QUICK START GUIDE HealthLink Online Directory



The HealthLink Online Directory contains our users, their contact information, HealthLink Messaging Address (EDI) and software capabilities. You can look up an EDI and update your practice details using the Directory. If you require a login to access the Directory, please contact us on 1300 145 465 (Option 1).





Logging In

- 1. To Login, please go to https://aupd.healthlink.net If you do not have a login, please call us. on 1300 145 465 (Option 1)
- 2 Enter your username and password and click **Sign in**. Please note that in most cases your username is your HealthLink messaging address (EDI).

Н	ealthLink Directory Login
H	Link Certainty
Username:	
Password:	
	Remember me Sign in Password Reset
Greeting you agree to the	s 122.199.0.20 by accessing this directory e terms outlined in the Master Service Agreement
© Co	ppyright 2019 HealthLink Group Pty Ltd

3. You will be taken to the HealthLink Directory Listing.

HL	ealth ink	Certainty A Sites & Providers				Any field	 ✓ Contains 	search		۹.	r 💄 laurawhl 🗸
My Prov	viders	My Practice								Displaying 1 -	20 of 12573 20 ~
		Site Name	Service Type	Site Contact	Primary Phone	HealthLink EDI	Vendor Software	Suburb	State	Post Code	Last Modified \downarrow
Q	ھ (9)	Cherrybrook Medical Centre	General Practice	Jeevan Muralathan	(02) 9484 5676	cherrymc	Best Practice 3	Cherrybrook	NSW	2126	4/09/2019
Q	& (5)	KSS Medical Practice	General Practice	Des CLARKE	(02) 9399 9399	avocafmp	Best Practice 3	Randwick	NSW	2031	4/09/2019
Q	& (1)	Dr Monika Juneja	Specialist	Jo Treasure	(08) 8350 0172	mojuneja	Genie For Windows 🜖	Glenelg South	SA	5045	4/09/2019
Q	& (1)	Dr Tania Hossack	Specialist	Rohina Hashimi	(02) 8960 6368	thossack	Gentu 🕚	Baulkham Hills	NSW	2153	4/09/2019
Q	گ (1)	Lifecare Prendiville Physiotherapy	Allied Health	Michelle Cook	(08) 9300 8022	Icprendi	HLConnect ()	Ocean Reef	WA	6027	4/09/2019
Q	ــــــــــــــــــــــــــــــــــــ	Tahmoor Medical Centre	General Practice	Kathy Sarkis	(02) 4683 0800	tahmormc	Medical Director 3 (3)	Tahmoor	NSW	2573	4/09/2019
Q	ـه (2)	Bethania Surgery	General Practice	Wilken Yu	(07) 3805 5633	bethania	Medical Director 3 🕄	Bethania	QLD	4205	4/09/2019
Q	& (2)	My Health Journey	Allied Health	Ms Newman	(04) 3867 8845	mhealthj	HLConnect 3	Fremantle	WA	6160	4/09/2019
Q	& (1)	Sydney Paediatric Gastroenterology	Specialist	Sampada Samant	1300 742787	ktspgast	Gentu 🕄	St Leonards	NSW	2065	4/09/2019
Q	& (9)	Bupa Aged Care Australia	General Practice	Kirsty Liebeknecht	(02) 8247 3000	bupacars	Best Practice 3	Sydney	NSW	2000	3/09/2019
Q	å (6)	Access Medical Wheelers Hill	General Practice	Bridgette Bridgette	(03) 9562 2288	accessmd	Best Practice ()	Wheelers Hill	VIC	3150	3/09/2019
Q	گ (2)	Dr Chi Gooi	Specialist	Ratka Hinic	(08) 8236 4113	dchigooi	Genie For Mac 🕄	Adelaide	SA	5000	3/09/2019
Q	ه (24)	Sunshine City Medical Centre	General Practice	Christine Alush	(03) 9312 3000	suncitym	Medical Director 3 🕄	Sunshine	VIC	3020	3/09/2019
Q	ـه (3)	The Good Samaritan Medical Centre	General Practice	Magy Michael	(02) 9602 3418	chipnort	Best Practice ()	Chipping Norton	NSW	2170	3/09/2019
Q	ـ (1)	Padstow Medical Centre	General Practice	Abby Cicognant	(02) 9772 2882	padstomc	Best Practice 3	Padstow	NSW	2211	3/09/2019
Q	ـ (3)	Central West Podiarty	Allied Health	Tanya Bagley	(08) 9943 8220	cwpodiat	Best Practice (1)	Geraldton	WA	6530	3/09/2019
Q	& (2)	Dr Narelle Martin's Private Women's Health Clinic	General Practice		(07) 4782 2200	nlmartin	Best Practice 3	Home Hill	QLD	4806	3/09/2019
Q	ـ (14)	Cooper Street Clinic	General Practice	Tahlia Bar-Ami	(02) 9328 5444	coopersc	Best Practice 3	Double Bay	NSW	2028	3/09/2019
<u> </u>	•	in a rest construction of the	a 15 r	<u> </u>	(00) 0504 0000		n (n - A		100	0450	0/00/0040

