

# Quick Start Guide

## Sydney Local Health District Haematology

### CONTACT

If you require further technical support please contact:

HealthLink  
helpdesk@healthlink.net  
1800 125 036

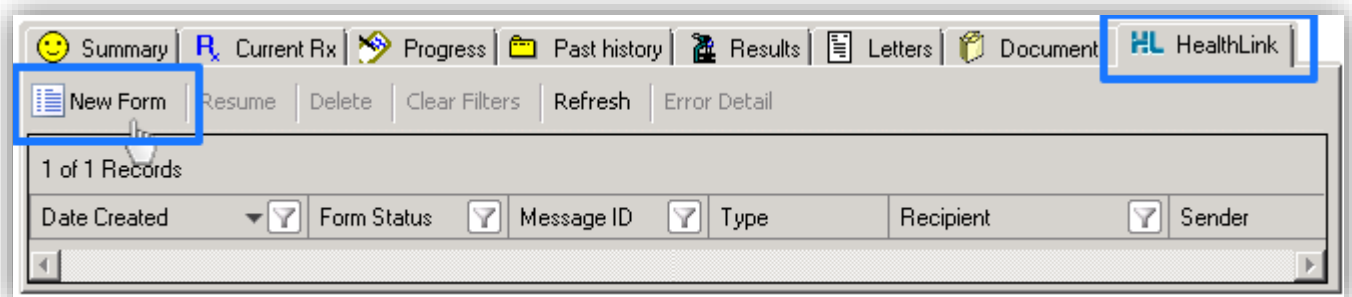
If you have questions relating to SLHD Haematology, please contact:

0459 885 531 or 0477 735 472

*The electronic Haematology Forms has been designed to make it easier for you to submit Haematology Forms. This quick start guide has been developed to help you navigate within the new digital form.*

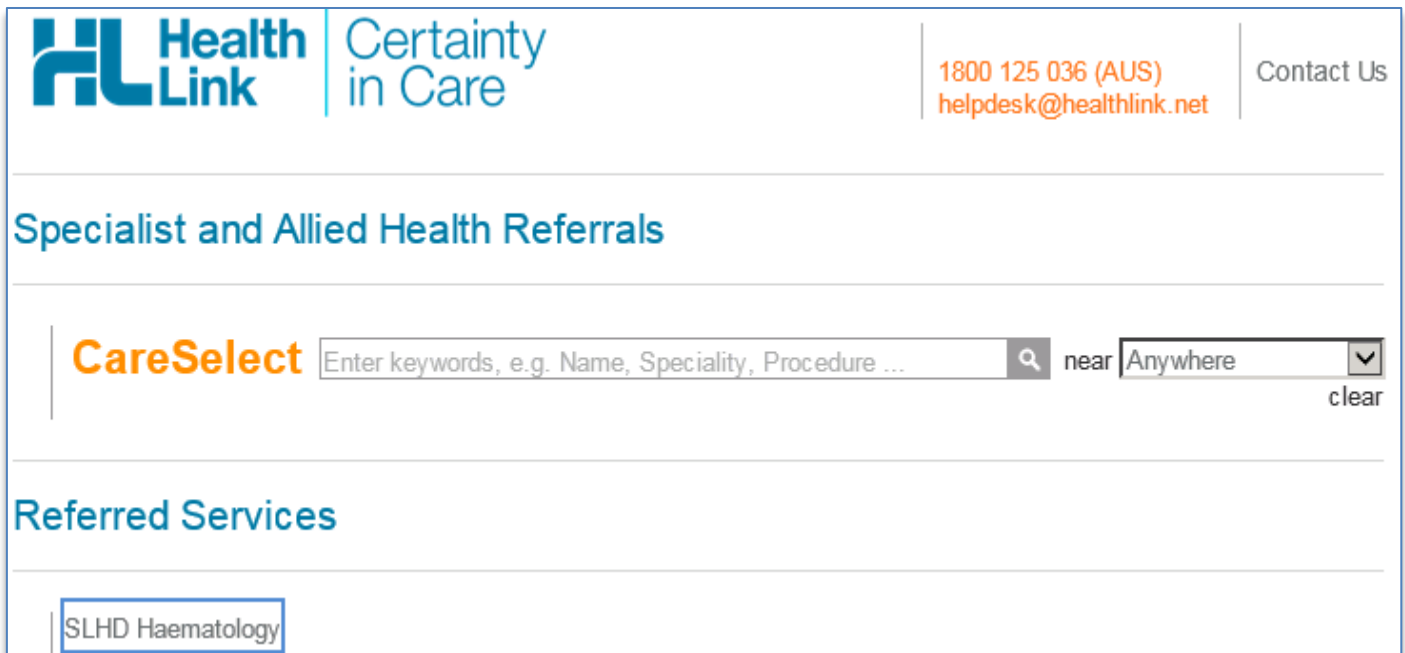
## 1. Open the patient record

Search for the patient and open their electronic medical record. Select the HealthLink tab and click on the 'New Form' option to access the HealthLink launch page.



