![HL Health Link | Certainty in Care]

QUICK START GUIDE

Victorian Statewide Referral SmartForm

built based on the GP SCTT2012

The Victorian Statewide SmartForm has been designed to make it easier for you to refer your patients electronically to Austin Health, Northern Health, Eastern Health, Banyule Community Health, Carrington Community Health and DPV Health.

This quick start guide has been developed to help you navigate the new digital form.

Austin HEALTH | BANYULE Community Health | DPV Health | Carrington Health *Your Community Partner* | easternhealth | Northern Health

phn EASTERN MELBOURNE *An Australian Government Initiative*

## Medical Director Edition

Contact

If you require further technical support please contact:
HealthLink
helpdesk@healthlink.net
1800 125 036

If you have questions relating to the Victorian eReferral Program, please contact:
Digital Health Team, Eastern Melbourne PHN
(03) 9046 0300

1. Open the patient record

Search for the patient and open their medical record. Go to the 'HealthLink' tab and click on 'New Form'. The HealthLink launch page will be displayed.
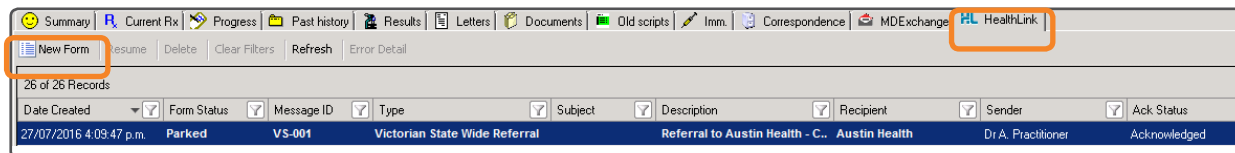
2. Select the provider

From the list of service providers, click on the provider you would like to refer the patient to. This will bring up the Services Selection page.
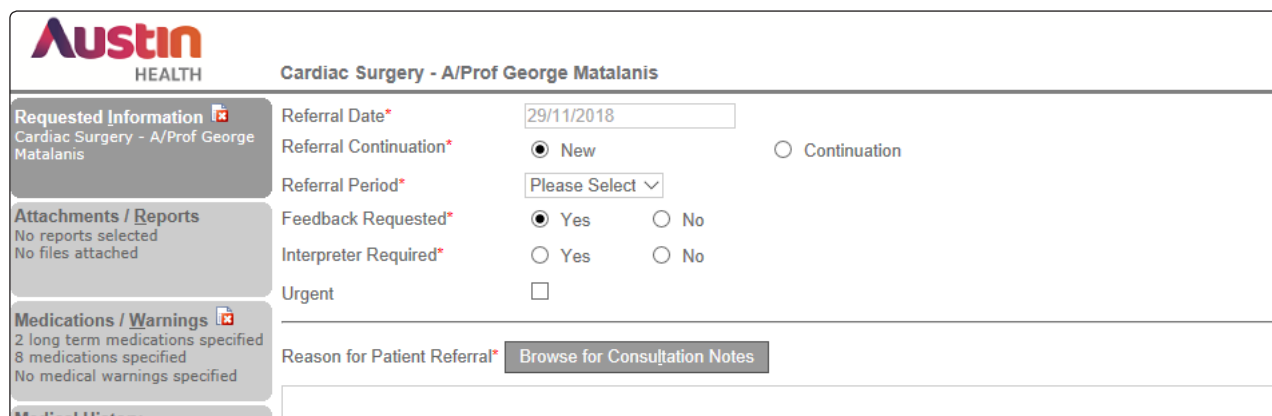
Referred Services

Austin Health	Banyule Community Health
Carrington Community Health	DPV Community Health
Eastern Health	Northern Health

