# QUICK START GUIDE

## SR SPECIALISTS & REFERRAL SMARTFORM - BEST PRACTICE

The SR Specialists & Referral Smartform has been designed to make it easier for you to refer your patients electronically to private specialists. This quick start guide has been developed to help you navigate the new digital form in **Best Practice**.

SR Support **1800 147 047** specialistsreferrals.com.au sr-support@specialistsreferrals.com.au

## SR Specialists & Referrals

Medical Specialists Directory	Enter Specialists Name	SR Makes Referrals Easy
	Select a Category	Search the comprehensive
The state of the s	Select Region	Medical Specialists Directory
	Enter Keywords	Complete the simple referral form     Send free electronic referrals
	Q SEARCH SPECIALISTS	900,000+ referrals and counting
Select Your Default Region 👻	Dr Mariolyn	Raj ENT Doctors
Select Your Default Region	Dr Marielum	Bai ENT Dector
Set My default Region	Urology Related	DOCTORS ENT - Otolaryngology Related
	Melbourne Re	egion
AY FREQUENTLY USED		egion
		gion → <sup>9</sup> Melbourne Region →

Requested Information Specialist Referral	Name	Andre	w Chia			
Specialist Neterial	Fax	03 992	28 6289			
	Phone	03 992	28 6288			
Attachments / <u>Reports</u> No reports selected	Street Address	East N	lelbourne,	171	Grey St,	, East Melbourne VIC 30
No files attached	Referral Date*	08/11/	2019			
Medications / Warnings	Referral Continuation*	•	New		0	Continuation
4 long term medications specified	Referral Period*	12 mc	onths 🗸			
No medications specified 1 medical warning specified	Feedback Requested*	•	/es	0	No	
Medical History	Interpreter Required*	01	(es	۲	No	
Medical history specified	Urgent					
Patient Information	Reason for Patient Referral*	Browse	e for Consu	tatio	n Notes	
Fred Andrews QPCV2140F 23/02/1923						
Referrer Information						





# Welcome to SR Specialists & Referrals

Thank you for taking time to review the SR Specialists & Referrals service – we hope you find it helpful and easy to use.

- SR Specialists & Referrals is the online version of the Medical Specialists NSW & ACT and VIC & TAS Directories. All private specialists are in the directory and some specialists pay for a premium entry. SR is also now live for GPs to search and refer to private specialists in SA and WA.
- SR Specialists & Referrals is a collaboration between the Medical Specialists Directory published by Cervin Media and HealthLink.
- You can use SR to refer to all specialists those setup for electronic secure messaging and those that are still "manual" (fax, hand to patient).
- There is no install or setup required the service is fully live now from the HealthLink Smartforms page in Best Practice.
- The referral is stored in the patient record.
- The SR HealthLink Smartform is similar to other HealthLink smartforms.
- There is no cost for GP Practices to use this service. Specialists can also have a free account to receive SR HealthLink referrals. The majority of specialists are already setup for secure messaging and more are registering daily.
- Specialist information and referral locations are updated daily by the SR team.
- You can see the delivery status of all electronic referrals in Best Practice.
- Sending SR referrals to private specialists will assist your practice to be fully compliant with the eHealth PIP.
- We welcome your feedback and suggestions for future improvements to this service.

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#### **1** Patient Record and HealthLink Forms

#### 1.1 Open the Patient Record and HealthLink Forms Window

From within the patient clinical record in Best Practice, from the menu select View then HealthLink Forms. then select the New Form icon to open the HealthLink landing page.

