

QUICK START GUIDE

ACT HEALTH REFERRAL SMARTFORM

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

HealthLink Technical Support

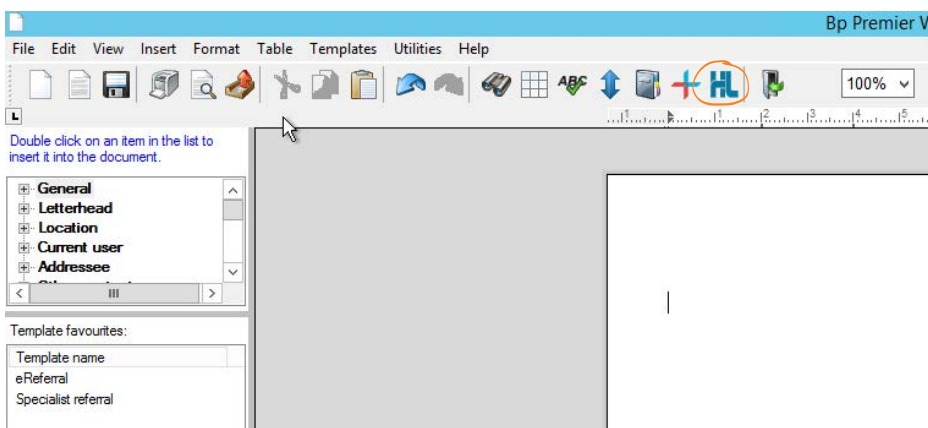
helpdesk@healthlink.net
1800 125 036

Contact

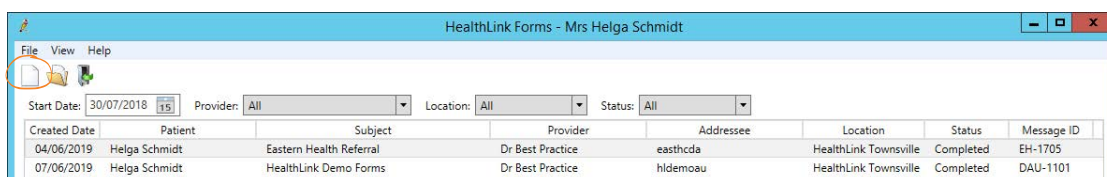
Digital Solutions Support
24/7 User Support: 02 5124 5000
Email: Digital.Support@act.gov.au

1. Open the patient record

From within the patient clinical record in Best Practice, open the the Word Processor by clicking on the **Letter** icon (or use the F4 on the keyboard). Then click on the **HealthLink Forms** icon.

