

User Guide

01.11.2025-GE

My Aged Care e-Referrals for Genie

Welcome to My Aged Care e-Referrals via HealthLink SmartForms.
The easiest and smartest way for health professionals to refer patients to
My Aged Care for an Aged Care assessment.

For more information go to:

<https://www.healthlink.com.au/my-aged-care>

Your practice must be running Genie v8.8 and above to access the HealthLink SmartForms.



Submitting e-Referrals from Genie

Using HealthLink SmartForms

SmartForms enable **Genie** users to easily refer and engage with all HealthLink SmartForm service providers including 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.

HealthLink Technical Support

Email: helpdesk@healthlink.net

Phone: 1800 125 036

Step 1:

Accessing HealthLink SmartForms (e-Referrals)

Step 2:

Launching a new form

Step 3:

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Step 4:

Parking, Previewing and Submitting

Step 5:

Accessing parked and auto-saved forms

Step 6:

Accessing submitted forms

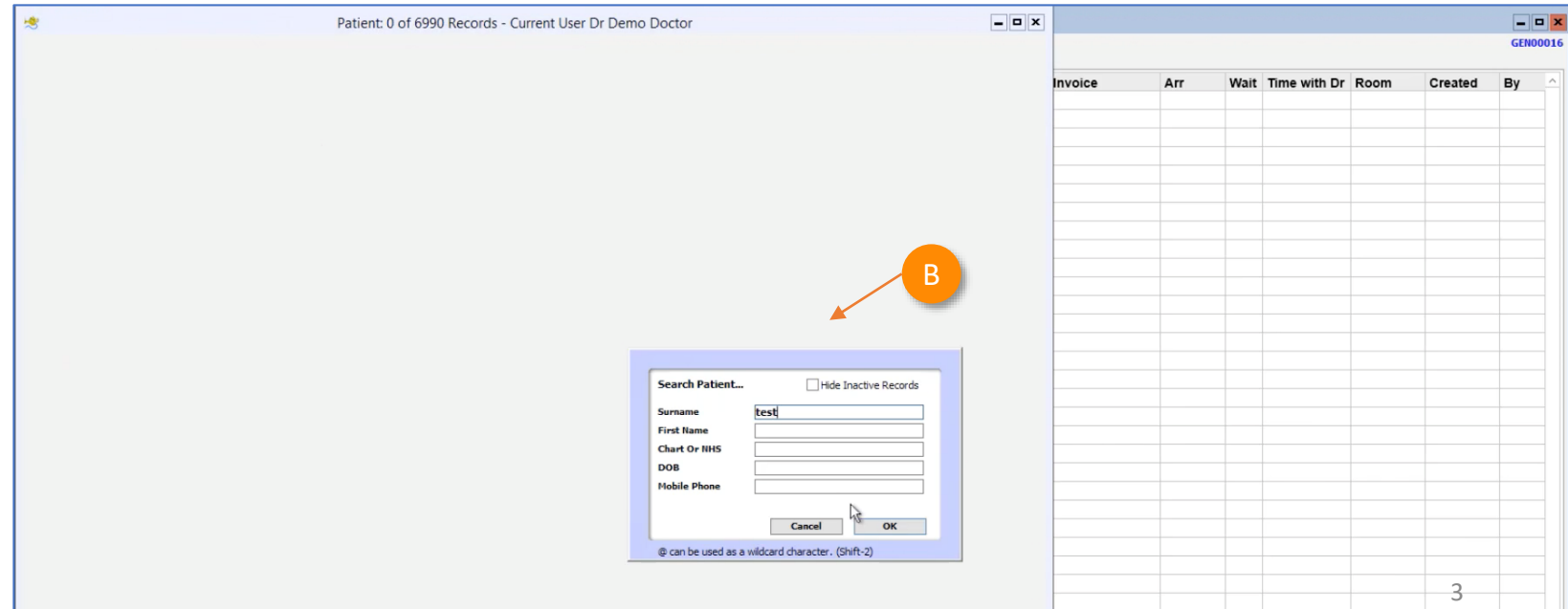
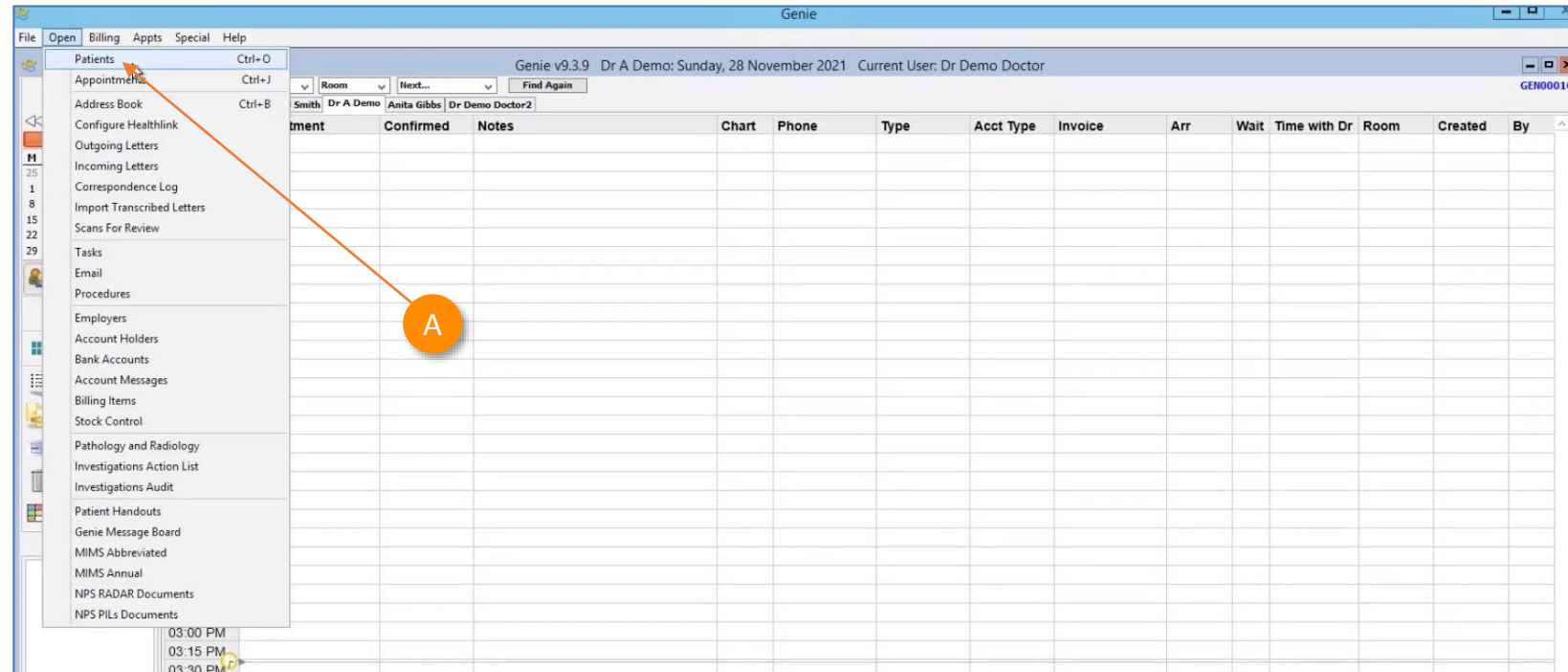
Step 7:

