



User Guide

1.07.2026 MD

HealthLink SmartForms for MedicalDirector Clinical

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



MedicalDirector®

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

Using the IAR-DST SmartForm within MedicalDirector Clinical

The integrated IAR Decision Support Tool for Mental Health SmartForm supports **MedicalDirector Clinical** 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

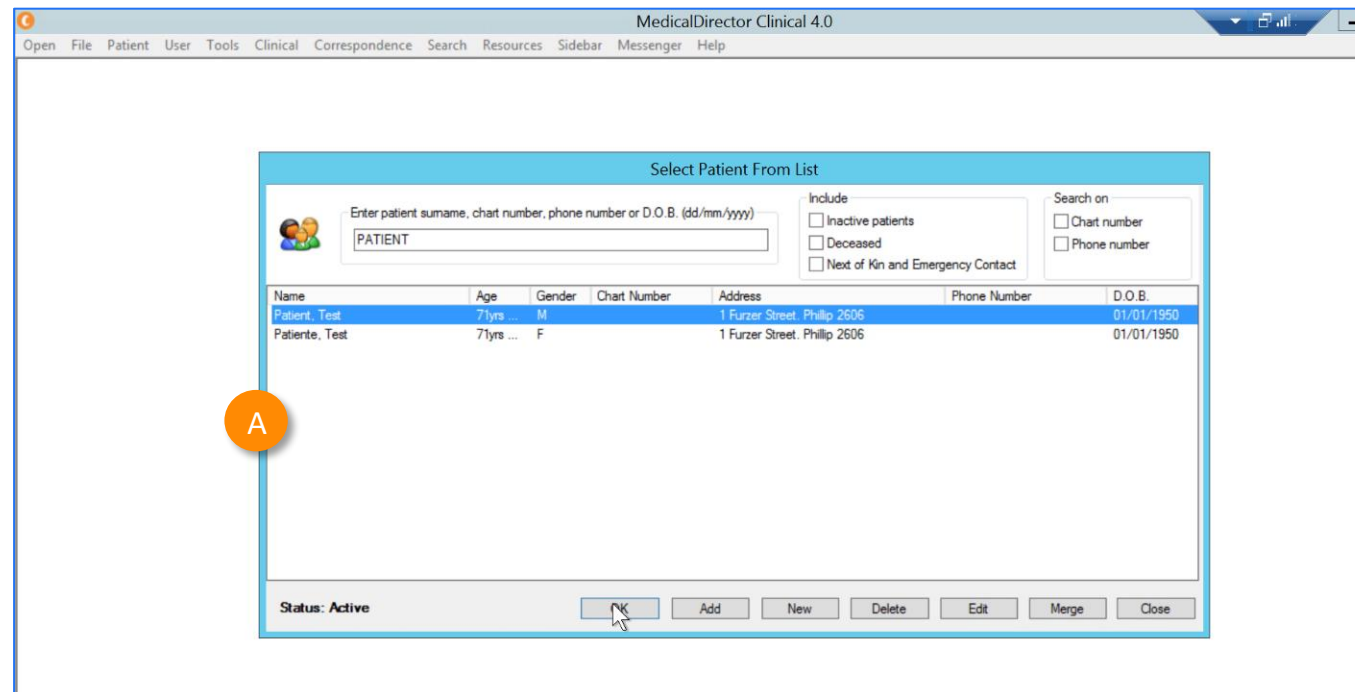
Step 6:

Accessing generated reports

Step 1: Accessing HealthLink SmartForms

To access SmartForms within your MedicalDirector Clinical software...

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



MedicalDirector Clinical 4.0

Open File Patient User Tools Clinical Correspondence Search Resources Sidebar Messenger Help

Select Patient From List

Enter patient surname, chart number, phone number or D.O.B. (dd/mm/yyyy)

