

This quick guide shows how to send e-referrals from Best Practice and Medical Director to outpatient services.

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## Part 1: Send the referral

### ❖ Best Practice Users:

#### Step 1: Open the Patient Record

Search for the patient and open their electronic medical record.

#### Step 2: Two options to Launch the Electronic Referral Form

2a. Click "HL" letter icon in blue, then another window will launch, and all the available Referred Services will be listed there.

#### Option 1

Ms Cox Marie

File Open Request Clinical View Utilities My Health Record Bp Comms Help

Family members: Ms Cox Marie Jump Open

Name: Cox Marie D.O.B.: 24/01/1942 Age: 80 yrs Birth Sex: Female 106h 15m 37s Finalise visit My Health Record

Address: 5 Wolseley Cres Point Piper 2060 Phone: (m) 0412345678 Email:

Medicare No: Record No.: Pension No.: Comment:

Occupation: Tobacco: Alcohol: Elite sports: Ethnicity:

Blood Group: Breast Feeding: Parity: Pregnant: No Advance Health Directive:

Allergies / Adverse Drug Reactions: Reactions: Notifications: Fact Sheets Preventive Health Actions Reminders

Item	Reaction	Severity
Nil Known	Unknown	

Type	Due	Reason
Preventive health	05/08/2022	Influenza vaccination should be considered!
Preventive health	05/08/2022	Vaccination against pneumococcus should be considered!
Preventive health	05/08/2022	Vaccination against shingles should be considered!
Preventive health	05/08/2022	A smoking history should be recorded!

There are unchecked reports for this patient!

Or 2b: Click "View" -> Select "HealthLink Forms".

Ms Cox Marie

File Open Request Clinical View Utilities My Health Record Bp Comms Help

Contacts F11

Contact Notes

Previous patients Shift+F2

Data conversion notes

Pharmaceutical Products Explorer Ctrl+F12

MIMS Product Information F12

MIMS Consumer Medicines Information Shift+F12

Patient Education material Shift+F11

Fact Sheets

3DAnatomica

**HealthLink Forms**

NPS RADAR Documents

Audit Log

Refresh F5

D.O.B.: 24/01/1942 Age: 80 yrs Birth Sex: Female 107h 0m 25s Finalise visit My Health Record

Address: 2060 Phone: (m) 0412345678 Email:

Record No.: Pension No.: Comment:

Breast Feeding: Parity: Pregnant: No Advance Health Directive:

Reactions: Notifications: Fact Sheets Preventive Health Actions Reminders

Type	Due	Reason
Preventive health	05/08/2022	Influenza vaccination should be considered!
Preventive health	05/08/2022	Vaccination against pneumococcus should be considered!
Preventive health	05/08/2022	Vaccination against shingles should be considered!
Preventive health	05/08/2022	A smoking history should be recorded!

There are unchecked reports for this patient!

Add Edit Delete Print

Script date: 5/08/2022 Tick the boxes of the items that you want to print Items in red have been calculated to have been fully used

Drug name	Strength	Dose	Quantity	Rpts.
<input type="checkbox"/> Painstop Day time 120mg,5mg/5m	120mg,5mg/5r	Before bed.	1x200mL	0

After another window launches, select "New Form".

HealthLink Forms - Ms Cox Marie

File View Help

**New Form** Ctrl+N

Open Form Ctrl+O

Close Ctrl+F4

Start Date: 9/07/2022 End Date: 9/08/2022 Provider: All Location: All Status: All

