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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| Open | File | Patient | User | Tools | Clinical | Correspondence | Search | Resources | Sidebar | Messenger | Help |
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| | | | | C | alculators | | | | | > | |
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After opening the Track Healthlink Forms page, click on '**Show All'.** This will display all the E-referrals.

| TI Irack Health | hLink Forms | | | | | | - | | × |
|------------------|-----------------------|------------------|-------|-------------|------|----|--------|---|-------------|
| 0 of 492 Records | s Highlighted Colum | nns are Filtered | | | | | | | Se |
| Date Created | Patient Nam | ne 🍸 D | 0.0.B | Form Status | Туре | Su | ubject | Y | Description |
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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.

| ដ Track HealthLin | nk Forms | |
|--|-------------|---------------------|
| 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 6 Months In Last 2 Years In Last 2 Years (Custom) | | |
| Custom Dates | | |
| Start Date: | 27/05/2025 | |
| End Date: | 27/05/2025 | |
| | [| Remove Filter |
| | ОК | Cancel |

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 For | rms | | | | - [| X |
|----------------------------|-------------------------------|-----------------|-----------------|----------------------------------|---------------------|----------------|
| 11 of 5/6 Hig Records | hlighted Columns are Filtered | | | | | Sele |
| 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 Loca |
| 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 Loca |
| 5/03/2025 | Mickey Mouse | 9/09/1999 | Parked | Sydney Local Health District Ser | Cardiology | Sydney Loca |
| 3/03/2025 | Comrad Test | 1/01/2015 | Autosaved | Lifehouse Cancer Care | Breast Oncology | Lifehouse Ca |
| 3/03/2025 | Comrad Test | 1/01/2015 | Autosaved | Lifehouse Cancer Care | Breast Oncology | Lifehouse Ca |
| 3/03/2025 | Comrad Test | 1/01/2015 | Autosaved | Lifehouse Cancer Care | Breast Oncology | Lifehouse Ca |
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| Delete Refresh Clea | r Filters Error Details Hi | de Open Patient | Print List Clos | se | | |

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

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|------------------------|--|---------------------------------------|----------------------------------|---------------------|----------------------------------|------------------|-------------------------|--------------|
| 16 of 16 Records | | | | | | | | |
| Date Created V | 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 | | |
| 2/03/2025 2-52-47 PM | Autosaved | 1 IFF-1403 | Lifebouse Cancer Care | Reast Oncology - | Lifehnuse Canner Care | lifehfm | Activate Wir | dows > |

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

www.healthlink.com.au