

# Medical Director

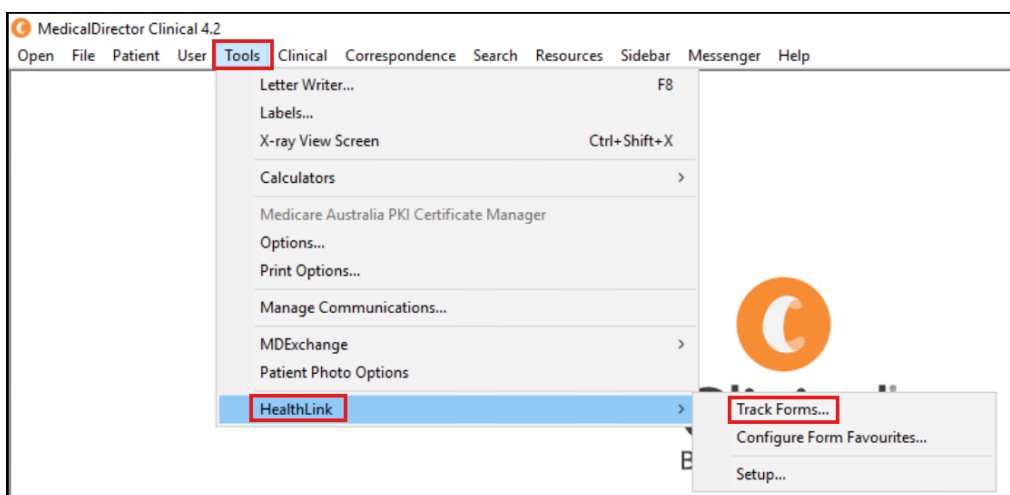
Guide to search for the submitted referrals

## How to find submitted E-referrals in Medical Director

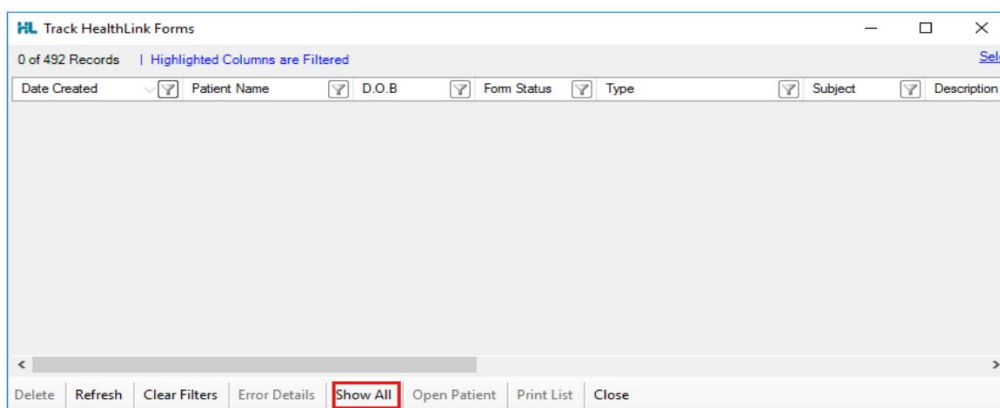
*This article explains how to see and open all the submitted e-referrals in Medical Director.*

To access e-referrals, launch Medical Director, go to the main menu, select **'Tools'**, then **'Healthlink'**, and finally **'Track Forms'**.

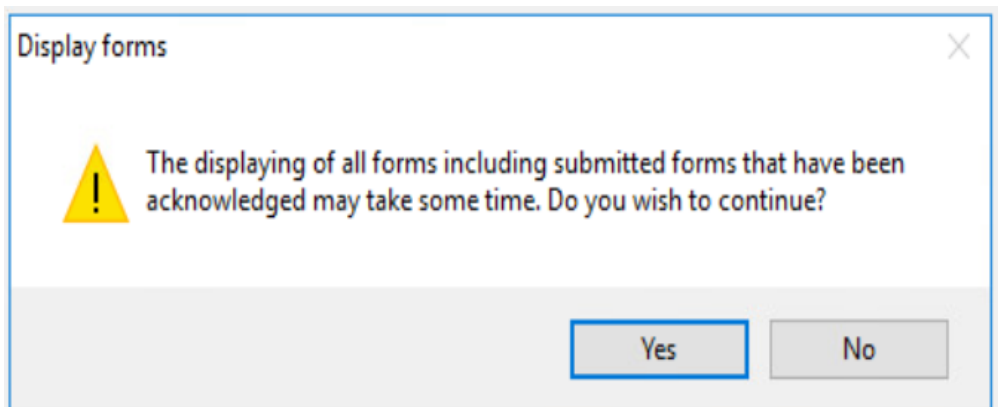
**Medical Director > Tools> HealthLink > Track forms**



