



User Guide

1.07.2026 GE

HealthLink SmartForms for Genie

Welcome to the Initial Assessment and Referral Decision Support Tool (IAR-DST) for Mental Health.



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

Using the IAR-DST SmartForm within Genie

The integrated IAR Decision Support Tool for Mental Health SmartForm supports **Genie** users to provide consistent, evidence-based decision-making, streamlining assessments to support better patient outcomes.

HealthLink Technical Support

Email: helpdesk@healthlink.net

Phone: 1800 125 036

Step 1:

Accessing HealthLink SmartForms

Step 2:

Launching a new SmartForm

Step 3:

Completing the SmartForm

Step 4:

Previewing and parking a SmartForm and generating a report

Step 5:

Accessing parked and auto-saved SmartForms

Step 6:

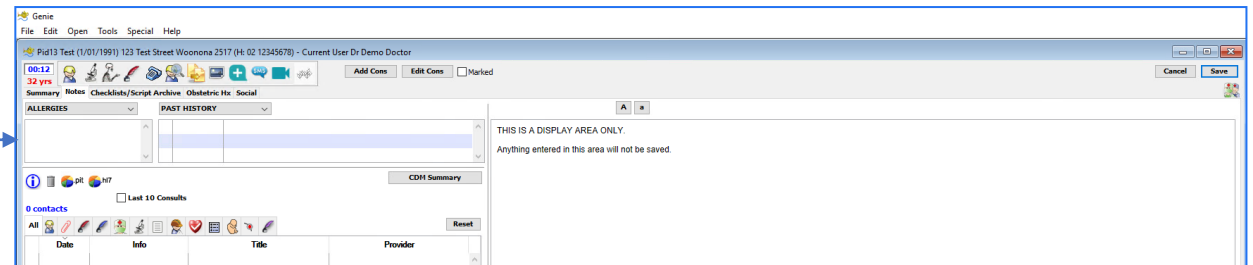
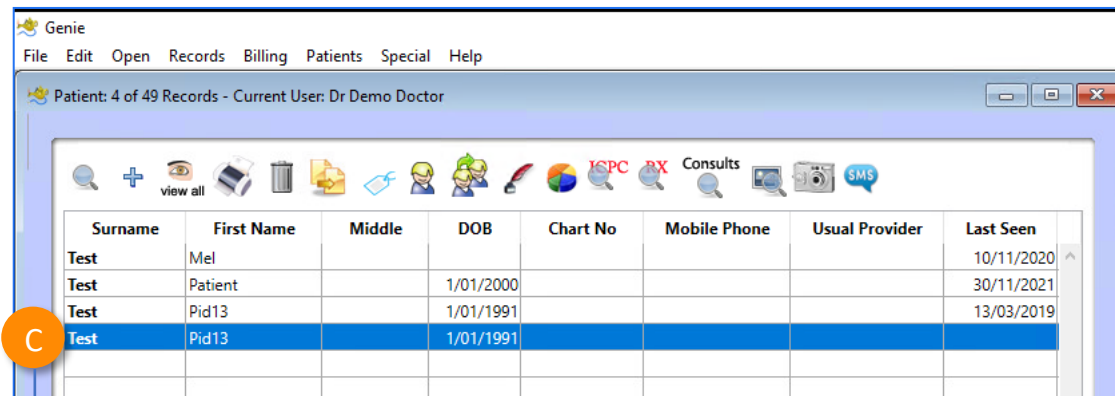
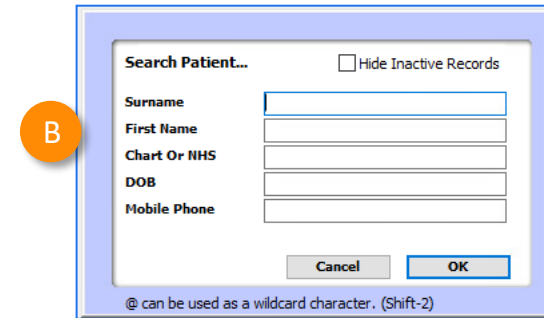
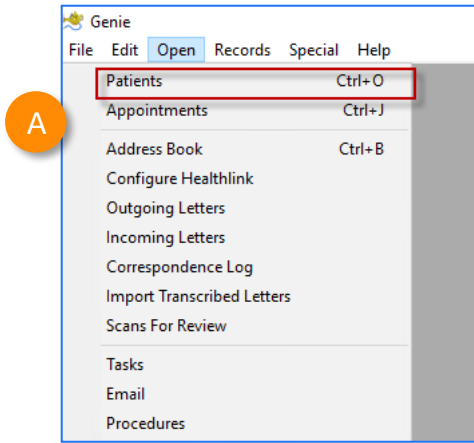
Accessing generated reports

