

User Guide

09.07.2024 MD

HealthLink SmartForms for Medical Director Clinical

Welcome to HealthLink SmartForms. The smartest way for health professionals to refer their patients to NSW Health.

For more information on your Local Health District (LHD), go to:
<https://health.nsw.gov.au/ereferral>

Your practice must be running Medical Director Clinical 3.16 or above to access the HealthLink SmartForms.



MedicalDirector

Submitting eReferrals from Medical Director Clinical

Using HealthLink SmartForms

SmartForms enable **Medical Director** users to easily refer and engage with all HealthLink SmartForm service providers including NSW LHDs, Transport for NSW and My Aged Care.

SmartForms are designed to speed up the service you can provide for your patients. They give you confidence that your form has been securely delivered to the service provider, and a copy has been saved to your Practice Software. And what's more, they are free for you to use.

HealthLink Technical Support

Email: helpdesk@healthlink.net

Phone: 1800 125 036

Step 1:

Accessing HealthLink SmartForms (eReferrals)

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Step 8:

Update Referral: Adding additional information for the LHD

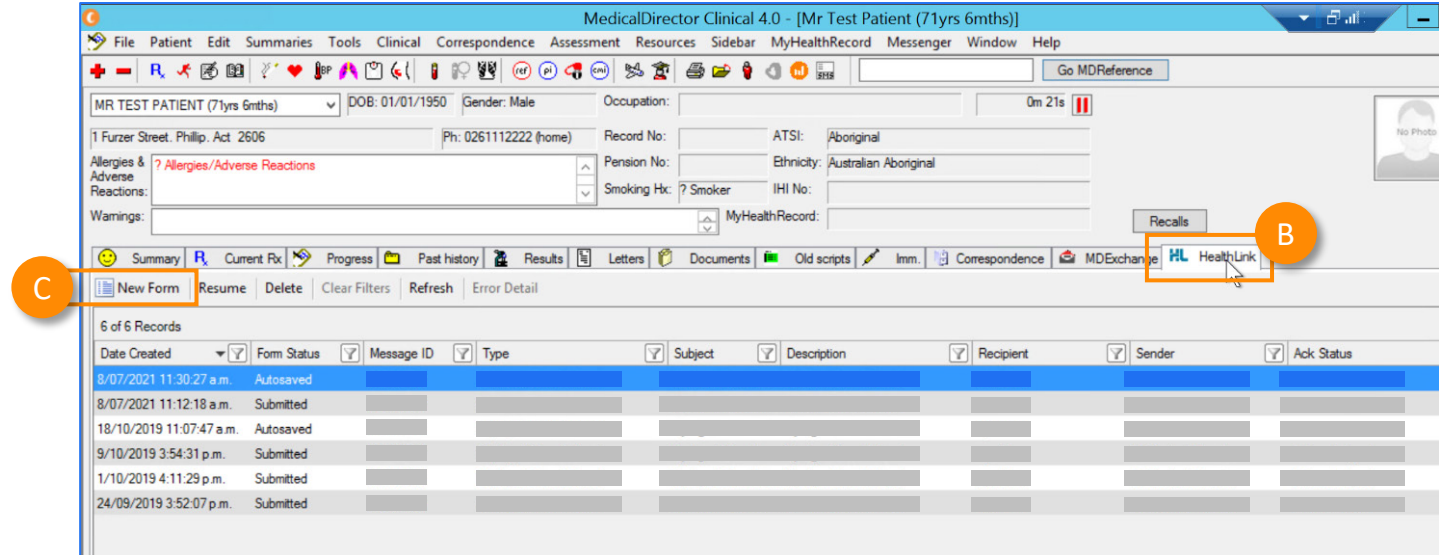
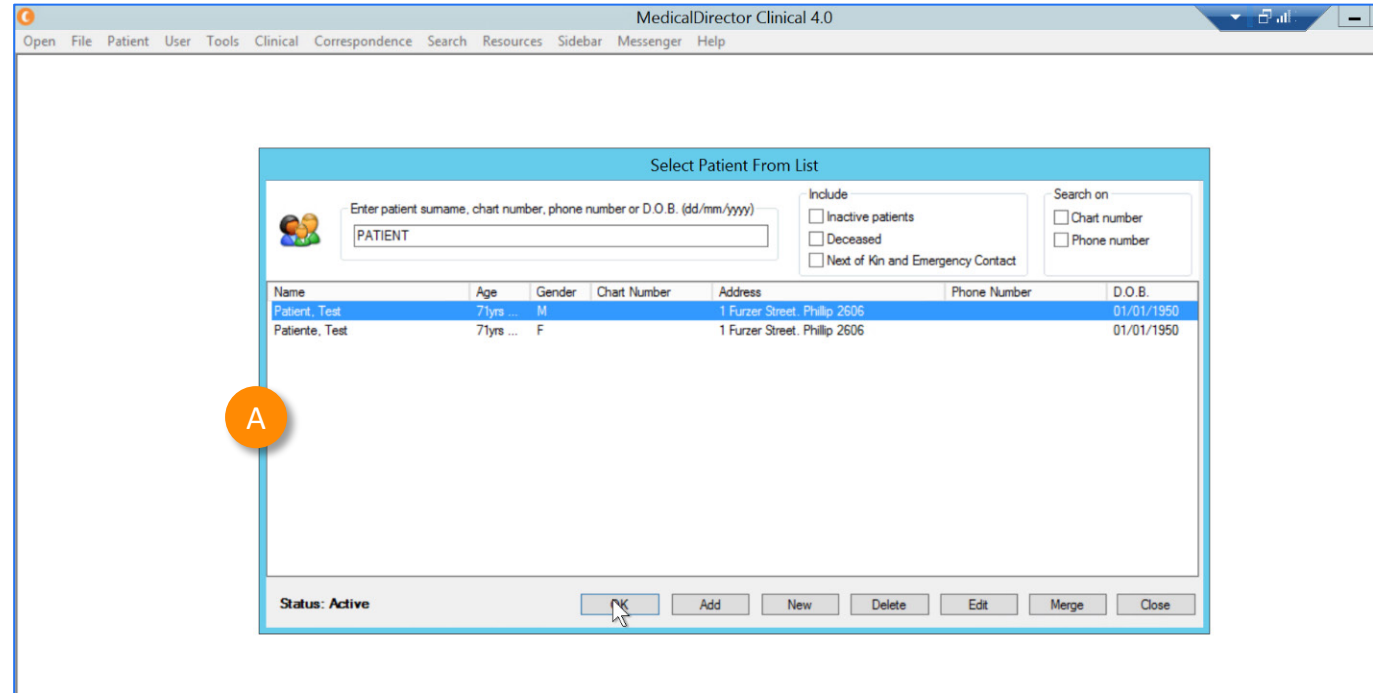
Step 9:

Viewing more information on submitted referrals

Step 1: Accessing HealthLink SmartForms (eReferrals)

To access the forms within your
Medical Director software...

- A** First, search for the patient and open their electronic medical record.
- B** Then click the **HealthLink** tab.
- C** Now click on the **New Form** button to launch the **HealthLink** home page.



Step 2: Launching a new form

Now you're on the HealthLink home page...

- A** Here you'll find a list of available services to refer patients.
- B** Within the **Referred Services** section, Click on the link named **Health Outpatient Referrals -** followed by the name of the **LHD** you wish to send to.

(e.g. *Health Outpatient Referrals – Western Sydney LHD*)

To launch the smart form, **NSW Health Outpatient Referrals** require you to then:

- C** • **select a specific service** and
- D** • **facility** (only if there's multiple facilities for that service)
- E** Then click **Continue** to launch the form.

For more information on your Local Health District (LHD), go to: <https://health.nsw.gov.au/ereferral>

HealthLink connecting with care

Make a referral | Update a referral

Search a Private Specialist or Allied Health Provider to Refer Patient

Type individual / practice name, or specialty then enter | Search | Help | Clear | State: Tasmania

Referred Services

- Aged Care Referral
- Cardiometabolic Health in Psychosis
- Certificate of Capacity
- Community Health
- Fitness to Drive Assessment
- General Health
- Health Specialist Consulting Clinics
- Hearing Medical Certificate
- Hospital Services
- Medical Certificate for Insurance Claim
- NSW Health Outpatient Referrals – [LHD Name]**
- Online Medical Certificate
- Outpatient and Community Referral Form
- Radiology Referrals
- Regional Health Service

NSW Health

Type here to search for a service | Facility*

- Allergy
- Antenatal
- Bariatric Surgery
- Breast Surgery
- Cardiology
- Colorectal surgery
- Dermatology
- ENT Surgery
- Endocrinology
- Gastroenterology
- General Medicine
- General Surgery**
- Gynaecology
- Haematology
- Infectious Disease
- Neurology
- Neurosurgery
- Oncology
- Orthopaedics
- Paediatric Allergy

Continue

Step 3: Completing the form

Now you've loaded the form to complete and submit.

A

The **SmartForm layout** provides a consistent, easy-to-use tabular structure on the left, with the main action window on the right.

You'll notice SmartForms are **responsive**: They will pre-populate all available patient and referrer data and contain logic to request more specific patient information based on your selections.

B

Mandatory Fields must be completed prior to submitting the SmartForm and are each highlighted with a red asterisk.

Note: Please use HealthPathways where available to identify LHD specific referral information.

NSW Health [Service] Submit Preview Park Help

Requested Information (General Surgery) Referred To* Specialist - unnamed referral

Patients presenting at NSW public hospitals can choose to be treated as a public (hospital funded) or private (Medicare bulk-billed) patient. Public hospitals do not control referral pathways to deny access to free public hospital services. Patients will be provided with further information and will be asked to make an election when they present to the outpatient clinic for their appointment. Patients will require a named referral to a medical specialist if they choose to be a private patient

Attachments / Reports

Medications, Allergies, Alerts

Medical, Social and Family History

Patient Information

Referrer Information

Referral Date* 13/08/2023

Referral Type* New Updated Continuation

Referral Period* 12 months

Referral Priority Non-Urgent (365 days)

Patient available for appointment at short notice Yes No

Is patient suitable for virtual care? Yes No Unsure

Health insurance/third party compensable? Yes No

HealthPathways
As outlined in the NSW Health (Adult) HealthPathway linked [here](#) please attach all relevant information to this referral to assist with triaging processes.

Requested Information (General Surgery)

Attachments / Reports

Medications, Allergies, Alerts

Medical, Social and Family History

Patient Information

Referrer Information

Patient Information

Date of birth* 17/12/1941

IHI 8003602345688835

Medicare/DVA Eligible* Yes No

Medicare number* 6288253442 2

Medicare expiry

DVA number QX901226

Pension number

Private health fund name

Patient membership number

Safety net number

Country of birth

Name* MICKEY Disney HEATLEY

Gender* Male

Patient's indigenous status* Neither Aboriginal nor Torres Strait Islander origin

Residential Address 95 Pitt Street, Apartment, Sdney, NSW, 2000

Step 3: Completing the form

C It will also display a **warning** for some information taken from your Practice Management Software that needs reviewing.

For example, if a contact phone number does not include an area code.

D If you need more context on the questions, you can click on the **information icons**.



