

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.

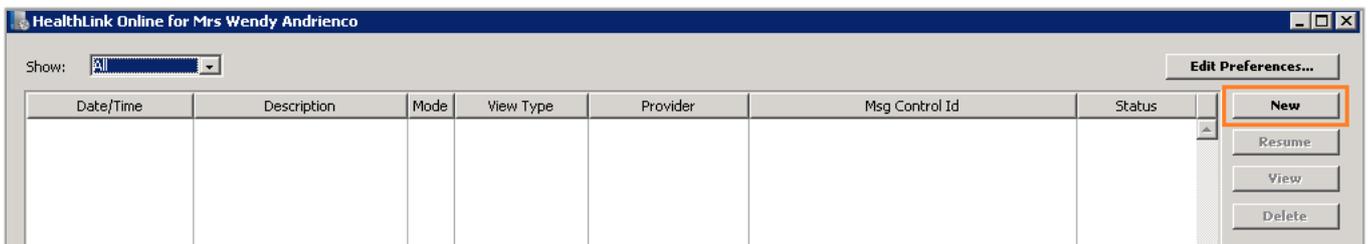
1. Open the patient record

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

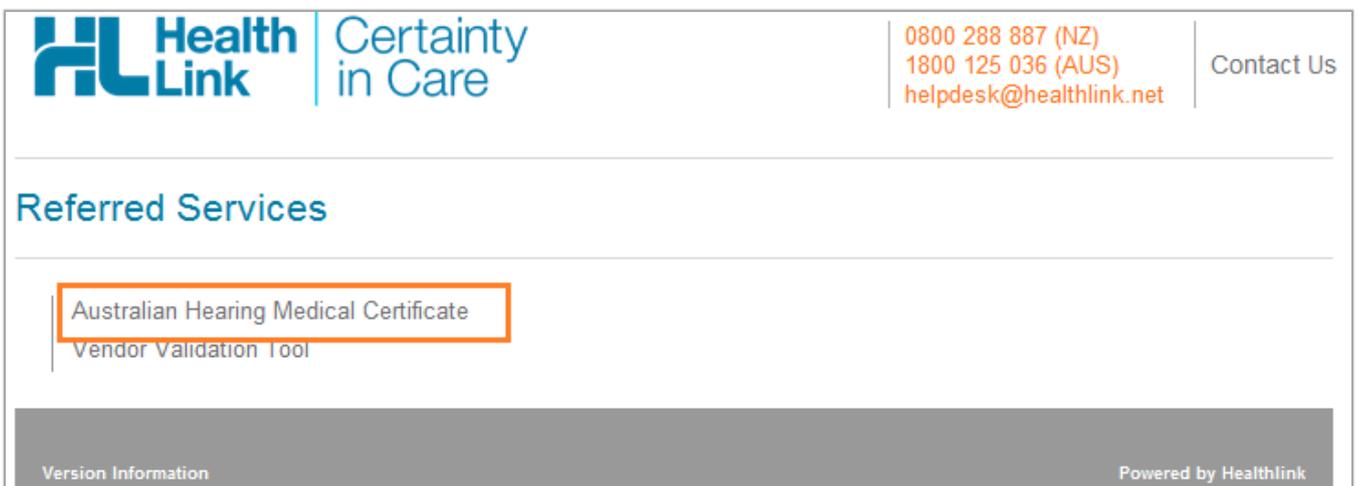


2. Open the 'Healthlink Online Forms' list

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



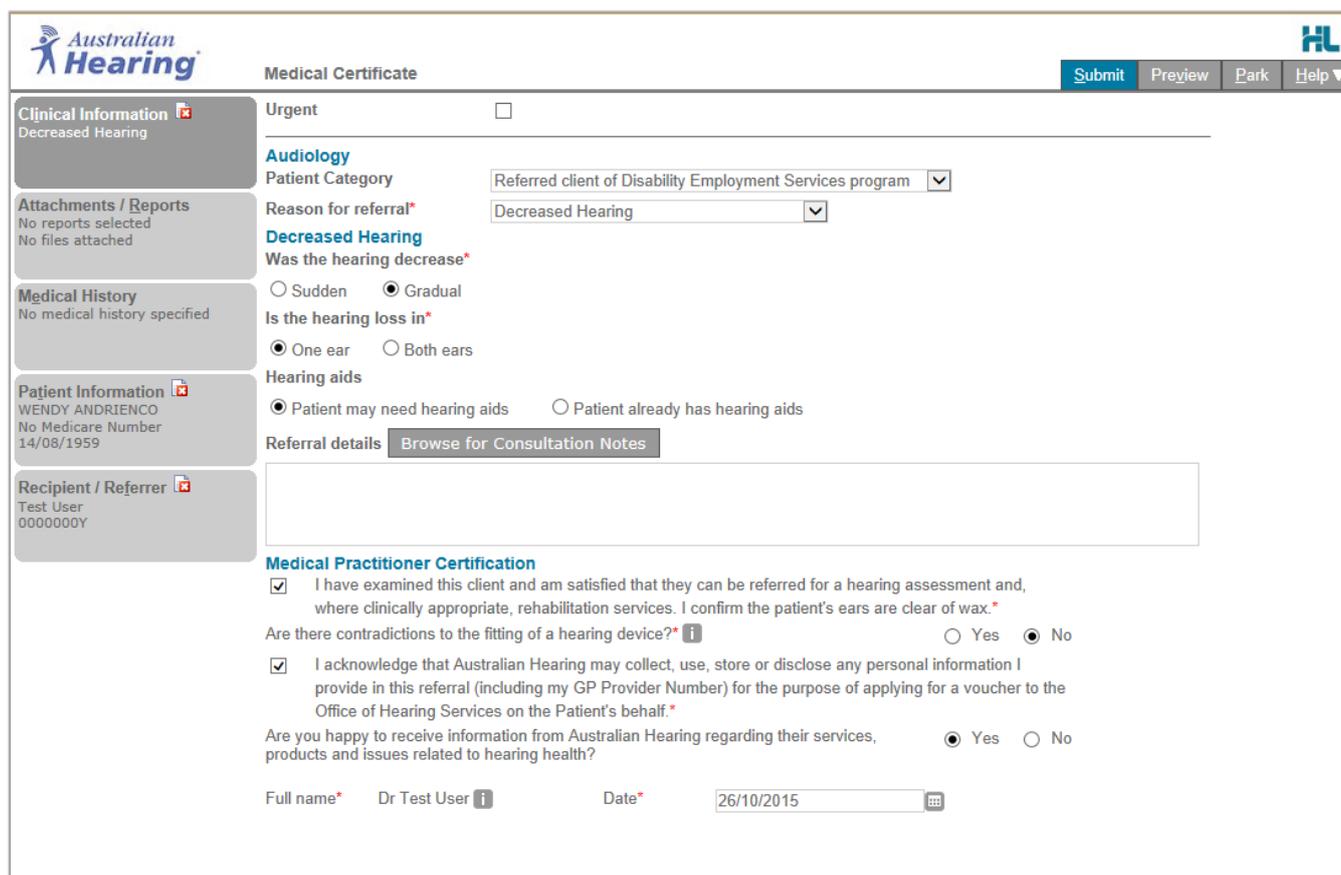
The HealthLink homepage will display. Select Australian Hearing Medical Certificate from the Referred Services section.



3. Complete the Australian Hearing Medical Certificate

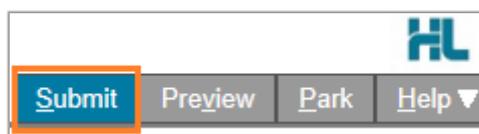
The Australian Hearing Medical Certificate will display.

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



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 888888889

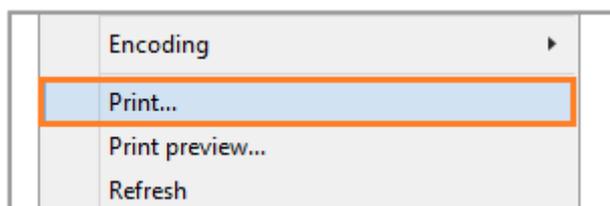
Referral date: 05/10/2015 14:50:51

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.



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

5. Hints and Tips

a. Australian Hearing Medical Certificate help