Step 1: Accessing HealthLink SmartForms

To access SmartForms within your Genie software...

First, search for the patient and open their electronic medical record (EMR):

- A **Open > Patients** from the main menu.
- B Search for the patient you require.
- C Double-click on the patient and their record will come up.



Step 1: Accessing HealthLink SmartForms

From the patient's record...

D

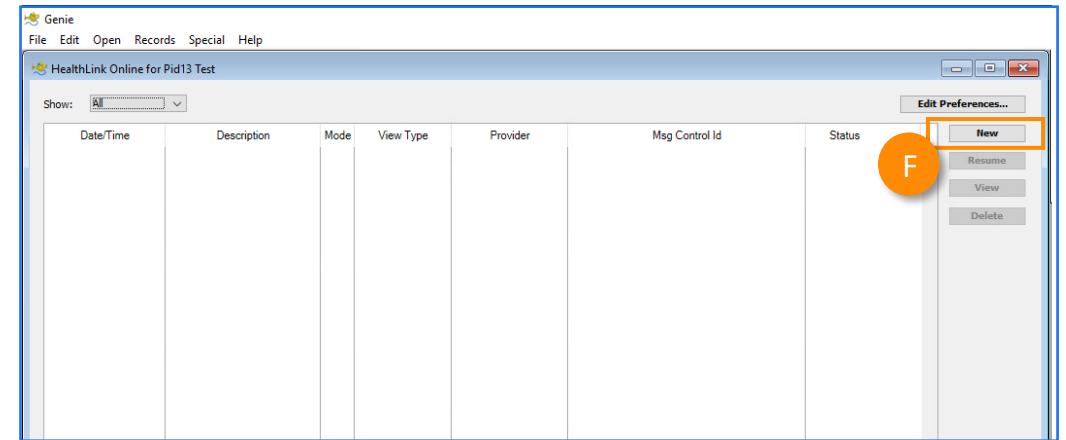
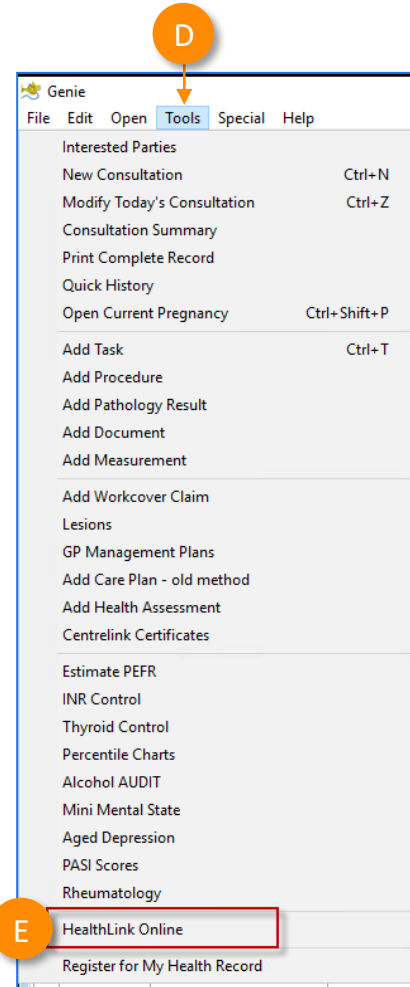
Select **Tools**

E

Then **HealthLink Online**

F

Now click the **New** button to launch the HealthLink homepage to create a new referral.



Step 2: Launching a new SmartForm

Now you're on the HealthLink homepage...

A

Here you'll find a list of available services to refer patients.

