

## Quick Start Guide

### Sending an Australian Hearing Medical Certificate from Medical Director

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 Medical Director.

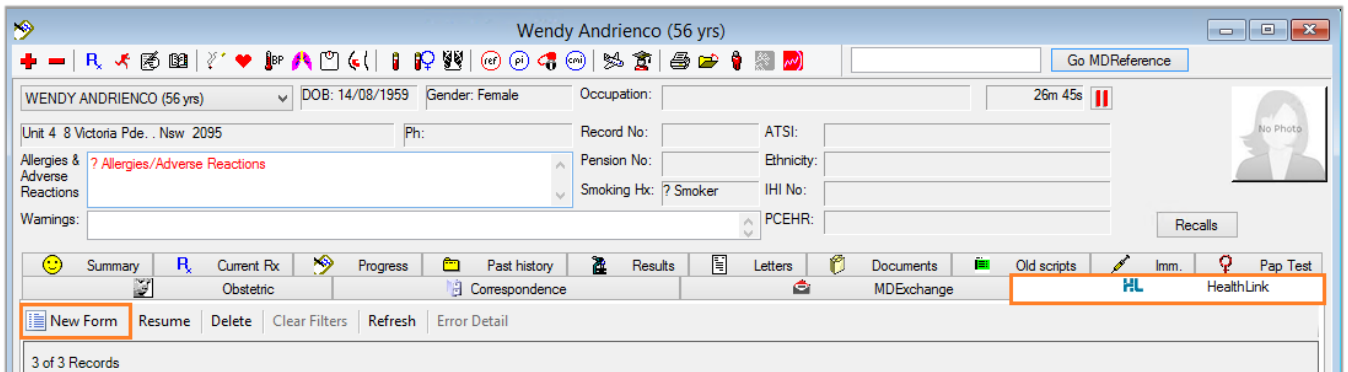
#### 1. Open the patient record

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

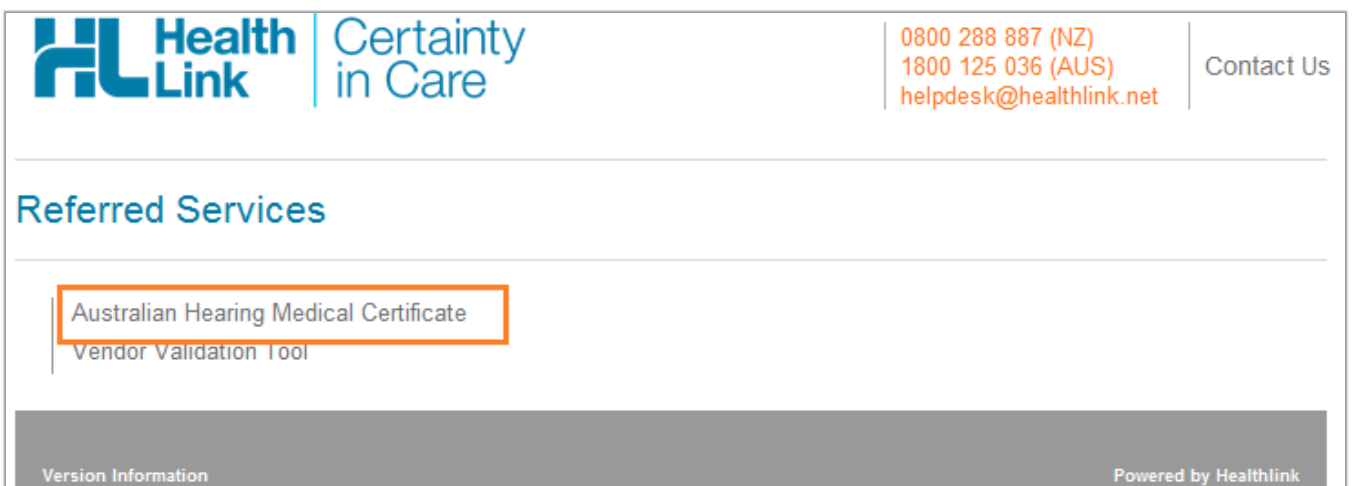


#### 2. Select the 'Healthlink' tab

Select the 'HealthLink' tab and click on the 'New Form' option.



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.

**Australian Hearing** Medical Certificate Submit Preview Park Help

**Clinical Information** Decreased Hearing

**Urgent**

**Audiology**  
 Patient Category: Referred client of Disability Employment Services program  
 Reason for referral\*: Decreased Hearing

**Decreased Hearing**  
 Was the hearing decrease\*  
 Sudden  Gradual  
 Is the hearing loss in\*  
 One ear  Both ears

**Hearing aids**  
 Patient may need hearing aids  Patient already has hearing aids

**Referral details** Browse for Consultation Notes

**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?\*  Yes  No  
 I acknowledge that Australian Hearing may collect, use, store or disclose any personal information I provide in this referral (including my GP Provider Number) for the purpose of applying for a voucher to the Office of Hearing Services on the Patient's behalf.\*  
 Are you happy to receive information from Australian Hearing regarding their services, products and issues related to hearing health?  Yes  No