What happens after an e-Referral has been made?

Step 1: Accessing HealthLink SmartForms (e-Referrals)

To access the forms within your
Genie software...

- A** First, click on **Patients** from the **open** menu.
- B** Search for the patient and open their electronic medical record (EMR).



Step 1: Accessing HealthLink SmartForms (e-Referrals)

C From the **Tools** drop down menu, select **Healthlink Online**, then click the **new** button to launch the HealthLink homepage.

The screenshot shows the Genie software interface. The 'Tools' menu is open, and 'HealthLink Online' is highlighted. An orange circle 'C' is placed above the 'Tools' menu, and an arrow points from it to the 'HealthLink Online' option. The interface includes a menu bar (File, Edit, Open, Tools, Special, Help), a toolbar with buttons like 'Add Consult', 'Edit Consult', and 'Marked', and a main window displaying patient information and a list of consultations.

st (25/01/1946) Ashfield Road Indooroopilly 4068 - Current User Dr Demo Doctor

Dr Test Provider (Usual GP)

25 contacts

Date	Info	Title	Dr Name
07/03/2017	Acknowledged	Dr Test Provider	Dr A Demo
12/05/2015	Certificate of Capacity [P]	Dr Test Provider	Dr A Demo
13/09/2013	Reviewed Acknowledged	Dr Test Provider	Dr A Demo
09/09/2013	Reviewed Acknowledged	Dr Test Provider	Dr A Demo
03/09/2013	Reviewed Sent	Dr Test Provider	Dr A Demo
28/08/2013	Reviewed Acknowledged	Dr Test Provider	Dr A Demo
28/08/2013	Reviewed Acknowledged	Dr Test Provider	Dr A Demo
30/04/2010	Reviewed Sent	Dr Lawrence Peterson	Dr A Demo
11/03/2010	Reviewed Sent	Dr Lawrence Peterson	Dr A Demo
22/09/2009	Reviewed Printed Ackno...	Dr Peter Adkins	Dr A Demo
22/09/2009	Reviewed Printed Ackno...	Dr Jack Ashwin	Dr A Demo
22/09/2009	Reviewed Printed Ackno...	Dr Lawrence Peterson	Dr A Demo
01/08/2000	General & Unspecified	General & Unspecified	Dr Andrew Demo