The screenshot shows a patient form with several sections: Family History, Patient Information, Referrer Information, Residential Address, Postal Address, and Contact Details. A red warning triangle icon is present in the Patient Information section, with an orange circle 'C' and an arrow pointing to it. The Patient Information section includes fields for Name (MICKEY Disney HEATLEY), Gender (Male), Patient's indigenous status (Neither Aboriginal nor Torres Strait Islander origin), and Residential Address (95 Pitt Street, Apartment, Sydney, NSW, 2000). The Contact Details section has a dropdown menu and radio buttons for Work, Home, Mobile, and Other, with corresponding phone number input fields. The Home phone number field contains '98765432' and is highlighted with a red border.

The screenshot shows a referral form with several sections: Referral Type, Referral Period, Referral Priority, Patient available for appointment at short notice, Health insurance/third party compensation, HealthPathways, Reason for referral, and Additional referral information. An orange circle 'D' and an arrow point to an information icon in the 'Is patient suitable for virtual care?' field. An information dialog box is open, displaying the following text: 'This may include telephone consultation, video conference consultation, or remote monitoring. Appropriateness will be determined by the receiving outpatient clinic.' The dialog box has an 'Ok' button.

Step 3: Completing the form

Reason for referral

E In some forms there may be drop down to select the reason for referral conditions.

Tip: You can start typing the condition name in the search box to narrow the list down.

Also, there will always be an option 'Other condition' if the condition you are looking for is not noted in the selection list.

HealthPathways

Please refer to HealthPathways linked [here](#) to assist you with completing this referral.

Reason for referral* **E**

Considerations / risks / barriers to access

Does the patient have primary carer / guardian?*

Interpreter required?*

Special needs/reasonable adjustments required for disability?

Are there any considerations, risks or barriers to accessing the service?

I acknowledge that the patient, or appropriate guardian, has consented to the referral and to their personal and health information being shared between the referring clinician, the nominated GP, the health service staff and other health service providers as required to facilitate their treatment or care. Patient consents to being contacted via SMS, phone, email or letter for this referral (subject to local practices).

Patient consent*

Please select

- Please select
- Cirrhosis (suspected or known)
- Concern for colorectal cancer (rectal bleeding or positive faecal occult blood test)
- Hepatocellular cancer (suspected or known) or liver lesion
- Inflammatory bowel disease or irritable bowel syndrome (suspected or known)
- Iron deficiency
- Liver dysfunction
- Upper gastrointestinal dysfunction
- Other gastroenterological condition

Step 3: Completing the form

Attachments

F The **Attachments / Reports** tab will give you access to all the supporting documents that you may wish to attach to the form.

G 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...**

H • stored in your Practice Management Software by clicking the **Browse for Patient Document** button .

I **Note:** Make sure to update the date parameters if you want to see files that are older than 6 months.

J • **Or** in your local computer's file system by clicking the **Browse for Local File** button.

NSW Health [Service]

Requested Information: General Surgery

Attachments / Reports

Medications, Allergies, Alerts

Medical, Social and Family History

Diagnostic Reports / Patient Documents

Browse for Patient Document (H) | Browse for Local File (J)

Attach file from EMR supports: gif, html, jpeg, doc, docx, pdf, txt, rtf, tiff
 Attach file from Computer supports files that end in types: doc, docx, gif, htm, html, jpeg, jpg, pdf, rtf, tif, tiff, txt
 Caution: larger attachments may take significant time to preview

<input type="checkbox"/>	Date	Name	Comments	Type	Size	
<input type="checkbox"/>	01/09/2021	File_123		rtf	80 KB	
<input checked="" type="checkbox"/>	01/10/2021	File_456		rtf	8 KB	
<input checked="" type="checkbox"/>	01/11/2021	File_789		rtf	90 KB	

(F) points to the Attachments / Reports tab. (G) points to the table. (H) and (J) point to the respective buttons.

Diagnostic Reports / Patient Documents

Browse for Patient Document | Browse for Local File

Please attach any relevant patient information (for example allied health assessments, wound care details, medication summaries and relevant medical summaries). This information will support your patient's assessment and service provision. Clinical information will be visible to all staff.

Attach File

Name:

Date from: 08/01/2019 | Date to: 08/07/2021 | Search

Attach | Cancel


<input type="checkbox"/>	Date	Name	Comments	Type	Size
	08/07/2021	File_One	Aged Care Referral	...	43 KB
	09/10/2019	File_Two	Aged Care Referral	...	52 KB
	01/10/2019	File_Three	Aged Care Referral	...	48 KB
	24/09/2019	File_Four	Aged Care Referral	...	44 KB

(I) points to the Date from field.

Step 3: Completing the form

Then click through the remaining Tabs on the left to ensure all the pre-populated patient information has been either selected, or de-selected, as appropriate to submit to the service provider.

All these features ensure you're providing a quality, and compliant submission every time, on behalf of your patients.



NSW Health

Cardiology Clinic

Requested Information ▲

Cardiology Clinic

Attachments / Reports

No reports selected
No files attached

Medications, Allergies, Alerts

7 long term medications specified
No medications specified
2 medical warnings specified

Medical, Social and Family History

Medical history specified

Patient Information

Patient's name
CX901228
20/08/1954

Referrer Information

Referrer's name
0000000Y
No Different Regular GP

Long Term Medications i

Date	Details	Dose	Units	Instructions	
	Vita-D 1000IU Gel Caps			1 Capsule Once a week on an empty stomach As directed p.r.n	✕
	Ibuprofen 100mg Tablet			1 Tablet Twice a day with meals	✕
	Betnovate 0.1% Cream			1 Application In the morning before meals As directed BP 1.8.6.776 VVT	✕
	Ventolin CFC-Free 100mcg/dose Inhaler			2 puffs Inhalation Twice a day As directed	✕
	Panadol 500mg Tablet			1 Tablet Every 4 hours with meals As directed	✕
	Panadol 500mg Tablet			1 Tablet Four times a day with meals Stat	✕
	Omnitest Plus Test Strip			½ Dose In the morning with meals As directed	✕

Other Medications i [Browse for More Medications](#)

Date	Details	Dose	Units	Instructions	
No records found.					