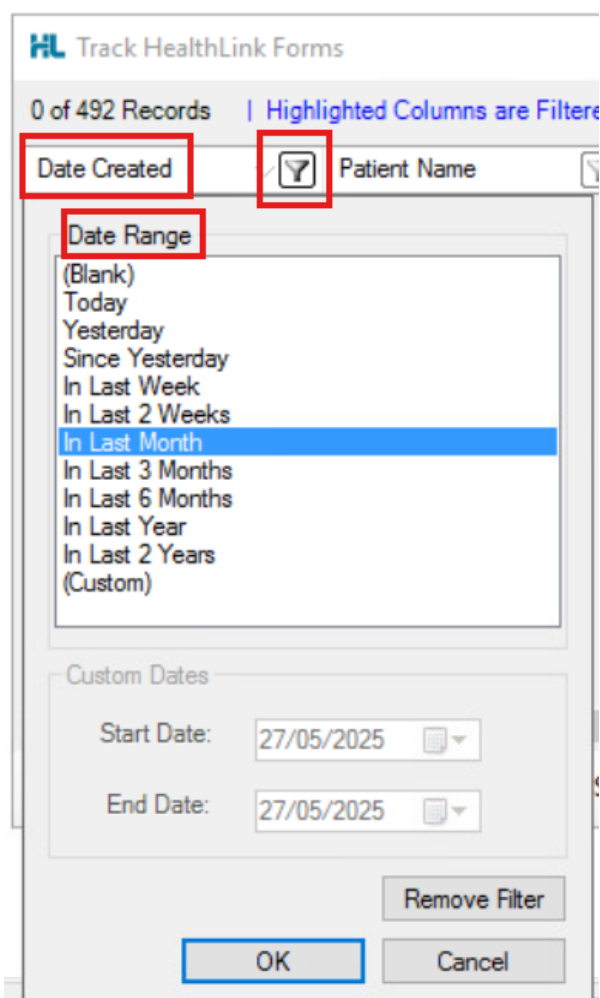
After opening the Track Healthlink Forms page, click on **'Show All'**. This will display all the E-referrals.



It should pop up a dialogue box asking you to continue, click on **'Yes'** to continue.



Then click on filter icon next to **'Date Created'** and choose the **'Date Range'** and click on ok. That should display all the E-referrals for that date range.



There is no column that lists the referral number. Look at the date range and select a likely form, click **'Open Patient'** to access the patients records.

HL Track HealthLink Forms

11 of 5/6 Records | Highlighted Columns are Filtered

Date Created	Patient Name	D.O.B	Form Status	Type	Subject	Description
3/04/2025	Mickey Mouse	9/09/1999	Autosaved	South Australian Health Referral	Cardiology	South Austral
3/04/2025	Mickey Mouse	9/09/1999	Autosaved	South Australian Health Referral	Allergy and Immu...	South Austral
12/03/2025	Comrad Test	1/01/2015	Autosaved	Canberra Health Services	Cardiology	Canberra Hea
5/03/2025	Comrad Test	1/01/2015	Submitted	Sydney Local Health District Ser...	Hand Therapy	Sydney Local
5/03/2025	Comrad Test	1/01/2015	Submitted	Sydney Local Health District Ser...	Andrology	Sydney Local
5/03/2025	Comrad Test	1/01/2015	Submitted	SR Referral to Test Provider	Specialist Referral	SR Referral to
5/03/2025	Comrad Test	1/01/2015	Parked	Sydney Local Health District Ser...	General Surgery	Sydney Local
5/03/2025	Mickey Mouse	9/09/1999	Parked	Sydney Local Health District Ser...	Cardiology	Sydney Local
3/03/2025	Comrad Test	1/01/2015	Autosaved	Lifeshouse Cancer Care	Breast Oncology ...	Lifeshouse Can
3/03/2025	Comrad Test	1/01/2015	Autosaved	Lifeshouse Cancer Care	Breast Oncology ...	Lifeshouse Can
3/03/2025	Comrad Test	1/01/2015	Autosaved	Lifeshouse Cancer Care	Breast Oncology ...	Lifeshouse Can

Delete Refresh Clear Filters Error Details Hide **Open Patient** Print List Close

After opening the patient record, review the **'Message ID'** column to identify the correct referral.

Summary Current Rx Progress Past history Results Letters Documents Old scripts Imm Correspondence MDEExchange HL HealthLink

New Form Resume Delete Clear Filters Refresh Error Detail

16 of 16 Records

Date Created	Form Status	Message ID	Type	Subject	Description	Recipient	Sender	Ack Status
12/03/2025 11:29:16 AM	Autosaved	ACTE-2310	Canberra Health Services	Cardiology	Canberra Health Services	acthepic		
5/03/2025 3:50:39 PM	Submitted	SLHD-19418	Sydney Local Health District Ser...	Hand Therapy	Sydney Local Health District Ser...	shdhaem	Dr Test User	Acknowledged
5/03/2025 3:07:33 PM	Submitted	SLHD-19416	Sydney Local Health District Ser...	Andrology	Sydney Local Health District Ser...	shdhaem	Dr Test User	Acknowledged
5/03/2025 2:59:33 PM	Submitted	SR-2162	SR Referral to Test Provider	Specialist Referral	SR Referral to Test Provider	PMSBESTP	Dr Test User	Acknowledged
5/03/2025 2:50:47 PM	Parked	SLHD-19415	Sydney Local Health District Ser...	General Surgery	Sydney Local Health District Ser...	shdhaem		
3/03/2025 3:12:17 PM	Autosaved	LIFE-1407	Lifeshouse Cancer Care	Breast Oncology ...	Lifeshouse Cancer Care	lfehfm		
3/03/2025 2:56:00 PM	Autosaved	LIFE-1404	Lifeshouse Cancer Care	Breast Oncology ...	Lifeshouse Cancer Care	lfehfm		
3/03/2025 2:52:47 PM	Autosaved	LIFE-1403	Lifeshouse Cancer Care	Breast Oncology ...	Lifeshouse Cancer Care	lfehfm		

Activate Windows

**Note:** Once the E-referral has been submitted it cannot be resubmitted or resent, you need to create them again to send it.

HealthLink Australia  
Phone toll free: 1800 125 036  
8:00am – 6:00 pm (AEST)  
Monday-Friday

Email  
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