

QUICK START GUIDE

MONASH HEALTH REFERRAL SMARTFORM

The Monash Health Referral SmartForm has been designed to make it easier for you to refer your patients electronically for services provided by Monash Health and Monash Children's Hospital. This quick start guide has been developed to help you navigate the new digital form.

HealthLink Technical Support

E: helpdesk@healthlink.net

P: 1800 125 036



MedicalDirector®



1. Open the patient record

Search for the patient and open their electronic medical record. Then click on the **HealthLink Forms** tab. In the HealthLink Forms window, click the **New Form** button.

Select Patient From List

Enter patient surname, chart number or phone number
REK

Include inactive patients
 Include Deceased
 Include Next of Kin and Emergency Contact
 Search on chart number
 Search on phone number

Name	Age	Gender	Chart Number	Address	Phone Number
Rekha, Fiji	52yrs ...	M		12, Billabong Street, Lawson 2617	0262899049 (Home)
Rekkas, Maureen	76yrs ...	F		314 Hope Street, Bundaberg 4670	

Status: Active

OK Add New Delete Edit Merge Close

File Patient Edit Summaries Tools Clinical Correspondence Assessment Resources Sidebar MyHealthRecord Window Help

Mrs Maureen Rekkas (76yrs 1mth) | DOB: 23/02/1944 | Gender: Female | Occupation: | 1m 37s

314 Hope Street, Bundaberg, Qld 4670 | Ph: 0417728660 (mobile) | Record No: | ATSI: Neither Aboriginal nor Torres Strait Islander

Allergies & Adverse Reactions: SULFONAMIDES | Pension No: 561-388-922-HL | Ethnicity: | Smoking Hx: 20 Daily | IHI No: | MyHealthRecord: | Recalls

Warnings: ON WARFARIN

Summary | Current Rx | Progress | Past history | Results | Letters | Documents | MDExchange | HealthLink

New Form | Resume | Delete | Clear Filters | Refresh | Error Detail

56 of 56 Records

Date Created	Form Status	Message ID	Type	Subject	Description	Recipient	Sender
21/04/2020 5:40:13 p.m.	Submitted	RMS-8418	Roads and Maritime Services	NSW Fitness to ...	NSW Fitness to Drive Medical A...	nswmsmia	Dr Medica

2. Launch the Form

Under the **Referred Services** section, click on Monash Health Specialist Consulting Clinics

HL HealthLink | Certainty in Care

1800 125 036 (AUS) | helpdesk@healthlink.net | Contact Us

Make a referral | Update referral

Search a Private Specialist or Allied Health Provider to Refer Patient

SR Specialists & Referrals For Private Specialist Referrals

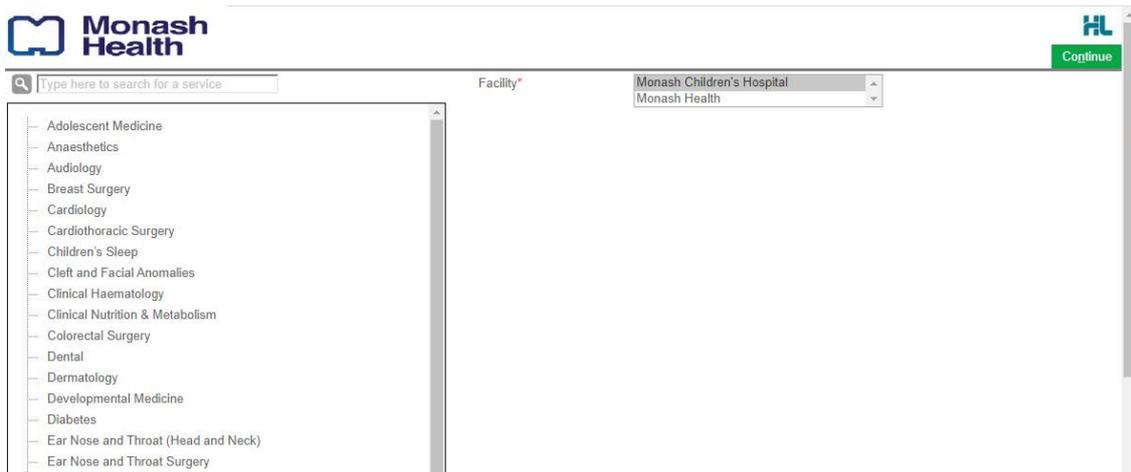
Referred Services

Austin Health	Banyule Community Health
DPV Community Health	Eastern Health
Hearing Australia Medical Certificate	My Aged Care Referral
Monash Health Specialist Consulting Clinics	Northern Health