Medical Warnings

<input type="checkbox"/>	Date	Description	Comments
<input checked="" type="checkbox"/>	18/12/2014	Penicillin	Rash
<input checked="" type="checkbox"/>	18/12/2014	Oestradiol	Vomiting

Attachments / Reports

No reports selected
No files attached

Medications, Allergies, Alerts

7 long term medications specified
No medications specified
2 medical warnings specified

Medical, Social and Family History

Medical history specified

Patient Information

Patient's name
CX901228
20/08/1954

Referrer Information

Referrer's name
0000000Y
No Different Regular GP

Medicare Provider Number*

889843

HPI-I

8003611566681627

Name

Full name **Sam Entwistle** i

▶ Sam Entwistle

Practice name

Millstone Family Practice

Practice Address

▶ 155 George Street, Galleria, Sydney, NSW, 2000

Practice telephone*

03 9 358 0116

Email

zongjun@gmail.com

EDI*

ma65test

Medical Registration Number

HPI-O

123456

Practice fax

03 9 4433456

Step 4: Previewing, Submitting and Parking

Previewing

A You can verify that the form has been completed correctly by clicking **Preview** allowing you to review the details before submitting.

B Whether you click **Preview** or **Submit**, if a piece of required information is incomplete or incorrect, the form will notify you to complete or correct it.

NSW Health [Service]

Buttons: Submit, Preview, Park, Help

Requested Information: General Surgery

Medical Practitioner Information

Medicare Provider Number*: 0000000A

Medical Registration Number: 123456

HPI-I: [Field]

HPI-O: 123456789098765

Name: Full name, Dr Name

Preview, not submitted copy

Submit

NSW Health

[Service]

Patient: MICKEY HEATLEY, 81yrs, M, DOB 17/12/1941, PH: 0401 201 2011, Wrk 03 9 23423221, Hme 03 9 53532221

Residential address: 95 Pitt Street, Apartment, Sydney, NSW 2000

Postal address: 9600 Pitt Street, Apartment, Sydney, NSW 2000

Referred by: Sam Entwistle, Millstone Family Practice, Prov. No. 889843, HPI-O 123456, HPI-I 8003611566681627, PH 03 9 358 0116, FAX 03 9 4433456

Clinical Referral Information

Referred To: Specialist - unnamed referral

Patients presenting at NSW public hospitals can choose to be treated as a public (hospital funded) or private (Medicare bulk-billed) patient. Public hospitals do not control referral pathways to deny access to free public hospital services. Patients will be provided with further information and will be asked to make an election when they present to the outpatient clinic for their appointment. Patients will require a named referral to a medical specialist if they choose to be a private patient

Referral Date: 14/08/2023

Referral Type: New

Referral Period: 12 months

NSW Health Gastroenterology & Liver Clinics

Buttons: Submit, Preview

Requested Information: Gastroenterology & Liver Clinics

Attachments / Reports: No reports selected, No files attached

Medications, Allergies, Alerts: 4 long term medications specified, No medications specified, 1 medical warning specified

Medical, Social and Family History

Referred To*: Please Select

Referral date*: 17/10/2023

Referral type*: New, Updated

Errors:

- Patient consent is a required field
- Reason for referral is a required field
- Referred To is a required field
- Triage category is a required field

Step 4: Previewing, Submitting and Parking

Submitting

- C** When you are ready to send your form, click **Submit**.
- D** This will safely and securely send the form electronically via HealthLink, and you will see a copy of the completed form with a **date stamp**.

A copy of the submitted form is saved directly to the patient file.

- E** If you'd like to provide the patient with a copy, you can left-click the **Print** button or right-click anywhere on the submitted form and choose Print.

NSW Health [Service]

Submit Preview Park Help

Requested Information: General Surgery

Attachments / Reports

Medical, Social and Family History

Patient Information

Medical Practitioner Information

Medicare Provider Number* 889843

Medical Registration Number

HPI-I 8003611566681627

HPI-O 123456

Name

Full name Sam Entwistle

Practice name Millstone Family Practice

Practice Address 155 George Street, Galleria, Sydney, NSW, 2000

Print

Form sent on 22/10/2023 09:34 AEST

Sensitive: Personal

[Service]

Patient: MICKEY HEATLEY, 81yrs, M, DOB 17/12/1941, PH: 0401 201 2011, Wrk 03 9 23423221

Residential address: 95 Pitt Street, Apartment, Sydney, NSW 2000

Postal address: 9600 Pitt Street, Apartment, Sydney, NSW 2000

Referred by: Sam Entwistle, Millstone Family Practice, Prov. No. 889843, HPI-O 123456, HPI-I 8003611566681627, PH 03 9 358 0116, FAX 03 9 4433456

Clinical Referral Information

Referred To: Specialist - unnamed referral

Patients presenting at NSW public hospitals can choose to be treated as a public (hospital funded) or private (Medicare bulk-billed) patient. Public hospitals do not control referral pathways to deny access to free public hospital services. Patients will be provided with further information and will be asked to make an election when they present to the outpatient clinic for their appointment. Patients will require a named referral to a medical specialist if they choose to be a private patient

