



User Guide

1.07.2026 MT

HealthLink SmartForms for Medtech Artia

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



Your practice must be running Medtech Evolution 10.4.4 or above or Medtech Artia 1.0.0 and above to access HealthLink SmartForms.

Using the IAR-DST SmartForm within Medtech Artia

The integrated IAR Decision Support Tool for Mental Health SmartForm supports **Medtech Artia** 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 the SmartForms within
your Medtech software...

- A First, search for the patient and open their electronic medical record (EMR).
- B Then from the menu click **Module**
- C **Advanced Forms > New Form**
- D Then under the **HealthLink Forms** folder select **Aduro Forms**
- E Click **OK**.

The first screenshot shows the Medtech application window with the 'Patient' menu open. An orange circle 'A1' highlights the menu. The second screenshot shows the 'Search Patient/Company' dialog box with the 'Name/Pat No/Medicare No' field containing 'TEST'. An orange circle 'A2' highlights the dialog. Below the search field is a table of search results.

Name	Address	Prov	Age	DOB	A/c	Balance
TEST Medtech		ADM	R 64y	23 Jan 1959	P	
TEST Tester (152)	2345 Test Street	TESP	R 4y	3 Sep 2019	P	45.00

Patient record open.

The screenshot shows the Medtech patient record for patient (152). The patient's name is '1 Testing Street, WOONUNA'. The patient's details are: R 2428 77813 2, May 26, TESP, P, Aboriginal but not Torres Strait. The patient's date of birth is 30 Jan 1981, 42 yrs, Male, Indian, 0.00.

The third screenshot shows the Medtech application window with the 'Module' menu open. An orange circle 'B' highlights the menu. The 'Advanced Forms' folder is expanded, and the 'New Form' option is highlighted. An orange circle 'C' highlights the 'New Form' option. The fourth screenshot shows the 'New Patient Form' dialog box with the 'Aduro Forms' folder selected. An orange circle 'D' highlights the 'Aduro Forms' folder. The 'OK' button is highlighted with an orange circle 'E'.

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 is highlighted with a blue background. A tooltip is displayed over the 'IAR Decision Support Tool for Mental Health' link, explaining 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. The 'Referral Services' section lists various 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)', 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'.

A Create Update Support HealthLink | PRO

B SR Specialists+Referrals Refer to Private

IAR IAR Decision Support Tool for Mental Health

ReturnToWorkSA Work Capacity Certificate

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.

Referral Services

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

Spotlight Services

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

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

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

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

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
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

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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* ?

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

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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*

©HealthLink

7

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.

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

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.](#)

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.



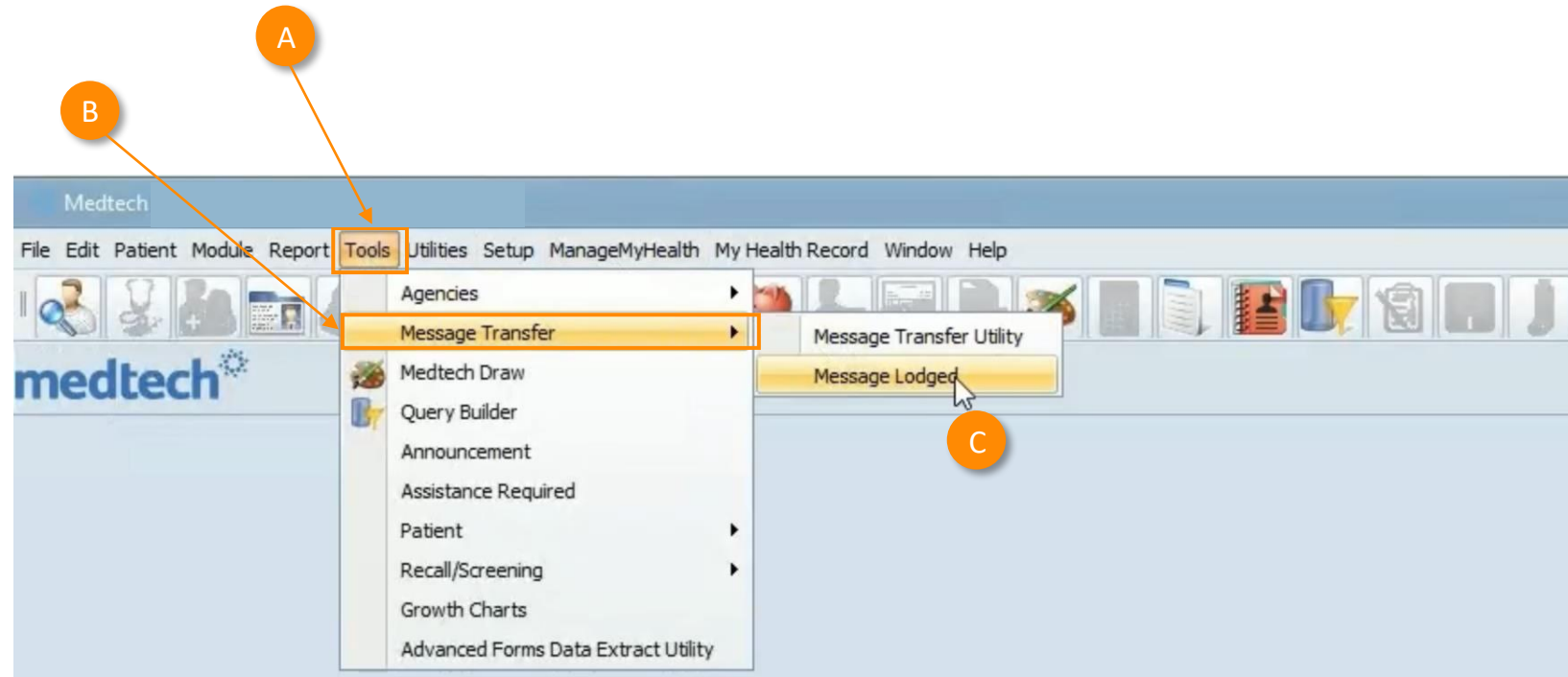
Step 5:

Accessing parked and auto-saved SmartForms

To access all parked and auto-saved SmartForms:

- A In the menu, click **Tools**
- B Select **Message Transfer** from the dropdown menu
- C Then click **Message Lodged**
- D Click on the **Webforms** tab. You'll see a list of SmartForms created for patients at your practice. The SmartForm for the patient you have open will display first.

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



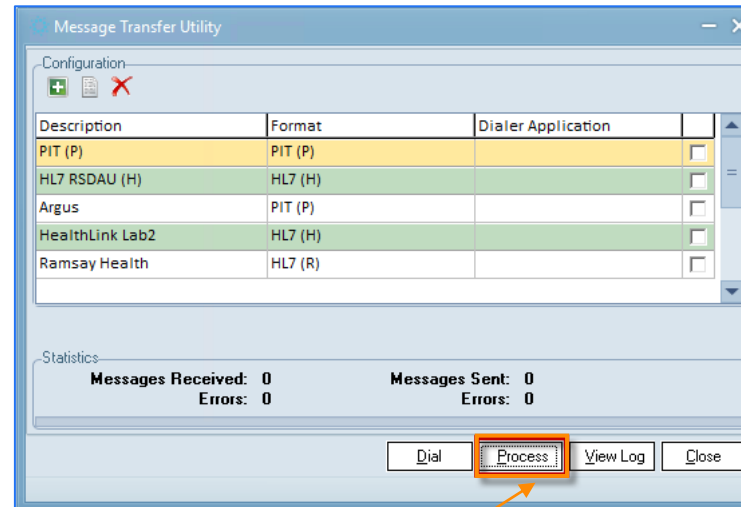
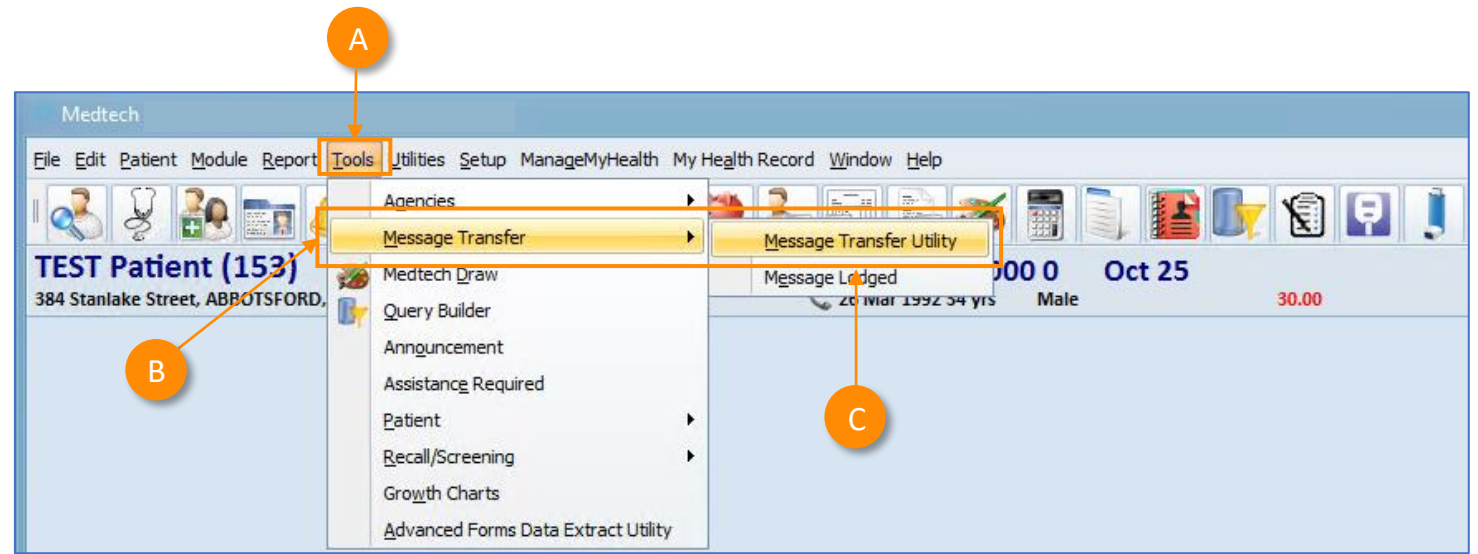
The screenshot shows the 'Messages Lodged' window. The 'Webforms' tab is selected. The table below lists the messages. Callout letter D points to the 'Webforms' tab.

