

User Guide

29.04.2026 MT

HealthLink SmartForms for Medtech Artia

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 Medtech Evolution 10.4.4 or above or Medtech Artia 1.0.0 and above to access HealthLink SmartForms.

Submitting eReferrals from Medtech Evolution and Artia

Using HealthLink SmartForms

SmartForms enable **Medtech Evolution and Artia** 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:

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Minimum system requirements

A

To access the forms within your Medtech software...

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

B

HealthLink Client Installation

A

Browser	IE 11 update 2929437, Edge, Chrome, Firefox
Medtech	Medtech Evolution 10.4 and above Medtech Artia 1.0.0 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:

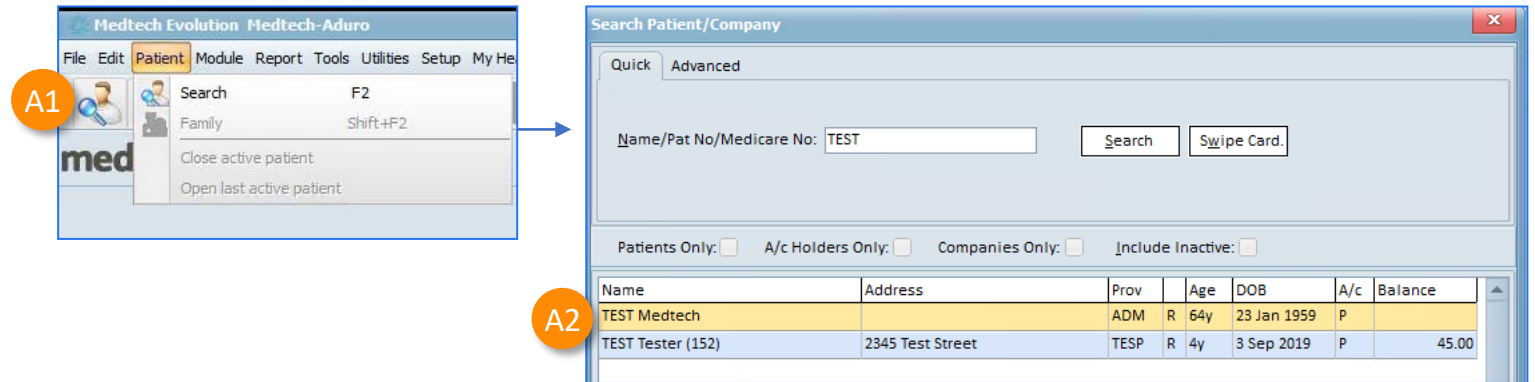
Phone: 1800 125 036 Option 1

Email: helpdesk@healthlink.net

Step 1: Accessing HealthLink SmartForms (eReferrals)

To access the forms within your
Medtech software...

- A First, search for the patient and open their electronic medical record.
- 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**.

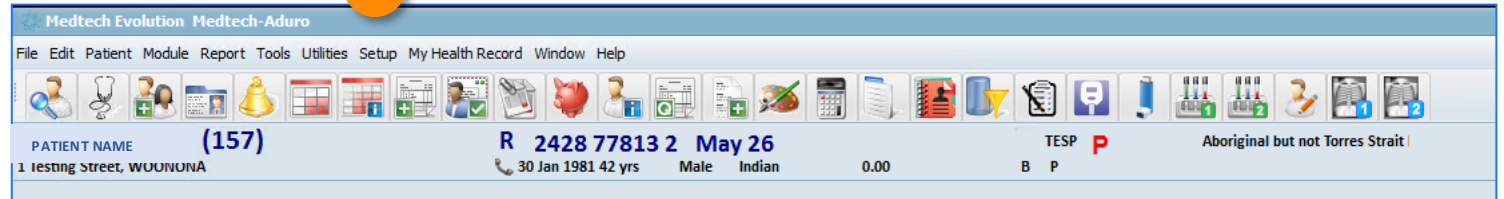


The top screenshot shows the 'Patient' menu with options: Search (F2), Family (Shift+F2), Close active patient, and Open last active patient. An arrow points from the 'Search' option to the 'Search Patient/Company' dialog box.