3. Select the service and launch the form

Select the required service from the list of services available for provider. You can also search for the service using the top Search bar. Click on 'Continue' button to launch the form.
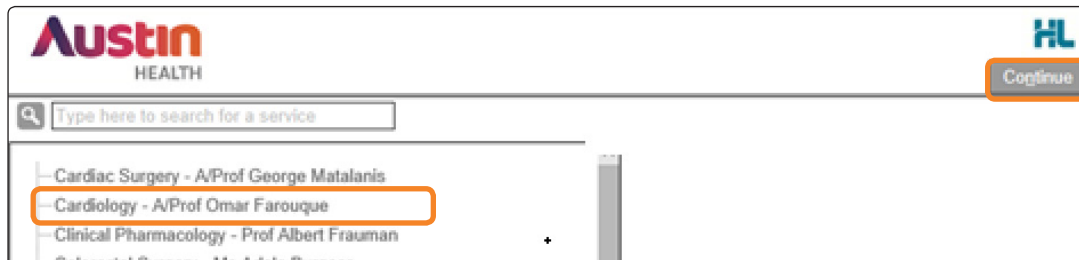
4. Complete the form

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 your progress and complete at a later time.

The **Browse for Consultation Notes** button will give you access to the clinical notes in patient's medical records. You can add clinical notes to the form by selecting the relevant records.

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5. Include the relevant attachments

The 'Attachments and Reports' tab will give you access to all of the supporting documents that you may wish to attach to the form. You can either select it from within the table - this will pre-populate with data in the patient medical record from the last six months. Otherwise you can browse for other relevant files stored in Medical Director or in your local computer's file system.

6. Select relevant medications, warnings 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.

7. Ensure patient and referrer information is correct

With the Patient Information and Referrer Details tabs, you simply need to ensure that information is correct. If a piece of required information is not completed or incorrect you will see the validation symbol displayed on the tab. To complete it, just click on the tab and fill in the required field.

8. 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 form and choose 'Print'. Note, it is not necessary for the printed copy to be sent or taken to the hospital.

Hints and tips

Preview or Park Forms: Preview a form before submission or park a form for later completion with the buttons on the top right hand corner on the form.


Accessing Parked Forms: To access a parked form from the patient's record, select the 'HealthLink' tab. From the available listing, double-click on the parked form you would like to open.
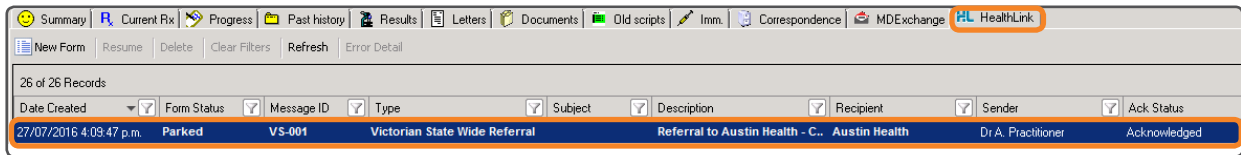
Accessing Submitted Forms: A copy of the submitted form can be found by selecting 'Letter' tab. To open, double-click the selected form.
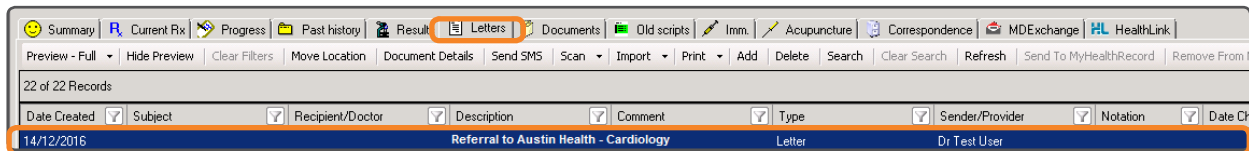
Alternative way to open the Form: Search for the patient and open their electronic medical record. Select the 'HealthLink' tab and click on the 'New Form' option to open the HealthLink launch page.
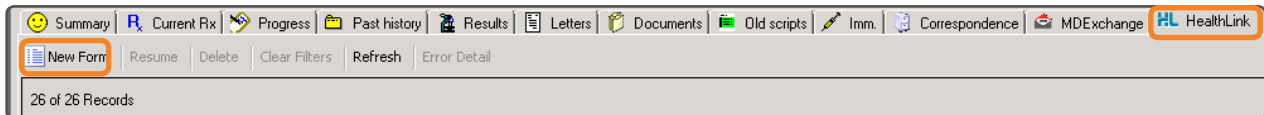
For all queries, please call the
HealthLink Customer Support Line

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

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HealthLink delivers certainty in care to over 50,000 healthcare practitioners by integrating their computer systems and enabling them to exchange data, quickly, reliably and securely.

1800 125 036 (AU office)