HL Health Link | Certainty in Care

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.

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Contact

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1. Open the patient record

Search for the patient and open their electronic medical record. Then click on the **HealthLink Forms** tab. 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**

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.
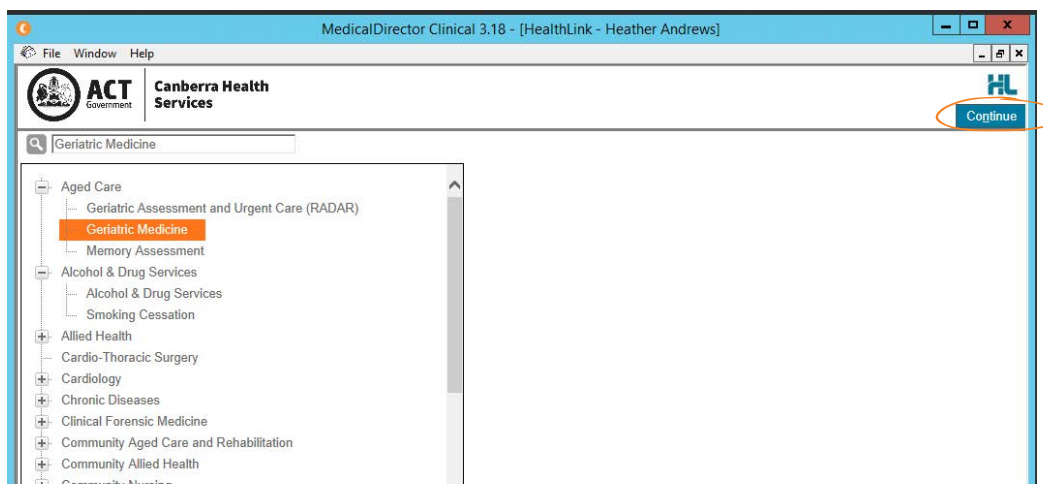
4. Complete the Form

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 Medical Director 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 form 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.

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.

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.

Access parked forms

To access parked forms from the patient's recored, select the HealthLink tab on the right hand side of the clinical record screen. From the list you will see the status for each form. Select the parked form by double-click on the parked form you would like to open. You can also use this area to see previously submitted or deleted forms.

Accessing Submitted Forms

A copy of the submitted form can be found in the Letters section of the patient clinical record. Double Clicking on the form will open it in a summary view only. To open the referral as the Hospital sees it, click the open externally button on the summary preview screen.

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

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