🔎 Bp Premier						
<u>File</u> <u>Clinical</u> <u>Management</u> <u>U</u> tilitie <u>V</u> iew	<u>S</u> etup <u>H</u> elp		🔾 HealthLink Forms			
	MIMS Product Information	Shift+F12	<u>File V</u> iew <u>H</u> elp			
	MIMS Consumer Medicines Information					
	Pharmaceutical Products Explorer		Start Date: 20/02/2022	15 End Date: 20/03/2022	15 Provider: All	~
	Co <u>n</u> tacts	F11		Patient	Subject	Provider
	<u>P</u> atients	F10	20/03/2022 Test Patient			Dr TEST REFERRAL
	Account hol <u>d</u> ers		23/02/2022 Test Patient		Osama Elsewaisy	Dr TEST REFERRAL
	Patient Education material		17/03/2022 Test Patient	t Transport for N	ISW	Dr TEST REFERRAL
	Fact Sheets		20/03/2022 Test Patient	t SR Referral (ma	anual) to Ear Lobe	Dr TEST REFERRAL
	Tra <u>v</u> el medicine		17/03/2022 Test Patient			Dr TEST REFERRAL
	NPS RADAR Documents		17/03/2022 Test Patient	t SR Referral to	Ear Lobe	Dr TEST REFERRAL
	My Health Record A <u>u</u> dit					
	eReferrals					
	HealthLink Forms					
	Cubiko					
	Inbox	F3				
	Incoming reports	ro.				

#### 1.2 Open SR Specialists & Referrals

Under the Search a Private Specialist section, click on For Private Specialist Referrals.

File Window Help	
HealthLink connecting with care	1800 125 036 (AUS) Contact Us helpdesk@healthlink.net
Search a Private Specialist or Allied	Health Provider to Refer Patient
SR Specialists & Referrals For Private Specialis	st Referrals
	st Referrals
SR Specialists & Referrals For Private Specialis Referred Services	st Referrals
	st Referrals Banyule Community Health
Referred Services	
Austin Health	Banyule Community Health



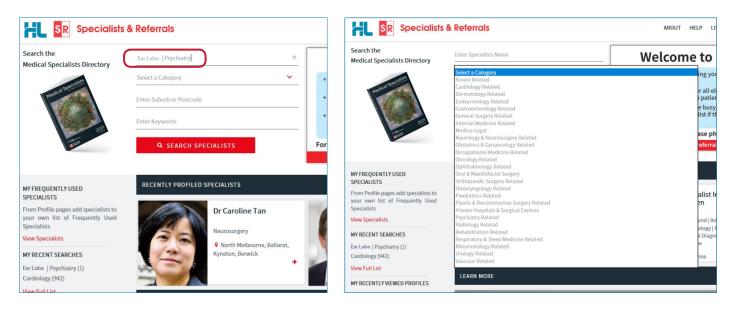
## 2. Select the Specialist to Refer to

#### 2.1 Search By Name

Type in the Specialists Name and click **Search Specialists**. The specialist will come up along with other profiled suggestions. Just click on the name to view the full specialist profile.

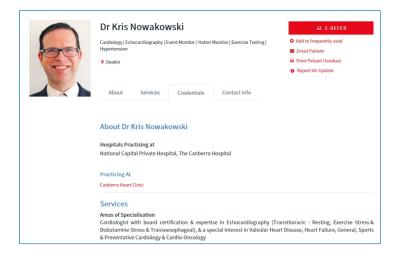
#### 2.2 Search by Category and Location

You can select a category for your search by clicking on the select a category box. If the category is not in the drop down list, just enter the keywords and the category will come up. Once you have entered the information you require, click on the search button. You can also add a suburb or postcode to make it closer to your patient's location.



#### 2.3 View Specialist Profile

Here you can read about the specialist and decide on the appropriateness for your patient.





## 3. Email Patient the Specialist's Profile

Click on Email Patient, then type in your patient's email address and click Send Email.