PATIENT

Include

- ☐ Inactive patients
- ☐ Deceased
- ☐ Next of Kin and Emergency Contact

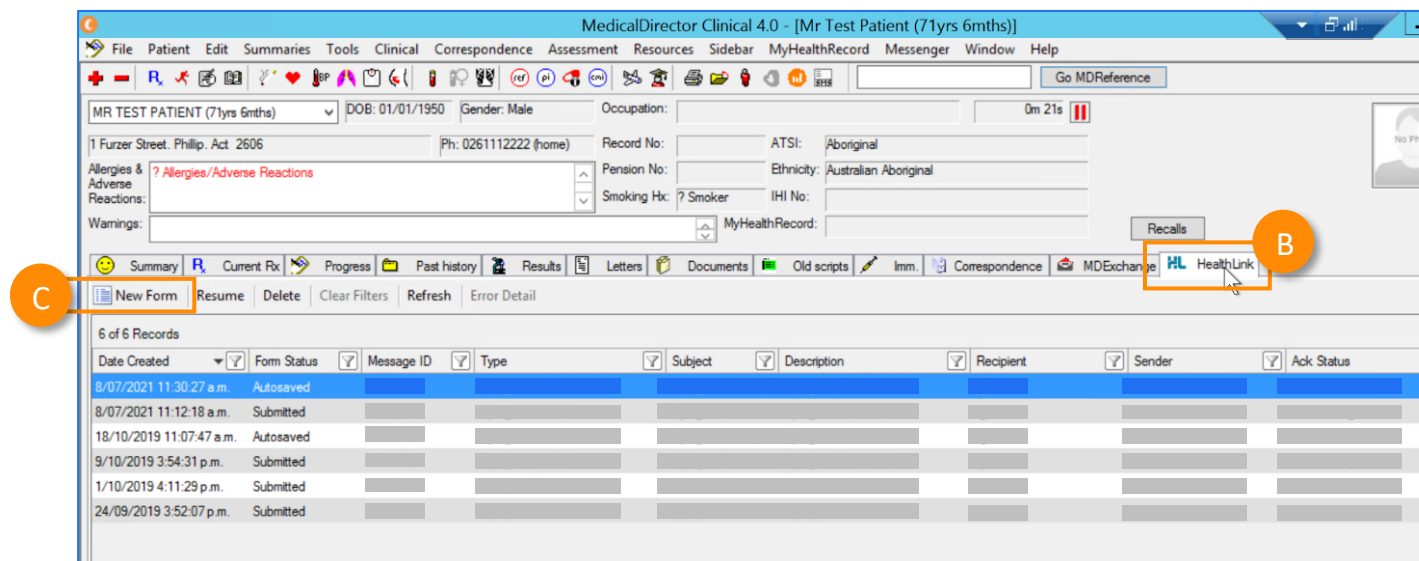
Search on

- ☐ Chart number
- ☐ Phone number

Name	Age	Gender	Chart Number	Address	Phone Number	D.O.B.
Patient, Test	71yrs ...	M		1 Furzer Street, Phillip 2606		01/01/1950
Patient, Test	71yrs ...	F		1 Furzer Street, Phillip 2606		01/01/1950

Status: Active

Buttons: Add, New, Delete, Edit, Merge, Close



MedicalDirector Clinical 4.0 - [Mr Test Patient (71yrs 6mths)]

File Patient Edit Summaries Tools Clinical Correspondence Assessment Resources Sidebar MyHealthRecord Messenger Window Help

MR TEST PATIENT (71yrs 6mths) | DOB: 01/01/1950 | Gender: Male | Occupation: | On 21s

1 Furzer Street, Phillip, Act 2606 | Ph: 0261112222 (home) | Record No: | ATSI: Aboriginal

Allergies & Adverse Reactions: ? Allergies/Adverse Reactions | Ethnicity: Australian Aboriginal

Warnings: | Smoking Hx: ? Smoker | IHI No: | MyHealthRecord: | Recalls

Summary | Current Rx | Progress | Past history | Results | Letters | Documents | Old scripts | Imm. | Correspondence | MDExchange | **HealthLink**

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

6 of 6 Records

Date Created	Form Status	Message ID	Type	Subject	Description	Recipient	Sender	Ack Status
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 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 Support' and 'HealthLink | PRO'. Below this, a navigation bar includes 'Specialists+Referrals Refer to Private' and 'HL HealthLink Direct'. The main content area is divided into sections. A 'Spotlight Services' section is highlighted in light blue. Within this section, the link 'IAR Decision Support Tool for Mental Health' is highlighted with an orange circle and an arrow labeled 'B'. A tooltip for this link explains that it is an evidence-based clinical support tool for primary care in Australia, helping clinicians assess a person's mental health needs and identify the most appropriate level of care, supporting safe, consistent referral decisions. Below the Spotlight Services section, there's a 'Referral Services' section with a search bar and a list of services including '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)', 'Monash Health', '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.

The screenshot displays the IAR-DST (Initial Assessment and Referral Decision Support Tool for Mental Health) interface. On the left, a sidebar contains four sections: 'Requested Information' (with a warning icon), 'Attachments / Reports', 'Patient Information' (with a warning icon), and 'Referrer Information'. Callout 'A' points to the 'Requested Information' section, and callout 'B' points to the 'Attachments / Reports' section. The main area on the right features a header with the 'HL' logo and a navigation bar with buttons for 'Generate Report', 'Preview', 'Park', and 'Help'. Below the header, there is a checkbox for agreeing to the 'Terms of use', followed by a paragraph of legal disclaimer text.

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

☐ 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.*

HL

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**.