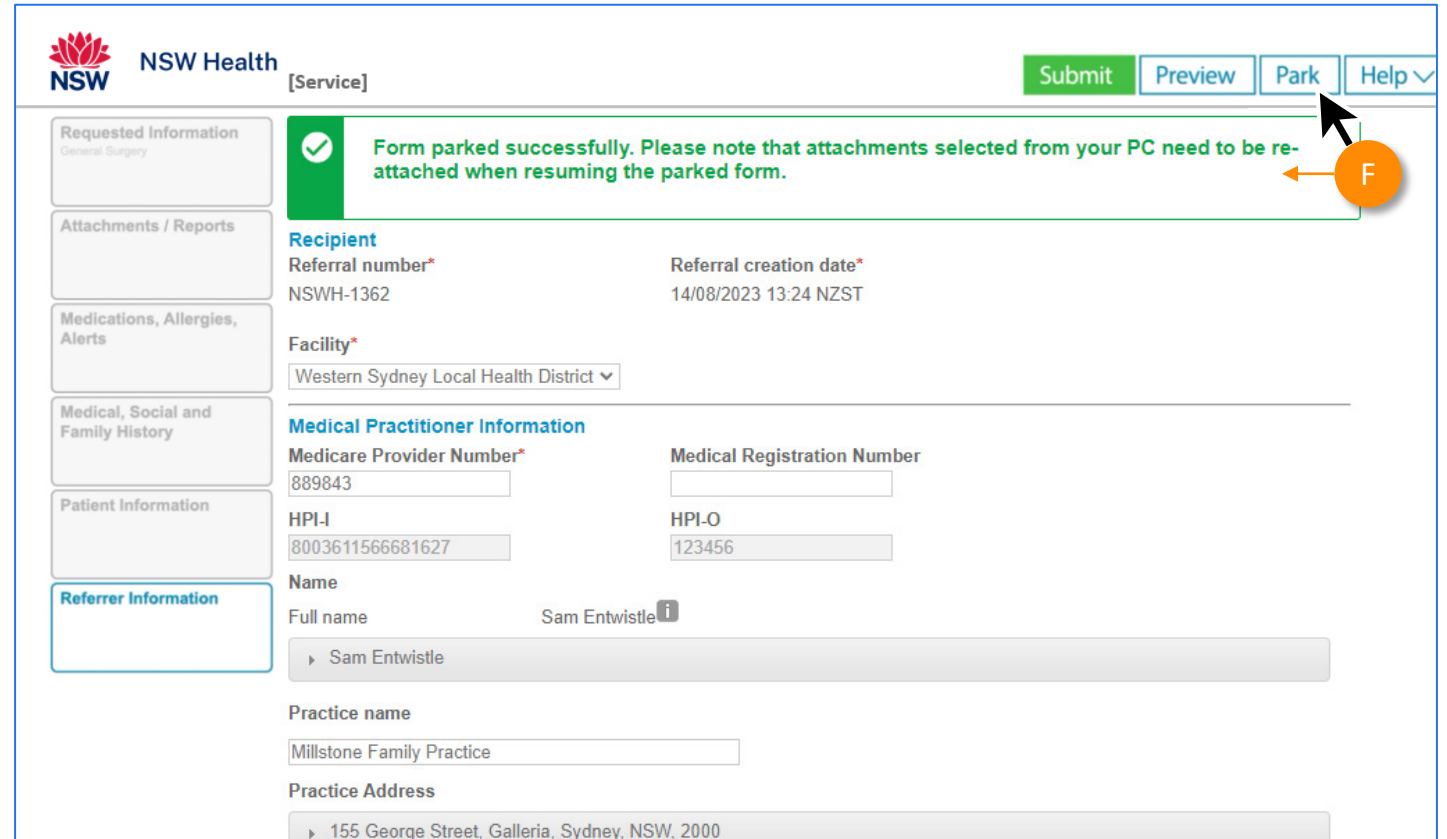
Referral Date: 14/08/2023

Referral Type: New

Step 4: Previewing, Submitting and Parking

Parking

F And if you need more information to complete the form, you can **Park** the form to save what you've done so far and come back to it later.



The screenshot shows the NSW Health referral form interface. At the top left is the NSW Health logo and the text "NSW Health [Service]". At the top right are buttons for "Submit", "Preview", "Park", and "Help". A green message box at the top right contains a checkmark icon and the text: "Form parked successfully. Please note that attachments selected from your PC need to be re-attached when resuming the parked form." An orange circle with the letter 'F' and an arrow points to the "Park" button. The form is divided into several sections on the left: "Requested Information" (General Surgery), "Attachments / Reports", "Medications, Allergies, Alerts", "Medical, Social and Family History", "Patient Information", and "Referrer Information". The main content area displays the following information:

- Recipient**
 - Referral number*: NSWH-1362
 - Referral creation date*: 14/08/2023 13:24 NZST
 - Facility*: Western Sydney Local Health District
- Medical Practitioner Information**
 - Medicare Provider Number*: 889843
 - Medical Registration Number: [input field]
 - HPI-I: 8003611566681627
 - HPI-O: 123456
- Name**
 - Full name: Sam Entwistle
 - Practice name: Millstone Family Practice
 - Practice Address: 155 George Street, Galleria, Sydney, NSW, 2000

Step 5:

Accessing parked and auto-saved forms

A To access parked or auto-saved forms, from the patient's record, select the **HealthLink** tab.

B From the available list, **double-click on the Parked or AutoSaved** form you would like to open.

Note: when returning to a parked or auto-saved form, due to security policy, any previously added attachments will need to be re-added.

C You can also use this area to see previously **submitted** forms.

The screenshot shows the MedicalDirector Clinical 4.0 interface for a patient named 'MR TEST PATIENT (71yrs 6mths)'. The patient's details, including DOB (01/01/1950), gender (Male), and address (1 Furzer Street, Phillip, Act 2606), are visible. The 'HealthLink' tab is selected in the top navigation bar. Below the patient information, a table lists 8 records of forms. The first record, dated 8/07/2021 at 12:28:53 p.m., is marked as 'Parked' and is highlighted with a mouse cursor. Other records include 'Submitted' and 'Autosaved' forms from various dates. The interface also shows a 'Recalls' button and a 'MyHealthRecord' section.