CONSULTATION RECORD: Mr Charles Test

Date: Tuesday, 01/08/2000 9:21 AM
Presenting Problem: General & Unspecified
Provider: Dr Andrew Demo
History: Referral
Treatment/Plan: Referred to Dr Michael Moreny

Step 1: Accessing HealthLink SmartForms (e-Referrals)

D Within the patient record, click the **new** button to launch the HealthLink homepage.

The screenshot shows the HealthLink Online interface for Mr Charles Test. The main window displays a table with columns: Date/Time, Description, Mode, View Type, Provider, Msg Control Id, and Status. A row is visible with the following data: 12/05/2015 18:25:40, Certificate of Capacity, P, View Type, Dr Andrew Demo, DEMO-109, and Unknown. To the right of the table, there are buttons: New, Resume, View, and Delete. The 'New' button is highlighted with a red box, and an orange arrow labeled 'D' points to it. Below the table, there are fields for Created on, Last Updated on, Description, Save Mode, Form Instance Id, View Data Type, Resume Path, Provider, Status, and Launch URI.

Date/Time	Description	Mode	View Type	Provider	Msg Control Id	Status
12/05/2015 18:25:40	Certificate of Capacity	P	View Type	Dr Andrew Demo	DEMO-109	Unknown

Buttons: New, Resume, View, Delete

Fields:

- Created on: 12/05/2015 at 18:25:24
- Last Updated on: 12/05/2015 at 18:25:40
- Description: Certificate of Capacity
- Save Mode: Parked
- Form Instance Id: DEMO-109
- View Data Type:
- Resume Path: /form-au/PrepopulateForm.action?aduro_formDefinitionId=demofmau
- Provider: Dr Andrew Demo
- Status: Unknown
- Launch URI:

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 **My Aged Care Referral** to launch the SmartForm.

Make a referral | Update referrals

Specialists, Allied Health Providers and GPs

Contact other health providers	Refer / Contact other health providers
Refer to other health providers	

General Services

ReturnToWorkSA Work Capacity Certificate	NSW Certificate of Capacity
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Referred Services

ACT Public Outpatient and Community Austin Health Banyule Community Health Chris O'Brien Lifehouse Services Eastern Health Head to Health Medicare Mental Health (1800 995 212) Monash Health Northern Health Northern Sydney Local Health District Services NSW Health Outpatient referrals - Central Coast LHD NSW Health Outpatient referrals - Western NSW LHD NSW Health Outpatient referrals - Illawarra Shoalhaven LHD PRP Diagnostic Imaging SA Health Sydney LHD Women's Health and RPA Hospital Services Tasmanian Health Service Transport for NSW Wentworth Mercy Hospital	Application for ACT Approval to Prescribe Controlled Medicines Austin Health eReferrals ccCHP - Cardiometabolic Health in Psychosis DPV Community Health EMR API Test App Hearing Australia Medical Mercy Hospital for Women <u>My Aged Care Referral</u> Northern NSW LHD eReferrals NSW Health Outpatient referrals - Far West LHD NSW Health Outpatient referrals - Western Sydney LHD NSW Health Outpatient referrals - South Eastern Sydney LHD Radiology Referrals Spectrum Medical Imaging Sydney Local Health District Services Tasmanian Mental Health and Alcohol and Other Drugs Transport for NSW - Staging
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The My Aged Care form can be used to send a referral for government-funded aged care services directly to the Department of Health, Disability and Ageing.

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.

The image displays two screenshots of the myagedcare My Aged Care Referral form. The top screenshot shows the initial form with a sidebar on the left and a main content area on the right. A red asterisk is visible next to the 'Patient Information' section in the sidebar. The bottom screenshot shows the form after some data has been entered, with a red asterisk next to the 'Medicare number' field in the 'Patient Information' section. A red arrow points from the asterisk to the field.

myagedcare My Aged Care Referral

Requested Information My Aged Care Referral

Attachments / Reports No reports selected No files attached

Patient Information ALPHABET TEST No patient ID available 12/11/1978

Referrer Information Medical Director

Form has been auto-saved.

Information in the fields listed below has been modified for the purpose of submitting to My Aged Care. Please review and ensure the information is correct before submitting this referral.