Full name\* Dr Test User Date\* 26/10/2015

**Patient Information**  
 WENDY ANDRIENCO  
 No Medicare Number  
 14/08/1959

**Recipient / Referrer**  
 Test User  
 0000000Y

### 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.

**HL**

Submit Preview Park Help

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

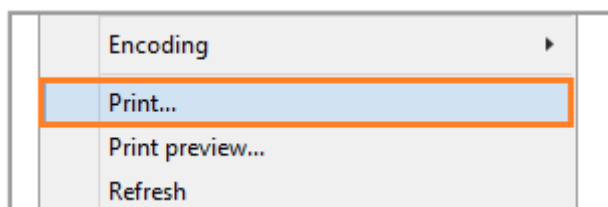
**Referral date:** 05/10/2015 14:50:51

**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

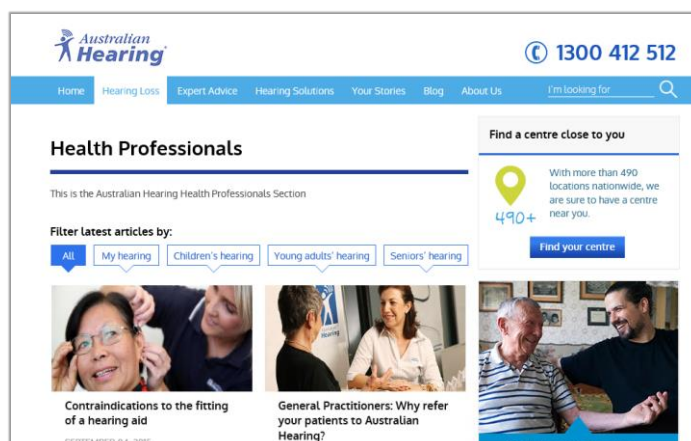
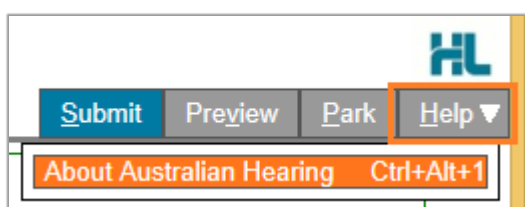
Help for specific questions in the Australian Hearing Medical Certificate can be found by clicking on the **i** icon next to relevant question on the form.

**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' tab in your electronic medical record within Medical Director.

Wendy Andrienco (56 yrs)

WENDY ANDRIENCO (56 yrs) | DOB: 14/08/1959 | Gender: Female | Occupation: | 29m 40s

Unit 4 8 Victoria Pde. Nsw 2095 | Ph: | Record No: | ATSI: |  
Pension No: | Ethnicity: |  
Smoking Hx: ? Smoker | IHI No: |  
PCEHR: |

Allergies & Adverse Reactions: ? Allergies/Adverse Reactions

Warnings:

Summary | Current Rx | Progress | Past history | Results | Letters | Documents | Old scripts | Imm. | Pap Test

Obstetric | Correspondence | MDEXchange | HL | HealthLink

New Form | Resume | Delete | Clear Filters | Refresh | Error Detail

Date Created	Form Status	Message ID	Type	Subject	Description	Recipient	Sender
6/10/2015 10:37:12 a.m.	Autosaved	AH-561	Australian Form	Medical Certificate	HealthLink Australian Form For ...	auhmcert	
5/10/2015 3:00:43 p.m.	Parked	AH-559	Australian Form	Medical Certificate	HealthLink Australian Form For ...	auhmcert	
5/10/2015 2:45:01 p.m.	Submitted	AH-558	Australian Form	Medical Certificate	HealthLink Australian Form For ...	auhmcert	Dr Test User

- 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 in the 'Letters' tab in your electronic medical record within Medical Director.

MedicalDirector Clinical 3.16 (Dev) - [Wendy Andrienco (56 yrs)]

File | Patient | Edit | Summaries | Tools | Clinical | Correspondence | Assessment | Resources | Sidebar | PCEHR | Window | Help

WENDY ANDRIENCO (56 yrs) | DOB: 14/08/1959 | Gender: Female | Occupation: | 3m 34s

Unit 4 8 Victoria Pde. Nsw 2095 | Ph: | Record No: | ATSI: |  
Pension No: | Ethnicity: |  
Smoking Hx: ? Smoker | IHI No: |  
PCEHR: |

Allergies & Adverse Reactions: ? Allergies/Adverse Reactions

Warnings:

Summary | Current Rx | Progress | Past history | Results | Letters | Documents | Old scripts | Imm. | Pap Test

Obstetric | Correspondence | MDEXchange | HL | HealthLink

Preview - Full | Hide Preview | Clear Filters | Move Location | Document Details | Send SMS | Scan | Import | Print | Add | Delete | Search | Clear Search | Refresh | Send To PCEHR | Remove From PCEHR

1 of 1 Records

Date Created	Subject	Recipient/Doctor	Description	Comment	Type	Sender/Provider	Notation	Date Checked
5/10/2015	Medical Certificate		HealthLink Australian Form ...		Letter	Dr Test User		

**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](mailto: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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