



QUICK START GUIDE

Viewing Incoming Reports and Referrals

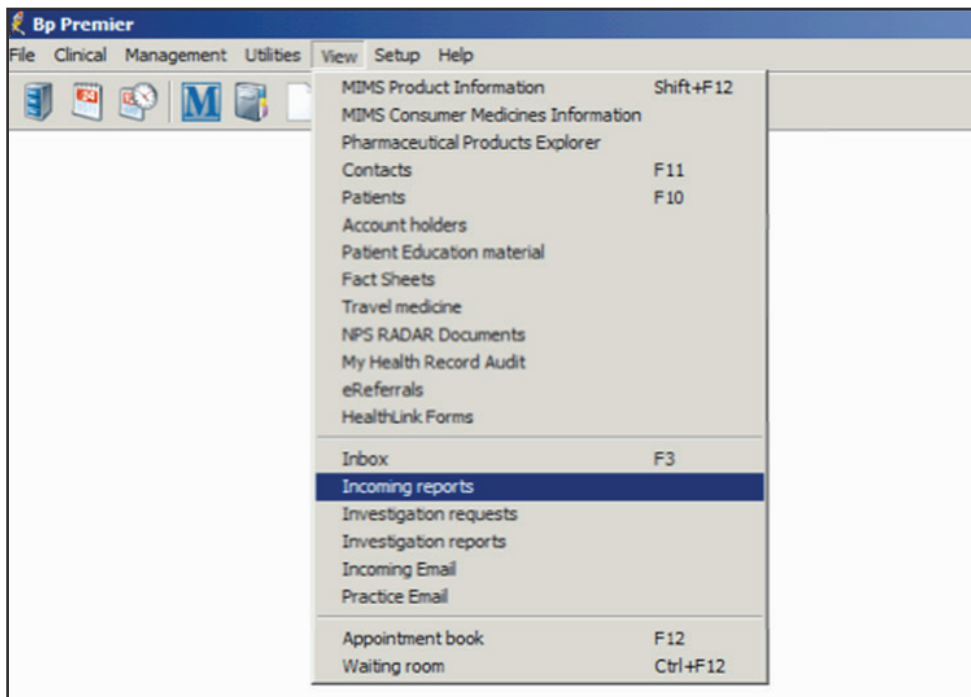
There are quick and easy ways for you to save time using your EMR software. This guide shows you how to view your incoming reports and referrals with lightening speed.



Best Practice
Edition

Viewing Incoming Reports and Referrals

a) Select VIEW> Incoming Reports

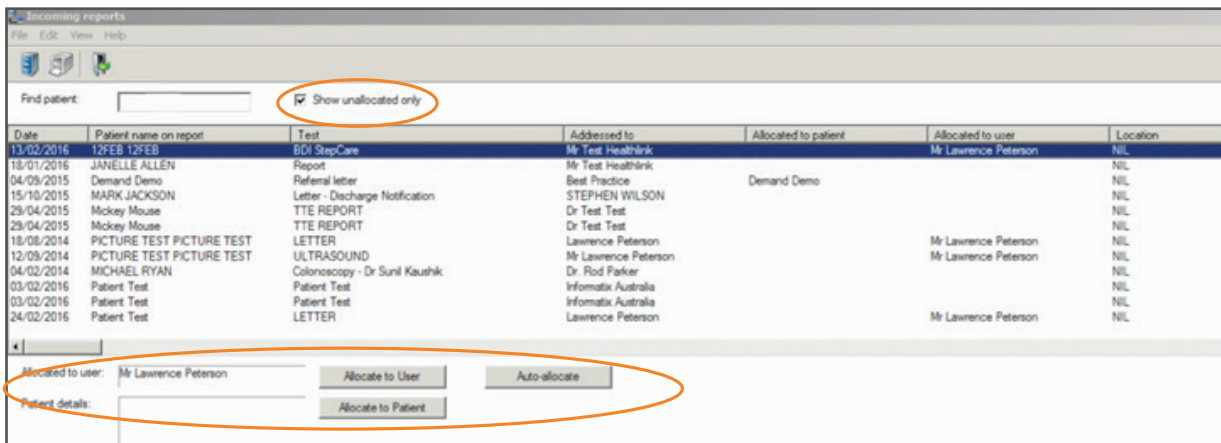


b) Tick Show Unallocated only

c) Highlight the report/ letter, double click the highlighted report/ letter to open and view.

You can print the report from here if needed

d) Allocate to User (Doctor/Nurse) or Allocate to Patient



**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