- Patient Information - Contact Details - Work
- Patient Information - Contact Details - Home
- Referrer Information - Last name

Details of patient consent

By submitting this form, I will provide the information in it about you to My Aged Care. My Aged Care has contracted HealthLink Pty Ltd (HealthLink), a secure messaging service provider to securely transmit the information to My Aged Care. For further details please see HealthLink's [Privacy Policy](#).

My Aged Care will use this information to determine your level of need and/or to provide you with aged care services.

Once received by My Aged Care, the information will be used and disclosed in accordance with the My Aged Care [Privacy Policy](#). This will include validation with the Department of Human Services, and potential disclosure of the information to My Aged Care assessors and service providers, and other health professionals who are caring for you.

☐ I confirm that the patient understands the above and has given his/her consent.*

If not patient, consent is provided by

About the patient

Interpreter Required* ☐ Yes ☐ No

Preferred Language*

If other, please specify

Can patient be contacted by phone? ☐ Yes ☐ No

Usual living arrangement

Accommodation type

Does patient have a carer/support person? ☐ Yes ☐ No

Referral details

Referral reason*

Why does the patient need an assessment or access to aged care services?

Patient Information

Date of birth*

Please provide the patient's Medicare and/or DVA card number:

Medicare number

DVA number

DVA card type

No DVA entitlement
Gold Card
White Card
Orange Card or other

Gender*

Patient's Indigenous status*

Residential Address

Please add only the following State or Territory codes, ACT, NSW, NT, QLD, SA, TAS, VIC, WA only in the State field

16 TEST STREET, TESTVILLE, SA, 5112

Contact Details (Select preferred phone contact)

At least one phone number must be provided. Please indicate the best contact phone number for the patient.

Wk 0009080809, Hme 0009080808, Mob 0404040404

Phone number must be numeric only with no spaces. An area code must be provided for all landline numbers.

☐ Work 0009080809 ☐ Home 0009080808

☒ Mobile 0404040404 ☐ Other

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**.

Contact Details (Select preferred phone contact)

At least one phone number must be provided. Please indicate the best contact phone number for the patient.

▼ Wrk 0809888889, Hme 0809888888, Mob 0404040040

Phone number must be numeric only with no spaces. An area code must be provided for all landline numbers.

☐ Work	0809888889	☐ Home	0809888888
☒ Mobile	0404040040	☐ Other	

About the patient

Interpreter Required* **i**

☒ Yes ☐ No

Preferred Language*

Other Asian Language...

If other, please specify

Other Southwest and Central

Can patient be contacted by phone?* **i**

☒ Yes ☐ No

Usual living arrangement

Please Select

Accommodation type **i**

Please Select

Does patient have a carer/support person?* **i**

☐ Yes ☐ No

Step 3:

Completing the form

E

You can now select 'End-of-life care' under the Support at Home program as a referral reason from the drop-down menu.

F

If you select 'End-of-life care' you must complete and upload the 'End-of-Life Pathway Form' available on the Department of Health, Disability and Ageing's website

The screenshot shows the 'My Aged Care Referral' form. On the left, there are four summary boxes: 'Requested Information' (My Aged Care Referral), 'Attachments / Reports' (No reports selected, No files attached), 'Patient Information' (No patient name, No patient ID available, No date of birth), and 'Referrer Information'. The main form is divided into sections: 'About the patient' with fields for Interpreter Required, Preferred Language, Can patient be contacted by phone?, Usual living arrangement, Accommodation type, and Does patient have a carer/support person?; and 'Referral details' with a 'Referral reason' dropdown and a text area for 'Why does the patient need an assessment or access to aged care?'. The 'Referral reason' dropdown is open, showing options: Hospital Discharge, Fall(s) or risk of falling, Change in medical condition, Change in cognitive status, Change in care needs, Increasing frailty, Change in caring arrangements, Change in living arrangements, Vulnerable Client, Other, and End-of-life care. An arrow points to 'End-of-life care'.

E

This screenshot shows a closer view of the 'Referral details' section. The 'Referral reason' dropdown is now set to 'End-of-life care'. Below it, a text box contains the text 'End-of-life care'. An arrow points to this text box.

F

F

Step 3: Completing the form

Fixing any errors

G If any of the required information is missing or incomplete the SmartForm will notify you to correct it.

myagedcare My Aged Care Referral

Accommodation type: Independent Living

Does patient have a carer/support person? ☐ Yes ☒ No

Referral details

Referral reason*: Hospital Discharge

Why does the patient need an assessment or access to aged care services? *

Please note: Completion of the following sections reduces the need for additional follow-up with your patient and the time to action this referral.

Are there concerns with any of the following? Please select all that apply based on your knowledge of the patient.

