Quick Start Guide

Chris O'Brien Lifehouse

Referral SmartForm

The Chris O'Brien Lifehouse Hospital Referral SmartForm has been designed to make it easier for you to refer your patients electronically for services provided by Chris O'Brien Lifehouse. This quick start guide has been developed to help you navigate the new digital form.

Best Practice Edition

1. Open the patient record

Search for the patient and open their electronic medical record. Open the Best Practice Word Processor by clicking on the 'Letter' icon (or use the F4 on the keyboard). Then click on the 'HealthLink Forms' icon. In the HealthLink Forms window, click the 'New Form' button.

2. Launch the Form

Under the Referred Services section within the HealthLink Homepage, click on the form that you want to open.
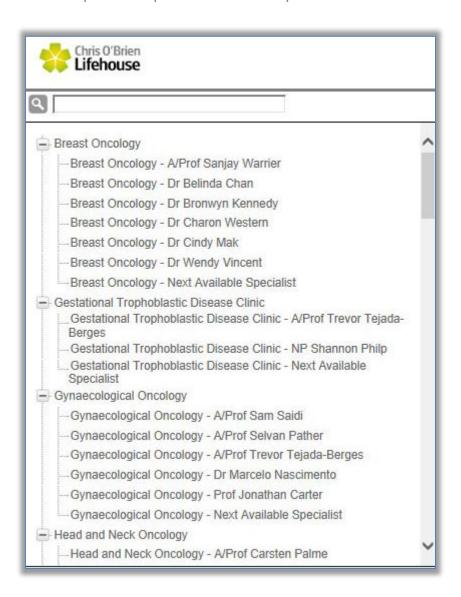
3. Select Lifehouse service

Select required service and recipient provider from the Lifehouse services listed and click continue.

Should you wish to narrow down the list to all providers for a particular service or condition, please enter the service or condition in the search area above the list of services.

Please not that you can refer to the next available specialist at each department by choosing the "next available Specialist" option from the list of providers at the service.
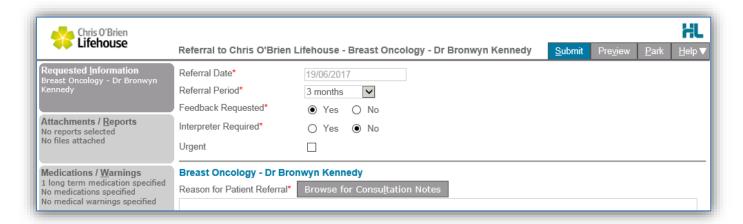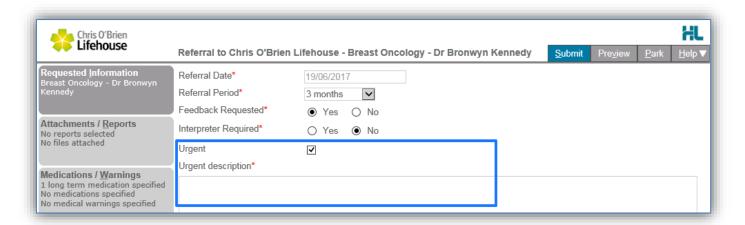
4. Complete the Form

The form will be displayed. At this point, you will have to access to all the information necessary to complete the form for submission.

If you need to do something else, you can 'Park' the form to save what you've currently done so far.