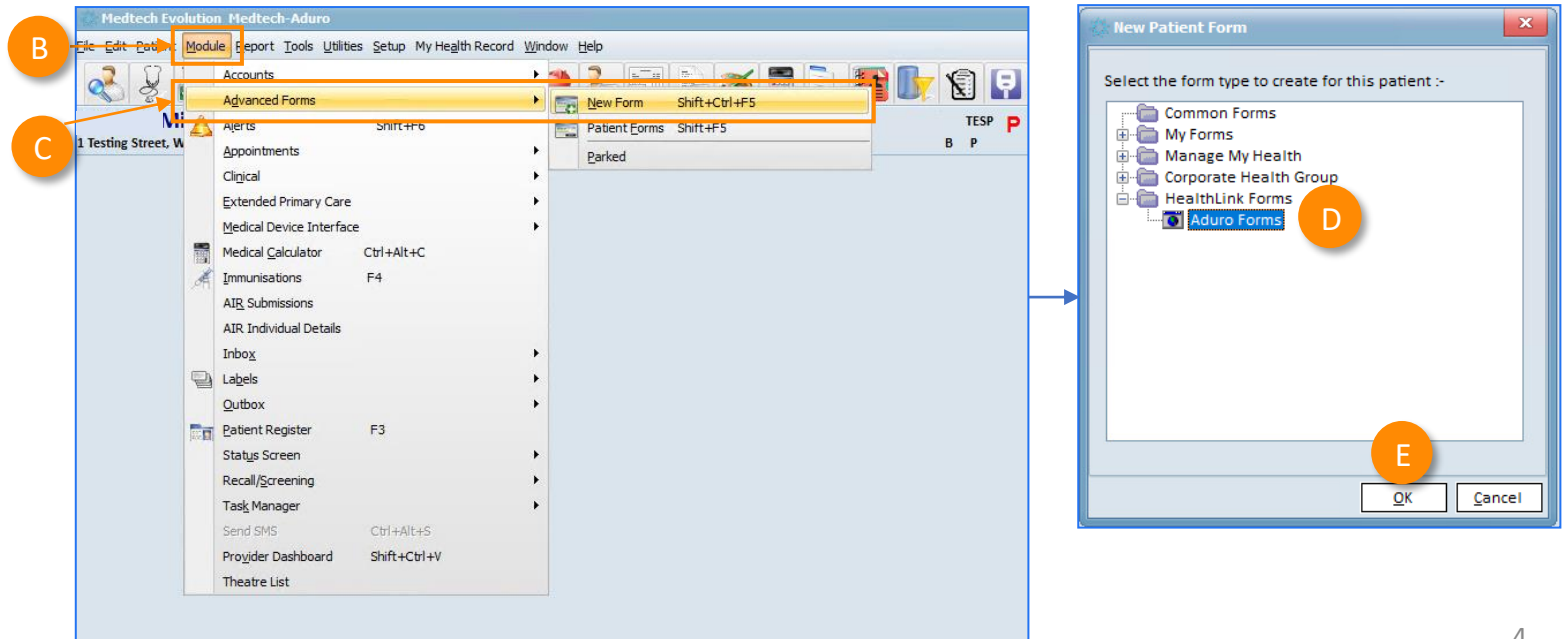
The 'Search Patient/Company' dialog box has a 'Quick' tab and an 'Advanced' tab. The 'Name/Pat No/Medicare No:' field contains 'TEST'. There are 'Search' and 'Swipe Card.' buttons. Below the search fields are checkboxes for 'Patients Only', 'A/c Holders Only', 'Companies Only', and 'Include Inactive'. A table below shows 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 patient record is open 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 bottom screenshot shows the 'Module' menu with 'Advanced Forms' selected. The 'Advanced Forms' submenu is open, showing 'New Form' (Shift+Ctrl+F5) and 'Patient Forms' (Shift+F5). An arrow points from 'New Form' to the 'New Patient Form' dialog box.

The 'New Patient Form' dialog box has a title bar 'New Patient Form' and a close button. The main area says 'Select the form type to create for this patient :-'. There is a tree view on the left with folders: 'Common Forms', 'My Forms', 'Manage My Health', 'Corporate Health Group', 'HealthLink Forms', and 'Aduro Forms'. The 'Aduro Forms' folder is selected. At the bottom are 'OK' and 'Cancel' buttons.

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).