Date Lodged	Date Sent	Patient	To	Status	Message ID
30/06/2026 10:56:16	30/06/2026 10:56:16	TEST Patient (153)	Patient Test	Acknowledged	3006202610
30/06/2026 10:51:02	30/06/2026 10:51:02	TEST Patient (153)	Patient Test	Acknowledged	3006202610
26/06/2026 12:14:15	26/06/2026 12:14:15	TEST Patient (153)	Patient Test	Acknowledged	2606202610
04/06/2026 3:43:20 PM	04/06/2026 3:43:20 PM	PATIENT (184)	PATIENT NAME	Acknowledged	0406202610
22/04/2026 3:27:02 PM	22/04/2026 3:27:02 PM	TEST Patient (153)	Patient Test	Acknowledged	2204202610

Step 6: Accessing generated reports

To view all generated reports:

- A** In the menu, go to **Tools**
- B** Then **Message Transfer**
- C** Now click **Message Transfer Utility**
- D** From the **Message Transfer Utility** screen select **Process**.



Step 6: Accessing generated reports cont.

E

Once the message transfer is complete, from the menu select **Module > Outbox > Patient Outbox**.

F

The **Patient Outbox** will display the records in the outbox. Double click to open the **record**.

The screenshot shows the Medtech software interface. The 'Module' menu is open, and the 'Outbox' option is selected. The 'Patient Outbox' window is displayed, showing a list of records. The record for '22 Apr 2026' is highlighted, and a double-click action is indicated by an orange arrow labeled 'F'.

Module Menu:

- Accounts
- Advanced Forms
- Alerts (Shift+F6)
- Appointments
- Clinical
- Extended Primary Care
- Medical Device Interface
- Medical Calculator (Ctrl+Alt+C)
- Immunisations (F4)
- AIR Submissions
- AIR Individual Details
- Inbox
- Labels
- Outbox** (Shift+Ctrl+F2)
 - New Document (Ctrl+F2)
 - Patient Outbox** (Shift+Ctrl+F2)
 - Lab Referral 1
 - Lab Referral 2
 - Radiology Referral 1
 - Radiology Referral 2
- Patient Register (F3)
- Status Screen
- Recall/Screening
- Task Manager
- Send SMS (Ctrl+Alt+S)

Patient Outbox Window:

TEST Patient (153)
384 Stanlake Street, ABBOTSFORD, NSW 2046

R 0000 00000 0 Oct 25
26 Mar 1992 34 yrs Male 30.00

ADM P

Outbox RTW-SA Email

Tick	Date	Document	Subject	Folder	Prov	To	Exam No	Status
☐	22 Apr 2026	ADURO	IAR-DST for Mental Health	N/A	ADM			

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.