The Browse for Consultation Notes button will give you access to the clinical notes in patients' medical records. You can add clinical notes to the form by selecting the relevant records
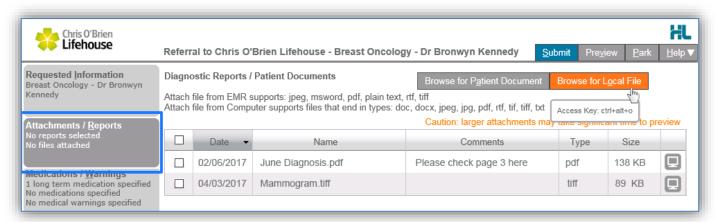
Depending on the selections you've made, additional fields will appear allowing you to include the relevant information necessary.
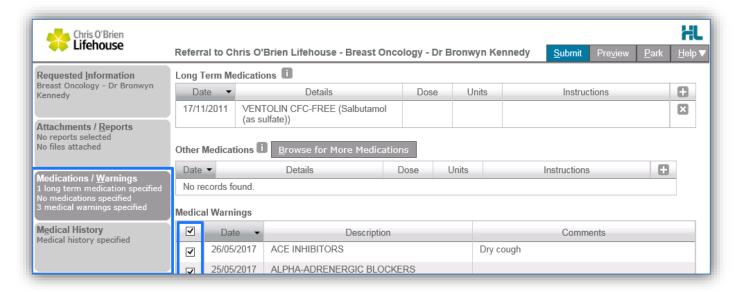
5. Include the relevant attachments

The 'Attachments / Reports' tab will give you access to all of the supporting documents that you may wish to attach to the form. 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 stored in Best Practice or in your local computer's file system.

6. Select relevant medications, warning and medical history items

The 'Medications / Warnings' and 'Medical History' tabs will give you access to the relevant pre-populated records. Just select those records that are relevant to the referral or add your specific notes if necessary.

7. Ensure patient and referrer information is correct

With the Patient Information and Referrer Details tabs, you simply need to ensure that the information is correct. If a piece of required information is incomplete or incorrect, the form will notify you to complete or correct it.
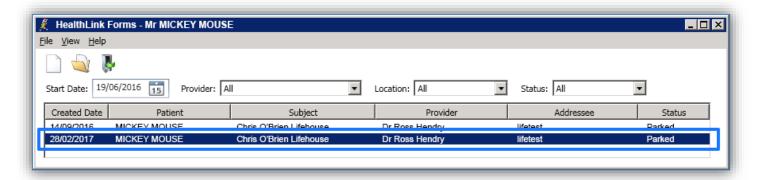
8. Submit the Form

Click on 'Submit' when you are ready to send your form. This will safely and securely send the form electronically via HealthLink and you will see a copy of the completed form containing an acknowledgement of receipt. If needed, you can print a copy by right-clicking on any area of the submitted forms and choosing 'Print'. Note that it is not necessary for the printed copy to be sent or taken to the hospital.
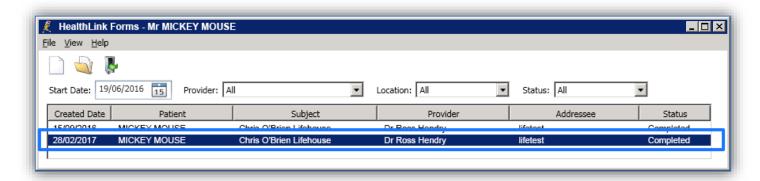

Accessing Parked Forms

To access a parked form from the patient's record, select HealthLink Forms' under the 'View' menu. From the available listing, double-click on the parked form you would like to open.

Accessing Submitted Forms

HealthLink Forms Menu

A copy of the submitted form can be found by selecting 'HealthLink Forms' under the 'View' menu. To open, double click the selected form.
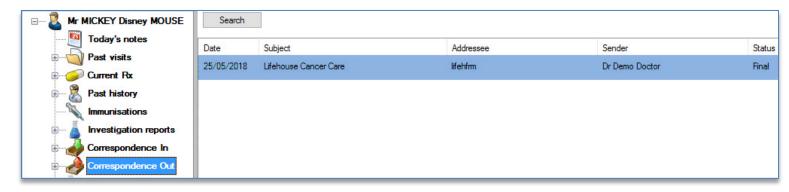
Best Practice Correspondence Out

A copy of submitted forms can also be viewed from patient **Correspondence Out** section.

Once the form is submitted click on patient Correspondence Out and then press **F5** on keyboard to refresh and get the submitted form to be listed under patient Correspondence Out.

To open, double click the selected form.

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HealthLink helps over 30,000 healthcare
practitioners deliver certainty in care
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