



**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.*



### Portal Edition

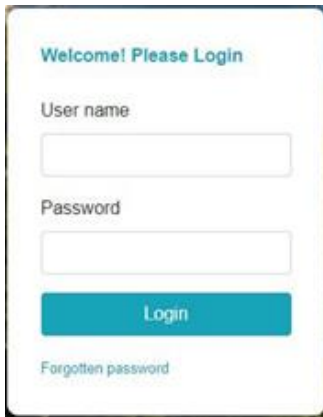
#### Contact

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

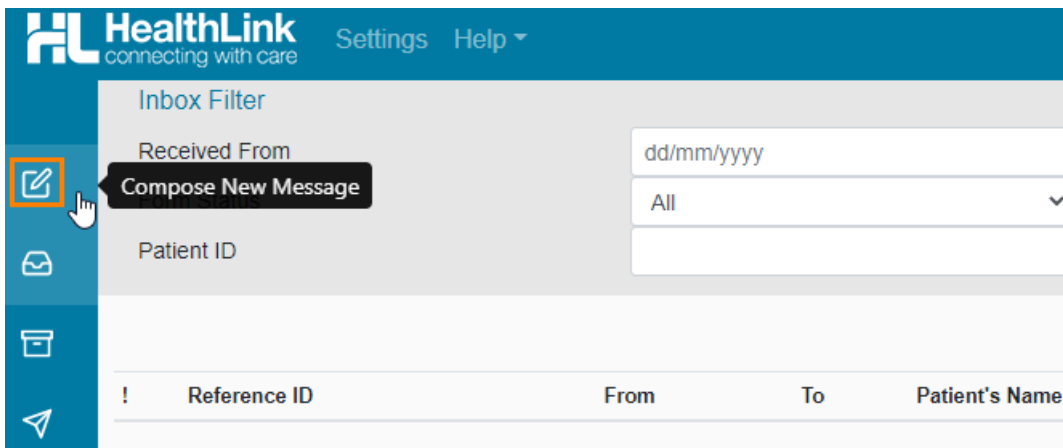
## 1. Login to MyHealthLink Portal

In your preferred Web Browser go to <https://auportal.healthlink.net/hlkportal/login> and log in using your account username and password.



## 2. Compose New Message

Click the 'Compose New Message' icon to start a new referral form.



## 3. 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.



## 4. 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.



## 5. 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.

**Austin HEALTH** Cardiac Surgery - A/Prof George Matalanis

**Requested Information** Cardiac Surgery - A/Prof George Matalanis

Referral Date\* 29/11/2018

Referral Continuation\*  New  Continuation

Referral Period\* Please Select

Feedback Requested\*  Yes  No

Interpreter Required\*  Yes  No

Urgent

Reason for Patient Referral\* [Browse for Consultation Notes](#)

**Attachments / Reports** No reports selected No files attached

**Medications / Warnings** 2 long term medications specified 8 medications specified No medical warnings specified

**Medical History**

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.

## 6. 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, from your local computer file system. If the patient has an extensive list of medications, allergies, alerts or medical history, then these documents can also be included as an attached document in the 'Attachments and Reports' tab.

**Attachments / Reports** No reports selected No files attached

[Browse for Local File](#)

Diagnostic Reports / Patient Documents

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

**Medications, Allergies, Alerts** No long term medications specified No medications specified No medical warnings specified

**Medical, Social and Family History** No medical history specified

## 7. Include relevant medications, warnings and medical history items

The 'Medications/Warnings' and 'Medical History' tabs will give you access to manually enter all relevant information and specific notes necessary for the referral. If the patient has an extensive list of medications, allergies, alerts or medical history, then these documents can also be included as an attached document in the 'Attachments and Reports' tab instead.

**Attachments / Reports** No reports selected No files attached

**Medications, Allergies, Alerts** No long term medications specified No medications specified No medical warnings specified

**Medical, Social and Family History** No medical history specified

**Current Medications**

Date	Details	Dose	Units	Instructions	+
No records found.					

**Past Relevant Medications**

Date	Details	Dose	Units	Instructions	+
No records found.					

**Allergies and Alerts**

Date	Description	Comments	+
No records found.			

## 8. Complete all patient information and ensure referrer information is correct

Complete the Patient Information tab and fill in the provided fields. If a piece of required information is not completed or incorrect you will see the validation symbol displayed on the tab. With the Referrer Details tab, you simply need to ensure that the information is correct.

