



QUICK START GUIDE

Setting up your Address Book

Each specialist or GP that you wish to send referrals to needs to have an address book entry in Genie Systems.

This guide will help you in setting up your 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 address below. If you require access to the HealthLink User Directory, please contact HealthLink on 1800 125 036

HL Directory: <https://secure.hlink.net.au/directory/login.php>

Adding a new Specialist or GP

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



- Fill in the appropriate provider details

- Select CORRESPONDENCE tab
- Select HealthLink from the drop down box under Preferred Method of Communication
- 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

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

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

Search AddressBook... Hide Inactive Records

Surname

First Name

Clinic

Suburb

Specialty

Category

@ can be used as a wildcard character. (Shift-2)

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

Surname	First Name	Clinic	Suburb	Specialty	Phone	Fax	Mobile	Prov No.	Email	Healthlink	Prefers
Test	Testing	This Clinic	Suburb					0000000Y	michelle@informatikaustralia.c	nikkithr	Healthlink

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.

Health Provider Identifier (Individual)

Health Provider Identifier (Organisation)

Preferred Method of Communication

CARRIER IDENTIFIERS

Healthlink

Medical Objects Usually the same as the Provider Number

ArgusConnect an email address

Alltalk/EQuery

DivisionReport

ReferralNet Usually the same as the Provider Number

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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.

<input type="checkbox"/> Include RTF in letters
<input checked="" type="checkbox"/> Include PDF in letters
<input type="checkbox"/> 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