B

Within the **Spotlight Services** section, click on the link named **IAR Decision Support Tool for Mental Health**.

The screenshot shows the HealthLink PRO homepage. At the top, there's a blue header with 'Create', 'Update', and 'Support' links, and the 'HealthLink | PRO' logo. Below the header, there's a navigation bar with 'Specialists+Referrals' and 'Refer to Private' links. The main content area is divided into two sections: 'Referral Services' on the left and 'Spotlight Services' on the right. The 'Spotlight Services' section contains a list of services, including 'IAR Decision Support Tool for Mental Health' and 'ReturnToWorkSA Work Capacity Certificate'. A tooltip is displayed over the 'IAR Decision Support Tool for Mental Health' link, explaining its purpose: 'The Initial Assessment and Referral Decision Support Tool (IAR DST) is an evidence based clinical support tool for primary care in Australia. It helps clinicians assess a person's mental health needs and identify the most appropriate level of care, supporting safe, consistent referral decisions.' The 'Referral Services' section lists various services like 'Access Canberra Prototype', 'Application for ACT Approval to Prescribe Controlled Medicines', 'Banyule Community Health', 'Chris O'Brien Lifeshouse Services', 'Eastern Health', 'Head to Health', 'Medicare Mental Health (1800 595 212)', and 'Monash Health'. The 'Spotlight Services' section lists services like 'ACT Public Outpatient and Community', 'Austin Health eReferrals', 'ccCHIP - Cardiometabolic Health in Psychosis', 'DPV Community Health', 'Grampians Health', 'Hearing Australia Medical Certificate', 'Mercy Hospital for Women', and 'My Aged Care Referral'.

Step 3: Completing the SmartForm

Now you've loaded the SmartForm to complete.

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 Please note: you need to agree to the **Terms of use** to proceed.

IAR-DST IAR Decision Support Tool for Mental Health

Requested Information ⚠️
IAR Decision Support Tool for Mental Health

☐ I agree to the [Terms of use](#). I acknowledge that the Initial Assessment and Referral (IAR) Decision Support Tool (DST) and related Guidance Documentation has been developed for use within Australia only. I acknowledge that my use of the IAR-DST and Guidance Documentation is not a substitute for independent professional knowledge and clinical judgement.*

Attachments / Reports
No reports selected
No files attached

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

Referrer Information
Demo Doctor
No Different Regular GP

[Generate Report](#) [Preview](#) [Park](#) [Help](#) ▾

Step 3: Completing the SmartForm

C **Mandatory Fields** are highlighted with a red asterisk.

D If you need more information about the Developmental age group or each domain to inform your rating, you can click on the **green question mark icons**.

IAR-DST

IAR Decision Support Tool for Mental Health

Requested Information ⚠️
IAR Decision Support Tool for Mental Health

Attachments / Reports
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Patient Information ⚠️
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Referrer Information
Demo Doctor
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ADF veteran status

Please Select

Developmental age group*

Please Select

Practitioner notes

Primary domains

Domain 1 - Symptom severity and distress*

Domain 2 - Harm*

Domain 3 - Functioning*

Domain 4 - Impact of co-existing conditions*

Contextual domains

Domain 5 - Service use and response history*

Calculation

- E Use the dropdown menus to rate each of the Primary and Contextual domains.
- F Once you've completed the Primary and Contextual domains, you can calculate the IAR-DST derived level of care for your patient.



Step 3: Completing the SmartForm

Calculation

- G** The IAR-DST derived level of care is there to support your clinical judgement during the consultation.
- H** You can read more about the recommended level of care by clicking on the link.

IAR-DST
IAR Decision Support Tool for Mental Health

Requested Information 
IAR Decision Support Tool for Mental Health

Attachments / Reports
No reports selected
No files attached

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

Referrer Information
Demo Doctor
No Different Regular GP

Primary domains

Domain 1 - Symptom severity and distress* 
Domain 2 - Harm* 
Domain 3 - Functioning* 
Domain 4 - Impact of co-existing conditions* 

1. Mild

0. No concerns about harm

2. Moderate impact

2. Moderate impact

Contextual domains

Domain 5 - Service use and response history* 
Domain 6 - Social and environmental stressors* 
Domain 7 - Family and other supports* 
Domain 8 - Engagement and motivation* 

0. No previous service use

2. Moderately stressful environment

2. Limited supports

1. Positive

Calculate

DST-derived level of care*

Moderate intensity services or above (Level 3 or above)

Review assessment on contextual domains to determine most appropriate placement

[Read more about this recommended level of care.](#)

Step 3: Completing the SmartForm

Calculation

- I The Practitioner assessed level of care is your assessment of the appropriate level of care for your patient.
- J You can write relevant notes regarding the practitioner assessed level of care.