## 2. Launch the Form

Under the Referred Services section within the HealthLink Homepage, click on the form that you want to open.



The screenshot shows the HealthLink homepage. At the top left is the HealthLink logo and the tagline 'Certainty in Care'. To the right, there is contact information: '1800 125 036 (AUS)' and 'helpdesk@healthlink.net', along with a 'Contact Us' link. Below this is a section titled 'Specialist and Allied Health Referrals'. Underneath is the 'CareSelect' search interface, which includes a search box with the placeholder text 'Enter keywords, e.g. Name, Speciality, Procedure ...', a search icon, and a 'near' dropdown menu set to 'Anywhere'. A 'clear' link is located to the right of the search box. Below the search interface is a section titled 'Referred Services'. Underneath this section, a box labeled 'SLHD Haematology' is highlighted with a blue border.

### 3. Complete the Form

The form will be displayed. At this point, you will have access to all the information necessary to complete the form for submission. If you need to do something else, you can 'Park' the form to save what you've currently done so far.

**Requested Information**  
SLHD Haematology

Referral Date\* 11/07/2018  
 Referral Period\* 12 months  
 Interpreter Required\*  Yes  No

Urgent

If this referral is urgent, it should be as a follow up to a telephone conversation with the on-call haematologist at one of the following Hospitals:

- Concord Hospital - Monday to Friday (8am - 4pm) Phone (02) 9767 6648. After Hours phone the switchboard on (02) 9767-5000 to page the on-call haematologist
- Royal Prince Alfred Hospital - Monday to Friday (8am - 4pm) Phone (02) 9515 8031. After Hours Phone switchboard on (02) 9515-6111 to page the on-call haematologist

**Medical History**  
Medical history specified

Discussed With\*  
 Date\*  
 Time\*  
 Outcome\*

**Patient Information**  
 Mickey Mouse  
 11111111A  
 22/02/1999

**Referrer Information**  
 Test User  
 0000000Y

**PATHOLOGY RESULTS**

If you have included relevant investigation or results, no further action is required.  
 If not, please check the relevant HealthPathways Sydney page for required Pathology Results.  
 To review Haematology Health Pathways click [Here](#).

Referral to Haematologist\* Please Select  
 Reason for Patient Referral\* Browse for Consultation Notes

Depending on the selections you've made, additional fields will appear allowing you to include the relevant information necessary.

### 4. Include the relevant attachments

The 'Attachments / Reports' tab will give you access to all of the supporting documents that you may wish to attach to the form. You can select any item from the table – showing you patient medical records captured from the last six months. Or you can browse for files stored in Medical Director or in your local computer's file system.

**Diagnostic Reports / Patient Documents**

Browse for Patient Document Browse for Local File

Attach file from EMR supports: jpeg, msword, pdf, plain text, rtf, tiff  
 Attach file from Computer supports files that end in types: doc, docx, jpeg, jpg, pdf, rtf, tif, tiff, txt

Caution: larger attachments may take significant time to preview

<input type="checkbox"/>	Date	Name	Comments	Type	Size	
	29/06/2018	AduroForm.html		html	15 KB	
	29/06/2018	AduroForm.html		html	14 KB	
	28/06/2018	AduroForm.html		html	15 KB	
	28/06/2018	AduroForm.html		html	15 KB	

## 5. Ensure patient and referrer information is correct

With the Patient Information and Referrer Information tabs, you simply need to ensure that the information is correct. If a piece of required information is incomplete or incorrect, the form will notify you to complete or correct it.

Please fix the following errors:

- Patient Date Of Birth is a required field

### Patient Information

**Medicare Number\***  
6288253443 1

**Medicare Expiry**

**DVA Number**


**Date of birth\***

**IHI**

**Pension Number**


## 6. Submit the Form

Click on 'Submit' when you are ready to send your form. This will safely and securely send the form electronically via HealthLink and you will see a copy of the completed form containing an acknowledgement of receipt. If needed, you can print a copy by right-clicking on any area of the submitted forms and choosing 'Print'. Note that it is not necessary for the printed copy to be sent or taken to the hospital.