SR Special	ists & Referrals	ABOUT HELP LISTS Q	Email Specialist Profile to Patient			
Main Search / Obstetrics & Gynaec	Nogy Related / Wantima VIC:3152 / Hema Grover Hema Grover Fertility & Reproductive Medicine   Gynaecology   Obstetrics & Gynaecology Mitcham, Wantima, Lilydale About Services Credentials Contact Info	Add to frequently used     Email Patient     Print Patient Handout     Report An Update	You can email this Specialist Profile to your patient. The email will be sent from Specialists & Referrals Server, not from your local mail packa Enter Patient's email SEND EMAIL			

We manage the email process so when your patient receives the email, it will say it is from SR Specialists and Referrals, keeping your email address private. The patient will be able to view the Specialist's profile through the website aushealthpages.com.au. The patient will now have the specialist's details in case they misplace the referral, and with those details it is simpler for them to call the specialist to make their appointment. If your patient is unsure who they want to see, you can email multiple specialists' profiles to them so they can decide who they would feel more comfortable with.

Your patient can view all the information you see regarding the specialist, their services, qualifications and experience – and then your patient can just click to call and book their appointment.

You can also click **Print Patient Handout** (link under Email Patient) to print off the specialist profile for your patient.



## 4. Select the Referral Location – E-Refer or Manual Refer

You can send the E-Referral to the practice, or to a particular specialist at one of their consult locations. If the E-Refer button is not displaying for the organisation, then the profile page will list all the specialists working there. Click on a specialist name to send the referral to the specific specialist at the organisation.

Hover over the red **E-REFER** or grey **MANUAL REFER** button to the right of the specialist's page. A dropdown list of locations will display for you to choose from. Choose a location showing in red to send a referral electronically. You can complete the smartform referral and it will be saved in the patient record. A location will show in grey if electronic messaging has not been set up there. It is exactly the same process to complete the manual SR referral, but the referral must be printed out and faxed or given to the patient. The manual referral will still be saved into the patient record, including a message that it has not been sent electronically. You cannot add attachments to manual referrals.

Dr Andrew Atkins	₽ <u>E-REFER</u>
Ophthalmology	CHOOSE LOCATION
Brighton East, Footscray, Shepparton	BRIGHTON EAST
· orginer zau, rouard) oreperen	FOOTSCRAY
	MANUAL REFER: SHEPPARTON
About Contact Info	



## 5. Complete the Referral Form

The form will be displayed. You will have access to all the information necessary to complete the form for submission. Work through the six tabs down the screen starting with Requested Information.

🖗 File Window Help						
SR Specialists & Referrals	Referral to Dr Ear Lobe					
Requested Information A Specialist Referral	Name Phone	Ear Lobe 1300 145 465				
Attachments / Reports No reports selected No files attached	Street Address Suburb	This address is for e-refer testin Sydney 2000	ng 3: Portal, 9 Castl	ereagh St, Sydney I	NSW 2000	The Reason for Patient
Medications, Allergies, Alerts / Warnings 2 long lerm medications specified No medications specified 2 medical warnings specified Medical, Social and Family History	Post Code Referral Date* Referral Continuation* Referral Period* Feedback Requested*	01/12/2021 New O 12 months V Yes O No	Continuation			 <b>Referral</b> is required information – type into this field or Browse your consultation notes and select
Medical history specified Patient Information	Interpreter Required* Urgent Reason for Patient Referral*	O Yes  No Browse for Consultation Notes	]			the appropriate notes to attach.
Referrer Information			_			You may specify the referral period. If the referral is urger
	Additional Information (for exa	ample current services)				tick the urgent box and give reason.
	Measurement Details	Value	Data	0-de	Malua	
	Date Code 22/06/2021 Height	100	Date 22/06/2021	Code BMI 2	Value 5.0	

## 6. Include Attachments

The Attachments / Reports tab will give you access to the supporting pathology, radiology or other documents you need to attach to the form. Select an attachment from the table – this table shows attachments in your patient's record from the last six months. If you want to attach an older document, choose Browse for Patient **Document** and set an earlier date.

You can also attach records from your computer by choosing Browse for Local File.

The SR form supports documents in the doc, docx, gif, htm, html, jpeg, jpg, rtf, tif, tff & txt formats. You can preview the document before attaching it by clicking the computer icon to the right.