<b>Patient Information</b> John Walton No Medicare Number 24/11/1975	<b>First name*</b> <input type="text" value="John"/>	<b>Middle name</b> <input type="text"/>
	<b>Last name*</b> <input type="text" value="Walton"/>	
<b>Recipient / Referrer</b> Test User 0000000Y	<b>Gender*</b> <input type="text" value="Male"/>	<b>Indigenous Status*</b> <input type="text" value="Neither Aboriginal nor Torres Strait Islander"/>

## 9. 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.

			
<b>Submit</b>	Preview	Back	Help ▾

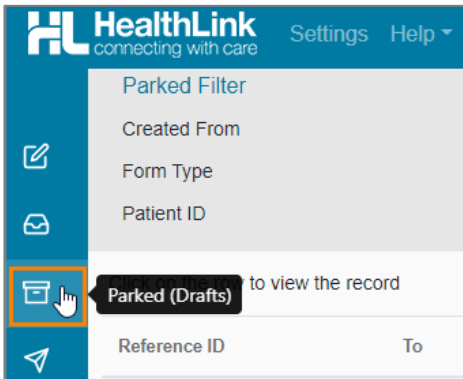
<b>Referral Sent and Acknowledged on 29/11/2018 10:46 NZDT</b>	
Cardiac Surgery - A/Prof George Matalanis	
Patient: MICKEY MOUSE, 19yrs, M, DOB 22/02/1999, PH: 0401 201 201, Wtk <a href="tel:0392342322">03 9 2342322</a> , Hme <a href="tel:0395353222">03 9 5353222</a> Residential address: 95 Pitt Street, Apartment, Sydney, NSW 2000 Postal address: 9600 Pitt Street, Apartment, Sydney, NSW 2000 Referred by: Sam Entwistle, Millstone Family Practice, Prov. No. 889843, PH <a href="tel:0393580116">03 9 358 0116</a> , FAX 03 9 4433456	

## 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.

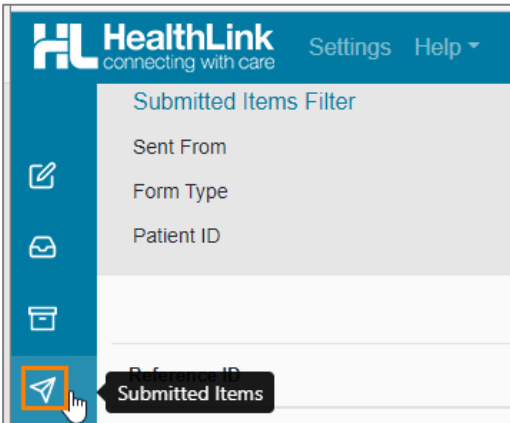


**Accessing Parked Forms:** To access a parked form, select the 'Parked (Drafts)' icon and from the available listing, click on the row you would like to open to view the record.



Reference ID	To	Patient's Name	Patient's ID	Description	Type	Date Updated	Action
MH-2763	mherefer			Maternity (Obstetrics)	mherefer	23/08/2021 12:55 AEST	
EH-6255	eastheda			Vascular Surgery - Mark Lovelock	easternh	18/08/2021 13:10 AEST	
NH-3226	northref			Antenatal/Medical Obstetric - Dr Arzoo Khalid/Dr David Langsford	northref	03/08/2021 14:20 AEST	

**Accessing Submitted Forms:** A copy of the submitted form can be found by selecting the 'Submitted Items' icon. To open, click on the selected form from the available listing.



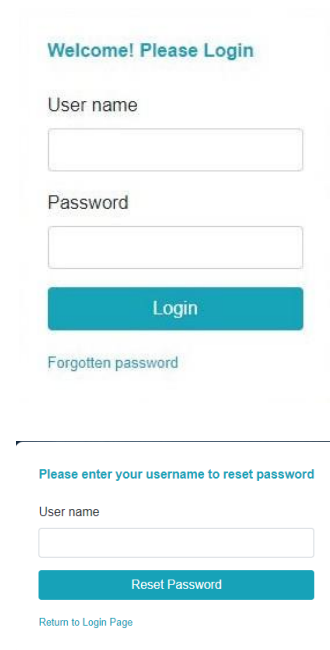
Submitted Items	To	Patient's Name	Patient's ID	Description	Type	Ack Status	Date Submitted
AUST-1234	ahrefst	TEST NAME		Cardiac Surgery - A/Prof George Matalanis	auslnh	Completed	09/12/2020 12:14 AEDT

## Forgotten password or username

If you forget your password or username, select the **Forgotten password** option on the Log in screen, enter your user name into the space provided and click reset password.

Please note that the reset password will be sent to the main email address as provided to us at time of registration

When you receive the password reset link in your email, please click on the link and then enter your password where prompted and click update password.



The screenshot shows two parts of the HealthLink interface. The top part is the 'Welcome! Please Login' screen, which has a 'User name' input field, a 'Password' input field, a teal 'Login' button, and a 'Forgotten password' link. The bottom part is the 'Please enter your username to reset password' screen, which has a 'User name' input field, a teal 'Reset Password' button, and a 'Return to Login Page' link.

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](mailto:helpdesk@healthlink.net)



HealthLink  
Suite 1, 397 Princes Highway  
Woonona, NSW 2517  
Australia

[www.healthlink.net](http://www.healthlink.net)  
[info@healthlink.net](mailto:info@healthlink.net)

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)