Healtl Link

Searching for a HealthLink Enabled Site

When searching the directory for the HealthLink EDI of the Health Care Provider that you wish to send to, we highly recommend that you search for a site using their phone number. We find that most sites may change their name and address, but they will keep their phone number.

 In the search field, type the phone number and click search. (Do not add any spaces or the area code).

	L	lealth ink	Certainty				Any field	✓ Contains	4444592		¢.	, 💄 laurawhl 👻
М	y Pro	viders	My Practice						44444592		Displaying 1 - 2	20 of 12573 20 ~
			Site Name	Service Type	Site Contact	Primary Phone	HealthLink EDI	Vendor Software	Suburb	State	Post Code	Last Modified ↓
Q		& (9)	Cherrybrook Medical Centre	General Practice	Jeevan Muralathan	(02) 9484 5676	cherrymc	Best Practice 🜖	Cherrybrook	NSW	2126	4/09/2019
Q		ه (5)	KSS Medical Practice	General Practice	Des CLARKE	(02) 9399 9399	avocafmp	Best Practice 🜖	Randwick	NSW	2031	4/09/2019
Q		🌡 (1)	Dr Monika Juneja	Specialist	Jo Treasure	(08) 8350 0172	mojuneja	Genie For Windows 🜖	Glenelg South	SA	5045	4/09/2019
Q		& (1)	Dr Tania Hossack	Specialist	Rohina Hashimi	(02) 8960 6368	thossack	Gentu 🕄	Baulkham Hills	NSW	2153	4/09/2019
Q		گ (1)	Lifecare Prendiville Physiotherapy	Allied Health	Michelle Cook	(08) 9300 8022	Icprendi	HLConnect 🕄	Ocean Reef	WA	6027	4/09/2019
Q		🌡 (13)	Tahmoor Medical Centre	General Practice	Kathy Sarkis	(02) 4683 0800	tahmormc	Medical Director 3 🕄	Tahmoor	NSW	2573	4/09/2019
Q		& (2)	Bethania Surgery	General Practice	Wilken Yu	(07) 3805 5633	bethania	Medical Director 3 🜖	Bethania	QLD	4205	4/09/2019
Q		& (2)	My Health Journey	Allied Health	Ms Newman	(04) 3867 8845	mhealthj	HLConnect 🕄	Fremantle	WA	6160	4/09/2019
٩		ھ (1)	Sydney Paediatric Gastroenterology	Specialist	Sampada Samant	1300 742787	ktspgast	Gentu 🕄	St Leonards	NSW	2065	4/09/2019
Q		(9) 🐁	Bupa Aged Care Australia	General Practice	Kirsty Liebeknecht	(02) 8247 3000	bupacars	Best Practice ()	Sydney	NSW	2000	3/09/2019
Q		å (6)	Access Medical Wheelers Hill	General Practice	Bridgette Bridgette	(03) 9562 2288	accessmd	Best Practice 3	Wheelers Hill	VIC	3150	3/09/2019
Q		& (2)	Dr Chi Gooi	Specialist	Ratka Hinic	(08) 8236 4113	dchigooi	Genie For Mac 🕄	Adelaide	SA	5000	3/09/2019
Q		گ (24)	Sunshine City Medical Centre	General Practice	Christine Alush	(03) 9312 3000	suncitym	Medical Director 3 (Sunshine	VIC	3020	3/09/2019
Q		& (3)	The Good Samaritan Medical Centre	General Practice	Magy Michael	(02) 9602 3418	chipnort	Best Practice ()	Chipping Norton	NSW	2170	3/09/2019
Q	П	& (1)	Padstow Medical Centre	General Practice	Abby Cicognant	(02) 9772 2882	padstome	Best Practice 1	Padstow	NSW	2211	3/09/2019

2. If there is an entry that matches the phone number, it will bring up the details of that site. You can see complete details of the site by clicking on the site Name. Should you wish to see the providers associated with this site, click on the providers icon and it will show you the providers details for that site.