Created Date	Patient	Subject	Provider	Addressee	Location	Status	Message ID
21/07/2022	Ms Cox Marie	NSLHD Hospital in the Home	Dr Best Practice	nslhnref	HealthLink Townsville	Completed	HITH-670
08/08/2022	Ms Cox Marie	NSLHD Hospital in the Home	Dr Best Practice	nslhnref	HealthLink Townsville	AutoSaved	HITH-992
28/07/2022	Ms Cox Marie	NSLHD Hospital in the Home	Dr Best Practice	nslhnref	HealthLink Townsville	Completed	HITH-804
05/08/2022	Ms Cox Marie	NSLHD Hospital in the Home	Dr Best Practice	nslhnref	HealthLink Townsville	AutoSaved	HITH-946
27/07/2022	Ms Cox Marie	NSLHD Hospital in the Home	Dr Best Practice	nslhnref	HealthLink Townsville	Completed	HITH-705
08/08/2022	Ms Cox Marie	NSLHD Hospital in the Home	Dr Best Practice	nslhnref	HealthLink Townsville	AutoSaved	HITH-989
18/07/2022	Ms Cox Marie	NSLHD Hospital in the Home	Dr Best Practice	nslhnref	HealthLink Townsville	Completed	HITH-665
13/07/2022	Ms Cox Marie	NSLHD Hospital in the Home	Dr Best Practice	nslhnref	HealthLink Townsville	Completed	HITH-652

❖ **Medical Director Users:**

**Step 1: Open the Patient Record**

Search for the patient and open their electronic medical record.

**Step 2: Click “HL HealthLink Tab” -> Select “New Form”**

Date Created	Form Status	Message ID	Type	Subject	Description	Recipient	Sender
18/07/2022 12:05:45 p.m.	Submitted	HITH-663	NSLHD Hospital in the Home	NSLHD Hospital in the Home	NSLHD Hospital in the Home	nshnref	Dr Bronwn Gillespie
18/07/2022 12:03:13 p.m.	Submitted	HITH-662	NSLHD Hospital in the Home	NSLHD Hospital in the Home	NSLHD Hospital in the Home	nshnref	Dr Bronwn Gillespie
5/07/2022 2:01:59 p.m.	Autosaved	HITH-604	NSLHD Hospital in the Home	NSLHD Hospital in the Home	NSLHD Hospital in the Home	nshnref	

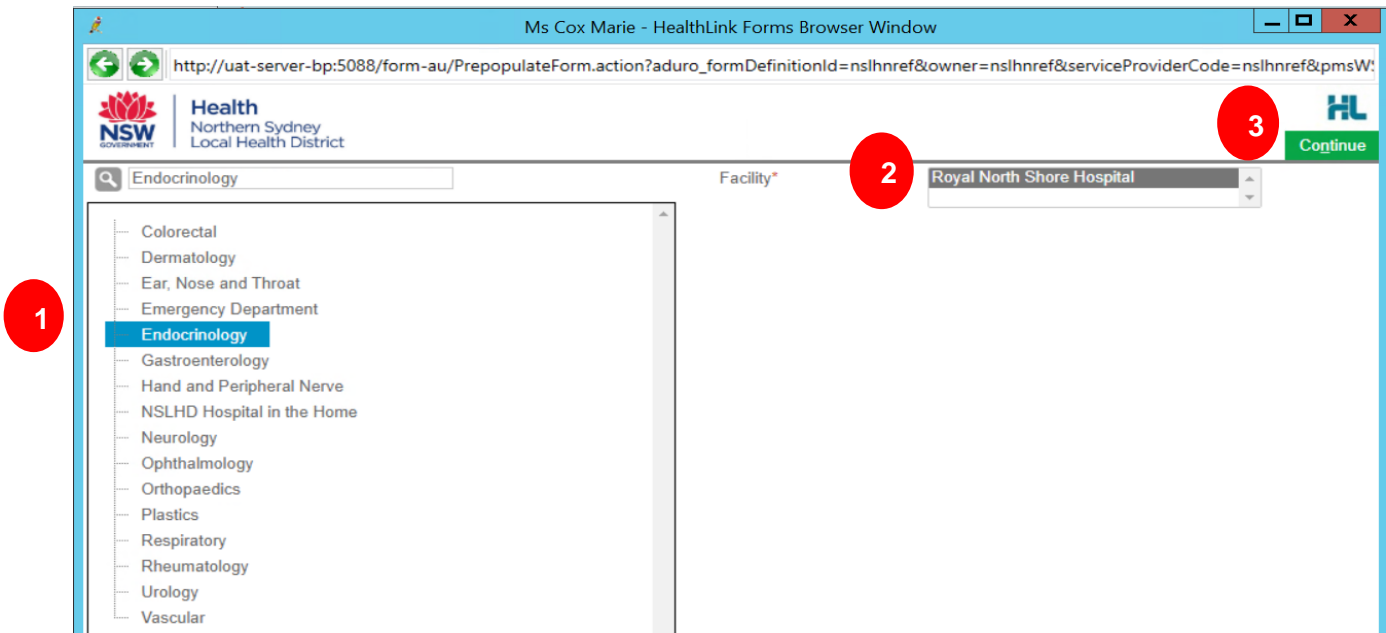
❖ **For both Best Practice and Medical Director Users:**