Referrer Information
Demo Doctor
No Different Regular GP

Contextual domains

Domain 5 - Service use and response history*

Domain 6 - Social and environmental stressors*

Domain 7 - Family and other supports*

Domain 8 - Engagement and motivation*

[Calculate](#)

DST-derived level of care*

Moderate intensity services or above (Level 3 or above)

Review assessment on contextual domains to determine most appropriate placement

[Read more about this recommended level of care.](#)

Practitioner assessed level of care*

Please Select

Practitioner notes

Please Select
(Level 1) Self management
(Level 2) Low intensity services
(Level 3) Moderate intensity services
(Level 4) High intensity services
(Level 5) Acute and specialist community mental health services
Please Select

Step 3: Completing the SmartForm

Attachments

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

L 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...**

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

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

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

Requested Information
General Surgery

Attachments / Reports

Medications, Allergies, Alerts

Medical, Social and Family History

Diagnostic Reports / Patient Documents

Browse for Patient Document

Browse for Local File

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

☐	Date	Name	Comments	Type	Size
☐	01/09/2021	File_123		rtf	80 KB
☒	01/10/2021	File_456		rtf	8 KB
☒	01/11/2021	File_789		rtf	90 KB

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 users with access to the patient's record.

Attach File

Name

Date from 08/01/2019 Date to 08/07/2021

Search

Attach

Cancel

☐	Date	Name	Comments	Type	Size
☐	08/07/2021	File_One			43 KB
☐	09/10/2019	File_Two			52 KB
☐	01/10/2019	File_Three			48 KB
☐	24/09/2019	File_Four			44 KB

Patient Information

Check that your patient's information is correct. The responsive SmartForm will extract relevant patient information from their EMR.

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 is missing.

P

Step 3: Completing the SmartForm

Referrer Information

Q

Check that your information as a referrer is correct. The responsive SmartForm will extract relevant information from your Practice Management Software.

Q →

IAR-DST
IAR Decision Support Tool for Mental Health

Requested Information ⚠
IAR Decision Support Tool for Mental Health

Attachments / Reports
No reports selected
No files attached

Patient Information ⚠
Test Patient
No patient ID available
30/06/2026

Referrer Information
Demo Doctor
No Different Regular GP

Recipient
Referral number*
iard-453
Referral creation date*
30/06/2026 09:07 NZST

Facility*
IAR Decision Support Tool for Mental Health ▾

Attention

Medical Practitioner Test Doctor
Name
Full name ⓘ

▶

Practice name

Furious Five Psych

Practice Address

▶ Unit 1/5-7 Martinez Avenue, West End, Queensland, 4810

Practice telephone*

+61 1300 145465

Practice fax

Email

EDI*

auportal

☐ Patient has a different regular GP

Step 4:

Previewing and parking a SmartForm and generating a report

Previewing

A You can verify that the SmartForm has been completed correctly by clicking **Preview** allowing you to review the details before generating a report.

Note: Whether you click **Preview** or **Generate Report**, if a piece of required information is incomplete or incorrect, the SmartForm will notify you to complete or correct it.

IAR-DST

IAR Decision Support Tool for Mental Health

Generate Report

Preview

Park

Help

Requested Information ⚠️
IAR Decision Support Tool for Mental Health

Attachments / Reports
No reports selected
No files attached

Patient Information ⚠️
Test Patient
No patient ID available
30/06/2026

Referrer Information
Demo Doctor
No Different Regular GP

✓ **Form has been auto-saved.**

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ADF veteran status

Please Select

Developmental age group*

Please Select

Practitioner notes

This referral is to be printed and sent by fax or mail.
Please print the referral and any attachments for sending.

