

HealthLink SmartForms for Genie

Welcome to HealthLink SmartForms. The smartest way for health professionals to complete an electronic Work Capacity Certificate (eWCC) to certify capacity for injured workers in South Australia.



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

Submitting an electronic Work Capacity Certificate (eWCC) from Genie

Using HealthLink SmartForms

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

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.

The electronic Work Capacity Certificate (eWCC) is used by medical practitioners to certify capacity for injured workers in South Australia. It is a prescribed form and legally required.

HealthLink Technical Support

Email: helpdesk@healthlink.net

Phone: 1800 125 036 Option 1

Step 1:

**Minimum System Requirements and
Accessing HealthLink SmartForms**

Step 2:

Launching a new form

Step 3:

Completing the form

Step 4:

**Saving a draft and reviewing previously
submitted forms**

Step 5:

New functionality

Step 6:

**How to test without sending a certificate to
ReturntoWorkSA**

Step 7:

**Where to find your copy of the eWCC form
in your clinical application.**

Minimum system requirements

A

To access the forms within your Genie software...

You need to be running the correct browser, Genie version and have completed the HealthLink Client installation..

B

HealthLink Client Installation

A

Browser	IE 11 update 2929437, Edge, Chrome, Firefox
Genie	Version 8.8 and above
HealthLink	HealthLink Client Installation to enable HealthLink Forms Use

B

HealthLink Client Installation

Some practices may already have access to the HealthLink Forms Library – if so, no further installation or set up is required. You will be notified when the eWCC is available for use.

If practices do not already have access to the HealthLink Forms Library this will require set up. HealthLink will contact practices that have Best Practice version 1.9.0 and above to install the HealthLink Client and enable the HealthLink Forms library.

Once this set up is complete and the ReturntoWorkSA eWCC is available in the HealthLink Forms Library it is ready to use and send actual certificates to ReturntoWorkSA which are then automatically loaded into their live system.

If the HealthLink forms library is not available in your practice or available for a particular doctor – please contact the support team on the contact details below.

Tech Support:

Phone: 1800 125 036 Option 1

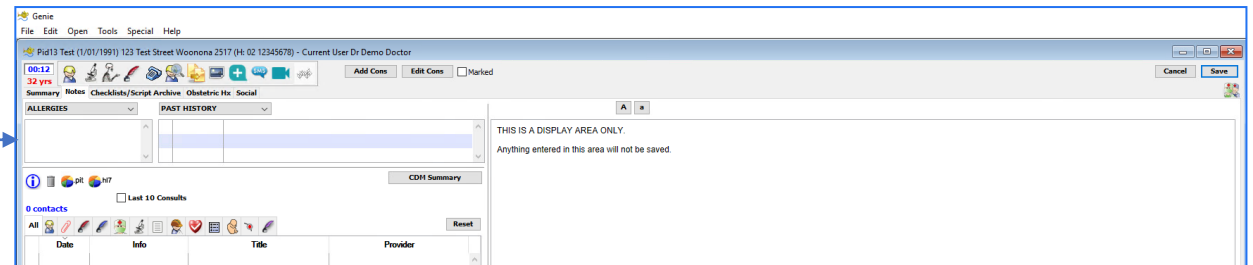
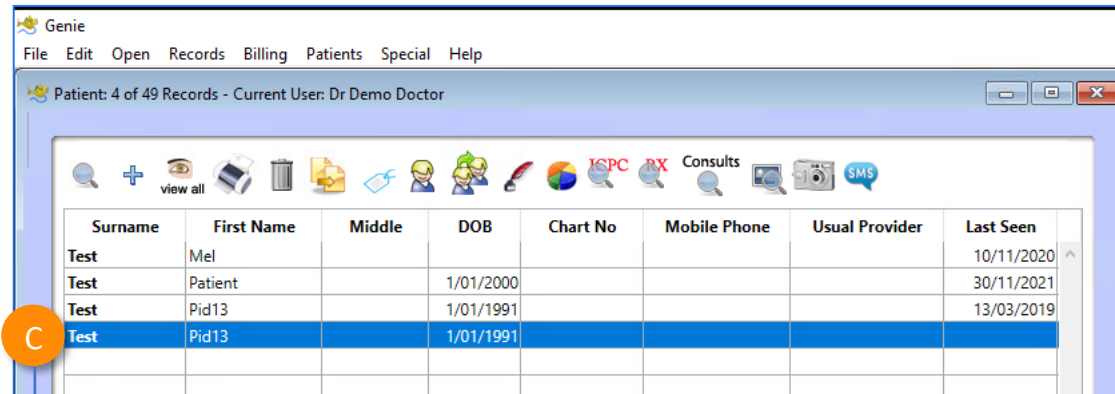
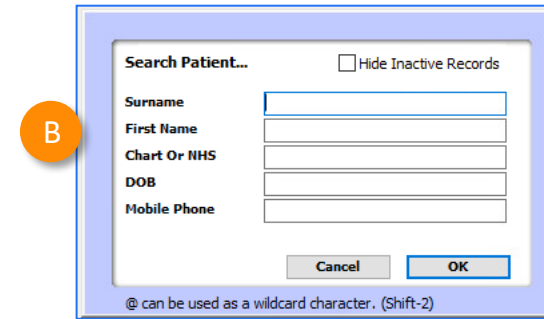
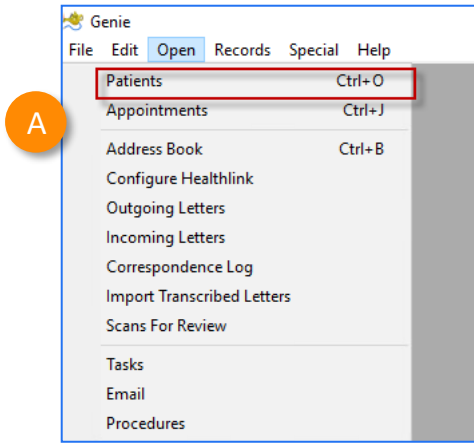
Email: helpdesk@healthlink.net