🇞 File Window Help										
Referral to Dr Robert Chen										
Requested Information A Specialist Referral	ø	Form has	been auto-saved.							
Attachments / Reports 4 reports selected to files attached Attach file from EMR supports: doc, docx, gif, html, jpeg, pdf, bd, rtf, tiff Attach file from Computer supports files that end in types: doc, docx, gif, htm, html, jpeg, jpg, pdf, rtf, tiff, tif										
Medications, Allergies,		Date •	Name		aution: larger attachments r Comments	Type	Size	view		
Alerts / Warnings No long term medications specified No medications specified		20/09/2021	AduroForm.html	SRF	Referral to Ear Lobe	html	24 KB			
No medical warnings specified		17/09/2021	AduroForm.html	SRF	Referral to Ear Lobe	html	22 KB			
Medical, Social and Family		17/09/2021	AduroForm.html	SRF	Referral to Ear Lobe	html	23 KB			
History Medical history specified	$\overline{\mathbf{A}}$	17/09/2021	AduroForm.html	SRF	Referral to Ear Lobe	html	22 KB			
		13/04/2021	IRON BLOOD TEST RESULTS	IRO	NTEST	rtf	5 KB			
Patient Information		13/04/2021	FULL BLOOD COUNT	TES	T RESULTS	rtf	3 KB			
Test Patient 3500265121 1 20/12/2011		13/04/2021	XRAY			jpeg	60 KB			
		12/04/2021	LIPID BLOOD TEST RESULTS	Lipid	Test Results	rtf	3 KB			
Referrer Information Test Referral 0000000Y										



## 7. Medications, Warnings and Medical History

These tabs are pre-populated with data from the patient's medical record. All medications are shown, and you have to remove them if you think they are unnecessary or sensitive in nature.

To remove a current or long-term medication from the referral (not 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.

Requested Information A Specialist Referral	Current I	Medications						
	Date -		Details	Dose	Units	Instructions	4	
	Į.	RAMIPRIL (R	amipril)			Dosage: daily Qty:30	×	
Attachments / Reports lo reports selected		LIPITOR (Ato	rvastatin (as calcium))			Dosage: 1 daily Qty:30	×	
		evant Medicatio		e Medications		laster form	л	
Medications, Allergies,	Date -	Date - Details			Units	Instructions	4	
Alerts / Warnings long term medications specified	No records found.							
to medications specified medical warnings specified	Allergies	and Alerts						
		Date • Desc				Comments		
Medical, Social and Family History		11/11/2021	FIBRATES		Swelling			
Medical history specified		NaN/NaN/NaN Allergy to Fibrates						
Patient Information	Clinical N	Medication Com	nments					

Requested Information A Specialist Referral	Long Terr	n Classifications	s (Co-Morbidities)				
		Code Description		Comments			
			Psoriasis				
Attachments / Reports			Diabetes Mellitus - Type II				
No files attached			Hyperlipidaemia				
			Hypertension				
Medications, Allergies, Alerts / Warnings 2 long term medications specified No medications specified 2 medicati warnings specified	Patient History						
		Code	Description	Comments			
2 mourou munninga apoonou			Has been a well known celebrity.				
Medical, Social and Family History	Family History						
Medical history specified		Code	Description	Comments			
			Father had diabetes				
Patient Information Test Patient Tast Patient TastS789 20/12/1950 Referrer Information	Smoking	,	itional Information ; Frequency: ; No. of cigarettes: 1; Year commenced: 200	00; Last quit attempt: Never/Unknown			



## 8. Check Patient and Referrer Information

With the **Patient Information** and **Referrer Details** tabs, you simply need to ensure that the information is correct. The form will ask you to complete any missing information before it can be sent.