Print

IAR Decision Support Tool for Mental Health

IAR-DST

Patient: Test Patient, 0yr, F, DOB 30/06/2026, PH: Mob 000000000

Residential address: Test, Test, Test 2000

Postal address: same as residential address

Referred by: Furious Five Psych, PH +61 1300 145465

Referral date: 30/06/2026 09:47 NZST

Clinical Referral Information

ADF veteran status: Has never served

Developmental age group: Adult (18-64)

Note: Developmental age group does not match chronological age.

An individual's developmental age may not be aligned with their chronological age. When choosing an age group this may be taken into account and a more appropriate age group chosen based on the practitioner's clinical judgement.
You have chosen a different developmental age group compared to the chronological age of the patient. Document your reasons for doing so below.

Developmental age group does not match chronological age.:
Test patient

Step 4:

Previewing and parking a SmartForm and generating a report

Parking

B You can park the SmartForm by clicking **Park** allowing you to return to complete the SmartForm later.

IAR-DST
IAR Decision Support Tool for Mental Health

[Generate Report](#) [Preview](#) [Park](#) [Help](#)

Requested Information 
IAR Decision Support Tool for Mental Health

Attachments / Reports
No reports selected
No files attached

Patient Information 
Test Patient
No patient ID available
13/06/1974

Referrer Information
Demo Doctor
No Different Regular GP

**Form parked successfully. Please note that attachments selected from your PC need to be re-attached when resuming the parked form.**

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ADF veteran status

Has never served

Developmental age group* 

Adult (18-64)

Primary domains

Domain 1 - Symptom severity and distress* 

1. Mild

Domain 2 - Harm* 

1. Previous but no current concerns about harm

Domain 3 - Functioning* 

1. Mild impact

Domain 4 - Impact of co-existing conditions* 

1. Minor impact

Contextual domains

Domain 5 - Service use and response history* 

0. No previous service use

Domain 6 - Social and environmental stressors* 

1. Mildly stressful environment

Domain 7 - Family and other supports* 

1. Well supported

Domain 8 - Engagement and motivation* 

1. Positive

Calculate

DST-derived level of care*

Self management (Level 1)

Review assessment on contextual domains to determine most appropriate placement
[Read more about this recommended level of care.](#)

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Previewing and parking a SmartForm and generating a report

C When you have completed your assessment, you can **Generate a Report**.

D The generated report is saved directly to the patient file. The report can then be attached to a mental health referral.

Step 5:

Accessing parked and auto-saved SmartForms

To access parked or auto-saved SmartForms, from the patient's record...