Step 1: Accessing HealthLink SmartForms (eReferrals)

To access the forms within your
Genie software...

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

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



Step 1:

Accessing HealthLink SmartForms (eReferrals)

From the patient's record...

D

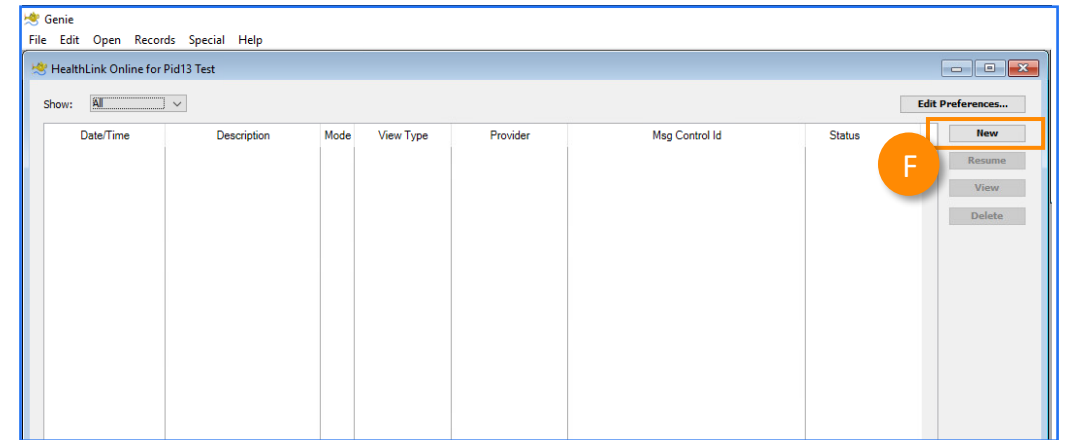
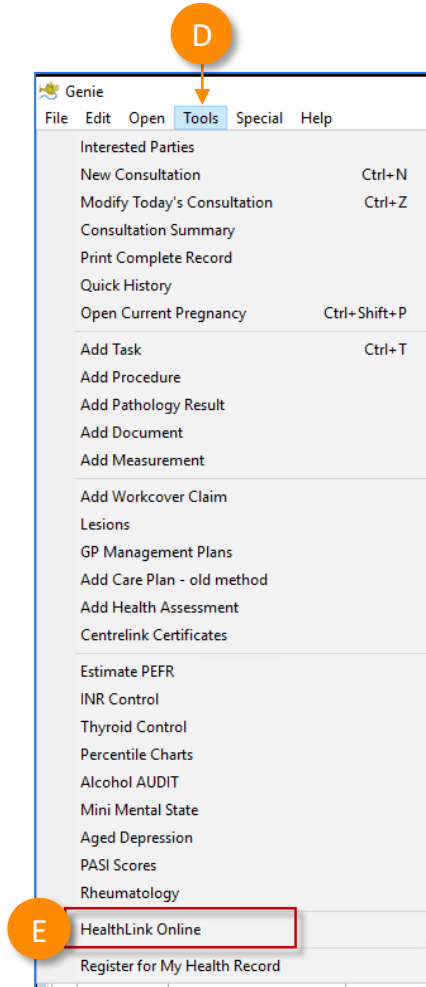
Select **Tools**