☐ Health concerns	☐ Recent falls
☐ Pain	☐ Memory loss or confusion
☐ Loneliness/social isolation	☐ Safety in their home
☐ Special needs	☐ Weight loss/nutrition concerns
☐ Carer stress	☐ Incontinence

Based upon your best estimate of the patient's function, are they able to: *

Get out of bed or chairs easily?*	Please Select
Walk easily?*	Please Select
Get dressed?*	Please Select
Eat their meal?*	Please Select
Go to the toilet?*	Please Select
Shower or have a bath?*	Please Select
Manage their own medications?*	Please Select
Travel in the community?*	Please Select
Go shopping for groceries?*	Please Select
Prepare their own meals?*	Please Select
Do housework?*	Please Select
Manage their money?*	Please Select

Step 3: Completing the form

Attachments

- H** The **Attachments / Reports** tab will give you access to all the supporting documents that you may wish to attach to the form.
- I** 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...**
 - J** • stored in your Practice Management Software by clicking the **Browse for Patient Document** button. This is where you will find all the files in the patient record.
 - K** • **Note:** This list displays attachments from the **last 6 months only**.
 - L** • **Or** in your local computer's file system by clicking the **Browse for Local File** button.

The screenshot shows the 'myagedcare' 'My Aged Care Referral' form. On the left sidebar, the 'Attachments / Reports' tab is selected (labeled H). The main area shows a 'Form has been auto-saved' message and a warning about modified information. Below this, there are buttons for 'Browse for Patient Document' (labeled J) and 'Browse for Local File' (labeled L). An 'Attach File' dialog is open, displaying a table of attachments (labeled K and I). The table lists files from 2022 to 2024, including 'AduroForm.html' and 'Letter.rtf'. The dialog also includes date filters and search buttons.

Date	Name	Comments	Type	Size
24/08/2023	AduroForm.html	My Aged Care Referral	html	43 KB
24/08/2023	AduroForm.html	My Aged Care Referral	html	44 KB
23/08/2023	AduroForm.html	My Aged Care Referral	html	44 KB
16/05/2023	AduroForm.html	Northern NSW Local Health District services	html	30 KB
28/06/2022	Letter.rtf		rtf	82 KB

Step 3:

Completing the form

Attachments

M

You can select a file from your local computer's file system by clicking the **Browse for Local File** button.

Please note you should not attach pathology reports or other detailed health reports that are not specific to aged care needs.

The screenshot shows the 'My Aged Care Referral' form. At the top, a green status bar indicates 'Form has been auto-saved.' Below this, a warning message states: 'Information in the fields listed below has been modified for the purpose of submitting to My Aged Care. Please review and ensure the information is correct before submitting this referral.' The warning lists 'Referrer Information - Last name' as a modified field. The form is divided into sections: 'Requested Information', 'Attachments / Reports', 'Patient Information', and 'Referrer Information'. The 'Attachments / Reports' section is currently active, showing 'No reports selected' and 'No files attached'. Below this, there are buttons for 'Browse for Patient Document' and 'Browse for Local File'. A file upload dialog box is open, showing a list of folders and files. The dialog box has a title bar 'Choose File to Upload' and a search bar. The list of files includes folders like '3rdParty', 'Acknowledgements', 'CMI', 'eClinic', 'EventsLookup', 'Hcn.Device', 'HTML', and 'NetworkUpgrade'. The 'File name' field is empty, and the file type is set to 'All Files (*.*)'. An orange arrow points from the 'Browse for Local File' button in the form to the file upload dialog box. Another orange arrow points from a circled 'M' in the top right corner of the form to the warning message.

myagedcare My Aged Care Referral

Requested Information My Aged Care Referral

Form has been auto-saved.

Attachments / Reports No reports selected No files attached

Information in the fields listed below has been modified for the purpose of submitting to My Aged Care. Please review and ensure the information is correct before submitting this referral.

- Referrer Information - Last name

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 assessors.

Attach file from EMR supports: bmp, docx, gif, jpeg, pdf, png, rtf, tiff, txt

Attach file from Computer supports files that end in types: bmp, docx, gif, jpeg, jpg, pdf, png, rtf, tiff, txt

Caution: larger attachments may take time to upload

Date	Name	Document Description
No records found.		

Add File Attachment

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 assessors.