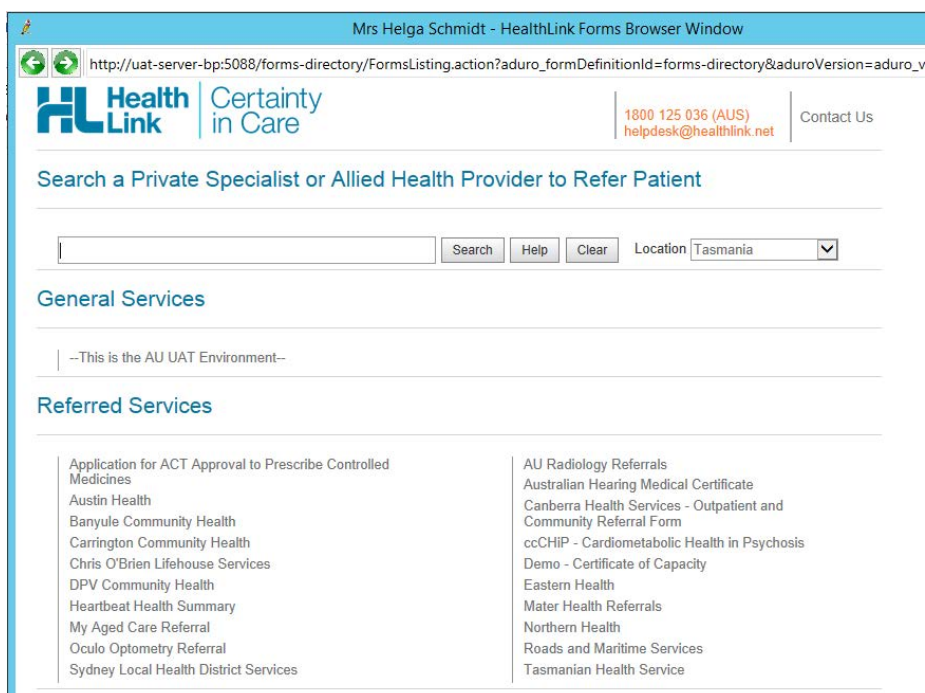


In the HealthLink Forms window, click the **New Form** button.



2. Launch the Form

Under the **Referred Services** section, click on Canberra Health Services - Outpatient and Community Referral Form



3. Select the Canberra Health Service you wish to refer to

Select the required service and recipient provider from the Canberra Health Services list and click the **continue** button on the top right. Should you wish to narrow down the list, you can enter the clinic or provider name you are looking for into the search field directly above the list.

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 what you've currently done so far by clicking on the Park button at the top right of the form. To close the parked form click on the X on the right hand top corner of the form.

Where the **Referred to Field** is listed on the form, please select a consultant from the drop down list.

Referral Date is auto populated to today's date

Referral Type - please select new if this is a new referral for the patient, or existing if this referral is a continuation of another previously sent referral.

Referral Period - Please choose the appropriate referral period from the drop down list.

Reason for Referral - Please either enter by using free text into this field, or by clicking the Browse for consultation notes button and then select the appropriate consultation notes to attach.

Don't forget to tick the **Referral Declaration** box.

5. Include the relevant attachments

The Attachments / Reports tab will give you access to all of the supporting pathology, radiology or other 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 by clicking the box next to the document/s you wish to attach. Or you can browse for files stored in Best Practice or in your local computer's file system

6. Select relevant medications, warning and medical history items

The Medications / Warnings and Medical History tabs will give you access to pre-populated clinical history data from the patient medical record. To select those records that are relevant to the referral click the box to the left of the item you wish to include.

Ticking the box at the top of the list will include all items in the list.

To remove a current or long term medication from the referral (not from the medical record), click the cross on the right hand side of the item you wish to remove.

You may also add further detail in the comments sections should you wish to add further detail or context to the clinical data being provided with the referral.

Mrs Helga Schmidt - HealthLink Forms Browser Window

http://uat-server-bp:5088/form-au/referralFormFrames.jsp?formScopeld=ACT-2759&_fsk=2060178990

ACT Canberra Health Services

Geriatric Medicine

Submit Preview Park Help

Requested Information
Geriatric Medicine

Attachments / Reports
2 reports selected
No files attached

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

Medical History
Medical history specified

Patient Information
Helga Schmidt
2950190661 1
18/08/1942

Referrer Information
Best Practice
0000000Y

Form has been auto-saved.

Current Medical Conditions

<input type="checkbox"/>	Code	Description	Comments
<input type="checkbox"/>	405944004	Asthma	
<input type="checkbox"/>	405944004	Asthma	
<input type="checkbox"/>	87522002	Anaemia - Iron Deficiency	
<input type="checkbox"/>	68566005	Urinary Tract Infection	
<input type="checkbox"/>	128187005	Migraine	
<input type="checkbox"/>	274952002	Schizophrenia - Borderline	
<input type="checkbox"/>	49436004	Atrial fibrillation	Date: JUNE Not medically reversible therefore to remain on Warfarin Rx for life.

Past History

<input type="checkbox"/>	Code	Description	Comments
<input type="checkbox"/>			Lives alone Uses Meals on Wheels - Contact Mary 789 456 231
<input checked="" type="checkbox"/>	38196001	Fracture Left Hip - Feb 1956	

Family History

<input type="checkbox"/>	Code	Description	Comments
No records found.			