E

Then **HealthLink Online**

F

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



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 **Spotlight Services** section, click on the link named **ReturntoWorkSA Work Capacity Certificate**.
- C** **Medical Practitioners will now have the option of:**
- Create a New WCC
 - Create Subsequent WCC
 - Finish Draft WCC

These options are dependent on what has previously been completed for the patient. (See further details on this functionality in Section 5 New Functionality).

Create Update Support

HealthLink | PRO

Search a Directory

SR Specialists+Referrals Refer to Private Specialist

HL HealthLink Direct

K Konnect NET

ReturnToWorkSA Work Capacity Certificate

Spotlight Services

Referral Services

Search Referral Services

Clear

Access Canberra Prototype

Application for ACT Approval to Prescribe Controlled Medicines

Banyule Community Health

Chris O'Brien Lifehouse Services

Eastern Health

ACT Public Outpatient and Community

Austin Health eReferrals

ccCHIP - Cardiometaabolic Health in Psychosis

DPV Community Health

Grampians Health

ReturntoWorkSA Work Capacity Certificate

Patient Dummy

January 01, 1950

Create New WCC

Create Subsequent WCC

Finish Draft WCC

No submitted WCC for this patient

Last Saved Date	Injury Date	Injury Caused	Clinical Diagnosis	Employer Name	Claim Number
16/03/2026	16/03/2026	example	example	example	unknown

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Step 3: Completing the form

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

A

The form will load and prepopulate the required fields. Highlighted below for sections A, B, & G, of the form.

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.

A

B

Work Capacity Certificate^①



A. Patient and employer details

Family Name *	Lane	
Given Names *	Simon	
ReturnToWorkSA Claim #	12345678	02
	(if known)	
Other Claim #		
Employer Name *	DD & Parj Pty Ltd	
Date of Birth *	12/12/1987	

B. Injury details and assessment

I examined you on *	30/08/2016	
---------------------	---	----------------------

G. Doctor's details

Doctor's Name *	Dr Julianne Smith	
Address line1 *	Suites 1 - 4	
Address line2	25 Young St	
Suburb *	Unley	
State	SA	
Postcode	5061	
Phone	0884595487	
Provider Number *	0319352K	
Email Address		
Fax		
Completion Date *	30/08/2016	

Step 4:

Saving a draft and reviewing previously submitted forms

Saving a draft

A Forms can be completed and saved as a draft, saved and printed without sending, or sent and printed. Authorisation from the patient is required prior to sending electronically to ReturnToWorkSA.

Reviewing a previously submitted form

B To view a completed form select “Summary” from the patient record and locate the form in question to view.

Previously sent forms will be easily identifiable to practitioners as a “ReturnToWorkSA” form and viewable in the Genie browser window when selected.

A

[Return to Drafts](#) [Print & Save](#) [Save as draft](#)

☐ I confirm my patient has authorised me to send this WCC electronically to ReturnToWorkSA

[Send & Print](#)

