Health Certainty Link in Care

# QUICK START GUIDE

Sending eReferrals to Optometrists



The Oculo Optometry SmartForm has been designed to make it easier for you to refer your patients electronically to optometrists. This quick start guide has been developed to help you navigate the new digital form.

# Medical Director Edition

#### Contact

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

### 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.

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# 2. Select the Service provider

From the list of service providers, click on the provider you would like to refer the patient to. This will launch the form.

eferred Services	
Application for ACT Approval to Prescribe Controlled Medicines ccCHiP - Cardiometabolic Health in Psychosis	Australian Hearing Medical Certificate Certificate of Capacity icare SmartForm Heartbeat Health Summary
Chris O'Brien Lifehouse Services	Oculo Optometry Referral
Mater Health Referrals Roads and Maritime Services	SLHD Haematology

# 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 your progress and complete at a later time.

Oculo	Oculo Optometry Referral	Subrat Piregunar Bart Buly, W
Requested information Onde Optometry Roberts	Interpreter required* O Yes I No * Urgent	
Attachments / Beports No reports selected No files attached	Recipient Provider* Specialvers Seven Hills	
Medications / Warnings 2 Seng term medications specified Ne medications specified Ne medications specified Ne medical warnings specified	Reason(s) for Patient Referral *         Diabetes         Acute change in vision (eg. flashes, floaters, vision loss)         Cradual change in vision	
Medical History Medical Netrry specified	Foreign body or eye injury     Field, dry or instable eye(s)     Headaches	
Patlent Information Federick Fords 8003504579631431 16/05/1448	Family history of eye disease     Routine ocular examination     Licensing requirement	
Referrer Information Heatral Director 3340332Y	Consultation notes Economication Notes	

i) A key component on this form is selecting the Optometrist to send the eReferral to. Simply click on the Provider field to search for providers near the patient's address, your practice's address or another specified location

Search for Providers		ж
Location closest to	Patient     O     Referrer     O     Other	
Address	41 Union Street, Maryville, NSW, 2020	
Provider name		
		Search Cancel
		Shine the second s

ii) 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.

#### 4. 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.

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-	09/11/2018	MCC_CaseReport_Figure.geg	Contributo.	jpeg.	66 KB	
0	1//28/2018	Letter rtf	Mater Health Services	pdf	19 KB	
		Attach file from Comp	Date         Name           09/11/2018         MCC_CoseReport_Figure prog	Attach file from Computer supports files that end in types, jpg, pd, til, tif Cauton: larger uttachment Date    Name  Comments.	Attach file from Computer supports files that end in types (pig, pig, pig, till, till Caution: langer attachments may take signal Date  Name Comments Type pig. pig. pig. pig. pig. pig. pig. pig.	Attach file from Computer supports files that end in types, jpeg, pg, pd, til, tif Cauton: larger attachmente may take significant time to a Date  Name Comments Type Scale geg 65 KB

#### 5. 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.

		127270000	some solves.	Drukte arms accer tall.
Medications / Warnings 9 long term medications specified No medications specified	Patier	it History		
No medical warrings specified	Г	Code	Description	Comments
Medical History	Г	102560009	Leg clamps	
	Г	397825006	Stomach ulcer	
2 A		81102000	Backinium	



#### 6. 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.

Patient Information John Walten No Hedicare Number	First name* John	Middle name	
24/11/19/2 Recipient / Referrer	Last name* Walton		
Test User 00000000	Gender* Male	Indigenous Status * Neither Aboriginal nor Torres Strait Islander	

#### 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 form and choose 'Print'. Note, it is not necessary for the printed copy to be sent or taken to the selected optometrist. After receiving the eReferral, the service provider will contact the patient to arrange their appointment.



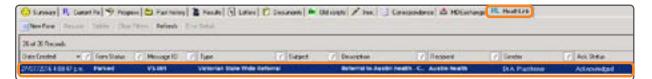
HealthLink	
Referral Sent and Ackn	owledged on 13/12/2018 12:24 NZDT
Oculo Optometry Referral	Oculo
Patient: Penny ANDERSON, 25yrs, F, DOB 04/07/1993 Residential address: 61 Wallace Street, Bundaberg, QLD 4670 Postal address: same as residential address	
Referred by: Test User, HealthLink Limited, Prov. No. 0000000Y, PH 07 8 Referral date: 13/12/2018 12:24 NZDT	38888888

# 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.

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14/12/200		Referral to Austin	Health Cardinham	Later	D: Text User		

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.

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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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www.healthlink.net 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)