# Health Certainty in Care

# **Quick Start Guide** Sending an Australian Hearing Medical Certificate from Genie

The Australian Hearing Medical Certificate online form has been designed to make it easier for you to complete and submit a medical certificate for your patient electronically to Australian Hearing. This guide has been created to show you the key steps involved in completing an Australian Hearing Medical Certificate from within Genie.

## 1. Open the patient record

Search for the patient and open their electronic medical record (EMR) in Genie.

🦽 Genie											
File Edit Open Tools Special Help											
🔜 Mrs Wendy Andrienco (14/08/1959) 102 Disney Road NEWMARKET 4051 (M: 049696969696) (H: 07 85858585) - Current User Sam Entwistle											
00:05 👷 🎍 🧞 🥖 🚳 🔛 🔤 Add Consult 🛛 Edit Consult 🗖 Marked											
Main Other											

# 2. Open the 'Healthlink Online Forms' list

Select the 'HealthLink Online' menu item (Tools > HealthLink Online) and click on the 'New' button.

😹 HealthLink Online for Mrs Wendy Andrienco										
	5how:							Edit I	Preferences	
	Date/Time	Description	Mode	View Type	Provider	Msg Control Id	Status		New	
								<u> </u>	Resume	
									View	
									Delete	

The HealthLink homepage will display. Select Australian Hearing Medical Certificate from the Referred Services section.

Health Certainty in Care	0800 288 887 (NZ) 1800 125 036 (AUS) helpdesk@healthlink.net
Referred Services	
Australian Hearing Medical Certificate Vendor Validation Tool	
Version Information	Powered by Healthlink



# 3. Complete the Australian Hearing Medical Certificate

The Australian Hearing Medical Certificate will display.

Complete the relevant fields under each tab on the left. You can park the form if you want to work on it later.

Australian Hearing	Medical Certificate				<u>S</u> ubmit	Pre <u>v</u> iew	<u>P</u> ark	HL Help V		
Clinical Information	Urgent									
	Audiology Patient Category	Referred client of Disability E	nployment Services program	~						
Attachments / Reports	Reason for referral*	Decreased Hearing	$\checkmark$							
No files attached	Decreased Hearing Was the hearing decrease*									
Medical History	○ Sudden									
No medical history specified	Is the hearing loss in*									
	● One ear ○ Both ears									
Patient Information	Patient may need bearing a	aide O Patient already ba	a boaring aide							
No Medicare Number	Patient may need nearing alos     O Patient aready has nearing alos									
14/00/1959	Referral details Browse for Consultation Notes									
Recipient / Referrer										
	Medical Practitioner Certifi	cation								
	I have examined this client and am satisfied that they can be referred for a hearing assessment and, where clinically appropriate rehabilitation exprises. Leapfirm the patient's area as a set of the set of									
	Are there contradictions to the	fitting of a hearing device?*		⊖ Yes ⊙ I	No					
	<ul> <li>I acknowledge that Aust provide in this referral (i Office of Hearing Servic</li> </ul>	tralian Hearing may collect, use ncluding my GP Provider Numl ses on the Patient's behalf.*	, store or disclose any person per) for the purpose of applyin	al information I g for a voucher to th	le					
	Are you happy to receive inform products and issues related to	nation from Australian Hearing hearing health?	regarding their services,	● Yes ○ I	No					
	Full name* Dr Test User	Date*	26/10/2015							

# 4. Submit the Australian Hearing Medical Certificate

Select the 'Submit' button when you're ready to send your form to Australian Hearing. The Australian Hearing Medical Certificate will be electronically sent via HealthLink.



Upon successful submission a copy of the Australian Hearing Medical Certificate form will be displayed within the EMR showing the Referral Acknowledgement information.



Referral Sent and Acknowledged on 05/10/2015 at 14:50

Medical Certificate



Patient: WENDY ANDRIENCO, 56yrs, Medicare Number 123456YY, DOB 14/08/1959, PH: +612345678 UNIT 4 8 VICTORIA PDE, Sydney 2095

Referred by: Test User, HealthLink Limited, Prov. No. 0000000Y, Reg. No. 00000001, PH 07 888888888, FAX 07 8888888889

Referral date: 05/10/2015 14:50:51

#### **Clinical Referral Information**

Audiology

Patient Category: Referred client of Disability Employment Services program

To print a copy of the Australian Hearing Medical Certificate, right click on any area of the submitted form and select 'Print', remembering to select your default printer.

Encoding	+
Print	
Print preview	
Refresh	

Click on 'Close' to close the submitted form view and return to the EMR.

### 5. Hints and Tips

#### a. Australian Hearing Medical Certificate help

Help for specific questions in the Australian Hearing Medical Certificate can be found by clicking on the i con next to relevant question on the form.

Medical Practitioner Certification	
I have examined this client and am satisfied that they can be referred for a	hearing assessment and,
where clinically appropriate, rehabilitation services. I confirm the patient's e	ears are clear of wax.*
Are there contradictions to the fitting of a hearing device?	🔿 Yes 🔿 No

For details about the purpose of the Australian Hearing Medical Certificate and the information required go to 'Help' menu and click on the link provided.







### b. Access a parked Australian Hearing Medical Certificate from patient electronic medical record

A parked Australian Hearing Medical Certificate form can be found in the HealthLink Online Forms list (Tools > HealthLink Online) in your electronic medical record within Genie and click on 'Resume' button.

R	🗸 HealthLink Online for Mrs Wendy Andrienco											
	Show: All											
	Date/Time	Description	Mode	View Type	Provider	Msg Control Id	Status		New			
	12/10/2015 14:30:58	Medical Certificate	P		Dr Sam Entwistle	AH-701	Unknown	Ŀ	Resume			
									View			
									Delete			

c. Access a submitted Australian Hearing Medical Certificate from patient electronic medical record A copy of the Australian Hearing Medical Certificate form submitted for the patient can be found the HealthLink Online Forms list (Tools > HealthLink Online) in your electronic medical record within Genie and click on 'View' button.

🐻 HealthLink Online for Mrs Wendy Andrienco										
	how: All									
	Date/Time	Description	Mode	View Type	Provider	Msg Control Id	Status		New	
	12/10/2015 14:32:59	Medical Certificate	R	text/html	Dr Sam Entwistle	AH-702	Form Submitted	<b>^</b>	Resume	
	12/10/2015 14:30:58	Medical Certificate	Р		Dr Sam Entwistle	AH-701	Unknown			
									View	
									Delete	
		I	l,		l,	<u> </u>	I			

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



HealthLink Suite 1, 397 Princes Highway Woonona NSW 2517 Australia

www.healthlink.net info@healthlink.net HealthLink delivers certainty in care to over 30,000 healthcare practitioners by integrating their computer systems and enabling them to exchange data quickly, reliably and securely.

0800 288 887 (NZ) 1800 125 036 (AU)