**Step 3: Under Referred Services section, select “Northern Sydney Local Health District Services”.**

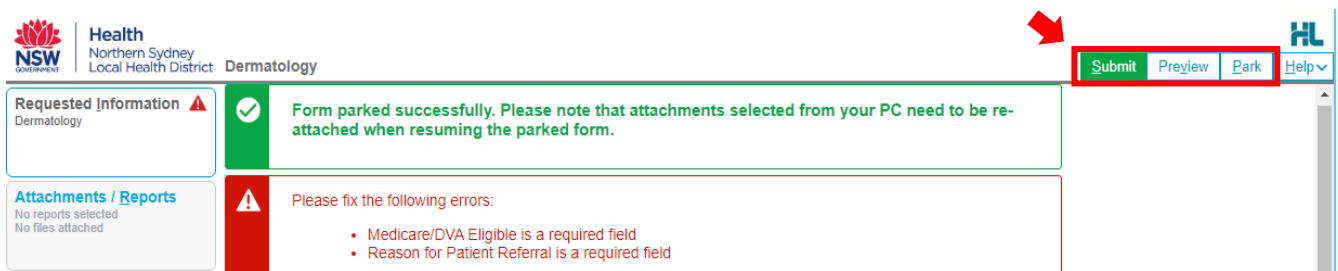
ACT Health Epic Test  
AU Radiology Referrals  
Banyule Community Health  
Carrington Community Health  
Chris O'Brien Lifehouse Services  
Eastern Health  
HealthLink Logging Service  
Hearing Australia Medical Certificate  
Konnnect Certificate of Capacity  
Mercy Hospital for Women  
My Aged Care Referral  
Northern Health  
**Northern Sydney Local Health District Services**  
PRP Diagnostic Imaging  
Sydney Local Health District Services  
Tasmanian Health Service  
Vendor Validation Tool

Application for ACT Approval to Prescribe Controlled Medicines  
Austin Health  
Canberra Health Services - Outpatient and Community Referral Form  
ccChiP - Cardiometabolic Health in Psychosis  
DPV Community Health  
EMR API Test App  
HealthLink Logging Service  
Heartbeat Health Summary  
Mater Health Referrals  
Monash Health Specialist Consulting Clinics  
NNSW Local Health District (NNSWLHD)  
Northern NSW Local Health District services  
Online Medical Certificate for QLD CTP Claim  
SA Health  
Sydney Local Health District Women's Health  
Transport for NSW

**Step 4:** Choose the appropriate service, then the Facility, then select “Continue” button.



**Step 5:** After filling in the form, you can preview the form to fix any issues or park the form before adding more information later.

