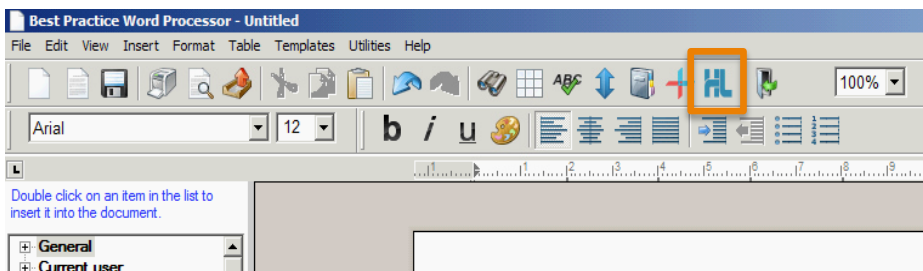


Quick Start Guide

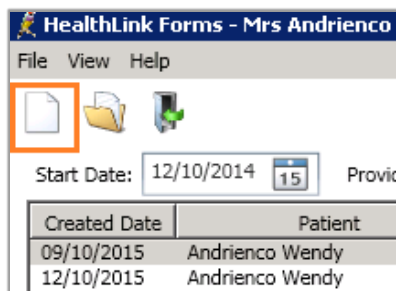
Sending an Australian Hearing Medical Certificate from Best Practice

The Australian Hearing Medical Certificate online form has been designed to make it easier for you to complete and submit a medical certificate for your patient electronically to Australian Hearing. This guide has been created to show you the key steps involved in completing an Australian Hearing Medical Certificate from within Best Practice.

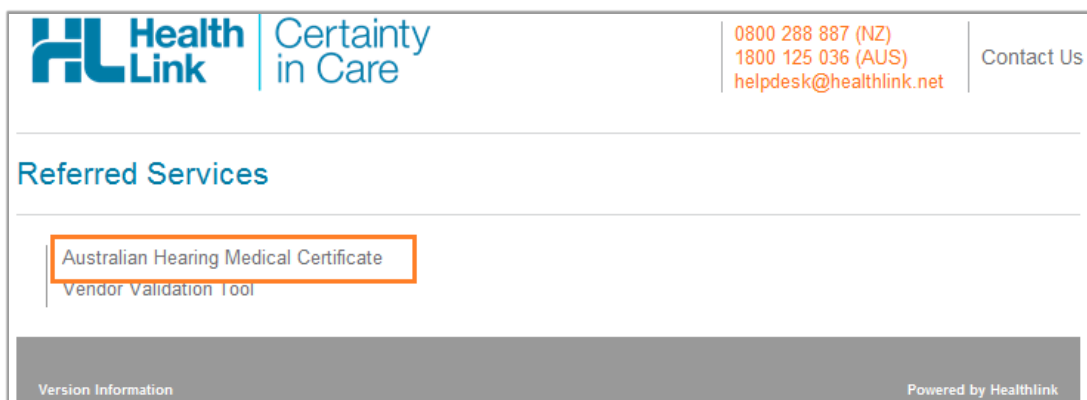
1. **Open the patient record**
Search for the patient and open their electronic medical record (EMR) in Best Practice.
2. **Open the Best Practice Word Processor and New Australian Hearing Medical Certificate**
Click the Letter Icon (or use F4 on the keyboard) and then click on the HealthLink Forms Icon.



In the HealthLink Forms Window, click the New Form button



The HealthLink homepage will display. Select Australian Hearing Medical Certificate from the Referred Services section.

