HL Health Link | Certainty in Care

QUICK START GUIDE

Setting up your Address Book

Each specialist or GP that you wish to send referrals to needs to have an address book entry in Best Practice Systems. This guide will help you in setting up you address book so you can make the most of your medical software and your time.

Bp solution integrate

Best Practice Edition

You can look up a Specialist or GP messaging address as well as update your practice details on the HealthLink User Directory addess below. If you require access to the HealthLink User Directory, please contact HealthLink on 1800 125 036
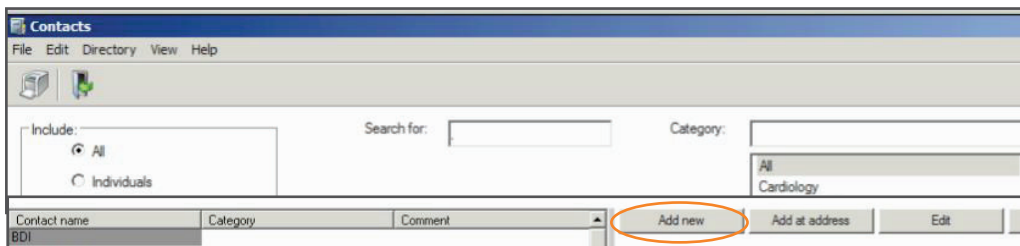
HL Directory: https://secure.hlink.net.au/directory/login.php
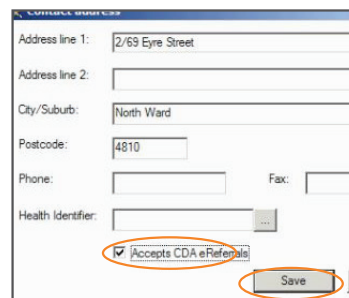
## Adding a new Specialist or GP

a) Select VIEW> Contacts (F11)
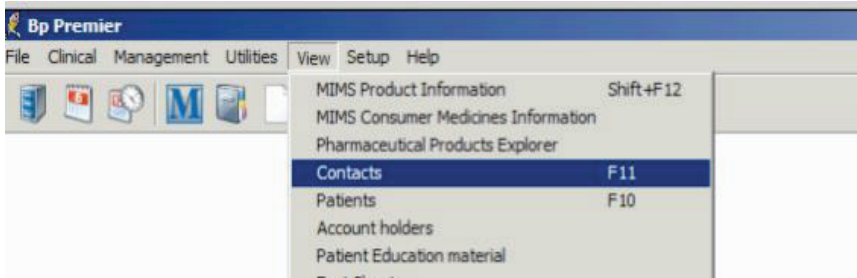
b) Select ADD NEW on the contacts screen


c) Fill in the details for the Specialist or GP
d) Select ADD to enter the address
e) Select ACCEPTS CDA eREFERRALS
f) Select SAVE and you will be taken back to the contact page

g) In the Messaging Provider field select HealthLink
h) Enter the contacts Account ID – this the EDI (messaging Address). The EDI can be obtained from searching the HealthLink Directory
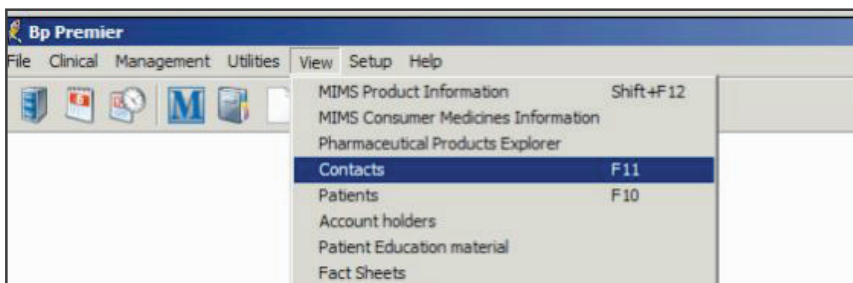