The screenshot shows the IAR-DST (IAR Decision Support Tool for Mental Health) interface. The form is divided into several sections:

- Requested Information** (Warning icon): IAR Decision Support Tool for Mental Health.
- Attachments / Reports**: No reports selected, No files attached.
- Patient Information** (Warning icon): No patient name, No patient ID available, No date of birth.
- Referrer Information**: Demo Doctor, No Different Regular GP.
- Consent**: A checkbox is checked, indicating agreement to the Terms of use.
- ADF veteran status**: A dropdown menu with "Please Select" as the current selection.
- Developmental age group**: A dropdown menu with "Please Select" as the current selection. This field is annotated with a green question mark icon (D) and a red asterisk (C).
- Practitioner notes**: A text area for notes.
- Primary domains**: A list of five domains, each with a red asterisk (C) and a green question mark icon (D):
 - Domain 1 - Symptom severity and distress*
 - Domain 2 - Harm*
 - Domain 3 - Functioning*
 - Domain 4 - Impact of co-existing conditions*
- Contextual domains**: A list of one domain with a red asterisk (C) and a green question mark icon (D):
 - Domain 5 - Service use and response history*

Annotations C and D are placed in orange circles. Arrows point from circle C to the red asterisks on the Developmental age group, Domain 1, Domain 2, Domain 3, Domain 4, and Domain 5. An arrow points from circle D to the green question mark icons on the Developmental age group, Domain 1, Domain 2, Domain 3, Domain 4, and Domain 5.

Step 3: Completing the SmartForm

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.

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

☒ 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.*

ADF veteran statusHas never served

Developmental age group* ⓘAdult (18-64)

i

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

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* ⓘ

Domain 6 - Social and environmental stressors* ⓘ

Domain 7 - Family and other supports* ⓘ

Domain 8 - Engagement and motivation* ⓘ

Please Select One

Please Select One

0. No problem in this domain

1. Mild

2. Moderate

3. Severe

4. Very severe

Please Select One

Please Select One

Please Select One

Please Select One

Calculate

DST-derived level of care*

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

Domain 4 - Impact or co-existing conditions* 2. Moderate 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* 2. Limited supports

Domain 8 - Engagement and motivation* 2. Limited or mixed

[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

Diagnostic Reports / Patient Documents

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 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

Attach File

Name

Date from Date to

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

Step 3: Completing the SmartForm

Patient Information

P

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

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

Gender*

Gender Identity
Female

Residential Address
Please add only the following State or Territory codes, ACT, NSW, NT, QLD, SA, TAS, VIC, WA only in the State field
▼ Test, Test, Test, 2000

Address line 1*
Test

Address line 2*
Test

Suburb

State*
Test

Postcode
2000

Postal Address
Same as residential
Yes
Please add only the following State or Territory codes, ACT, NSW, NT, QLD, SA, TAS, VIC, WA only in the State field
▶ Test, Test, Test, 2000

Contact Details (Select preferred phone contact)
Either a patient work phone, a home phone number, or a mobile number is required
▼ Email name.name@anz.lanas.com

☐ Work

☐ Home

☐ Mobile

☐ Other

©HealthLink

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

©HealthLink

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.](#)

Step 4: Previewing and parking a SmartForm and generating a report

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.

The screenshot displays the IAR-DST (IAR Decision Support Tool for Mental Health) interface. The top navigation bar includes the HL logo and buttons for 'Generate Report' (highlighted with an orange box and arrow from label C), 'Preview', 'Park', and 'Help'. The left sidebar contains sections for 'Requested Information', 'Attachments / Reports', 'Patient Information', and 'Referrer Information'. The main content area is divided into 'Primary domains' (1-4) and 'Contextual domains' (5-8), each with a dropdown menu. A 'Calculate' button is located below the domains. The 'DST-derived level of care' section shows 'Low intensity services (Level 2)' and a link to 'Read more about this recommended level of care.' The 'Practitioner assessed level of care' section has a dropdown menu. A note at the bottom states: 'Note: DST-derived and practitioner recommended level of care differ. You have chosen a different level of care compared to the DST-derived level of care.' An orange arrow from label D points to the generated report preview on the right.

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

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*: 0. No 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*: 0. No problem in this domain

Domain 7 - Family and other supports*: 1. Well supported

Domain 8 - Engagement and motivation*: 2. Limited or mixed

Calculate

DST-derived level of care*

Low intensity services (Level 2)

Review assessment on contextual domains to determine most appropriate level of care.

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

Practitioner assessed level of care*

Please Select

Note: DST-derived and practitioner recommended level of care differ.
You have chosen a different level of care compared to the DST-derived level of care.

IAR Decision Support Tool for Mental Health **IAR-DST**

Patient: Test Patient, 52yrs, F, DOB 13/06/1974, PH: Mob 000000000

Residential address: Test, Test, Test 2000

Postal address: same as residential address

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

Clinical Referral Information

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: 0. No 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: 0. No problem in this domain

Domain 7 - Family and other supports: 1. Well supported

Domain 8 - Engagement and motivation: 2. Limited or mixed

Step 5:

Accessing parked and auto-saved SmartForms

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

B From the available list, right-click on the **parked** or **autosaved** SmartForm you would like to open. Then click Resume.