Date Created	Form Status	Message ID	Type	Subject	Description	Recipient	Sender	Ack Status
8/07/2021 12:28:53 p.m.	Parked							
8/07/2021 12:16:15 p.m.	Submitted							
8/07/2021 11:30:27 a.m.	Autosaved							
8/07/2021 11:12:18 a.m.	Submitted							
18/10/2019 11:07:47 a.m.	Autosaved							
9/10/2019 3:54:31 p.m.	Submitted							
1/10/2019 4:11:29 p.m.	Submitted							
24/09/2019 3:52:07 p.m.	Submitted							

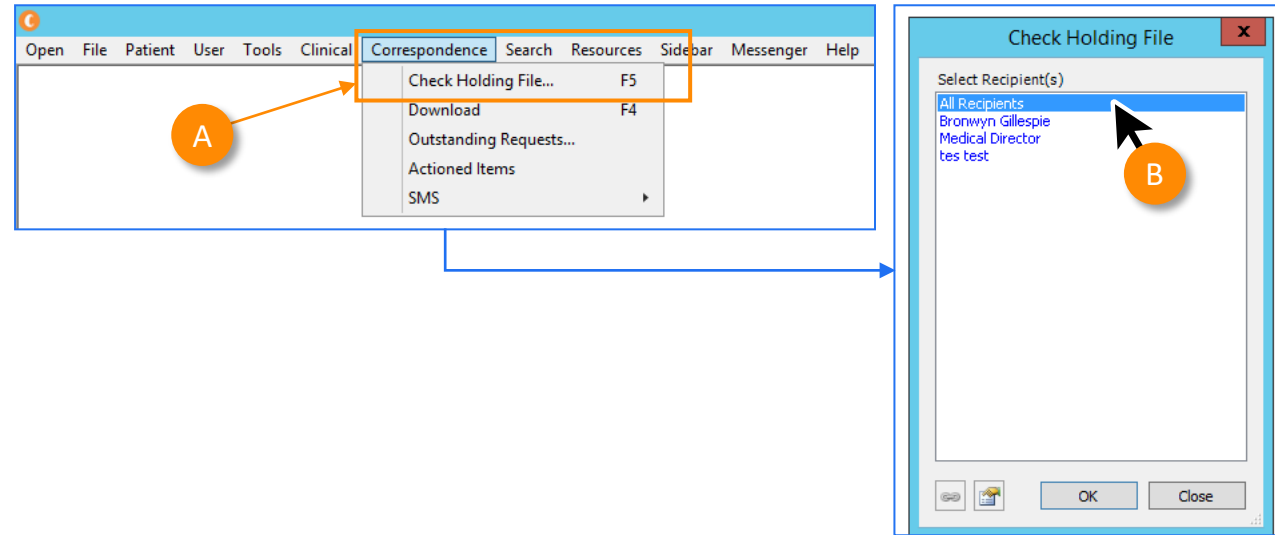
Step 6: Accessing submitted forms

- A** A copy of the submitted form can be viewed by selecting the **Letters** tab
- B** and then **Double-clicking the submitted form**.
- C** Alternatively, if you have the preview panel enabled, simply click the **Open Externally** button on the letter preview.

The screenshot displays the MedicalDirector Clinical 4.0 interface for a patient named MR TEST PATIENT (71yrs 6mths). The patient's details, including DOB (01/01/1950), gender (Male), and address (1 Furzer Street, Phillip, Act 2606), are visible at the top. The interface includes a menu bar with options like File, Patient, Edit, and a toolbar with various icons. A central pane shows a list of 5 records with columns for Date Created, Subject, and Description. A mouse cursor is positioned over one of the records, with a callout 'B' indicating a double-click action. To the right, a preview panel shows a letter template with fields for patient name (MICKEY HEATLEY), address, and clinical referral information. A callout 'C' points to the 'Open Externally' button in the preview panel. The bottom status bar shows the user is Dr Medical Director (MD-Test Healthlink) and the date is Thursday, 8 July 2021.

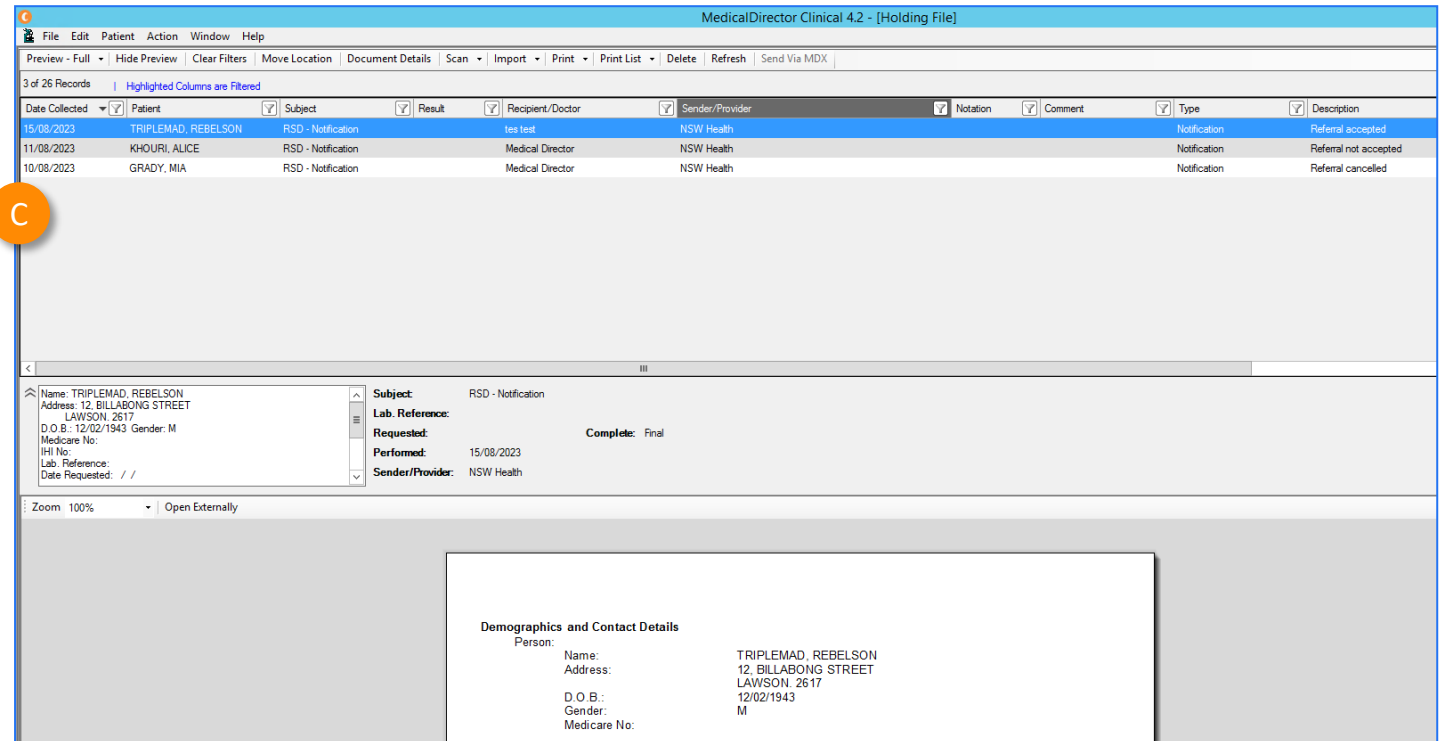
Step 7: What happens after a referral has been made?