Health Certainty A si	es L Providers				Any field	✓ 44444592		x Q	🗢 🗶 laurawhl 🗸
My Providers My Practice								1	Displaying 1 - 1 of 1 20 🗸
Site Name	Service Type	Site Contact	Primary Phone	HealthLink EDI	Vendor Software	Suburb	<u>State</u>	Post Code	Lastimoonic
📝 Q 🔲 🎄 (2) Dummy Account	Specialist	Laura Wright	(07) 4444 4592	laurawhl	Genie For Mac 🜖	North Ward	QLD	4810	16/08/2019
			0. On weakly	040 Hoolik Liek Oceano Divité					

3. Once you establish that the Provider you require is listed, you can copy and paste the HealthLink EDI to your address book (NB: do not include any spaces at the end or beginning of the EDI, or the message will not be sent). The HealthLink EDI should only contain a combination of eight letters or/and numbers.

ite Name	Dummy Account							
ervice Type	Specialist							
ealthLink EDI	laurawhi							
endor Software	Genie For Mac							
ite Contact	Laura Wright							
rimary Phone	(07) 4444 4592							
rimary Fax								
hysical Addres	4/69 Eyre Street North Ward QLD							
nysical Addres	4810							
ite Description	4810							
ite Description	4810 485 ₿ ≁							Displaying 1 - 2 of 2
ite Description	4810 Link EDI Provider Type	Provider Title	Provider First Name	Provider Last Name	<u>Provider ID</u>	<u>Site Name</u>	Vendor Software	Displaying 1 - 2 of 2
ite Description	4810	Provider Title Dr	Provider First Name Sieepy	Provider Last Name DOCTOR	Provider ID 123457ZZ	Site Name Dummy Account	Vendor Software Genie For Mac 😧	Displaying 1 - 2 of 2

Search for a Provider

Health Link

Certainty in Care

1. Select the **Providers** tab.

ilľ	ink Certainty	🟫 Sins 🔔 Providers				Any field	✓ Contains ✓ search	٩	🌣 🔹 💄 lauraw
My Prac	tice My Providers	ē.						Displaying 1	- 20 of 62038 20
	HealthLink EDI	Provider Type	Provider Title	Provider First Name	Provider Last Name	Provider ID	Site Name	Vendor Software	Last Modified ↓
२ 🗆	avocafmp	General Practice	Dr	Rebecca	LING	4463239A	KSS Medical Practice	Best Practice 🥑	4/09/2019
२ 🗆	avocafmp	General Practice	Dr	Sarah	WILKINSON	059901CF	KSS Medical Practice	Best Practice	4/09/2019
۹ 🗆	avocafmp	General Practice	Dr	Susan	SOUTHGATE	048231DX	KSS Medical Practice	Best Practice 3	4/09/2019
۹ 🗆	avocafmp	General Practice	Dr	Brenton	KERMODE	0331269F	KSS Medical Practice	Best Practice 🥹	4/09/2019
۱ 🗆	avocafmp	General Practice	Dr	Samuel	HAY	2329279J	KSS Medical Practice	Best Practice 9	4/09/2019
	lcprendi	Physiotherapist	Mr	Brad	BROWN	5276381L	Lifecare Prendiville Physiotherapy	HLConnect 3	4/09/2019
	tahmormc	General Practice	Dr	Tonse	PRASAD	027733CA	Tahmoor Medical Centre	Medical Director 3 3	4/09/2019
	tahmormc	Skin Cancer and Melanoma	Dr	Janet	NINIO	045753HK	Tahmoor Medical Centre	Medical Director 3 3	4/09/2019
	tahmormc	General Practice	Dr	Hans	RAMLOCHUN	4343749Y	Tahmoor Medical Centre	Medical Director 3 3	4/09/2019
\	tahmormc	General Practice	Dr	Himanthi	BALASURIYA	4443734H	Tahmoor Medical Centre	Medical Director 3 3	4/09/2019
	tahmormc	General Practice	Dr	David	SOR	220711FK	Tahmoor Medical Centre	Medical Director 3 🕄	4/09/2019
\	innerwst	General Practice	Dr	Mitchell	PARKER	4790546L	Your Doctors	Best Practice ()	4/09/2019
	innerwst	General Practice	Dr	Anna	THAI	476419AJ	Your Doctors	Best Practice 🕄	4/09/2019
a 🗆	innerwst	General Practice	Dr	Anna	THAI	476419BX	Your Doctors	Best Practice 🜖	4/09/2019
2	bethania	General Practice	Dr	Sylvia	YU	233840BF	Bethania Surgery	Medical Director 3 😯	4/09/2019
\	innerwst	General Practice	Dr	David	RANKIN	0333699K	Your Doctors	Best Practice 🜖	4/09/2019
2	innerwst	General Practice	Dr	Nicholas	DE ROSA	461803LH	Your Doctors	Best Practice 🕢	4/09/2019
	innerwst	General Practice	Dr	Nicholas	DE ROSA	461803HY	Your Doctors	Best Practice 3	4/09/2019