Smoking History and Additional Information

Smoker

7. 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.

Mrs Helga Schmidt - HealthLink Forms Browser Window

http://uat-server-bp:5088/form-au/referralFormFrames.jsp?formScopeld=ACT-2759&_fsk=2060178990

ACT Canberra Health Services

Geriatric Medicine

Submit Preview Park Help

Requested Information
Geriatric Medicine

Attachments / Reports
2 reports selected
No files attached

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

Medical History
Medical history specified

Patient Information
Helga Schmidt
2950190661 1
18/08/1942

Referrer Information
Best Practice
0000000Y

Form has been auto-saved.

Patient Information

Date of birth* 18/08/1942 IHI

Medicare/DVA Eligible*
☒ Yes ☐ No

Medicare number 2950190661 1 Medicare expiry

DVA number Pension number 561-388-922-HL

Private health fund name Patient membership number 0

Safety net number Country of birth

Name* Helga Schmidt

Gender* Female Patient's indigenous status* Not stated/inadequately described


Residential Address
35 Market Street, Callaghan, NSW, 2308

Postal Address
Same as residential
Yes

Contact Details (Select preferred phone contact)
Hme 81825634, Mob 0417728660



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 forms and choosing **Print**. Note that it is not necessary for the printed copy to be sent or taken to the hospital.




Submit
Preview
Park
Help ▼

Mrs Helga Schmidt - HealthLink Forms Browser Window

  http://uat-server-bp:5088/form-au/referralFormFrames.jsp?formScopelId=ACT-2759&_fsk=2060178990

Referral Sent and Acknowledged on 30/07/2019 17:51 NZST

Geriatric Medicine



ACT
GOVERNMENT

Canberra Health Services

Patient: Helga Schmidt, 76yrs, F, DOB 18/08/1942, PH: 0417728660, Hme 81825634
Residential address: 35 Market Street, Callaghan, NSW 2308
Postal address: same as residential address
Referred by: Best Practice, HealthLink Townsville, Prov. No. 0000000Y, PH 0744015650
Referral date: 30/07/2019 17:51 NZST

Clinical Referral Information

Referred To: Dr Sasikala Selvadurai
 Referral Date: 30/07/2019
 Referral Type: New
 Referral Period: 12 months
 Interpreter Required: No

Reason for Patient Referral:

Date: 03/04/2019 00:00:00 History:

General:
 Lethargy. Fevers. Nausea. Weight loss.

Examination:
 General:
 BP (sitting): 130/70
 Pulse: 91
 Not clinically anaemic. Jaundiced.

Measurement Details

Date	Code	Value
	Height	167
	Weight	53

Date	Code	Value
	BMI	19.0
	BP	130/70

Medications & Management

Long Term Medications

Date	Details	Dose	Units	Instructions
	Somac 20mg Tablet			Before bed after meals
	Fosamax 10mg Tablet			2 Tablets Daily
17/07/2000	Coumadin 1mg Tablet			1 Tablet Before bed
17/07/2000	Ferro-Gradumet 325mg Tablet			2 Tablets In the morning

Medical History

Access 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. You can also use this area to see previously submitted or deleted forms.

HealthLink Forms - Mrs Helga Schmidt							
File	View	Help					
Start Date:	30/07/2018	Provider:	All	Location:	All	Status:	All
Created Date	Patient	Subject	Provider	Addressee	Location	Status	Message ID
04/06/2019	Helga Schmidt	Eastern Health Referral	Dr Best Practice	easthcd	HealthLink Townsville	Completed	EH-1705
07/06/2019	Helga Schmidt	HealthLink Demo Forms	Dr Best Practice	hldemoau	HealthLink Townsville	Completed	DAU-1101
30/07/2019	Helga Schmidt	ACT Health	Dr Best Practice	acthealt	HealthLink Townsville	Completed	ACT-2759
30/07/2019	Helga Schmidt	ACT Health	Dr Best Practice	acthealt	HealthLink Townsville	Parked	ACT-2760

Accessing Submitted Forms

A copy of the submitted form can be found in the Correspondence out section of the patient clinical record. The entry will not display automatically in this area until you have exited and come back into the patient record. You can refresh the correspondence out section if you wish to view the sent referral straight away by pressing the F5 key on the keyboard.