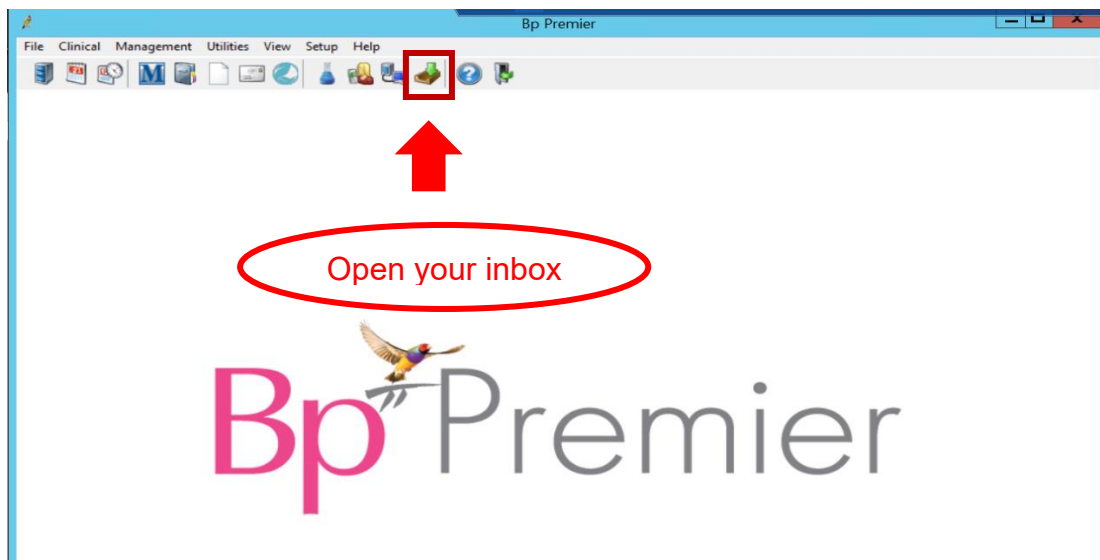


**Step 6:** Submit form.

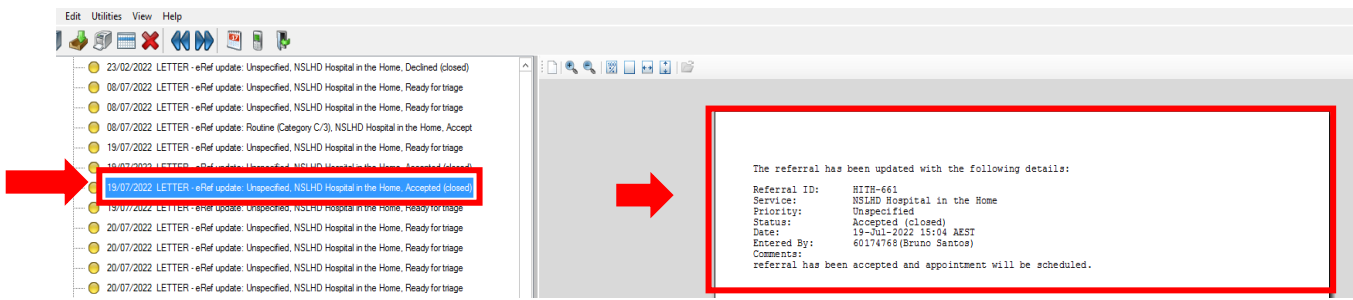
## Part 2: Check the notifications on progress of the referral forms