2. In the search area input the provider number or the provider name and then click on the search icon. It will bring up the Health Care Provider's details if they are in the directory with that provider number or provider name. You can now copy and paste the HealthLink EDI to your address book.

:LĽ	lealth Certainty ink in Care	♠ Sites				Any field	✓ Contain: ✓ 227071rj	٩	🛠 🗸 💄 laurawhi
My Prac	tice My Providers	â.					227071RJ	splaying 1	- 20 of 62038 20
	HealthLink EDI	Provider Type	Provider Title	Provider First Name	Provider Last Name	Provider ID	Site Name	Vendor Software	Last Modified ψ
	avocafmp	General Practice	Dr	Rebecca	LING	4463239A	KSS Medical Practice	Best Practice 3	4/09/2019
	avocafmp	General Practice	Dr	Sarah	WILKINSON	059901CF	KSS Medical Practice	Best Practice	4/09/2019
	avocafmp	General Practice	Dr	Susan	SOUTHGATE	048231DX	KSS Medical Practice	Best Practice 0	4/09/2019

Health Certainty in Care	🚖 Sites 💄 Provide	ers		Any f	ield 🗸	Contains v 227071rj	x Q	🌣 🔹 💄 laurawhl 🗸
My Practice My Providers	ė.						D	isplaying 1 - 1 of 1 20 ~
HealthLink EDI	Provider Type	Provider Title	Provider First Name	Provider Last Name	Provider ID	Site Name	Vendor Software	Last Modified \downarrow
🔍 🗆 🛛 lauwrpti	IT Manager	Mrs	Laura	WRIGHT	227071RJ	Laura Portal Account	HealthLink 🕄	23/07/2019

Search functions

Healt

The search function on the **Providers and Sites** Tabs will allow you to refine searches, such as by postcode, EMR, and specialty area.