**Referral Sent and Acknowledged on 29/06/2018 09:55 AEST**

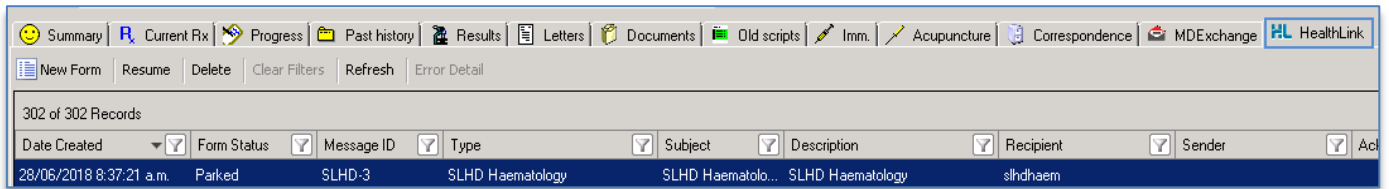
**Referral to SLHD Haematology**



**Patient:** Mickey Mouse, 37yrs, M, DOB 12/12/1980, PH: 987654  
**Residential address:** 13 Teed Street, Melbourne University, VIC 3052  
**Postal address:** same as residential address  
**Referred by:** Test User, HealthLink Limited, Prov. No. 0000000Y, HPI-I 8003618233366573, PH 07 88888888  
**Referral date:** 29/06/2018 09:55 AEST

## Accessing Parked Forms

To access a parked form from the patient's record, select the 'HealthLink' tab. From the available listing, double-click on the parked form you would like to open.

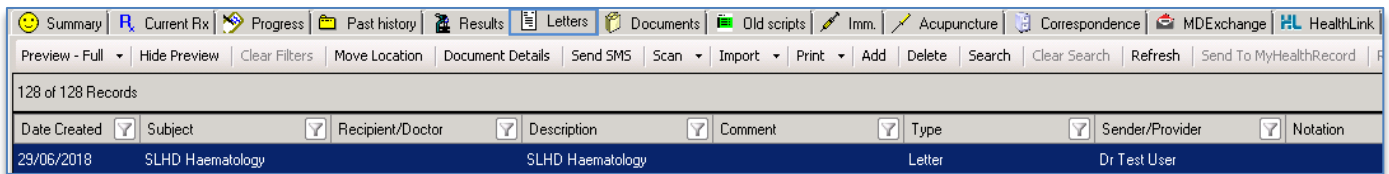


The screenshot shows the 'HealthLink' tab selected in the top navigation bar. Below the navigation bar, there are buttons for 'New Form', 'Resume', 'Delete', 'Clear Filters', 'Refresh', and 'Error Detail'. The main area displays a table with 302 records. The table has columns for Date Created, Form Status, Message ID, Type, Subject, Description, Recipient, and Sender. The first row shows a record created on 28/06/2018 at 8:37:21 a.m., with a status of 'Parked', Message ID 'SLHD-3', and Type 'SLHD Haematology'.

Date Created	Form Status	Message ID	Type	Subject	Description	Recipient	Sender
28/06/2018 8:37:21 a.m.	Parked	SLHD-3	SLHD Haematology	SLHD Haematolo...	SLHD Haematology	slhdhaem	

## Accessing Submitted Forms

A copy of the submitted form can be found by selecting the 'Letter' tab. Double-click on the selected form to open it.



The screenshot shows the 'Letters' tab selected in the top navigation bar. Below the navigation bar, there are buttons for 'Preview - Full', 'Hide Preview', 'Clear Filters', 'Move Location', 'Document Details', 'Send SMS', 'Scan', 'Import', 'Print', 'Add', 'Delete', 'Search', 'Clear Search', 'Refresh', and 'Send To MyHealthRecord'. The main area displays a table with 128 records. The table has columns for Date Created, Subject, Recipient/Doctor, Description, Comment, Type, Sender/Provider, and Notation. The first row shows a record created on 29/06/2018, with Subject 'SLHD Haematology', Description 'SLHD Haematology', Type 'Letter', and Sender/Provider 'Dr Test User'.

Date Created	Subject	Recipient/Doctor	Description	Comment	Type	Sender/Provider	Notation
29/06/2018	SLHD Haematology		SLHD Haematology		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)



HealthLink  
Level 3, 13-15 Teed Street  
Newmarket, Auckland 1023  
New Zealand

[www.healthlink.net](http://www.healthlink.net)  
[helpdesk@healthlink.net](mailto:helpdesk@healthlink.net)

HealthLink helps over 30,000 healthcare practitioners deliver certainty in care by enabling them to exchange patient information quickly, reliably and securely.

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