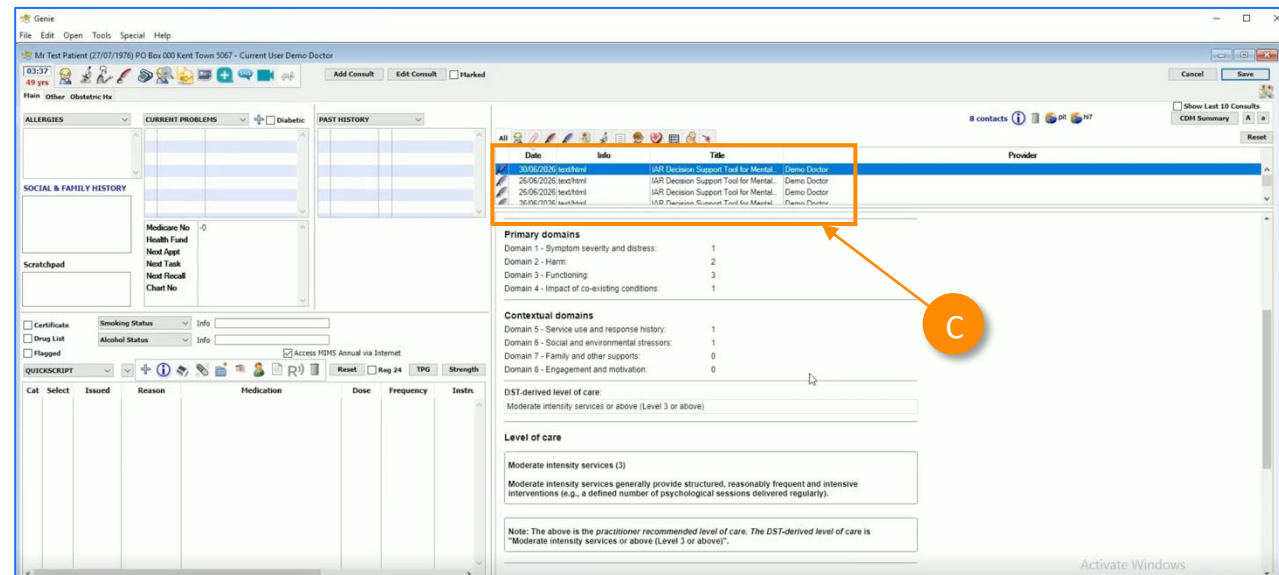
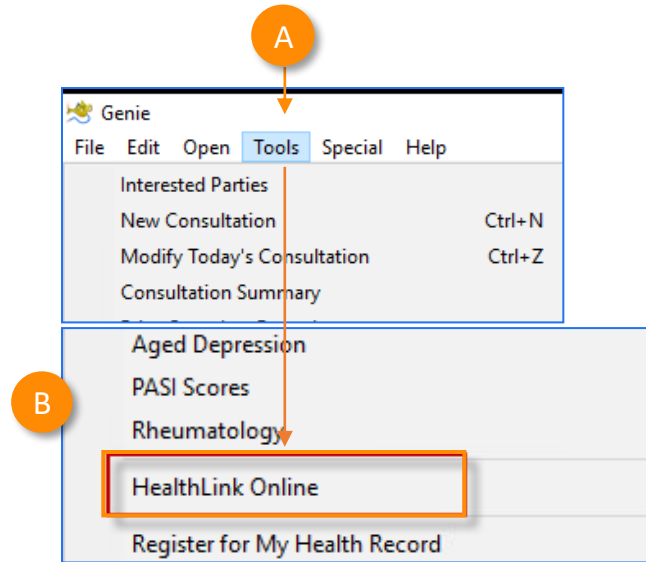
A Go to **Tools**

B **HealthLink Online**

C Once a form is **parked** or **saved** it will show in this screen. From here you can highlight and **resume** the SmartForm or view the SmartForm's **status**.

Reports generated from completed SmartForms also show in this window.

