



Quick Start Guide

Chris O'Brien Lifehouse Referral SmartForm

CONTACT

If you require further technical support please contact:

HealthLink

helpdesk@healthlink.net

1800 125 036

If you have questions relating to the Chris O'Brien Lifehouse eReferral Program, please contact:

clinics@lh.org.au
02 8514 0670

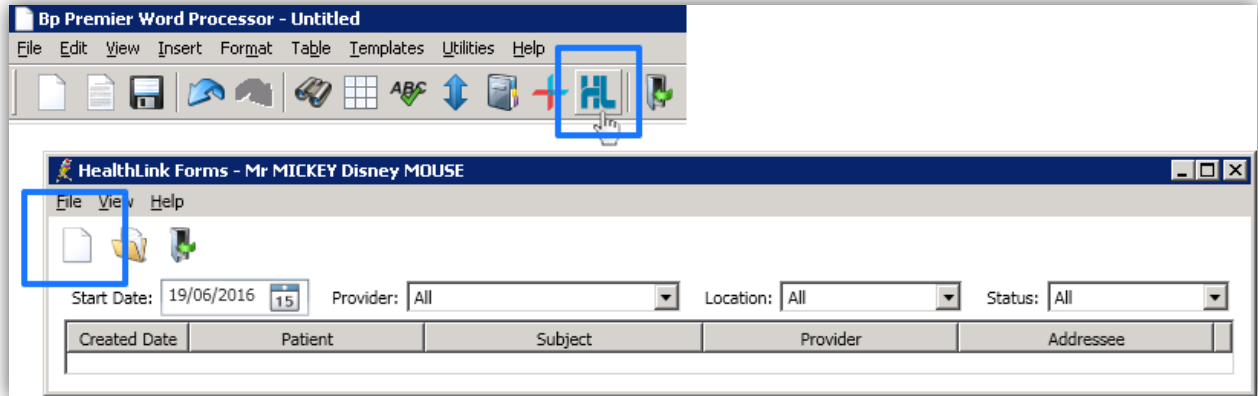
The Chris O'Brien Lifehouse Hospital Referral SmartForm has been designed to make it easier for you to refer your patients electronically for services provided by Chris O'Brien Lifehouse. This quick start guide has been developed to help you navigate the new digital form.

Best Practice Edition



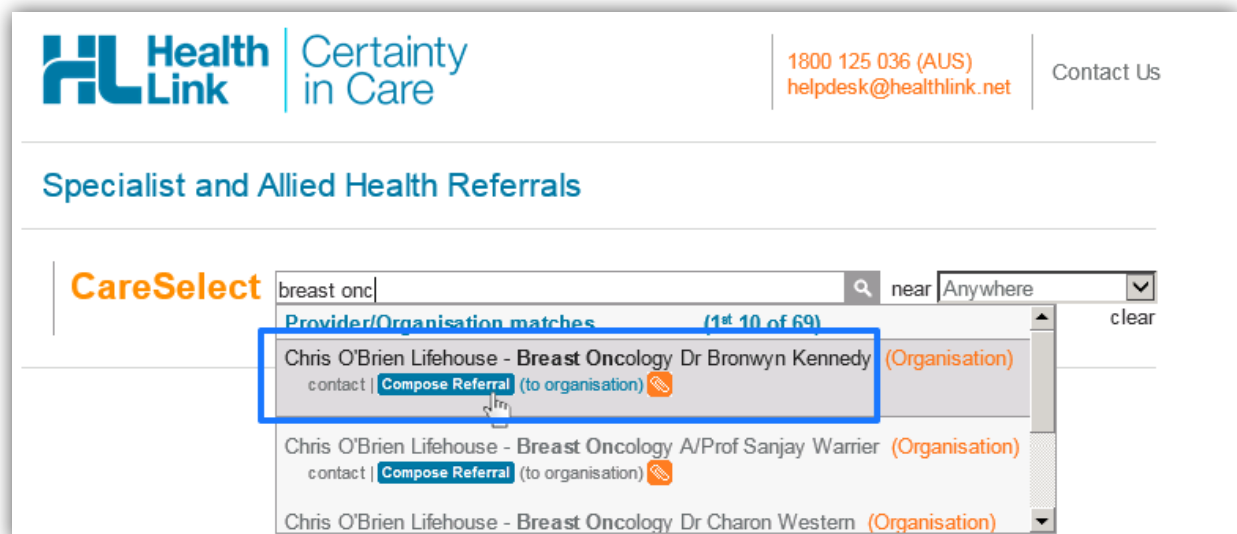
1. Open the patient record

Search for the patient and open their electronic medical record. Open the Best Practice 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

Using the CareSelect service, search by service provider name or by the service required (e.g. breast oncology). Matching search criteria will be displayed. Click on the 'Compose Referral' button to launch the form.





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 what you've currently done so far.

Chris O'Brien Lifehouse

Referral to Chris O'Brien Lifehouse - Breast Oncology - Dr Bronwyn Kennedy

Submit Preview Park Help

Requested Information
Breast Oncology - Dr Bronwyn Kennedy

Referral Date* 19/06/2017

Referral Period* 3 months

Feedback Requested* ☒ Yes ☐ No

Interpreter Required* ☐ Yes ☒ No

Urgent ☐

Attachments / Reports
No reports selected
No files attached

Medications / Warnings
1 long term medication specified
No medications specified
No medical warnings specified

Breast Oncology - Dr Bronwyn Kennedy

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

Depending on the selections you've made, additional fields will appear allowing you to include the relevant information necessary.