- NSW Health Outpatients will respond with a **Status Message** regarding the **Referral Acceptance** or **Referral Rejection** with reasons.
- These Status Messages will be received back into your Practice Software using the same workflows when receiving Incoming Reports and Results, and Other correspondence like Discharge Summaries.



Viewing incoming reports

- A** Click **Correspondence** from the menu and select **Check Holding File...**
- B** **Select Recipient(s)**: who the messages are addressed to e.g. Yourself or All Recipients.
- C** Here you can open and view incoming reports and allocate them to other users or to the patient.



Step 8:

Update Referral: Adding additional information for the LHD

The **Update Referral** feature allows you to review your patient's referrals and submit additional information, if the patient's condition or circumstance changes, or in response to a request from the LHD/clinic that you referred your patient to.

A Follow **Step 1: Accessing HealthLink SmartForms (eReferrals)** then navigate to the **'Update Referrals'** tab (second tab on the screen).

B Here you'll see referrals made for the patient by you in the last 6 months, split into separate tables for each referred organisation.

C You can search for referrals by selecting a different date range. **Note:** Please specify a date range that is at least a day apart.

HealthLink connecting with care

Make a referral Update referrals

Specialists, Allied Health Providers and GPs

SR Specialists & Referrals Refer to Private Specialist

Make a referral Update referrals

Referral Status Management and Updates

Date From 27/12/2023 Date To 27/06/2024 Search Reset

NSW e-Health

Show 10 entries Filter

ReferralId	Sent	ReferralName	Form Description	Status	Priority	Latest Note	Action
CCLH-1001	2024-06-27	John Smith	MD-Test Healthlink (Marketplace Partner) -	Triage		2024-06-27 Triage	
SES-2106	2024-06-26	John Smith	MD-Test Healthlink (Marketplace Partner) -	Received		2024-06-26 Received	
FWLH-955	2024-06-26	John Smith	Broken Hill Health Service - Urology Clinic	Referral processed	Rapid access	2024-06-26 Referral processed	

Step 8: Update Referral: Adding additional information for the LHD































D At a glance you can see the following key information for each referral:

- **Status**
- **Priority** assigned by NSW Health Outpatients, and
- **Latest Note:** any notes added by the NSW Health Outpatients.

Can't see your patient's referral on the list?

The following types of referrals will not appear on the list:


- Referrals made by other providers in your practice
- Referrals made by other practices, irrespective of the PMS used
- Referrals sent via other channels (e.g. fax)
- Your patient's identification details do not match with the patient's record in the hospital system

Make a referral		Update referrals		John Smith				
NSW e-Health				Filter				
Show 10 entries								
ReferralId	Sent	ReferralName	Form Description	Status	Priority	Latest Note	Action	
CCLH-1001	2024-06-27	John Smith	MD-Test Healthlink (Marketplace Partner) -	Triage		2024-06-27 Triage	  	
SES-2106	2024-06-26	John Smith	MD-Test Healthlink (Marketplace Partner) -	Received		2024-06-26 Received	  	
FWLH-955	2024-06-26	John Smith	Broken Hill Health Service - Urology Clinic -	Referral processed	Rapid access	2024-06-26 Referral processed	  	
SES-2002	2024-06-19	John Smith	MD-Test Healthlink (Marketplace Partner) -	Received		2024-06-19 Received	  	
FWLH-876	2024-06-19	John Smith	Broken Hill Health Service - Wound Care Clinic -	Received		2024-06-19 Received	  	
ILHD-1062	2024-06-19	John Smith	MD-Test Healthlink (Marketplace Partner) -	Received		2024-06-19 Received	  	
WSLH-1104	2024-06-19	John Smith	MD-Test Healthlink (Marketplace Partner) -	Post-triage Admin	Semi-urgent (90 days)	2024-06-21 Post-triage Admin	  	
ILHD-1007	2024-06-11	John Smith	MD-Test Healthlink (Marketplace Partner) -	Received		2024-06-11 Received	  	
ILHD-1006	2024-06-11	John Smith	MD-Test Healthlink (Marketplace Partner) -	Received		2024-06-11 Received	  	
ILHD-1005	2024-06-11	John Smith	MD-Test Healthlink (Marketplace Partner) -	Received		2024-06-11 Received	  	

Showing 1 to 10 of 50 entries

Previous 1 2 3 4 5 Next

Step 8: Update Referral: Adding additional information for the LHD


E To update a referral, click on the  icon on the referral.