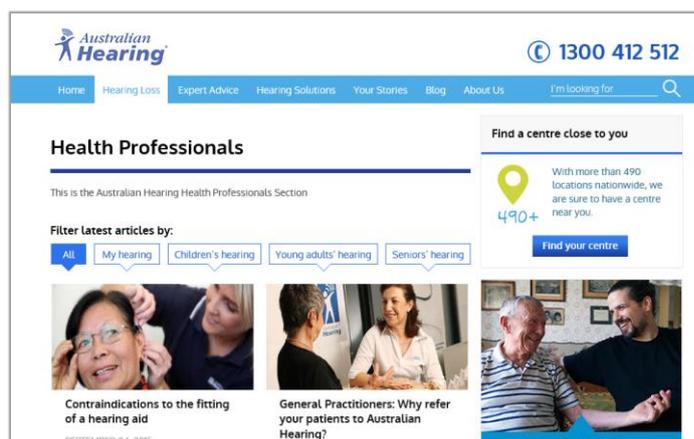
Help for specific questions in the Australian Hearing Medical Certificate can be found by clicking on the **i** icon next to relevant question on the form.

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 ears are clear of wax.*

Are there contradictions to the fitting of a hearing device? **i**
 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.



Date/Time	Description	Mode	View Type	Provider	Msg Control Id	Status
12/10/2015 14:30:58	Medical Certificate	P		Dr Sam Entwistle	AH-701	Unknown

- 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.



Date/Time	Description	Mode	View Type	Provider	Msg Control Id	Status
12/10/2015 14:32:59	Medical Certificate	R	text/html	Dr Sam Entwistle	AH-702	Form Submitted
12/10/2015 14:30:58	Medical Certificate	P		Dr Sam Entwistle	AH-701	Unknown

**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



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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.

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