1. Select the **Providers or SitesTab**.

HL Health Link	Certainty A Sites Providers				Any field	✓ Contains ✓	search		۹.	. 💄 laurawhl 🗸
My Providers	My Practice								Displaying 1 - (20 of 12574 20 🗸
	Site Name	Service Type	Site Contact	Primary Phone	HealthLink EDI	Vendor Software	Suburb	State	Post Code	Last Modified ↓
Q 🗌 🌡 (6)	Dyslexia Clinics	Allied Health	Anthony Franklin	(08) 7127 4938	brainsol	CorePlus 🕄	Darwin	NT	800	4/09/2019
Q 🔲 🌡 (9)	Cherrybrook Medical Centre	General Practice	Jeevan Muralathan	(02) 9484 5676	cherrymc	Best Practice ()	Cherrybrook	NSW	2126	4/09/2019
Q 🗌 🌡 (5)	KSS Medical Practice	General Practice	Des CLARKE	(02) 9399 9399	avocafmp	Best Practice (1)	Randwick	NSW	2031	4/09/2019
Q 🔲 🌡 (1)	Dr Monika Juneja	Specialist	Jo Treasure	(08) 8350 0172	mojuneja	Genie For Windows 🕄	Glenelg South	SA	5045	4/09/2019
Q 🔲 🌡 (1)	Dr Tania Hossack	Specialist	Rohina Hashimi	(02) 8960 6368	thossack	Gentu 🕄	Baulkham Hills	NSW	2153	4/09/2019
Q 🗌 🌡 (1)	Lifecare Prendiville Physiotherapy	Allied Health	Michelle Cook	(08) 9300 8022	Icprendi	HLConnect ()	Ocean Reef	WA	6027	4/09/2019
Q 🗌 🌡 (13)	Tahmoor Medical Centre	General Practice	Kathy Sarkis	(02) 4683 0800	tahmormc	Medical Director 3 🕄	Tahmoor	NSW	2573	4/09/2019
Q 🔲 🌡 (2)	Bethania Surgery	General Practice	Wilken Yu	(07) 3805 5633	bethania	Medical Director 3 🜖	Bethania	QLD	4205	4/09/2019
Q 🗌 🌡 (2)	My Health Journey	Allied Health	Ms Newman	(04) 3867 8845	mhealthj	HLConnect ()	Fremantle	WA	6160	4/09/2019
Q 🗌 🌡 (1)	Sydney Paediatric Gastroenterology	Specialist	Sampada Samant	1300 742787	ktspgast	Gentu 🕄	St Leonards	NSW	2065	4/09/2019
Q 🗌 🌡 (9)	Bupa Aged Care Australia	General Practice	Kirsty Liebeknecht	(02) 8247 3000	bupacars	Best Practice 3	Sydney	NSW	2000	3/09/2019
Q 🗌 🌡 (6)	Access Medical Wheelers Hill	General Practice	Bridgette Bridgette	(03) 9562 2288	accessmd	Best Practice 🚯	Wheelers Hill	VIC	3150	3/09/2019

2. Click on the Any Field and choose a specific field

	L He Lir	alth Certainty	A Sites Providers				Any field	Contains - search	٩
Му	Praction	ce My Providers	ê				Any field Fax Number HPTO		Disp
		HealthLink EDI	Provider Type	Provider Title	Provider First Name	Provider Last Nam	HealthLink EDI	Site Name	Vendor Softwa
۹		brainsol	Psychology	Dr	Maria	DE IONNO	PHN Region Phone Number	Erslexia Clinics	Corel
۹		brainsol	Psychology	Dr	Maria	DE IONNO	Post Code	E slexia Clinics	Corel
q		brainsol	Psychology	Dr	Maria	DE IONNO	Provider First Name	yslexia Clinics	Corel
q		brainsol	Psychology	Dr	Anthony	FRANKLIN	Provider ID	Dyslexia Clinics	Corel
Q		brainsol	Psychology	Dr	Anthony	FRANKLIN	Provider Last Name	Dyslexia Clinics	Corel
q		brainsol	Psychology	Dr	Anthony	FRANKLIN	itate	Dyslexia Clinics	Corel
۹		avocafmp	General Practice	Dr	Rebecca	LING	Subul	KSS Medical Practice	Best Prac
Q		avocafmp	General Practice	Dr	Sarah	WILKINSON	059901CF	KSS Medical Practice	Best Prac

Updating your Practice and Provider Details

You can update your practice details so that other HealthLink users can easily find your practice. Keeping your practice and provider details up to date will ensure more HealthLink members can find your practice and send to it securely saving you time and money.

1. Click on My Providers on the left-hand side to update the Provider Details.

	Certainty in Care	♠ Sites Providers				Any field	 ✓ Contains 	search		۹.	. 💄 laurawhi 🗸
My Providers	My Practice	≜.×								Displaying 1 - 2	20 of 12574 20 ~
		Site Name	Service Type	Site Contact	Primary Phone	HealthLink EDI	Vendor Software	Suburb	State	Post Code	Last Modified \downarrow