The screenshot shows the HealthLink software interface. At the top, a patient record for 'TEST Patient (153)' is visible. Below this is the 'Aduro Forms (HealthLink Forms)' section. A search bar labeled 'Search a Directory' is present. In the 'Spotlight Services' section, the link 'ReturntoWorkSA Work Capacity Certificate' is highlighted with an orange arrow and labeled 'B'. Below this, the 'Referral Services' section is visible, with a search bar and a list of services including 'Chris O'Brien Lifehouse Services', 'Hearing Australia Medical Certificate', 'My Aged Care Referral', and 'Sydney LHD Aged Care, Allied Health and Community services'. An orange arrow labeled 'A' points to the 'ReturntoWorkSA Work Capacity Certificate' link. Below the 'Referral Services' section, the 'Work Capacity Certificate' form is displayed. The form has a red header with the 'ReturntoWorkSA' logo and the title 'Work Capacity Certificate'. Below the header, the patient's name 'PATIENT TEST' and date of birth 'March 26, 1992' are shown. There are three buttons: 'Create New WCC' (labeled 'C'), 'Create Subsequent WCC', and 'Create New WCC' (with a pencil icon). Below these buttons is a table with columns: 'Submission Date', 'Injury Date', 'Injury Caused', 'Clinical Diagnosis', 'Employer Name', and 'Claim Number'. The table contains one entry with the following data: '22/04/2026', '13/04/2...', 'test', 'test', 'test', and 'unknown'. Below the table, there is a 'Create Subsequent WCC' button. At the bottom of the form, there is a 'Finish Draft WCC' button (labeled 'C') and a message 'No drafts for this patient'. An orange arrow labeled 'B' points to the 'ReturntoWorkSA Work Capacity Certificate' link in the 'Spotlight Services' section.

Work Capacity Certificate

PATIENT TEST
March 26, 1992

Create New WCC **Create New WCC**

Create Subsequent WCC

Submission Date	Injury Date	Injury Caused	Clinical Diagnosis	Employer Name	Claim Number
22/04/2026	13/04/2...	test	test	test	unknown

Showing 1 to 1 of 1 entries

Finish Draft WCC
No drafts for this patient

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

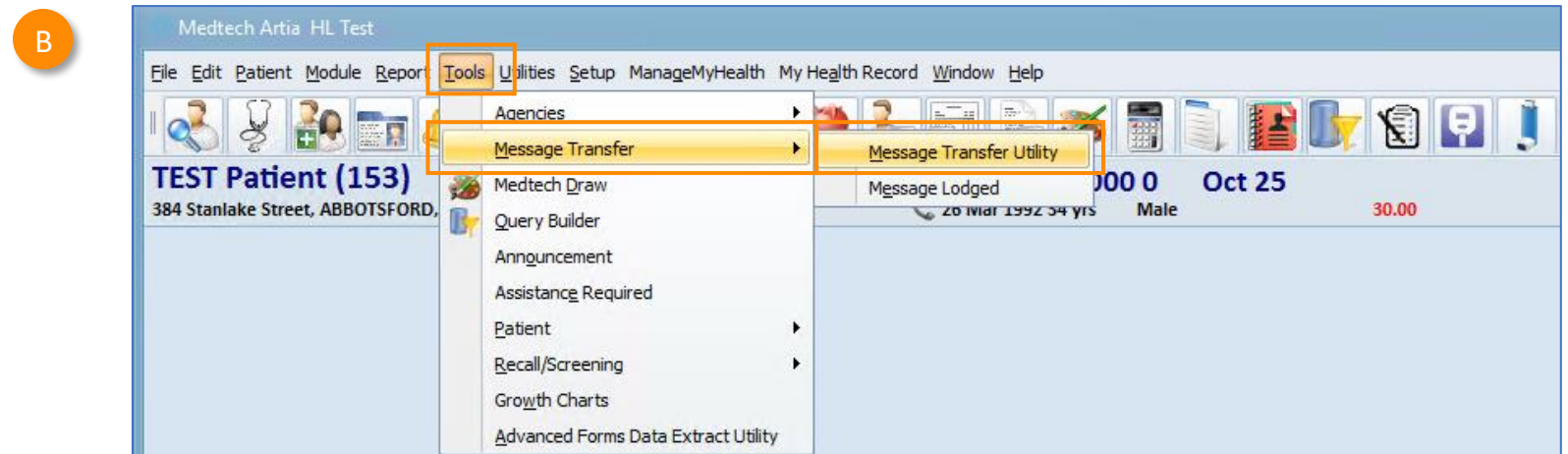
- B** To view a completed form select Tools – Message transfer – Message Transfer Utility.