File Window Help			🌾 File Window Help				
SR Specialists & Referrals	Referral to Dr Ear Lobe		SR Specialists & Referrals	Referral to Dr Ear Lobe			
Requested Information A Specialist Referral	Form has been auto-saved.		Requested Information A Specialist Referral				
Attachments / Reports No reports selected No files attached	Patient Information Date of birth* 20/12/1950 Em Medicare/DVA Eligible*	IH	Attachments / Reports No reports selected No files attached	Medical Practitioner Information Medicare Provider Number* 00000000Y	Medical Registration Number		
Medications, Allergies, Alerts / Warnings 2 long term medications specified No medications specified 2 medications specified Medical, Social and Family History Medical history specified	Yes O No Medicare number*      3500265121     1      VXA number      123456789      Private health fund name      PEOPLECARE HEALTH IN Name*	Medicare expiry Medicare expiry Pension number 123456789 Patient membership number 123456789	Medications, Allergies, Alerts / Warnings 2 long term medications specified to medications specified 2 medical warnings specified Medical, Social and Family History Medical Instory specified	HPI-I Name Full name Test Referral Practice name Concernent	HPLO		
Paţient Information A Test Patient 123456789 20/12/1950	Test Patient Gender*	Patient's indigenous status*	Patient Information	Cervin Media Practice Address  6 Murray St. Abbotsford, VIC, 3067			
Referrer Information Test Referral 0000000Y	Male  Residential Address  123 Pitt Street, Sydney, NSW, 2000	Neither Aboriginal nor Torres Strait Islander origin	Test Patient 123456789 20/12/1950	Practice telephone* 1800 147 047	Practice fax		
	Postal Address Same as residential		Referrer Information Test Referral 0000000Y	Email nicole@specialistsreferrals EDI* corvinmd			

## 9. Submit the Form

**Submit** sends the electronic referral to the specialist. This referral is securely encrypted and delivered by HealthLink.

**Preview** allows you to look over the form before sending it. No attachments will be visible on Previewed referrals but they will be included on the referral delivered to the specialist.

Park allows you to complete the form and send it at a later date, if needed.

To send a parked or previewed referral click Submit.

All sent referrals will be copied into the patient record. You will also see the acknowledgement / referral status in the patient record.

#### 9.1 Completing Manual Referrals

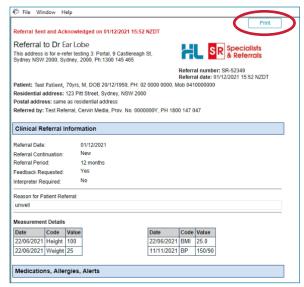
For Manual Referrals the steps are almost the same except you cannot attach any results or X-rays, these need to be printed separately. At the end you will click **Print** instead of Submit, the referral will still save in that patient's file. Then you can either fax the referral or hand it to the patient to take with them.

#### 9.2 Print Referral

If needed, you can print a copy of the Referral by right-clicking on area of the submitted forms and choosing **Print**.

#### 9.3. Practice doing a Referral

We have set up a test specialist called Ear Lobe. Search for Ear Lobe and do a practice referral as many times as you like. We suggest you use a fake patient to practice this.







## **10. Managing Referrals**

#### **10.1 Access Parked Referrals**

To access a parked form from the patient's record, select View then **HealthLink** Forms. From the list you will see the status for each form. Open the **Parked** form with a double click. You can also use this area to see previously submitted or parked/incomplete forms. The Recipient of all manual forms will show as **printfax** in the list.