F The 'Additional Information' form will be displayed for you to provide your updates

G Select the relevant Reason for Update from the list

H Enter the relevant information into the 'Relevant details' field or use the 'Browse Consultation Notes' function to add consultation notes.

I Attach the relevant documents you would like included in the update using the 'Attachments / Reports' tab

Status	Priority	Latest Note	Action
Triage		2024-06-27 Triage	  

NSW Health DON EOTEST - Additional Information Submit Preview Park Help

Requested Information Additional Information

Attachments / Reports No reports selected
No files attached

Additional Information

Reason for Update* **G**

- Review of Priority
- Response to Information Request
- Referral Cancellation
- Other

Relevant details **H**

[Browse for Consultation Notes](#)

I

Step 8: Update Referral: Adding additional information for the LHD

J When you send the update, the additional information you provide on the form will be appended to the original referral at the top and sent together to the LHD.

- If there are multiple updates sent for a referral, they will be displayed in order of the most recent first.
- Just as with other forms, you can Park an Additional Information form. Parked and Autosaved referral updates can be found in your patient's record (See **Step 5 Accessing parked and auto-saved forms**)

J

Additional Referral Information

Referrer

Referral number: FWLH-876:02
Referred by: John Smith
HPI-O: 8003629900026770
Medicare Provider Number: 0000000Y

Clinical Referral Information

Additional Information

Reason for Update: Response to Information Request

Relevant details:

Attached requested pathology report


Diagnostic Reports / Patient Documents

Date	Name	Comments	Size
17/05/2024	PATIENT BLOOD RESULTS		1 KB

Local File Attachments - No files attached from the sender's local file system

Sensitive: Personal

Wound Care Clinic




Patient: DON EOTEST, 34yrs, F, DOB 16/07/1989, PH: 09 8881 8881, Wrk 02 8881 8882
Residential address: 18 TEST STREET, TESTVILLE, SA 5112
Postal address: ?same as residential address
Referred by: John Smith, MD-Test Healthlink (Marketplace Partner), Prov. No. 2426622L, HPI-O 8003629900026770, HPI-I 8003619900033421, PH 0744015650, FAX 0744015651
Referral date: 19/08/2024 16:11 AEST

Clinical Referral Information

Referred To: Specialist - unnamed referral
Referral date: 19/08/2024

Step 9: Viewing more information on submitted referrals

[View a submitted referral](#)


- A** To view a submitted referral from the Update Referral page, click on the  icon on the referral.
- If a referral had updates provided to it, the original referral and updates will be displayed.

Status	Priority	Latest Note	Action
Triage		2024-06-27 Triage	   A

Sensitive: Personal

Wound Care Clinic

Patient: DON EOTEST, 34yrs, F, DOB 16/07/1989, PH: 09 8881 8881, Wrk 02 8881 8882
Residential address:?16 TEST STREET, TESTVILLE, SA 5112
Postal address:?same as residential address
Referred by: John Smith, MD-Test Healthlink (Marketplace Partner), Prov. No. 2426622L, HPI-O 8003629900026770, HPI-I 8003619900033421, PH 0744015650, FAX 0744015651
Referral date: 19/06/2024 16:11 AEST



NSW Health

Clinical Referral Information

Referred To:	Specialist - unnamed referral
Referral date:	19/06/2024
Referral type:	New <input type="text"/>
Referral period:	Indefinite
Referral priority:	Rapid access
Patient available for appointment at short notice?	No
Third party compensable?	No
Reason for referral :	<input type="text" value="test"/>


Considerations / risks / barriers to access

Does the patient have primary carer / guardian?	No
Interpreter required?	No
Special needs/reasonable adjustments required for disability?	No
Are there any considerations, risks or barriers to accessing the service?	No

I acknowledge that the patient, or appropriate guardian, has consented to the referral and to their personal and health information being shared between the referring clinician, the nominated GP, the health service staff and other health service providers as required to facilitate their treatment or care. Patient consents to being contacted via SMS, phone, email or letter for this referral (subject to local practices).


Step 9: Viewing more information on submitted referrals

View a referral history

C To view the history of a referral, click on the  icon for the referral.

D The Referral History page shows you a summary of the referral's history as provided by NSW Health Outpatients. Activities in the history are shown with the most recent activities first.

Note: The version number shown indicates the number of updates made within the LHD rather than version numbers of the referral.

Status	Priority	Latest Note	Action
Triage		2024-06-27 Triage	

D

Referral History									
Referral history for: FWLH-955									
Show <input type="text" value="10"/> entries									
Version	Last Updated	Event Type	Last Updated By	Status	Priority	Facility	Service	Latest Note	Filter
1	2024-06-26	Received	-	-	-	-	-	-	
2	2024-06-26	Screening	-	-	-	-	-	-	
3	2024-06-26	Response to Information Request	-	-	-	-	-	-	
4	2024-06-26	Triage	-	-	-	-	-	-	
5	2024-06-26	Other, Additional referral letter requested	-	-	-	-	-	-	
6	2024-06-26	Post-triage Admin	-	-	-	-	-	-	
7	2024-06-26	Referral processed	-	-	-	-	-	-	

Showing 1 to 7 of 7 entries

Previous Next

Customer Care

Phone: 1800 125 036

Email: helpdesk@healthlink.net

Monday to Friday (Except Public Holidays)

8:00am – 6:00pm

www.healthlink.com.au

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Clanwilliam

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