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



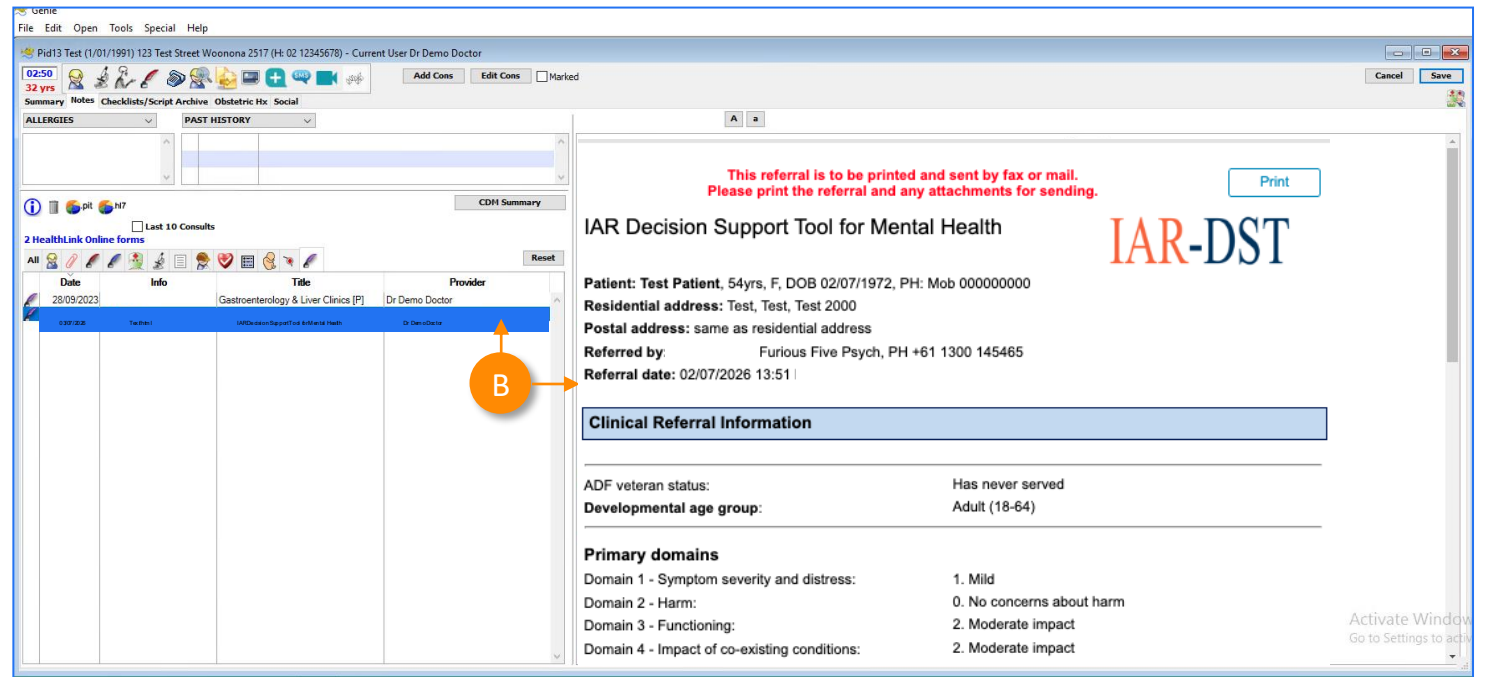
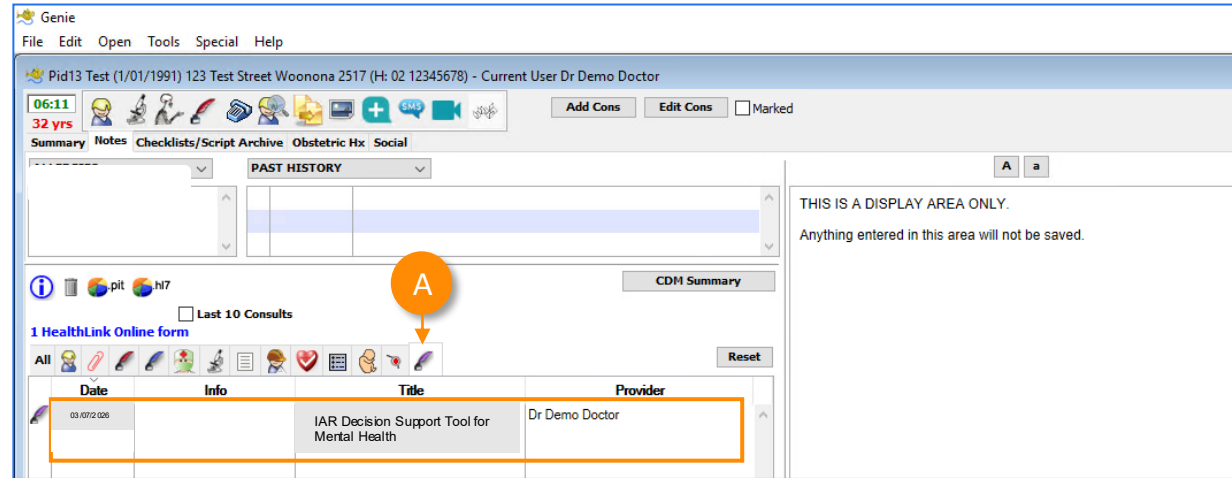
Step 6: Accessing generated reports

A A copy of the generated report will go into the patient's record under the purple Quill

Note: The only way to access the parked/autosaved SmartForms or generated reports is from within the patient record.

B From here you can highlight the generated report to view it.

Note: this area only shows the SmartForms that have been submitted.



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 Lanas, a global network of healthcare technology organisations operating across the United Kingdom, Ireland, New Zealand, Australia and India. Together, we work to deliver safer, more efficient and better-connected healthcare for everyone.