2. Once the screen appears select the provider you wish to edit by selecting the pencil icon on the left-hand side

Link in C	ainty 🔒 Sites are	Providers			Any	∕ field ∽	Contains ~ search	٩	🗢 🚨 lauras
A Back to Sites S	ite > Dummy Accour	it (laurawhl)							
Site Name Service Type HealthLink EDI Vendor Software Site Contact Primary Phone Primary Fax	Dummy Account Specialist laurawhl Genie For Mac Laura Wright (07) 4444 4592 4/69 Evre Street North) Ward QLD							
Physical Address Site Description	4810								
Physical Address Site Description	4810 [*] * Delete * Upda	ate selected	dy Practice My Providers	a 🔒 -					Displaying 1 - 2 of 2 2
Physical Address Site Description	4810 * * Delete * Upda Link EDI Provide	ate selected	My Practice My Providers Provider Title	Provider First Name	Provider Last Name	Provider ID	<u>Site Name</u>	I Vendor Software	Displaying 1 - 2 of 2
Physical Address Site Description	4810 x Delete & Upda	ate selected	Ny Practice My Providers Provider Title Dr	Provider First Name Sleepy	Provider Last Name DOCTOR	Provider ID 123457ZZ	<u>Site Name</u> Dummy Account	I <u>Vendor Software</u> Genie For Mac Q	Displaying 1 - 2 of 2 2 Last Modified ↓ 16/08/2019

3. Once the screen appears make any necessary changes and select **Save**. Areas with a red * are a required field

Providers > Edit > (1234	157ZZ)
Provider Type *	General Practice ~
Provider Title *	Dr ~
Provider First Name *	Sleepy
Provider Last Name *	Doctor
Provider Full Name	
Provider ID *	123457zz
HealthLink EDI *	laurawhi
HPII	
Provider Email	
Email Published	
	Checking this box will make your email address visible to all directory users Privacy Policy
	Save X Cancel View Ø Reset

4. Click on My Practice on the left-hand side to update the Practice Details

Health Certainty in Care	A Sites Providers				Any field	✓ Contains ✓	search		۹.	Laurawhi -
My Providers My Practice	h-								Displaying 1 - 2	20 of 12574 20 ~
	Site Name	Service Type	Site Contact	Primary Phone	HealthLink EDI	Vendor Software	Suburb	State	Post Code	Last Modified \downarrow

Health Link Certainty in Care 5. Once the screen appears make any necessary changes and select **Save**. Areas with a red * are a required field

	Sites > Edit > Du	mmy Account (laurawhl)	
	Site Details		
	Site Name *	Dummy Account	
	HealthLink EDI *	laurawhi	
	HPIO		
	Service Type *	Specialist V	
	Primary Contact	Select V Laura Wright	
	Primary Phone *	(07) 🗸 44444592	
	Primary Fax	Select 🗸	
	Primary Email	laura.wright@healthlink.net	
	Email Published	Chacting the box will make your email address viable to al directory users Privacy Policy	
	Physical Address	4/69 Eyre Street	
	Physical Address		
	Suburb *	North Ward	
	PHN Region	Northern Queensland	
	State	QLD 🗸	
	Post Code	4810 🗸	
	Vendor Software *	Genie For Mac 🗸	
	Site Informaiton		
	Site Description		
		ii.	
	I.T Information		
	Upperinfo		
(🕑 Save 🕴 Back to list	Ø Reset Sview	

Health Certainty in Care



To Add a Health Care Provider

1. Click on My Providers

	Lť	ealth ink	Certainty ♠ Sites				Any field	 ✓ Contains 	search		۹.	, 💄 laurawhl 🗸
M	/ Prov	iders	My Practice								Displaying 1 - 2	20 of 12574 20
			Site Name	Service Type	Site Contact	Primary Phone	HealthLink EDI	Vendor Software	Suburb	State	Post Code	Last Modified \downarrow
Q		& (6)	Dyslexia Clinics	Allied Health	Anthony Franklin	(08) 7127 4938	brainsol	CorePlus 3	Darwin	NT	800	4/09/2019
۹		ھ (9)	Cherrybrook Medical Centre	General Practice	Jeevan Muralathan	(02) 9484 5676	cherrymc	Best Practice 3	Cherrybrook	NSW	2126	4/09/2019
Q		å (5)	KSS Medical Practice	General Practice	Des CLARKE	(02) 9399 9399	avocafmp	Best Practice ()	Randwick	NSW	2031	4/09/2019
۹		🌡 (1)	Dr Monika Juneja	Specialist	Jo Treasure	(08) 8350 0172	mojuneja	Genie For Windows ()	Glenelg South	SA	5045	4/09/2019
٩		å (1)	Dr Tania Hossack	Specialist	Rohina Hashimi	(02) 8960 6368	thossack	Gentu 🕄	Baulkham Hills	NSW	2153	4/09/2019
q		ፌ (1)	Lifecare Prendiville Physiotherapy	Allied Health	Michelle Cook	(08) 9300 8022	Icprendi	HLConnect (Ocean Reef	WA	6027	4/09/2019
۹		å (13)	Tahmoor Medical Centre	General Practice	Kathy Sarkis	(02) 4683 0800	tahmormc	Medical Director 3 3	Tahmoor	NSW	2573	4/09/2019

