

to send referrals to needs to have an address book entry in Genie Systems.

This quide will help you in setting up you address book so you can make the most of your medical software and your time.



You can look up a Specialist or GP messaging address as well as update your practice details on the HealthLink User Directory addess below. If you require access to the HealthLink User Directory, please contact HealthLink on 1800 125 036

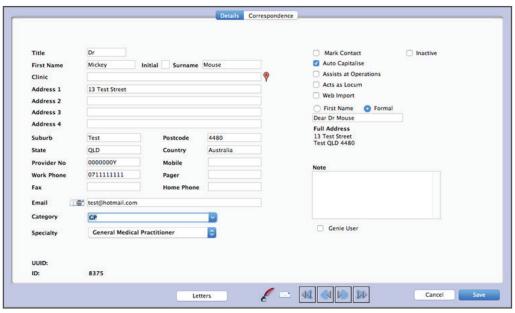


Adding a new Specialist or GP

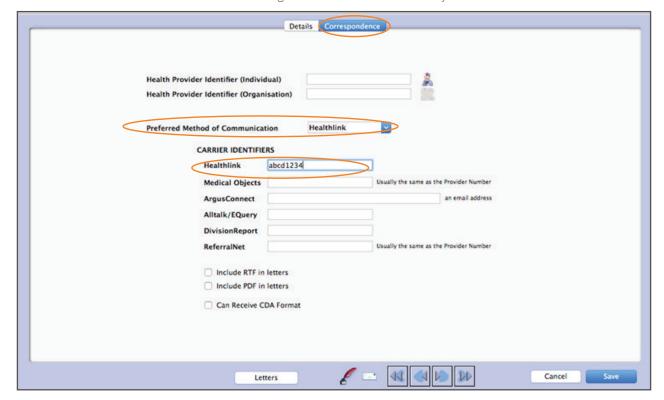
- a) Select OPEN >Address Book.
- b) Select CANCEL button once the search the Address Book Screen appears
- c) Select ADD A NEW RECORD button.



d) Fill in the appropriate provider details



- e) Select CORRESPONDENCE tab
- f) Select HealthLink from the drop down box under Preferred Method of Communication
- g) Under CARRIER IDENTIFIERS enter the EDI (Messaging Address) in the HealthLink section.
- The EDI can be obtained from searching the HealthLink Directory.



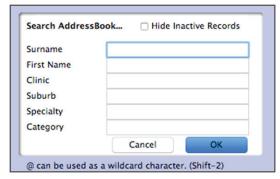
h) Tick the Include PDF in letters, this should only be ticked if the receiving site is able to receive PDF Format. You are able to check the the capabilities of the receiving sites software please go to the HealthLink Directory. If they are unable to receive in PDF, please check other



i) Select Save to add new Provider.

Updating existing Specialist or GP

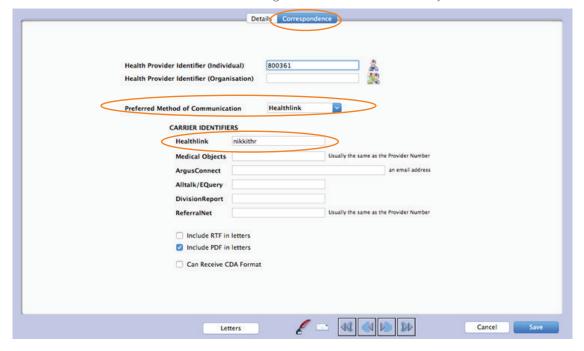
- a) Select OPEN>Address book.
- b) Search for the provider using the search options in the Search Address Book screen



c) Double Click on the provider from the search results to open the provider details.



- d) Select the CORRESPONDENCE tab
- e) Select HealthLink from the drop down box under Preferred Method of Communication
- f) Under CARRIER IDENTIFIERS enter the EDI (Messaging Address) in the HealthLink section. The EDI can be obtained from searching the HealthLink Directory.



g) Tick the Include PDF in letters, this should only be ticked if the receiving site is able to receive PDF Format. You are able to check the the capabilities of the receiving sites software please go to the HealthLink Directory. If they are unable to receive in PDF, please check other options.

☐ Include RTF in letters
Include PDF in letters
Can Receive CDA Format

h) Select Save to save the changes to the provider.



For all queries, please call the HealthLink Customer Support Line:

Monday to Friday (except public holidays) 8am- 6pm Phone 1800 125 036 Support email: helpdesk@healthlink.net