Version Information | Powered by Healthlink

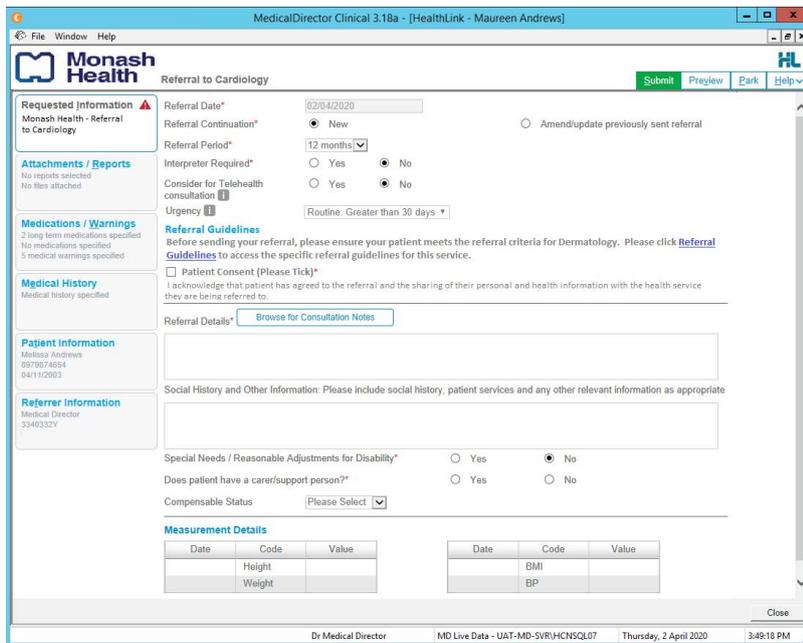
3. Select the Monash Health Service you wish to refer to

Select the service you wish to refer the patient to from the list. If the service is available at both Monash Health and Monash Children's Hospital, please select the appropriate facility you wish to refer the patient to. Click the **continue** button on the top right. Should you wish to narrow down the list, you can enter the service (or part of the service) you are looking for into the search field directly above the list.



4. Complete the Form

The form will be displayed. At this point, you will have access to all the information necessary to complete the form for submission. If you need to do something else or are awaiting on lab results not yet available, you can **Park** the form to save what you've currently done so far, and come back to it later to complete it.



Depending on the selections you've made, additional fields will appear allowing you to include the relevant information necessary.

The button **Browse for Consultation Notes** will give you access to today's and previous progress notes from the patient's medical records. You can add clinical notes to the form by selecting the relevant records.

5. Include the relevant attachments

The **Attachments / Reports** tab will give you access to all of the supporting documents that you may wish to attach to the form. You can select any item from the table – showing you patient reports, diagnostic tests, scanned documents or referrals from the last six months. You can browse for additional reports or documents stored earlier in the clinical record or on your computer which have not been stored in the patient clinical record.

Date	Name	Comments	Type	Size
31/03/2020	AduroForm.html	Sydney Local Health District Services	html	36 KB
31/03/2020	HAEMATOLOGY RESULTS		rtf	1 KB
25/03/2020	AduroForm.html	Sydney Local Health District Services	html	26 KB

6. Select relevant medications, warning and medical history items

The **Medications / Warnings** and **Medical History** tabs will give you access to the relevant pre-populated records. Just select those records that are relevant to the referral or add your specific notes if necessary.

Date	Details	Dose	Units	Instructions
	NUROFEN (ibuprofen)			Dosage: qd c.c. Qty:96
	VENTOLIN NEBULES (Salbutamol (as sulfate))			Dosage: daily Qty:3*20*2.5mL

Date	Description	Comments
<input checked="" type="checkbox"/>	31/03/2020 ANTACIDS	
<input checked="" type="checkbox"/>	31/03/2020 ANTIHISTAMINES (SEDATING)	
<input checked="" type="checkbox"/>	31/03/2020 ANGIOTENSIN II ANTAGONISTS	
<input checked="" type="checkbox"/>	15/01/2019 DUST MITE	Hives
<input checked="" type="checkbox"/>	NaN/NaN/NaN MRSA	

7. Ensure patient and referrer information is correct

With the 'Patient Information' and 'Recipient/Referrer' tabs, you simply need to ensure that the information displayed is up-to-date and correct. If a piece of required information is missing you will see the validation symbol displayed on the tab. To complete it, just click on the tab and fill-in the required field.