Mrs Helga Schmidt

File Open Request Clinical View Utilities Bp Comms Help

Name: Helga "Joan" Schmidt D.O.B.: 18/08/1942 Age: 76 yrs Sex: Female 1h 17m 23s Finalise visit

Address: 35 Market Street Callaghan 2308 Phone: 81825634 Mobile: 0417728660 Work:

Medicare No: 2950190661-1 Record No.: 345644 Pension No.: 561-388-922-HL Comment: ON WARFARIN

Occupation: No occupation given Tobacco: Smokes 25 Alcohol: Elite sports: Ethnicity:

Blood Group: BreastFeeding: Parity: Pregnant: No Advance Health Directive:

Allergies / Adverse Drug Reactions: Reactions: Notifications:

Item	Reaction	Severity
Sulfonamides		

Expand Collapse

25/02/1999 Urinary Tract Infection

10/08/1999 Anaemia - Iron Deficiency

22/10/2015 Asthma

22/10/2015 Asthma

Inactive

Immunisations

Investigation reports

Correspondence In

Correspondence Out

19/07/2000 DR. A. PRACTITIONER Health Asse

22/10/2015 Dr Medical Director Medical Certificat

22/10/2015 Dr Medical Director Certificate of Cap

27/10/2015 Dr Medical Director Certificate of Cap

27/10/2015 Dr Medical Director Certificate of Cap

16/11/2015 Dr Medical Director Demo - Certificat

13/01/2016 Dr Geoffrey Sayer Medical Certificate

13/01/2016 Dr Geoffrey Sayer Medical Certificate

02/03/2016 Mr Lawrence Peterson VIC - GP Refe

27/04/2016 Mr Lawrence Peterson Demo - Certifi

02/12/2016 Mr Lawrence Peterson Demo - Certifi

04/06/2019 easthcd Eastern Health Referral

07/06/2019 hldemoau HealthLink Demo Forms

30/07/2019 acthealt ACT Health

Past prescriptions

Referral Sent and Acknowledged on 30/07/2019 17:51 NZST

Geriatric Medicine

Patient: Helga Schmidt, 76yrs, F, DOB 18/08/1942, PH: 0417728660, Hme 81825634

Residential address: 35 Market Street, Callaghan, NSW 2308

Postal address: same as residential address

Referred by: Best Practice, HealthLink Townsville, Prov. No. 0000000Y, PH 0744015650

Referral date: 30/07/2019 17:51 NZST

Clinical Referral Information

Referred To: Dr Sasikala Selvadurai

Referral Date: 30/07/2019

Referral Type: New

Referral Period: 12 months

Interpreter Required: No

Reason for Patient Referral:

Date: 03/04/2019 00:00:00 History:

General:

Lethargy. Fevers. Nausea. Weight loss.

Examination:

General:

BP (sitting): 130/70

Pulse: 91

Not clinically anaemic. Jaundiced.

Measurement Details

Date	Code	Value

HealthLink helps over 60,000 healthcare practitioners deliver certainty in care by enabling them to exchange patient information quickly, reliably and securely.

For all queries, please contact HealthLink Customer Care on 1800 125 036 or email helpdesk@healthlink.net

Monday to Friday (Except Public Holidays)
8:00 am - 6:00 pm

HealthLink

Level 17, 9 Castlereagh Street, Sydney NSW 2000
helpdesk@healthlink.net | www.healthlink.net