New file attachment

Document Description

Upload Cancel

Choose File to Upload

Health Communic... Medical Director

Organize New folder

Name	Date modified	Type
3rdParty	14/03/2019 9:41 a.m.	File folder
Acknowledgements	14/04/2020 1:43 p.m.	File folder
CMI	12/05/2024 11:22 a.m.	File folder
eClinic	24/02/2021 11:18 a.m.	File folder
EventsLookup	12/01/2021 10:57 a.m.	File folder
Hcn.Device	11/01/2023 12:05 p.m.	File folder
HTML	5/06/2024 12:36 p.m.	File folder
NetworkUpgrade	5/06/2024 12:12 p.m.	File folder

File name: All Files (*.*)

Open Cancel

Step 3: Completing the form

Patient Information

N

If your patient is an Aboriginal or Torres Strait Islander person who is 50 or over, they can register their preference to receive an aged care assessment through an Aboriginal and Torres Strait Islander assessment organisation (if one is available in their area).

N

myagedcare My Aged Care Referral

Requested Information ⚠️
My Aged Care Referral

Attachments / Reports
No reports selected
No files attached

Patient Information ⚠️
No patient name
No patient ID available
No date of birth

Referrer Information ⚠️
Brett Mitchell

DVA card type
Please Select ▼

Name*
▼ No patient name specified

Title
Please Select ▼

First name*
[Red box]

Last name*
[Red box]

Gender*
Please Sele ▼

Patient's Indigenous status*
Please Select ▼

Does the client prefer a First Nations Assessment Organisation for their assessment? ☒ Yes ☐ No

Gender*
Please Sele ▼

Patient's Indigenous status*
Please Select ▼

Does the client prefer a First Nations Assessment Organisation for their assessment? ☒ Yes ☐ No

Step 4:

Parking, Previewing and Submitting.

Parking a form

A 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.

B Attachments selected from your PC will need to be reattached when resuming filling in the parked form.

The screenshot shows the 'myagedcare' 'My Aged Care Referral' form. On the left sidebar, there are sections for 'Requested Information', 'Attachments / Reports', 'Patient Information', and 'Referrer Information'. The main content area has a green success message: 'Form parked successfully. Please note that attachments selected from your PC need to be re-attached when resuming the parked form.' Below this is an orange warning box stating that information has been modified for submission. The 'Diagnostic Reports / Patient Documents' section includes buttons to 'Browse for Patient Document' and 'Browse for Local File', followed by instructions on what to attach and supported file formats. At the bottom, there is a table header with columns for Date, Name, Document Description, Type, and Size, and a note that no records were found. In the top right corner, the 'Park' button is highlighted with a blue box and an orange arrow points from label 'A' to it.

This is an identical screenshot of the 'myagedcare' 'My Aged Care Referral' form as above. It shows the same layout, messages, and form fields. An orange arrow points from label 'B' to the green success message box.

Step 4: Parking, Previewing and Submitting.

Previewing a form

- C** You can verify that the form has been completed correctly by clicking **Preview** allowing you to review the details before submitting.
- D** You can scroll through the form to preview it.

The screenshot shows the 'myagedcare' 'My Aged Care Referral' form. At the top right, there are buttons for 'Submit', 'Preview', 'Mark', and 'Help'. The 'Preview' button is highlighted with a blue rectangular box. A red circle with the letter 'C' and an arrow points to this button. The form itself displays a green status bar at the top saying 'Form has been auto-saved.' Below this, there are sections for 'Requested Information', 'Attachments / Reports', 'Patient Information', and 'Referrer Information'. The main content area shows 'Diagnostic Reports / Patient Documents' with a table of attachments (currently empty). Below this is a section for 'My Aged Care Referral' with patient details: LANGUAGE TEST, 74yrs, Male, DOB 01/01/1950, Phone number: 0412345678, Residential address: 23 FURZER ST, PHILLIP, ACT 2606, Referred by: Medical Director, MD-Test Healthlink (Marketplace Partner), PH 0744015650. There are also sections for 'Clinical Referral Information', 'About the patient', 'Referral details', and 'Recommendations'.

This screenshot shows the same 'myagedcare' 'My Aged Care Referral' form, but scrolled down to the 'Recommendations' section. The 'Preview' button at the top right remains highlighted with a blue box. A red circle with the letter 'D' and an arrow points to the 'Recommendations' section. The 'Recommendations' section includes text about home support assessment, a table for 'Allied health/Other (specify)' and 'Domestic Assistance', and fields for 'Estimated duration of services' (6-12 weeks) and 'Date services required' (12/09/2024). Below this are sections for 'Patient Information' (Medicare number: 4915017051 1, Patient's Indigenous status: No - Neither), 'Referrer Information' (Referral number: MAC-2156, Practice Address: Healthlink Practice, North Ward, QLD 4810, Email: hlk.us@test.com, Referrer EDI: hndmruat), 'Diagnostic Reports / Patient Documents' (No reports selected from the patient record), and 'File Attachments' (No files attached from the sender's local file system).

