## **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

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

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0 of 492	Records	Highlight	ed Columns are Fi	iltered									Sele
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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.

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0 of 492 Records	Highlighted	Columns are Filtere
Date Created	Patie	nt Name
Date Range (Blank) Today Yesterday Since Yesterday In Last Week In Last 2 Weeks In Last 2 Weeks In Last 3 Months In Last 3 Months In Last 4 Months In Last Year In Last 2 Years (Custom)		
Custom Dates		
Start Date:	27/05/2025	
End Date:	27/05/2025	
	[	Remove Filter
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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   High	lighted Columns are Filtered					<u>Sele</u>		
Date Created	Patient Name	D.O.B	Form Status	Туре	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	Lifehouse Cancer Care	Breast Oncology	Lifehouse Car		
3/03/2025	Comrad Test	1/01/2015	Autosaved	Lifehouse Cancer Care	Breast Oncology	Lifehouse Car		
3/03/2025	Comrad Test	1/01/2015	Autosaved	Lifehouse Cancer Care	Breast Oncology	Lifehouse Car		
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After opening the patient record, review the **'Message ID'** column to identify the correct referral.

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New Form Resume	Delete Clear F	ilters Refresh I	rror Detail					
16 of 16 Records			1					
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	slhdhaem	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	slhdhaem		
3/03/2025 3:12:17 PM	Autosaved	LIFE-1407	Lifehouse Cancer Care	Breast Oncology	Lifehouse Cancer Care	lifehfm		
3/03/2025 2:56:00 PM	Autosaved	LIFE-1404	Lifehouse Cancer Care	Breast Oncology	Lifehouse Cancer Care	lifehfm		
3/03/2025 2-52-47 PM ≮	Autosaved	LIFE-1403	Lifebouse Cancer Care	Rreast Oncology -	Lifehouse Cancer Care	lifehfm	Activate Win	idows >

**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 helpdesk@healthlink.net

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