### ❖ Best Practice Users:

**Step 1:** Click the “correspondence in” icon to open your inbox.

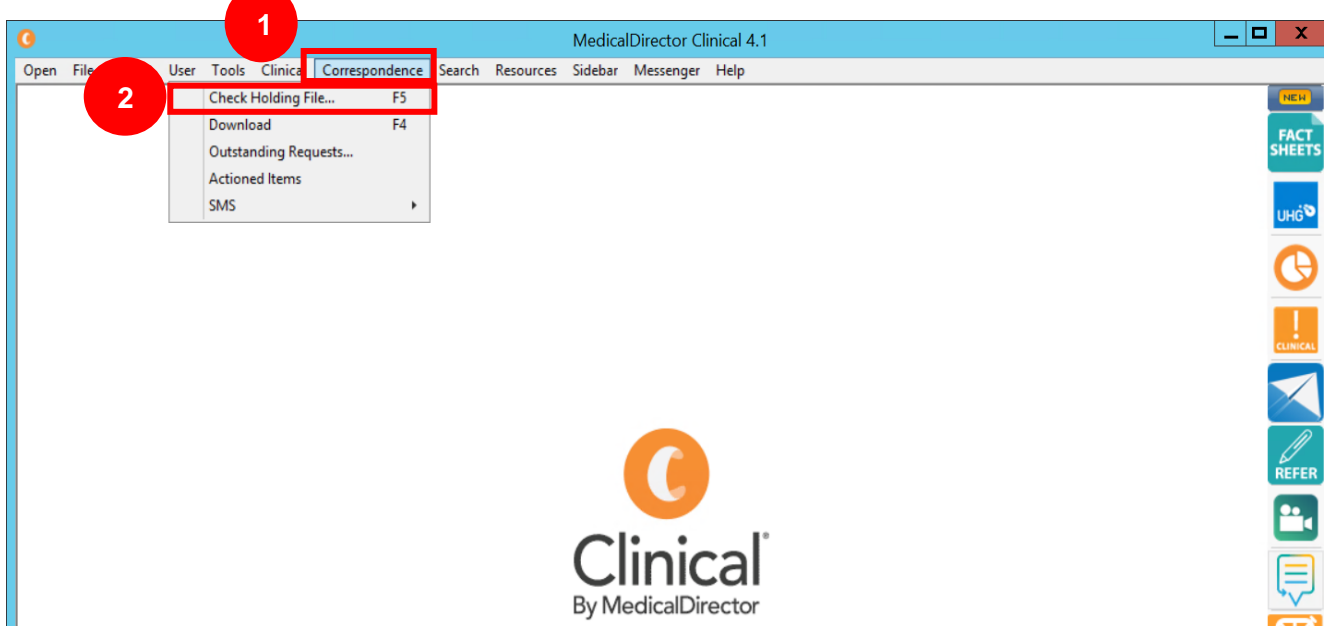


**Step 2:** View the list of notifications, select a particular one and the full notification will be displayed.



❖ **Medical Director Users:**

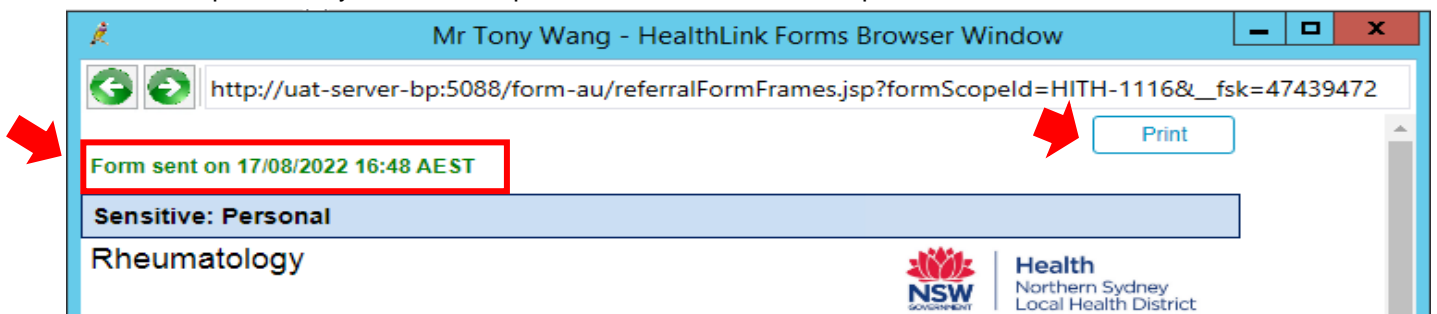
**Step 1:** Click the “correspondence” icon, then select Check Holding File.