Step 4: Parking, Previewing and Submitting

Submitting a form

- E** When you are ready to send your form, click **Submit**.
- F** 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.**
- G** 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.

Step 5:

Accessing parked and auto-saved forms

A

To access parked or auto-saved forms, from the patient's record, select **HealthLink Online** from the **Tools** menu.

The screenshot shows the Genie software interface for a patient named Mr Charles Test (25/01/1946). The 'Tools' menu is open, and 'HealthLink Online' is highlighted. The interface includes a left sidebar with patient information, a central area with a 'PAST HISTORY' table, and a right sidebar with a list of contacts. The 'HealthLink Online' option is highlighted in the 'Tools' menu.

Mr Charles Test (25/01/1946) Ashfield Road Indooroopilly 4068 - Current User Dr Demo Doctor

Tools menu options:

- New Consultation (Ctrl+N)
- Modify Today's Consultation (Ctrl+Z)
- Consultation Summary
- Print Complete Record
- Quick History
- Add Task (Ctrl+T)
- Add Procedure
- Add Pathology Result
- Add Document
- Add Measurement
- Add Workcover Claim
- Centrelink Certificates
- WOMAC Score
- Harris Hip Score
- Oxford Hip Score
- Oxford Knee Score
- HSS Knee Score
- Lysholm Knee Score
- Ankle Hindfoot Scale
- Midfoot Scale
- Hallux MTP-IP Scale
- Constant Shoulder Score
- Mayo Wrist Score
- HealthLink Online**
- Register for My Health Record

Contacts table:

Date	Info	Title	Provider
28/11/2021	Adnkwledged	My Aged Care Referral [P]	Dr Demo Doctor
28/11/2021	Adnkwledged	My Aged Care Referral [P]	Dr A Demo
28/11/2021	Adnkwledged	My Aged Care Referral [P]	Dr Demo Doctor
20/08/2018	Reviewed Adnkwledged	Mrs Laura Wright	Dr A Demo
11/07/2018	Reviewed Adnkwledged	Mrs Laura Wright	Dr A Demo
28/03/2018	Reviewed Adnkwledged	Steven Burton	Dr A Demo
28/03/2018	Reviewed Adnkwledged	Steven Burton	Dr A Demo
16/03/2018	Dr Andrew Demo	DISCHARGE SUMMARY	Dr Test Provider
24/01/2018	Reviewed Adnkwledged	Dr Christie Alison	Dr A Demo
08/11/2017	Reviewed Adnkwledged	Mrs Laura Wright	Dr A Demo
28/09/2017	Reviewed Adnkwledged	Dr Test Provider	Dr A Demo
07/03/2017	Adnkwledged	Dr Test Provider	Dr A Demo
12/05/2015		Certificate of Capacity [P]	Dr A Demo
13/09/2013	Reviewed Adnkwledged	Dr Test Provider	Dr A Demo

Step 5:

Accessing parked and auto-saved forms

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 Click the **resume** button to open the parked form.

HealthLink Online for Mr Charles Test

Show: All

Date/Time	Description	Mode	View Type	Provider	Msg Control Id	Status
28/11/2021 22:07:23	My Aged Care Referral	P		Dr Andrew Demo	MAC-6503	Submitted
28/11/2021 21:40:24	My Aged Care Referral	P		Dr Demo Doctor	MAC-6504	Parked
28/11/2021 15:56:45	My Aged Care Referral	P		Dr Demo Doctor	MAC-6502	Deleted
12/05/2015 18:25:40	Certificate of Capacity	P		Dr Andrew Demo	DEMO-109	Autosaved

Buttons: New, Resume, View, Delete

Form Fields:

- Created on: 28/11/2021 at 21:40:24
- Last Updated on: 28/11/2021 at 21:40:24
- Description: My Aged Care Referral
- Save Mode: Parked
- Form Instance Id: MAC-6504
- View Data Type:
- Resume Path: /form-au/PrepopulateForm.action?aduro_formDefinitionId=agedcfrm
- Provider: Dr Demo Doctor
- Status: Unknown
- Launch URI: /forms-directory/?aduro_formDefinitionId=forms-directory&aduro_aduroVersion=1.1&aduroVersion=aduro_v1

Step 5:

Accessing parked and auto-saved forms

D

You can also use this area to see previously submitted, deleted and auto-saved forms.