2
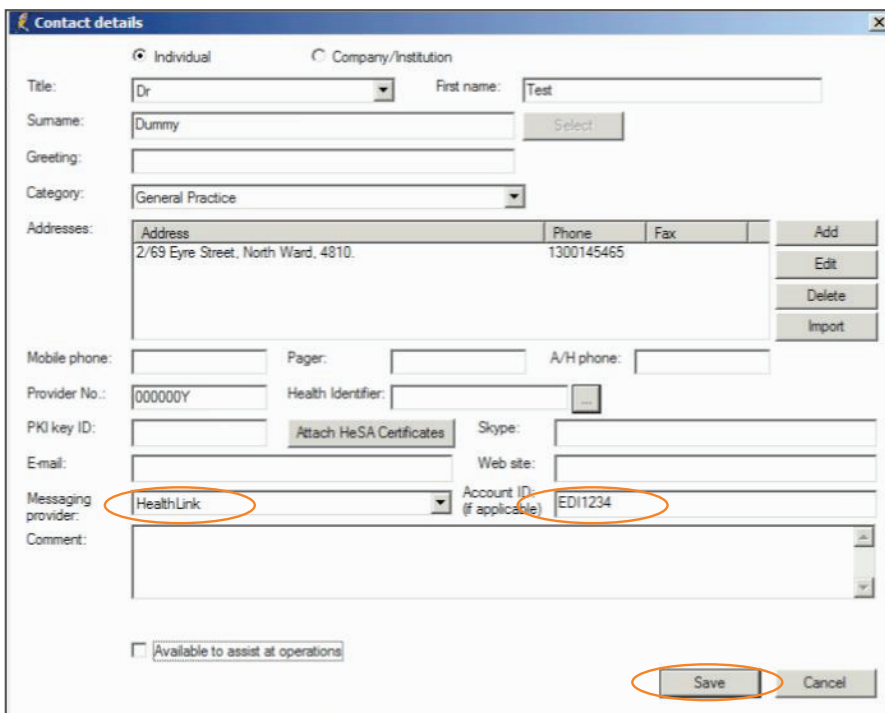
i) Once information has been entered select SAVE. Your contact has now been added to your address book. To verify that the site is ready highlighting the GP / Specialist and the message "Can receive eReferrals" in green should been seen.
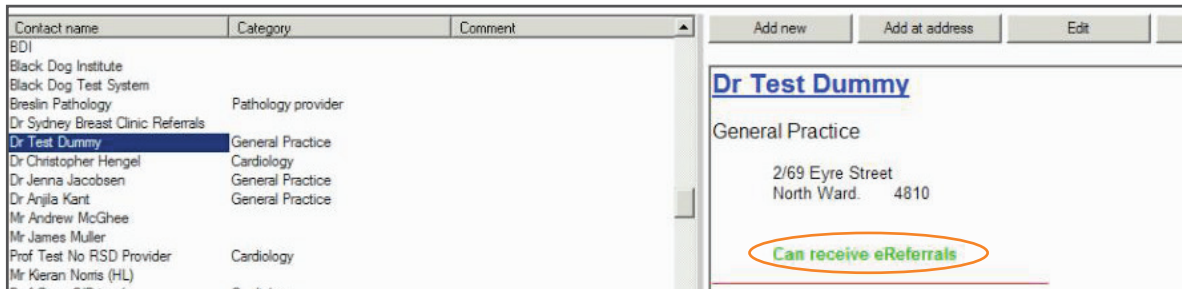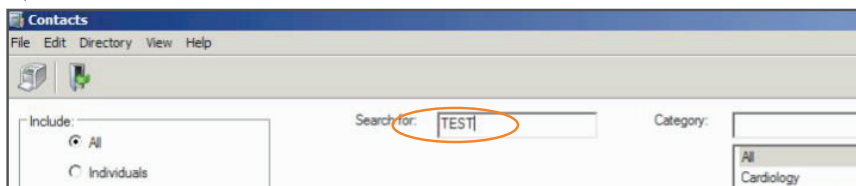

Editing an Existing Contact
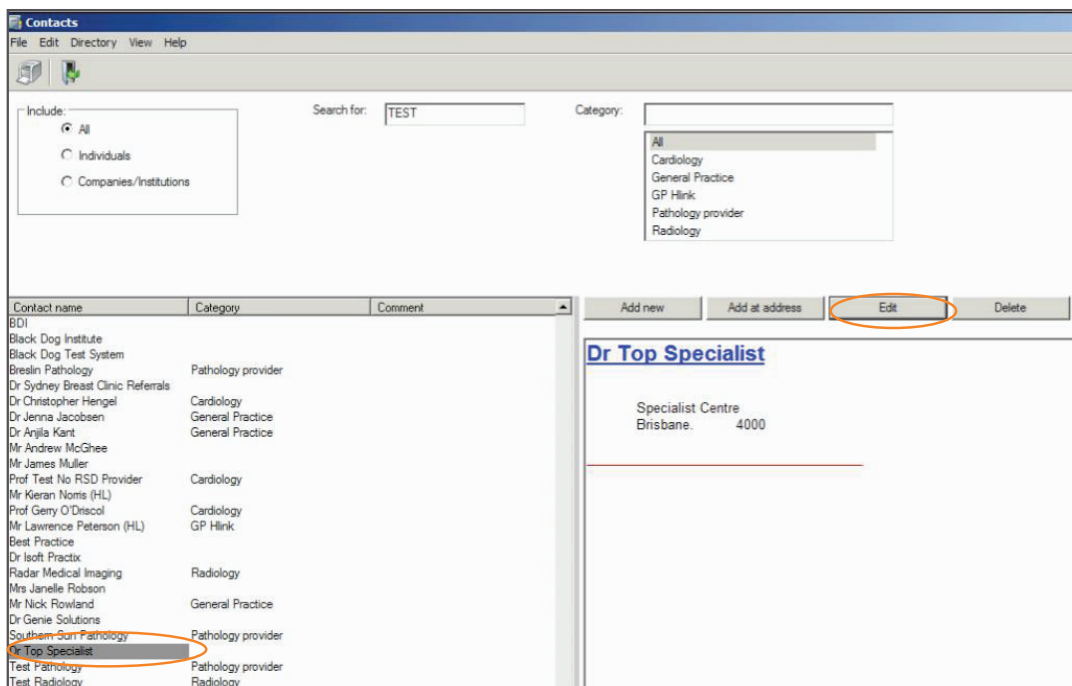a) Select VIEW>CONTACTS (F11)

b) In the Search for field enter the contact would like to edit

c) Once you have located the record that you wish to edit make sure it is highlighted
d) Select EDIT

e) In the MESSSAGING PROVIDER field select HealthLink

f) Enter the contacts Account ID – this the EDI (messaging Address). The EDI can be obtained from searching the HealthLink Directory

g) Highlight the address and select EDIT

h) Select ACCEPTS CDA eREFERRALS

i) Select SAVE and you will be taken back to the Contact Details screen

j) Once information has been entered select SAVE. Your contact has now been added to your address book. To verify that the site is ready highlighting the GP / Specialist and the message "Can receive eReferrals" in green should been seen.

For all queries, please call the
HealthLink Customer Support Line:

Monday to Friday (except public holidays) 8am- 6pm
Phone 1800 125 036 Support email: helpdesk@healthlink.net