



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.



1. Open the patient record

Search for the patient and open their electronic medical record. Select the HealthLink tab and click on the 'New Form' option to access the HealthLink launch page.

The screenshot shows the top navigation bar of the HealthLink interface. The 'HealthLink' tab is selected and highlighted with a blue box. Below the navigation bar, the 'New Form' button is also highlighted with a blue box. Other buttons in the navigation bar include Summary, Current Rx, Progress, Past history, Results, Letters, and Document. Below the 'New Form' button, there are buttons for Resume, Delete, Clear Filters, Refresh, and Error Detail. The main content area shows '1 of 1 Records' and a table with columns: Date Created, Form Status, Message ID, Type, Recipient, and Sender.

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.

The screenshot shows the HealthLink 'CareSelect' search results page. The header includes the HealthLink logo, 'Certainty in Care', and contact information: 1800 125 036 (AUS) and helpdesk@healthlink.net. The main heading is 'Specialist and Allied Health Referrals'. Below this, the 'CareSelect' search bar shows the search term 'breast onc' and the location 'near Anywhere'. A dropdown menu displays 'Provider/Organisation matches (1st 10 of 69)'. The first result is 'Chris O'Brien Lifehouse - Breast Oncology Dr Bronwyn Kennedy (Organisation)', which is highlighted with a blue box. Below this result, there is a 'Compose Referral' button, also highlighted with a blue box. Other results include 'Chris O'Brien Lifehouse - Breast Oncology A/Prof Sanjay Warriar (Organisation)' and 'Chris O'Brien Lifehouse - Breast Oncology Dr Charon Western (Organisation)'.



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 Medical Director 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
[Calendar icon]

DVA Number
[Text field]

Date of birth*
[Red box with hand cursor] [Calendar icon]

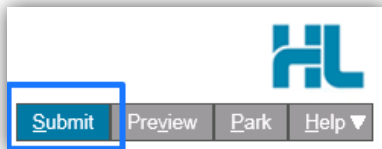
IHI
[Text field]

Pension Number
[Text field]



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.



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

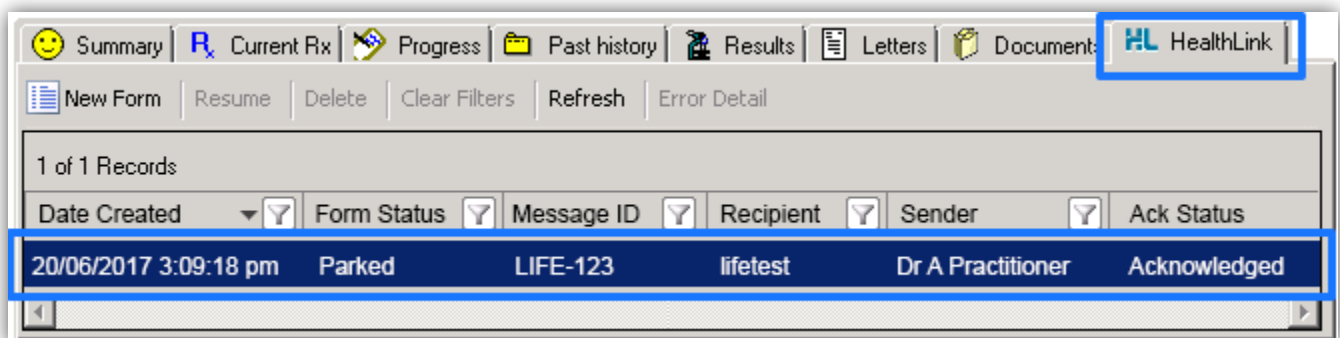
Referral to Chris O'Brien Lifehouse - Breast Oncology - Dr Bronwyn Kennedy

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

Chris O'Brien Lifehouse

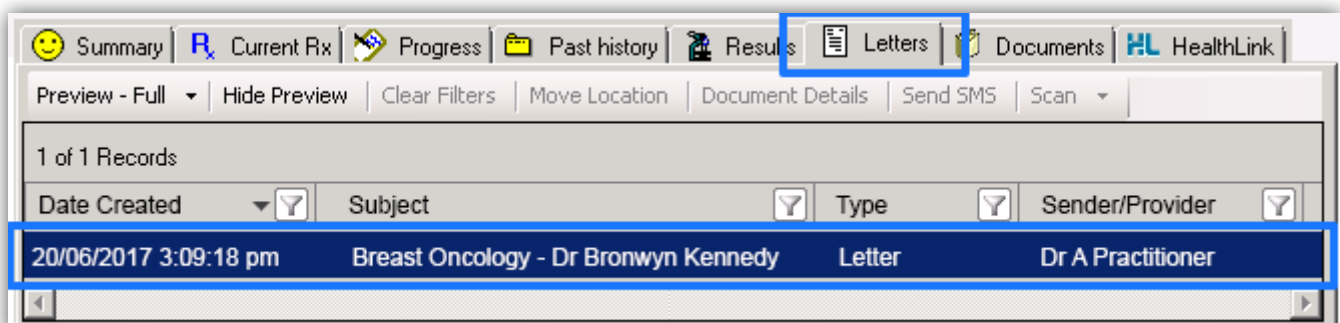
Accessing Parked Forms

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 the 'Letter' tab. Double-click on the selected form to open it.



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



HealthLink
Level 3, 13-15 Teed Street
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)