2. Once the screen appears select Add New Provider

	k in Car	e i	A Sites	rs			Ar	ny field ~	Contains Search	<u> </u>	♀ Iau
🔒 Back	to Sites Sile	e > Dummy	Account (laurawhl)								
Site N:	ame	Dummy Acco	aunt								
Servic	e Type	Specialist									
Health	Link EDI	laurawhl									
Vendo	r Software	Genie For M	ac								
Site Co	ontact	Laura Wright									
Primar	ry Phone	(07) 4444 45	92								
Primar	ry Fax										
		4/69 Eyre St	reet North Ward QLD								
Physic	cal Address	4810									
Physic Site De	escription	4810									
Physic Site De	escription	4810 C Delete	Update selected	My Practice	My Providers	<u>چ</u> .				Ľ	Displaying 1 - 2 of 2
Add Nev	escription W Provider HealthLi	4810 Delete	Update selected Provider Type	My Practice	My Providers	음 - Provider First Name	Provider Last Name	Provider ID	Site Name	t <u>Vendor Software</u>	Displaying 1 - 2 of 2 Last Modified ↓
Add Nev	w Provider HealthLL	4810 Delete <u>nk EDI</u> whl	& Update selected	My Practice	My Providers	E - Provider First Name Sleepy	Provider Last Name DOCTOR	Provider ID 123457ZZ	<u>Site Name</u> Dummy Account	Vendor Software Genie For Mac 🕥	Displaying 1 - 2 of 2 Last Modified ↓ 16/08/2019

3. Enter the Health Care Provider details and select '**Save**'. Areas with a red * are a required field.

Provider Type *	Select ~
Provider Title *	Dr v
Provider First Name *	
Provider Last Name *	
Provider ID *	
HealthLink EDI *	laurawhi
HPII	
Provider Email	
Email Published	Cheding this box will make your email address visible to all directory user Privacy Policy



Forgotten Password

1. Select **Password Reset** from the login page.

HealthLink Directory Login
Health Certainty in Care
Username:
Password:
Remember me
Sign in Password Reset
Greetings 122.199.0.20 by accessing this directory
you agree to the terms outlined in the Master Service Agreement
© Copyright 2019 HealthLink Group Pty Ltd

2. Enter your username or your email address and click 'Submit'



A message stating that your **Login and password were sent to your email address** will show. Once you have received the emailed, please click on the link and you will be taken to the screen to enter a new password. Once you have entered the new password a message stating that **Password was changed** will show. Click on the **Back** button and you will be taken back to the login screen.



To reset your Password

Once you are logged on to the directory you can change your password at any time.

1. Click on your username on the far-right hand corner and choose Change password

Health Certaint	Y A Sites Providers				Any field	✓ Contains ✓	search		٩	- Laurawhi -
My Providers My Practic	e 🖨 🗸								Displaying	Change password
	Site Name	Service Type	Site Contact	Primary Phone	HealthLink EDI	Vendor Software	Suburb	State	Post Cod	

2. Enter your old password, a new password and confirm the new password and select **Submit**. Once submit has been selected it will give you notification that password has been changed.

Change password	
Old password:	
New password:	
Confirm password:	
Please ensure that passwords 4 unique characters, 2 digits	meet a minimum length of 8 characters including, s and or symbols as well as a upper case letter.
© Copyrigh	t 2019 HealthLink Group Ptv Ltd

3. Select **Back to login page** to be taken back to the home screen. Your password has now been changed.

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 option 1 or email helpdesk@healthlink.net

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

HealthLink

Level 17, 9 Castlereagh Street, Sydney NSW 2000 helpdesk@healthlink.net | au.healthlink.net