A

Return to Drafts Print & Save Save as draft

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

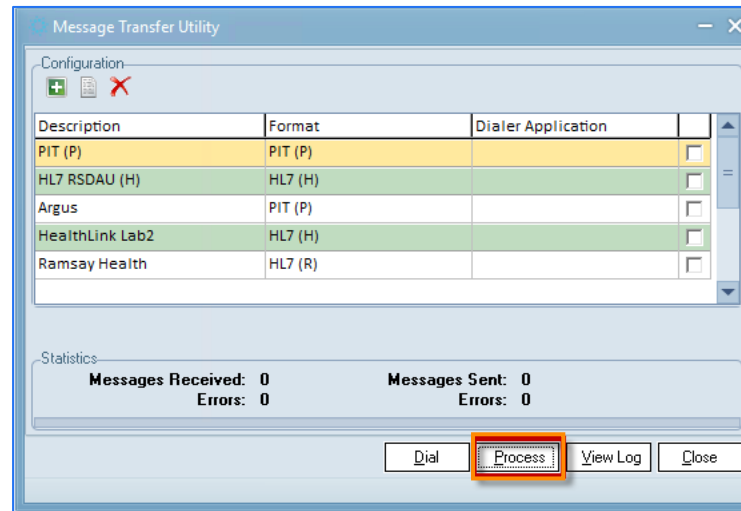
Send & Print



Step 4: Saving a draft and reviewing previously submitted forms

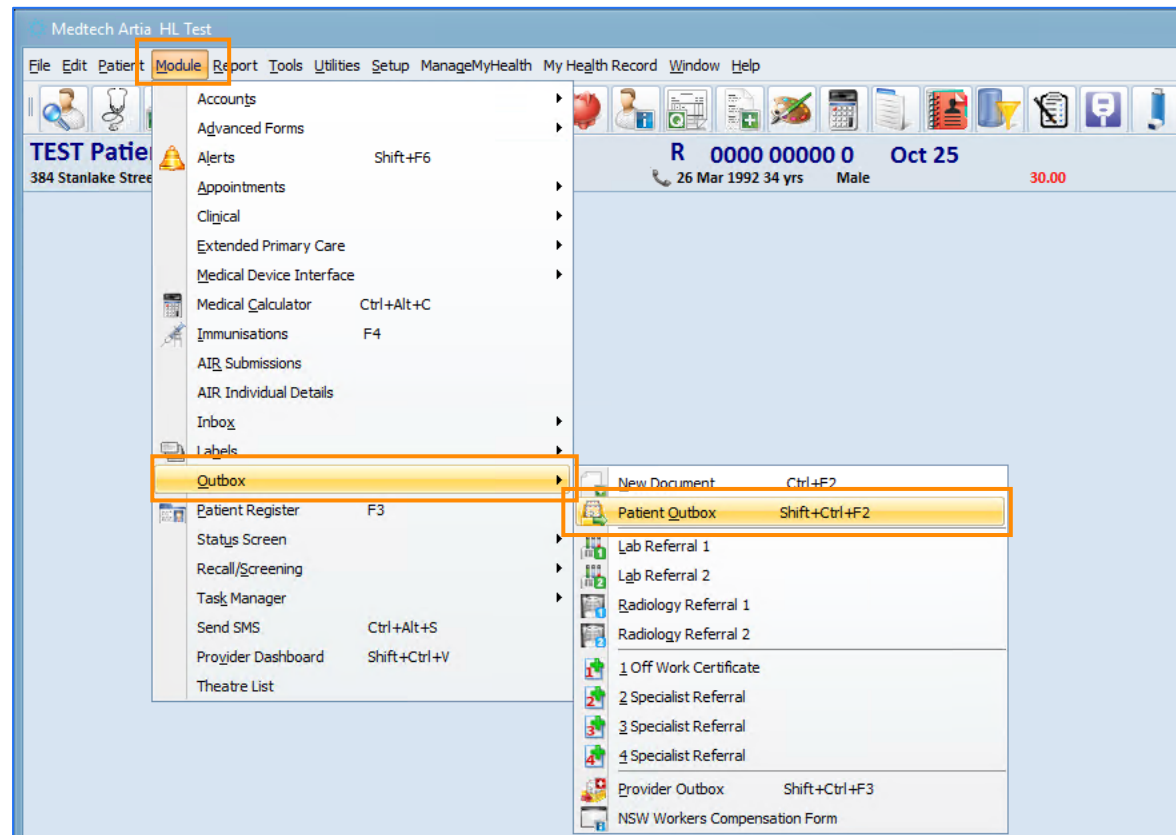
Reviewing a previously submitted form

C Select Process.