Chris O'Brien Lifehouse

Referral to Chris O'Brien Lifehouse - Breast Oncology - Dr Bronwyn Kennedy

Submit Preview Park Help

Requested Information
Breast Oncology - Dr Bronwyn Kennedy

Referral Date* 19/06/2017

Referral Period* 3 months

Feedback Requested* ☒ Yes ☐ No

Interpreter Required* ☐ Yes ☒ No

Urgent ☒

Urgent description*

Attachments / Reports
No reports selected
No files attached

Medications / Warnings
1 long term medication specified
No medications specified
No medical warnings specified

The [Browse for Consultation Notes](#) button will give you access to the clinical notes in patients' medical records. You can add clinical notes to the form by selecting the relevant records.

4. Include the relevant attachments

The 'Attachments / Reports' tab will give you access to all of the supporting documents that you may wish to attach to the form. You can select any item from the table – showing you patient medical records

Chris O'Brien Lifehouse

Referral to Chris O'Brien Lifehouse - Breast Oncology - Dr Bronwyn Kennedy

Submit Preview Park Help

Requested Information
Breast Oncology - Dr Bronwyn Kennedy

Attachments / Reports
No reports selected
No files attached

Diagnostic Reports / Patient Documents

[Browse for Patient Document](#) [Browse for Local File](#)

Attach file from EMR supports: jpeg, msword, pdf, plain text, rtf, tiff
Attach file from Computer supports files that end in types: doc, docx, jpeg, jpg, pdf, rtf, tif, tiff, txt

Access Key: ctrl+alt+o

Caution: larger attachments may take significant time to preview

	Date	Name	Comments	Type	Size	
<input type="checkbox"/>	02/06/2017	June Diagnosis.pdf	Please check page 3 here	pdf	138 KB	
<input type="checkbox"/>	04/03/2017	Mammogram.tiff		tiff	89 KB	

Medications / Warnings
1 long term medication specified
No medications specified
No medical warnings specified



captured from the last six months. Or you can browse for files stored in Best Practice or in your local computer's file system.

5. Select relevant medications, warning 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.

Chris O'Brien Lifehouse

Referral to Chris O'Brien Lifehouse - Breast Oncology - Dr Bronwyn Kennedy

Submit Preview Park Help

Requested Information
Breast Oncology - Dr Bronwyn Kennedy

Attachments / Reports
No reports selected
No files attached

Medications / Warnings
1 long term medication specified
No medications specified
3 medical warnings specified

Medical History
Medical history specified

Long Term Medications

Date	Details	Dose	Units	Instructions
17/11/2011	VENTOLIN CFC-FREE (Salbutamol (as sulfate))			

Other Medications Browse for More Medications

Date	Details	Dose	Units	Instructions
No records found.				

Medical Warnings

<input checked="" type="checkbox"/>	Date	Description	Comments
<input checked="" type="checkbox"/>	26/05/2017	ACE INHIBITORS	Dry cough
<input checked="" type="checkbox"/>	25/05/2017	ALPHA-ADRENERGIC BLOCKERS	

6. 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.

Please fix the following errors:

- Patient Date Of Birth is a required field

Patient Information

Medicare Number*
6288253443 1

Medicare Expiry
IHI

DVA Number

Date of birth*
IHI

Pension Number



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 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 ▼

Referral Sent and Acknowledged on 20/06/2017 15:30 NZST

Referral to Chris O'Brien Lifehouse - Breast Oncology - Dr Bronwyn Kennedy



Patient: Mickey Mouse, 18yrs, M, DOB 22/02/1999
Residential address: 18 Apohis Street, Bellingen, NSW 2454
Postal address: same as residential address
Referred by: A. Practitioner, HealthLink Limited, Prov. No. 3340332Y, Reg. No. 0000000Y

Accessing 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.

Created Date	Patient	Subject	Provider	Addressee	Status
14/09/2016	MICKEY MOUSE	Chris O'Brien Lifehouse	Dr Ross Hendry	lifetest	Parked
28/02/2017	MICKEY MOUSE	Chris O'Brien Lifehouse	Dr Ross Hendry	lifetest	Parked

Accessing Submitted Forms

A copy of the submitted form can be found by selecting 'HealthLink Forms' under the 'View' menu. To open, double click the selected form.

Created Date	Patient	Subject	Provider	Addressee	Status
15/09/2016	MICKEY MOUSE	Chris O'Brien Lifehouse	Dr Ross Hendry	lifetest	Completed
28/02/2017	MICKEY MOUSE	Chris O'Brien Lifehouse	Dr Ross Hendry	lifetest	Completed

A preview of the submitted form can also be found in the outward correspondence tab of the patient's clinical record. If you wish to see the preview whilst still in the patient record having just submitted the referral, please use the F5 key on your keyboard to refresh the correspondence list.

For all queries, please call the
HealthLink Customer Support Line:

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



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Newmarket, Auckland 1023
New Zealand

www.healthlink.net
helpdesk@healthlink.net

HealthLink helps over 30,000 healthcare practitioners deliver certainty in care by enabling them to exchange patient information quickly, reliably and securely.

1800 125 036 (AU)
0800 288 887 (NZ)