8. Submit the Referral

To preview the referral, click **Preview** to verify that the form has been completed correctly. The form will highlight which tab and which fields are incomplete if you have missed some mandatory information for the referral. When you are ready, click on **Submit** to send your referral. This will safely and securely send the form directly to Monash Health and you will see a copy of the completed form containing an acknowledgment of receipt. If required you can print a copy by clicking the **Print** button. Note that it is not necessary for the printed copy to be sent or taken to the hospital.

HealthLink - Melissa Andrews

Monash Health Referral to Cardiology

Submit Preview Park Help

Referral Sent and Acknowledged on 20/04/2020 12:47

Diabetes

Patient: MAUREEN ANDREWS, 96yrs, F, DOB 23/06/1923, PH: Mob 0417728660
 Residential address: 314 HOPE STREET, BUNDABERG, QLD 4670
 Postal address: same as residential address
 Referred by: Medical Director, Healthlink (Marketplace Partner), Prov. No. 3340332Y, HPI-O 8003629900026770, PH 0744015650
 Referral date: 20/04/2020 12:47 NZST

Clinical Referral Information

Referral Date: 20/04/2020
 Referral Period: 6 months
 Feedback Requested: Yes
 Interpreter Required: No

Reason for Patient Referral:
 Date: 20/04/2020 00:00:00 Monday April 20 2020 12:42:45
 Dr Medical Director

Medications & Management

Long Term Medications

Date	Details	Dose	Units	Instructions
20/02/2013	COUMADIN (Warfarin sodium)			Dosage: As per Pathology Lab recommendations Qty:50

Medical Warnings

Date	Description	Comments
15/01/2019	SULFONAMIDES	

Access Parked Referrals

To access a parked referral from the patient's record, click on the HealthLink tab of the clinical record. From the available listing, double-click on the parked form you would like to open. Complete the form and then click submit to submit the referral.

Date Created	Form Status	Message ID	Type	Subject	Description	Recipient	Sender	Ack
13/03/2020 1:27:04 p.m.	Parked	EH-3318	Eastern Health Referral	Haematology	Eastern Health Referral Form	easthda		
14/02/2020 4:30:15 p.m.	Parked	HLL-652	HealthLink e-Referral Form	Respiratory	HealthLink e-Referral Library	hldemoau		
14/02/2020 4:28:18 p.m.	Submitted	SLHD-5602	Sydney Local Health District Ser...	Osteoporosis and...	Sydney Local Health District Ser...	slhdhaem	Dr Bronwn Gillespie	Ackn...

Viewing or Printing Submitted Referrals

A copy of the submitted form can be found in the Letters section of the patient clinical record. Select the referral from the list, then in the display window click open externally to display or print the referral.

Date Created	Subject	Recipient/Doctor	Description
29/04/2020	Application for ACT Approval to Prescribe Control...		Application for ACT Approva
29/04/2020	Application for ACT Approval to Prescribe Control...		Application for ACT Approva
21/04/2020	NSW Fitness to Drive Medical Assessment		NSW Fitness to Drive Medic
20/04/2020	Diabetes		Eastern Health Referral Form
30/03/2020	Additional Information		Primary Health Tasmania Ad

Referral Sent and Acknowledged on 20/04/2020 12:47 NZST

Diabetes

Patient: MAUREEN ANDREWS, 96yrs, F, DOB 23/06/1923, PH: Mob 0417728660

HealthLink helps over 60,000
healthcare practitioners deliver
certainty in care by enabling them
to exchange patient information
quickly, reliably and securely.

For all queries, please contact HealthLink
Customer Care on 1800 125 036 or email
helpdesk@healthlink.net

Monday to Friday (Except Public Holidays)
8:00 am - 6:00 pm

HealthLink
helpdesk@healthlink.net | au.healthlink.net