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 **generated reports** (submitted SmartForms).

MedicalDirector Clinical 4.0 - [Mr Test Patient (71yrs 6mths)]

File Patient Edit Summaries Tools Clinical Correspondence Assessment Resources Sidebar MyHealthRecord Messenger Window Help

MR TEST PATIENT (71yrs 6mths) | DOB: 01/01/1950 | Gender: Male | Occupation: | 4m 7s

1 Furzer Street, Phillip, Act 2606 | Ph: 0261112222 (home) | Record No: | ATSI: Aboriginal

Allergies & Adverse Reactions: | ? Allergies/Adverse Reactions | Pension No: | Ethnicity: Australian Aboriginal

Warnings: | Smoking Hx: ? Smoker | IHI No: | MyHealthRecord: | Recalls: | HealthLink

Summary | Current Rx | Progress | Past history | Results | Letters | Documents | Old scripts | Imm. | Correspondence | MDEExchange | HealthLink

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

8 of 8 Records

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							

Website | Feedback | Help | Medical Certificate | Letter Template #2 | Letter Template #3 | Random Rad | Custom #2

Dr Medical Director (MD-Test HealthLink (Marketplace Partner)) | MD Live Data - UAT-MD-SVR\HCNSQL07 | Thursday, 8 July 2021 | 12

Step 6: Accessing generated reports

- A A copy of the **generated report** can be viewed by selecting the **Letters** tab.
- B Then double-click the generated report
- 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 4.3a R2 interface. The top menu bar includes File, Patient, Edit, Summaries, Tools, Clinical, Correspondence, Assessment, Resources, Sidebar, MyHealthRecord, Messenger, Window, and Help. The main area shows patient information for 'Test Patient (39yrs 1mth)' with DOB 05/06/1987 and Sex at Birth: Female. The 'Letters' tab is selected, showing a list of 8 records. The first record is highlighted, and its preview is shown below. The preview includes a red warning: 'This referral is to be printed and sent by fax or mail. Please print the referral and any attachments for sending.' and a 'Print' button. The preview content is titled 'IAR Decision Support Tool for Mental Health' and includes patient details, referral information, and clinical referral information. The 'Open Externally' button is highlighted with an orange box and labeled 'C'. The 'Letters' tab is labeled 'A', and the highlighted record is labeled 'B'.

Date Created	Subject	Recipient/Doctor	Description	Comment	Type	Sender/Provider	Notated	Date Check	Checked By	Date Collected	Date Notified	Notified By	Date Requested	Complete	Source
1/07/2026	IAR Decision Support Tool for...		IAR Decision Support Tool for Mental Health		Letter	Dr Test User				1/07/2026					HealthLink
1/07/2026	IAR Decision Support Tool for...		IAR Decision Support Tool for Mental Health		Letter	Dr Test User				1/07/2026					HealthLink

IAR Decision Support Tool for Mental Health

Patient: Test Patient (Test), 39yrs, F, DOB 05/06/1987, PH: Home 0400000000
Residential address: 123 Test St, Woonona, NSW 2517
Postal address: same as residential address
Referred by: Test User, HealthLink Limited, PH 07 888888888, FAX 07 44015652
Referral date: 01/07/2026 14:45 AEST

Clinical Referral Information

Developmental age group: adult

Primary domains

Domain 1 - Symptom severity and distress: 1
Domain 2 - Harm: 1

Step 6:

Accessing generated reports

A A copy of the **generated report** (submitted form status) can be viewed by selecting the **Letters** tab.

B Then double-click the generated report (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 include DOB: 01/01/1950, Gender: Male, and Address: 1 Furzer Street, Phillip, Act 2606. The interface shows a list of generated reports under the 'Letters' tab. A table lists 5 records with columns for Date Created, Subject, and Description. One record is highlighted, and a double-click action is indicated by an arrow labeled 'B'. The preview panel on the right shows a report titled 'IAR Decision Support Tool for Mental Health' (IAR-DST) for a patient named 'Test Patient, 52yrs, F, DOB 13/06/1974, PH: Mob 000000000'. The report includes residential and postal addresses, referred by 'Alice Coates, Furious Five Psych, PH +61 1300 145465', and clinical referral information. An 'Open Externally' button is highlighted with an arrow labeled 'C'. The interface also includes a menu bar, a toolbar, and a sidebar with various icons.

Helpdesk

Phone: 1800 125 036

Email: helpdesk@healthlink.net

Monday to Friday (Except Public Holidays)

8:00am – 6:00pm

www.healthlink.com.au

HealthLink^{*}

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