B

10:23
49 yrs

Summary Notes Checklists/Script Archive Social

Penicillins

EPC Summary

67 contacts
All

Date	Title	Info	Provider
08/07/2020	Return to Work SA	text/html	Dr A Demo
08/07/2020	Now Fit to Drive		Dr A Demo
25/09/2019	OPG		314.jpg
25/09/2019	Angiogram [E]		Dr A Demo
25/09/2019	Angiogram [E]		Dr A Demo
19/09/2019	arthroscoy single		316.jpg
19/09/2019	arthroscoy multiple		315.jpg
12/06/2019	Referral letter	Dr Best Practice	
02/05/2019	new subject	No Action	Nick Rowlands
20/03/2019	Living Room - Clinical Di...		Dr A Demo
20/03/2019	Living Room - Clinical Di...		Dr A Demo
20/03/2019	Living Room - Clinical Di...		Dr A Demo
13/03/2019	Mr Frederick Forde	Dr A Practitioner	Healthlink Townsville Healthlink To...
13/03/2019	Living Room - Clinical Di...		Dr A Demo
05/10/2018	Pregnancy examinatio...		Dr Andrew Demo
22/08/2018	DISCHARGE SUMMARY	Dr Andrew Demo	Dr Lawrence Peterson
15/08/2018	ANTENATAL		8+6
23/02/2017	CHEST XR	No Action	Dr C J Morales
24/10/2016	Dr Lawrence Peterson	Reviewed Acknowled...	Dr A Demo
06/10/2016	Dr Lawrence Peterson	Reviewed Sent	Dr A Demo
08/06/2016	Dr Lawrence Peterson	Reviewed Acknowled...	Dr A Demo
26/04/2016	Dr Lawrence Peterson	Reviewed Acknowled...	Dr A Demo
25/11/2015	Dr Lawrence Peterson	Reviewed	Dr A Demo
03/11/2015	Ultrasound Pelvis	No Action	Dr Doctor Demo
22/04/2015	Dr Lawrence Peterson	Printed	Dr A Demo
22/04/2015	Medical Certificate [R]	text/html	Dr A Demo
03/02/2015			Dr A Demo
27/01/2015	Pathology Request		Dr Andrew Demo
27/10/2014	Dr Lawrence Peterson	Reviewed Acknowled...	Dr A Demo
20/10/2014	Dr Lawrence Peterson	Reviewed Acknowled...	Dr A Demo
20/10/2014	Dr Lawrence Peterson	Reviewed Sent	Dr A Demo
20/10/2014	Dr Lawrence Peterson	Reviewed Sent	Dr A Demo
20/10/2014	Dr Lawrence Peterson	Reviewed Sent	Dr A Demo

OFFICIAL: Sensitive/Medical in Confidence

ReturnToWorkSA 13 18 55

Work Capacity Certificate

Version 2 effective 1 July 2017

A. Patient and employer details Mandatory

Family Name: Patientsurname
Claim Number (if known):
Date of Birth: 18/05/1960

Given Names: Patientfirstname
Employer Name: 1216 RE MYER ADELAIDE

B. Injury details and assessment Mandatory

I examined you on 17/01/2019 For injury(s)/condition(s) you stated occurred /developed on 02/01/2019

The stated cause was:
test

The injury(s)/condition(s) you presented with is/are consistent with your stated cause(s):
Is this a new injury/condition?: Yes
My clinical diagnosis/es based on my examination of you and other available information is:
test

Other comments/clinical findings:

C. Certification Mandatory

In my opinion, you: (please tick whichever apply)
☒ have recovered from your injury/condition and are fit to return to your normal duties and hours on: 07/02/2019
☐ are fit to perform suitable duties that accommodate your functional abilities from:
☐ are medically unfit to undertake suitable duties while recovering from your injury for the period:
Reason:

Note: Certification based on your functional ability, not available duties.
I estimate you should have functional capacity to return to work in days weeks OR uncertain at this stage
I would like to review your progress on /or at your next medical consultation ☐

Comments:

D. Treatment plan Complete all fields relevant to your patient

Step 5: New functionality

Medical Practitioners can retrieve certificates that have either been saved as a draft or previously saved and submitted.

When users open the HealthLink forms library and select ReturntoWorkSA form – they will be presented with a table that lists the forms for that patient that are either in draft or saved and submitted state.

A

Medical Practitioners will have the option to:

- **Create New WCC** – this will launch a new WCC form with only the required prepopulated fields.

- **Create Subsequent WCC** – below this heading will be a table that lists all of that patients previous WCC certificates with the following details in the table:

- Submission Date
- Injury Date
- Injury Caused
- Clinical Diagnosis
- Employer Name
- Claim Number

Medical Practitioners will be able to select one of these certificates to clone and resubmit as a new certificate.

A

ReturntoWorkSA Work Capacity Certificate

Test Patient

July 27, 1976

Create New WCC

Create Subsequent WCC

No submitted WCC for this patient

Finish Draft WCC

Last Saved Date	Injury Date	Injury Caused	Clinical Diagnosis	Employer Name	Claim Number
22/04/2026	unknown	example	example	unknown	unknown

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

B

Finish Draft WCC – this will allow Medical Practitioners to return to a certificate that has not been completed or submitted to complete.

