mane	x

Other Medications Browse for More Medications

Date	Details	Dose	Units	Instructions	
16/08/2017	SOMAC (Pantoprazole)				x

Medical Warnings

6. Ensure patient and referrer information is correct

With the Patient Information and Referrer Details tabs, you simply need to ensure that the information is correct. If a piece of required information is incomplete or incorrect, the form will notify you to complete or correct it.

Please fix the following errors:

- Patient Date Of Birth is a required field

Patient Information

Medicare Number*
6288253443 1

Medicare Expiry
[Calendar icon]

DVA Number
[Text input]

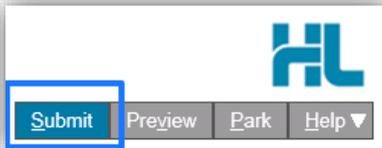
Date of birth*
[Red error box] [Calendar icon]

IHI
[Text input]

Pension Number
[Text input]

7. Submit the Form

Click on 'Submit' when you are ready to send your form. This will safely and securely send the form electronically via HealthLink and you will see a copy of the completed form containing an acknowledgement of receipt. If needed, you can print a copy by right-clicking on any area of the submitted forms and choosing 'Print'. Note that it is not necessary for the printed copy to be sent or taken to the hospital.



Referral Sent and Acknowledged on 20/06/2017 15:30 NZST

Utopia Hospital

Referral to Utopia Hospital - Cardiology - Prof John Smith

Patient: Mickey Mouse, 18yrs, M, DOB 22/02/1999
Residential address: 18 Aphis Street, Bellingen, NSW 2454
Postal address: same as residential address
Referred by: A. Practitioner, HealthLink Limited, Prov. No. 3340332Y, Reg. No. 0000000Y

Accessing Parked Forms

To access a parked form from the patient's record, select 'HealthLink Forms' under the 'View' menu. From the available listing, double-click on the parked form you would like to open.

HealthLink Forms - Mr MICKEY MOUSE

File View Help

Start Date: 19/06/2016 Provider: All Location: All Status: All

Created Date	Patient	Subject	Provider	Addressee	Status
11/08/2016	MICKEY MOUSE	Utopia Hospital	Dr Ross Hendry	lifetest	Parked
28/02/2017	MICKEY MOUSE	Utopia Hospital	Dr Ross Hendry	lifetest	Parked

Accessing Submitted Forms

A copy of the submitted form can be found by selecting 'HealthLink Forms' under the 'View' menu. To open, double click the selected form.

HealthLink Forms - Mr MICKEY MOUSE

File View Help

Start Date: 19/06/2016 Provider: All Location: All Status: All

Created Date	Patient	Subject	Provider	Addressee	Status
11/08/2016	MICKEY MOUSE	Utopia Hospital	Dr Ross Hendry	lifetest	Completed
28/02/2017	MICKEY MOUSE	Utopia Hospital	Dr Ross Hendry	lifetest	Completed

For all queries, please call the
HealthLink Customer Support Line:

Monday to Friday (except public holidays) 8am- 6pm
Phone 1800 125 036 Support email: helpdesk@healthlink.net



HealthLink
Level 3, 13-15 Teed Street
Newmarket, Auckland 1023
New Zealand

www.healthlink.net
helpdesk@healthlink.net

HealthLink helps over 30,000 healthcare practitioners deliver certainty in care by enabling them to exchange patient information quickly, reliably and securely.

1800 125 036 (AU)
0800 288 887 (NZ)