Elle       View       Help         Start Date:       20/02/2022       End Date:       20/03/2022       Provider:       All       ✓         Created Date       Patient       Subject       Provider       Addressee       Location       Status:       All       ✓         20/03/2022       Test Patient       SR Referral to Ear Lobe       Dr TEST REFERRAL       cervinpt       Test Referral       Parked       SR-65211         23/02/2022       Test Patient       SR Referral to Casma Elsewaisy       Dr TEST REFERRAL       osamaels       Test Referral       Completed       SR-61804         17/03/2022       Test Patient       Transport for NSW       Dr TEST REFERRAL       nswrmsma       Test Referral       Completed       SR-61804         17/03/2022       Test Patient       SR Referral (manual) to Ear Lobe       Dr TEST REFERRAL       nswrmsma       Test Referral       Parked       RMS-1020         20/03/2022       Test Patient       SR Referral (manual) to Ear Lobe       Dr TEST REFERRAL       printfax       Test Referral       Completed       SR-65173         17/03/2022       Test Patient       SR Referral to Ear Lobe       Dr TEST REFERRAL       cervinpt       Test Referral       Completed       SR-65173         17/03/2022       Test Patient	K HealthLink F	orms - Test Patien	t									- 0	>
Start Date: 20/03/2022 IS       Provider: All       Location: All       Status: All         Created Date       Patient       Subject       Provider       Addressee       Location       Status:       All         20/03/2022       Test Patient       SR Referral to Ear Lobe       Dr TEST REFERRAL       cervinpt       Test Referral       Parked       SR-65211         20/03/2022       Test Patient       SR Referral to Osama Elsewaisy       Dr TEST REFERRAL       cervinpt       Test Referral       Parked       SR-61804         17/03/2022       Test Patient       Transport for NSW       Dr TEST REFERRAL       osamaels       Test Referral       Parked       RMS-1020         20/03/2022       Test Patient       SR Referral (manual) to Ear Lobe       Dr TEST REFERRAL       nswrmsma       Test Referral       Parked       RMS-1020         20/03/2022       Test Patient       SR Referral (manual) to Ear Lobe       Dr TEST REFERRAL       printfax       Test Referral       Completed       SR-65217:         17/03/2022       Test Patient       SR Referral to Ear Lobe       Dr TEST REFERRAL       cervinpt       Test Referral       Completed       SR-65217:         17/03/2022       Test Patient       SR Referral to Ear Lobe       Dr TEST REFERRAL       cerv	ile <u>V</u> iew <u>H</u> el	р											
Created DatePatientSubjectProviderAddresseeLocationStatusMessage20/03/2022Test PatientSR Referral to Ear LobeDr TEST REFERRALcervinptTest ReferralParkedSR-6521123/02/2022Test PatientSR Referral to Osama ElsewaisyDr TEST REFERRALosamaelsTest ReferralCompletedSR-6180417/03/2022Test PatientTransport for NSWDr TEST REFERRALnswrmsmaTest ReferralParkedRMS-102020/03/2022Test PatientSR Referral (manual) to Ear LobeDr TEST REFERRALnswrmsmaTest ReferralCompletedSR-6521717/03/2022Test PatientSR Referral to Ear LobeDr TEST REFERRALprintfaxTest ReferralCompletedSR-6521717/03/2022Test PatientSR Referral to Ear LobeDr TEST REFERRALcervinptTest ReferralCompletedSR-6521717/03/2022Test PatientSR Referral to Ear LobeDr TEST REFERRALcervinptTest ReferralCompletedSR-65217	Ì 🔄 🖡												
20/03/2022         Test Patient         SR Referral to Ear Lobe         Dr TEST REFERRAL         cervinpt         Test Referral         Parked         SR-65211           23/02/2022         Test Patient         SR Referral to Osama Elsewaisy         Dr TEST REFERRAL         osamaels         Test Referral         Completed         SR-61804           17/03/2022         Test Patient         Transport for NSW         Dr TEST REFERRAL         nswrmsma         Test Referral         Parked         RMS-1020           20/03/2022         Test Patient         SR Referral (manual) to Ear Lobe         Dr TEST REFERRAL         printfax         Test Referral         Completed         SR-65217           17/03/2022         Test Patient         SR Referral to Ear Lobe         Dr TEST REFERRAL         printfax         Test Referral         Completed         SR-65217           17/03/2022         Test Patient         SR Referral to Ear Lobe         Dr TEST REFERRAL         printfax         Test Referral         Completed         SR-65217           17/03/2022         Test Patient         SR Referral to Ear Lobe         Dr TEST REFERRAL         cervinpt         Test Referral         Completed         SR-64789	Start Date: 20/	/02/2022	5 End Date:	20/03/2022	15 Pr	rovider: All	v	Location: A	All ·	Y Status: All	~		
23/02/2022     Test Patient     SR Referral to Osama Elsewaisy     Dr TEST REFERRAL     osamaels     Test Referral     Completed     SR-61804       17/03/2022     Test Patient     Transport for NSW     Dr TEST REFERRAL     nswrmsma     Test Referral     Parked     RMS-1020       20/03/2022     Test Patient     SR Referral (manual) to Ear Lobe     Dr TEST REFERRAL     printfax     Test Referral     Completed     SR-65217:       17/03/2022     Test Patient     SR Referral to Ear Lobe     Dr TEST REFERRAL     cervinpt     Test Referral     Completed     SR-6789	Created Date	Patie	nt		Subject		Provider		Addressee	Location	Status	Message	e ID
17/03/2022     Test Patient     Transport for NSW     Dr TEST REFERRAL     nswrmsma     Test Referral     Parked     RMS-1020       20/03/2022     Test Patient     SR Referral (manual) to Ear Lobe     Dr TEST REFERRAL     printfax     Test Referral     Completed     SR-65217:       17/03/2022     Test Patient     SR Referral to Ear Lobe     Dr TEST REFERRAL     cervinpt     Test Referral     Completed     SR-65217:       17/03/2022     Test Patient     SR Referral to Ear Lobe     Dr TEST REFERRAL     cervinpt     Test Referral     Completed     SR-65217:	20/03/2022	Test Patient		SR Referral to Ear	Lobe		Dr TEST REFERRAL	cervinp	ot	Test Referral	Parked	SR-65211	
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17/03/2022 Test Patient SR Referral to Ear Lobe Dr TEST REFERRAL cervinpt Test Referral Completed SR-64789	17/03/2022	Test Patient		Transport for NSV	v		Dr TEST REFERRAL	nswrms	sma	Test Referral	Parked	RMS-1020	0410
	20/03/2022	Test Patient		SR Referral (manu	ual) to Ear Lo	obe	Dr TEST REFERRAL	printfax	×	Test Referral	Completed	SR-65217:	:PO
17/02/2022 Test Deternt CP Deferral to Eav John Dr TEST DEEEDDAL consists Test Deferral Completed SP 64014	17/03/2022	Test Patient		SR Referral to Ear	Lobe		Dr TEST REFERRAL	cervinp	ot	Test Referral	Completed	SR-64789	
17/05/2022 lost Pationit Sh Referrant Completed Sh 94014	17/03/2022	Test Patient		SR Referral to Ear	Lobe		Dr TEST REFERRAL	cervinp	ot	Test Referral	Completed	SR-64814	