Step 6:

How to test without sending a certificate to ReturntoWorkSA

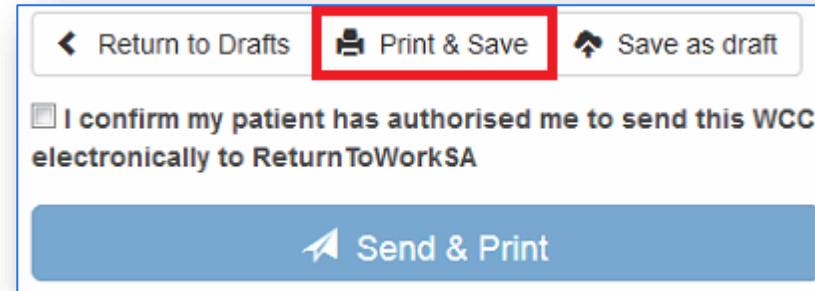
A

Once access is available to the HealthLink Forms Library, the electronic Work Capacity Certificate (eWCC) is ready to send actual certificates to ReturntoWorkSA and these are automatically loaded into their live system. Consequently, it is important that you **DO NOT SEND** a 'test' certificate if you wish to test.

If you want to test that the eWCC solution is working correctly, select a test patient record in your practice management software and run through the steps above -, completing required fields in the eWCC. At this point you can finalize testing by clicking the **PRINT & SAVE** button.

This will display a PDF copy of the form and place a copy of the PDF form into the incoming message section of your clinical application to be filed against the patient record. If all completes as expected, then you can be confident that your system is setup correctly when you need to send through the first real patient data.

A



Return to Drafts **Print & Save** Save as draft

☐ I confirm my patient has authorised me to send this WCC electronically to ReturnToWorkSA

Send & Print

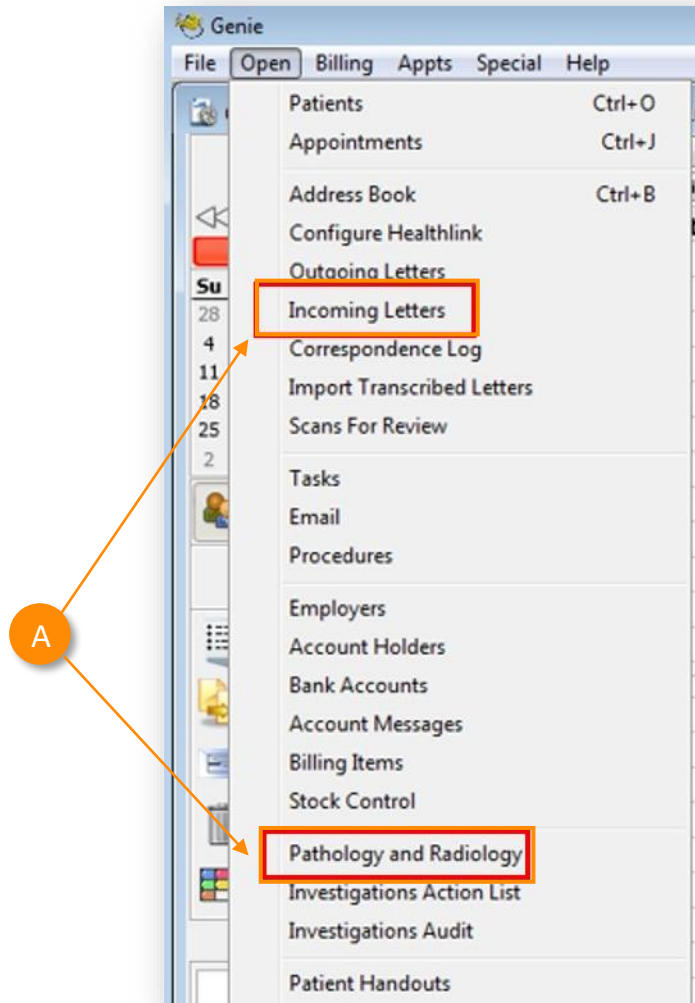
Step 7:

Where to find your copy of the eWCC form in your clinical application.

Depending on how the Genie clinical application is set up to receive secure messaging, the messages could reside in either of two locations.

A

1. Open Incoming Letters
2. Open Pathology and Radiology



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.