D Once the message transfer is complete
Select from the menu Module – Outbox –
Patient Outbox.

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



Step 4: Saving a draft and reviewing previously submitted forms

Reviewing a previously submitted form

- E** Patient outbox will display the records in the outbox. Double click to open record.

E

The screenshot shows the Medtech Artia HL Test software interface. The main window displays patient information for 'TEST Patient (153)' with address '384 Stanlake Street, ABBOTSFORD, NSW 2046'. The patient's date of birth is '26 Mar 1992', age is '34 yrs', gender is 'Male', and a fee of '30.00' is listed. The 'Patient Outbox' window is open, showing a table of records. The table has columns: 'Task', 'Date', 'Document', 'Subject', 'Folder', 'Prov', 'To', 'Exam No', and 'Status'. A single record is visible, dated '22 Apr 2026', with document 'ADURO', subject 'RTWSA Health eWCC', folder 'N/A', and provider 'ADM'. An orange box highlights the first row of the table, including the 'Task' column which contains a checkbox.

Task	Date	Document	Subject	Folder	Prov	To	Exam No	Status
☐	22 Apr 2026	ADURO	RTWSA Health eWCC	N/A	ADM			

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

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

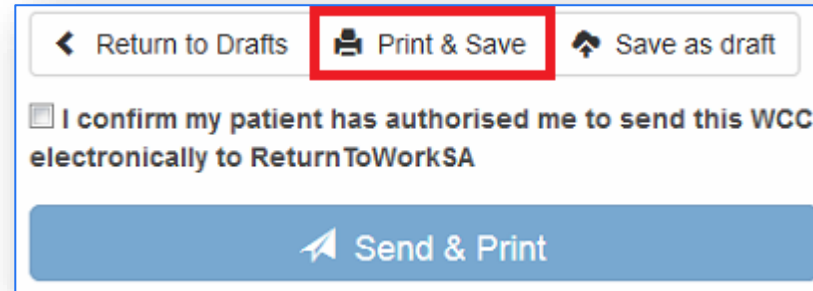
A

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.

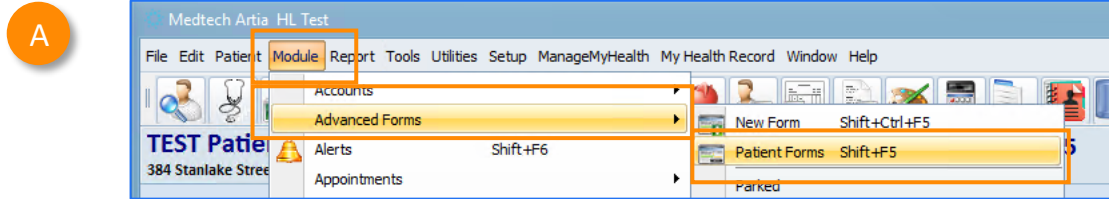
Once the form has been sent or printed a PDF copy of this form is sent to the incoming messages section of the clinical applications listed below.

A

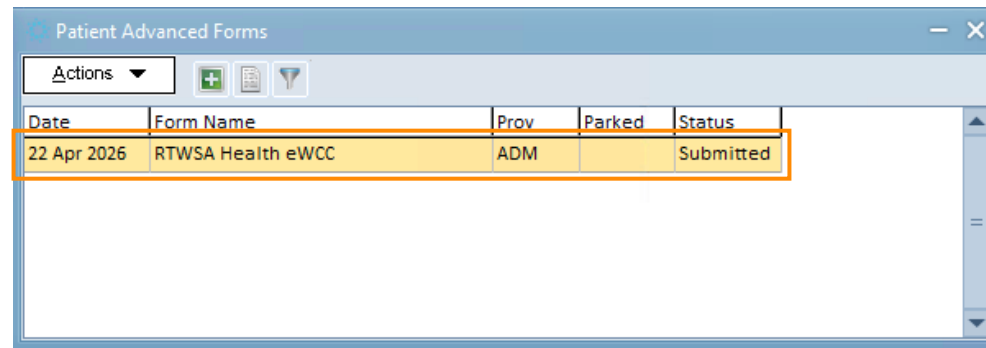
Select form Module> Advanced Forms menu – click on Patient Forms.

B

Patient submitted will be listed in Patient Advanced Forms



B



Date	Form Name	Prov	Parked	Status
22 Apr 2026	RTWSA Health eWCC	ADM		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.