**Hot tips:**

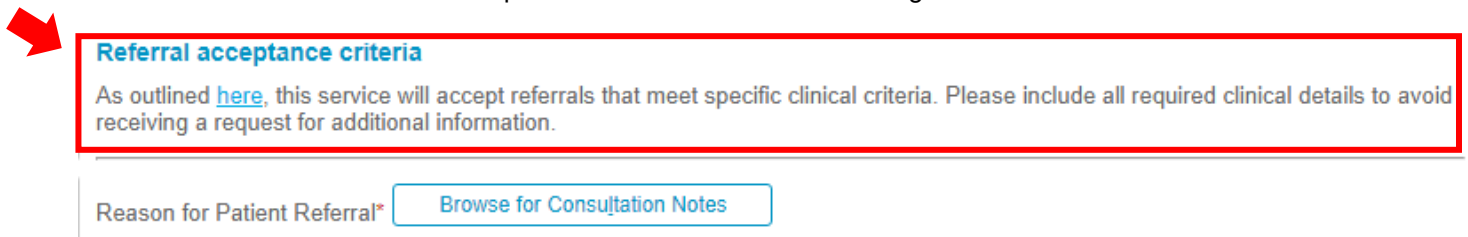
- **Referral acknowledgement**

- Date and time will be displayed when each referral form is sent successfully.
- Select print, then you can either print or save the referral as a pdf file.



- **Referral acceptance criteria listed in the link provided in Health Pathways.**

- Please check the “Referral acceptance criteria” section before filling “Reason for Patient Referral”.



- **Ensure all the relevant Attachments/Reports are attached.**
  - On the left side, click 2<sup>nd</sup> Tab, either “Browse for Patient Document” or “Browse for Local File” to attach all the relevant documents for the referral and please check the file formats before uploading.

Healthlink Northern Sydney Local Health District Dermatology

Requested Information Dermatology

Attachments / Reports  
No reports selected  
No files attached

Medications / Warnings  
No long term medications specified  
No medications specified  
No medical warnings specified

Medical History  
No medical history specified

Patient Information  
Tony Wang  
No patient ID available  
01/05/1971

Referrer Information  
Best Practice  
0000000Y

Diagnostic Reports / Patient Documents

Browse for Patient Document Browse for Local File

Attach file from EMR supports: gif, html, jpeg, doc, docx, pdf, txt, rtf, tiff  
Attach file from Computer supports files that end in types: doc, docx, gif, htm, html, jpeg, jpg, pdf, rtf, tif, tiff, txt

Caution: larger attachments may take significant time to preview

<input type="checkbox"/>	Date	Name	Comments	Type	Size	
<input type="checkbox"/>	17/08/2022	NSLHD Hospital in the Home.HTML		html	5 KB	
<input type="checkbox"/>	08/08/2022	NSLHD Hospital in the Home.HTML		html	5 KB	
<input type="checkbox"/>	05/08/2022	NSLHD Hospital in the Home.HTML		html	5 KB	
<input type="checkbox"/>	28/07/2022	NSLHD Hospital in the Home.HTML		html	5 KB	
<input type="checkbox"/>	28/07/2022	NSLHD Hospital in the Home.HTML		html	5 KB	
<input type="checkbox"/>	28/07/2022	NSLHD Hospital in the Home.HTML		html	5 KB	
<input type="checkbox"/>	28/07/2022	NSLHD Hospital in the Home.HTML		html	5 KB	
<input type="checkbox"/>	28/07/2022	NSLHD Hospital in the Home.HTML		html	5 KB	
<input type="checkbox"/>	27/07/2022	NSLHD Hospital in the Home.HTML		html	5 KB	
<input type="checkbox"/>	27/07/2022	NSLHD Hospital in the Home.HTML		html	5 KB	

**Help:**

- For Healthlink system related questions, please contact HealthLink on 1800 125 036 or [register@healthlink.net](mailto:register@healthlink.net)
- Link to videos and guides to support GPs.

**Best Practice** <https://vimeo.com/clanwilliamhealth/healthlink-smartforms-bestpractice>

**Medical Director** <https://vimeo.com/clanwilliamhealth/healthlink-smartforms-medicaldirector>

**Genie** <https://vimeo.com/clanwilliamhealth/healthlink-smartforms-genie>