#### **10.2 Accessing Submitted Referrals**

A copy of the submitted referral can be found in the **Correspondence Out** section of the patient's clinical record. Double clicking on the form will open it in a summary view only.

To open the referral as the specialist sees it, double click the selected referral in the list. The preview will include a list of any attachments. The actual attachments are included in the referral sent to the specialist.

©-	17/09/2021	SR Referral to Ear Lobe	cervinpt	Dr TEST REFERRAL	Final
🔌 Immunisations	12/10/2021	SR Referral to Ear Lobe	cervinpt	Dr TEST REFERRAL	Final
	12/10/2021	SR Referral to Ear Lobe	cervinpt	Dr TEST REFERRAL	Final
	12/10/2021	SR Referral to Ear Lobe	cervinpt	Dr TEST REFERRAL	Final
Correspondence In	05/11/2021	SR Referral to Ear Lobe	cervinpt	Dr TEST REFERRAL	Final
	05/11/2021	SR Referral to Ear Lobe	cervinpt	Dr TEST REFERRAL	Final
Correspondence Out	05/11/2021	SR Referral to Ear Lobe	cervinpt	Dr TEST REFERRAL	Final
Past prescriptions	05/11/2021	SR Referral to Ear Lobe	cervinpt	Dr TEST REFERRAL	Final
	11/11/2021	SR Referral to Ear Lobe	cervinpt	Dr TEST REFERRAL	Final
Observations	22/11/2021	SR Referral to Ear Lobe	cervinpt	Dr TEST REFERRAL	Final
Family/Social history	24/11/2021	SR Referral to Ear Lobe	cervinpt	Dr TEST REFERRAL	Final
	24/11/2021	SR Referral to Ear Lobe	cervinpt	Dr TEST REFERRAL	Final
Clinical images	02/12/2021	SR Referral to Ear Lobe	cervinpt	Dr TEST REFERRAL	Final
Contract Disease Cont	07/12/2021	SR Referral to Ear Lobe	cervinpt	Dr TEST REFERRAL	Final
Enhanced Primary Care	23/02/2022	SR Referral to Osama Elsewaisy	osamaels	Dr TEST REFERRAL	Final
	17/03/2022	SR Referral to Ear Lobe	cervinpt	Dr TEST REFERRAL	Final
	17/03/2022	SR Potentar to Ear Lobe	cervinpt	Dr TEST REFERRAL	Final
	20/03/2022	SR Referral (manual) to Ear Lobe	printfax	Dr TEST REFERRAL	Final