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

Mr Charles Test (25/01/1946) Ashfield Road Indooroopilly 4068 - Current User Dr Demo Doctor

04:40 75 yrs

ALLERGIES CURRENT PROBLEMS Diabetic PAST HISTORY

*Tetracyclines BCC R nose

SOCIAL & FAMILY HISTORY

Medicare No -0 Health Fund Next Appt Next Task Next Recall Chart No 10599

Smoking Status Info Alcohol Unticked Info

QUICKSCRIPT

Date/Time	Description	Mode	View Type	Provider	Msg Control Id	Status
28/11/2021 22:07:23	My Aged Care Referral	P		Dr Andrew Demo	MAC-6503	Submitted
28/11/2021 21:40:24	My Aged Care Referral	P		Dr Demo Doctor	MAC-6504	Parked
28/11/2021 15:56:45	My Aged Care Referral	P		Dr Demo Doctor	MAC-6502	Deleted
12/05/2015 18:25:40	Certificate of Capacity	P		Dr Andrew Demo	DEMO-109	Autosaved

Created on: 28/11/2021 at 16:01:51
Last Updated on: 28/11/2021 at 22:07:23
Description: My Aged Care Referral
Save Mode: Parked
Form Instance Id: MAC-6503
View Data Type:
Resume Path: /form-su/PrepopulateForm.action?aduro_formDefinitionId=agedcfm
Provider: Dr Andrew Demo
Status: Unknown
Launch URI: /forms-directory/?aduro_formDefinitionId=forms-directory&aduro_aduroVersion=1.1&aduroVersion=aduro_v1

Step 5:

Accessing parked and auto-saved forms

E

A copy of the submitted form can be found by selecting the form from the list of clinical contacts in the patient's clinical record.

F

Submitted forms are indicated by a purple quill.

Mr Charles Test (25/01/1946) Ashfield Road Indooroopilly 4068 - Current User Dr Demo Doctor

04:51 75 yrs

Dr Test Provider (Usual GP)

28 contacts

ALLERGIES: *Tetracyclines

CURRENT PROBLEMS: BCC R nose

PAST HISTORY:

SOCIAL & FAMILY HISTORY:

Scratchpad:

Medicare No: -0, Health Fund: Next Appt, Next Task, Next Recall, Chart No: 10599

Smoking Status: Info, Alcohol Unticked: Info, Access MIMS Annual via Internet: [x]

QUICKSCRIPT:

Cat	Print	Printed	Reason	Medication	Dose	Frequency	Instructions
☐		20/04/2000		Cardiprin 100 100mg Tablets	1	once a day	with food
☐		30/03/2000		Viscotears 0.2% Eye Gel	apply no...		

Referral Sent and Acknowledged on 09/12/2021 10:11 NZDT

Thank you for making a referral with My Aged Care.

Your confirmation number for Charles Test is Activity ID 2-77394960469

What happens next? My Aged Care will review the referral and may refer your patient for an assessment. If additional information is required, My Aged Care may contact the patient to talk about the support they need. Your patient should hear from My Aged Care or an assessment organisation within 3 weeks.

You or your patient can follow up on this referral by calling the My Aged Care Contact Centre (1800 200 422), using the confirmation number shown above.

My Aged Care Referral

myagedcare

Patient: Charles Test, 75yrs, Male, DOB 25/01/1946
Phone number: 0212345678
Residential address: Ashfield Road, Indooroopilly, SA 4068
Primary Point of Contact: Support Person - 0212345678 (Child)
Referred by: Demo Doctor, HealthLink Genie Test, PH 0212345678
Referral date: 09/12/2021 10:11 NZDT

Clinical Referral Information

Appointments Patient List Clinical-Charles Test Letters to Review Reviewed, Unprinted

Step 7:

What happens after an e-Referral has been made?

- If a completed referral is received by My Aged Care, the information can be sent directly to an assessor who will then call your patient to discuss and organise an assessment.
- Make sure your patient is aware that they may be contacted by My Aged Care or an assessor.
- Your patient should hear from My Aged Care or an assessment organisation within two to six weeks.
- If the referral is incomplete, My Aged Care will contact you to confirm the information provided.
- After an e-Referral is submitted to the Department of Health, Disability and Ageing, the client and their representatives can track its progress through myGov (<https://my.gov.au>). They will also receive a My Aged Care welcome pack in the mail containing helpful information and outlining what their next steps will be. This information is not sent back to their referring Doctor/ General Practitioner.
- You can follow up on your referral by calling the My Aged Care industry line on 1800 836 799 (option 1).

A



Helpdesk

Phone: 1800 125 036

Email: helpdesk@healthlink.net

Monday to Friday (Except Public Holidays)

8:00am – 6:00pm

www.healthlink.com.au

HealthLink^{*}

HealthLink is part of Clanwilliam, a vast network of healthcare enterprises spanning across the United Kingdom, Ireland, New Zealand, Australia, and India. Together, we're working collectively to create safer, more efficient and better healthcare for everyone.