#### 10.3 Checking the Delivery Status of Electronic Referrals

This is how to check the status of electronic referrals you have sent. Acknowledged referrals have been successfully delivered into the receiver's software. Referrals that haven't been received by the specialist's software will be shown as Waiting for Acknowledgement.

🔎 Bp Premier		
<u>File</u> <u>Clinical</u> <u>Management</u> <u>Utilities</u>	⊻iew Stup <u>H</u> elp	
🗐 🖾 🐼 📶 🗟 🗋	MIMS Product Information Shift+F12	
	MIMS Consumer Medicines Information	
	Pharmaceutical Products Explorer	
	Contacts F11	
	Patients F10	
	Account holders	
	Patient Education material	
	Fact Sheets	
	Travel medicine	
	NPS RADAR Documents	
	My Health Record Audit	
	eReferrals	
	HealthLink Forms	
	Cubiko	
	Inbox F3	
	Incoming reports	
	Investigation requests	

First, close out of the patient record and go to View then choose eReferrals. This will open a list of all eReferrals to follow up, showing electronic referrals that are still waiting for acknowledgement.

K ekererrai r	ollowup						
<u>File</u> <u>U</u> tilities	<u>V</u> iew <u>H</u> elp						
🔄 🖡							
Start date:	1/03/2022 🗐 🕶 Messagin	g provider: All 🗸	Status: All	$\sim$			
🗌 Hide posit	ive acknowledgements						
Date	Patient	Provider	Addressee	Messaging Provider	Status	Details	Message
17/03/2022 17/03/2022	Mr Test Patient Mr Test Patient	Dr TEST REFERRAL Dr TEST REFERRAL		Healthlink Healthlink	Acknowledged Acknowledged		SR-64789 SR-64814
20/03/2022	Mr Test Patient	Dr TEST REFERRAL		Healthlink	Acknowledged		SR-65217:

2 If you want to see all electronic referrals that you have sent, untick the box **Hide positive** acknowledgements.

A charchart	rollowup						
<u>File</u> <u>U</u> tilities	s <u>V</u> iew <u>H</u> elp						
🔄 🖡							
Start date:	1/03/2022 🔍 🗸 Messagir	ng provider: All 🗸	Status: All	$\sim$			
Hide posit	tive acknowledgements						
Hide posit	tive acknowledgements	Provider	Addressee	Messaging Provider	Status	Details	Message ID
		Provider Dr TEST REFERRAL Dr TEST REFERRAL	Addressee	Messaging Provider Healthlink Healthlink	Status Acknowledged Acknowledged	Details	Message ID SR-64789 SR-64814

#### **Support Queries**

SR Support can help with any referral tracking queries using the Referral ID 'SR-XXXX'. All patient data is confidential and only visible to the sender and receiver. Find the referral ID in the individual patient record. For all queries please contact SR Support on 1800 147 047 or email sr-support@specialistsreferrals.com.au.