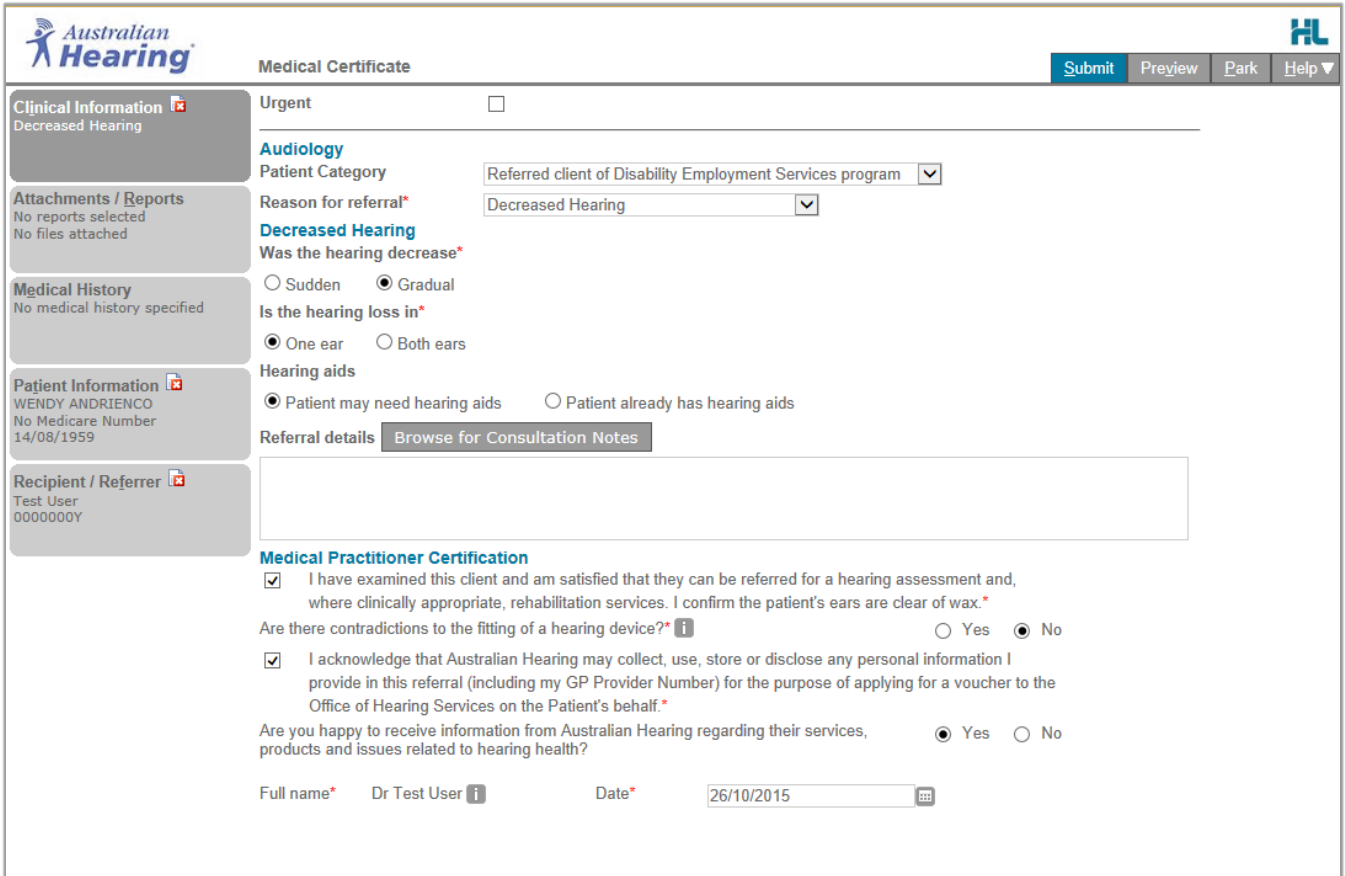


3. Complete the Australian Hearing Medical Certificate

The Australian Hearing Medical Certificate will display.

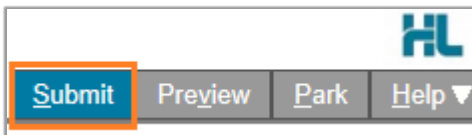
Complete the relevant fields under each tab on the left. You can park the form if you want to work on it later.

A red star next to a field means it is required and must be completed. A red cross on a Tab means there are required fields to be completed on the respective Tab.



4. Submit the Australian Hearing Medical Certificate

Select the 'Submit' button when you're ready to send your form to Australian Hearing. The Australian Hearing Medical Certificate will be electronically sent via HealthLink.



Upon successful submission a copy of the Australian Hearing Medical Certificate form will be displayed within the EMR showing the Referral Acknowledgement information.

Referral Sent and Acknowledged on 05/10/2015 at 14:50

Medical Certificate



Patient: WENDY ANDRIENCO, 56yrs, Medicare Number 123456YY, DOB 14/08/1959, PH: +612345678
UNIT 4 8 VICTORIA PDE, Sydney 2095

Referred by: Test User, HealthLink Limited, Prov. No. 0000000Y, Reg. No. 00000001, PH 07 888888888, FAX 07 888888889

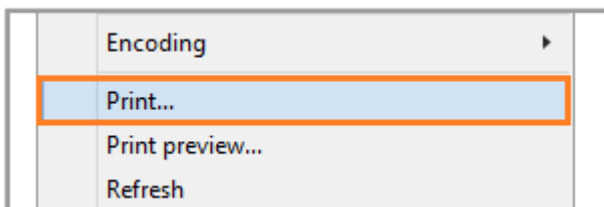
Referral date: 05/10/2015 14:50:51

Clinical Referral Information

Audiology

Patient Category: Referred client of Disability Employment Services program

To print a copy of the Australian Hearing Medical Certificate, right click on any area of the submitted form and select 'Print', remembering to select your default printer.



Click on 'Close' to close the submitted form view and return to the EMR.

5. Hints and Tips

a. Australian Hearing Medical Certificate help

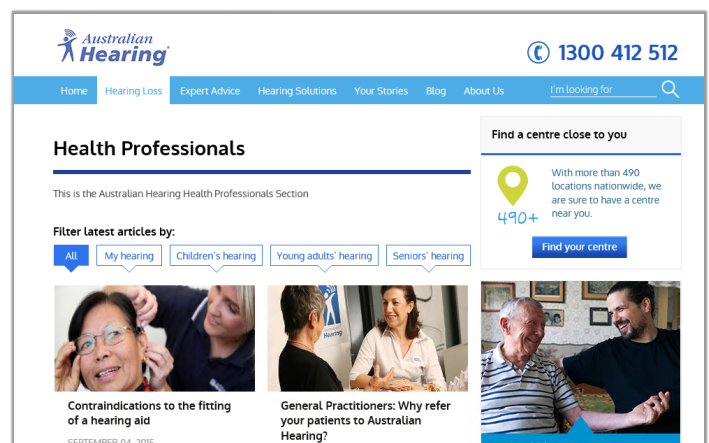
Help for specific questions in the Australian Hearing Medical Certificate can be found by clicking on the **i** icon next to relevant question on the form.

Medical Practitioner Certification

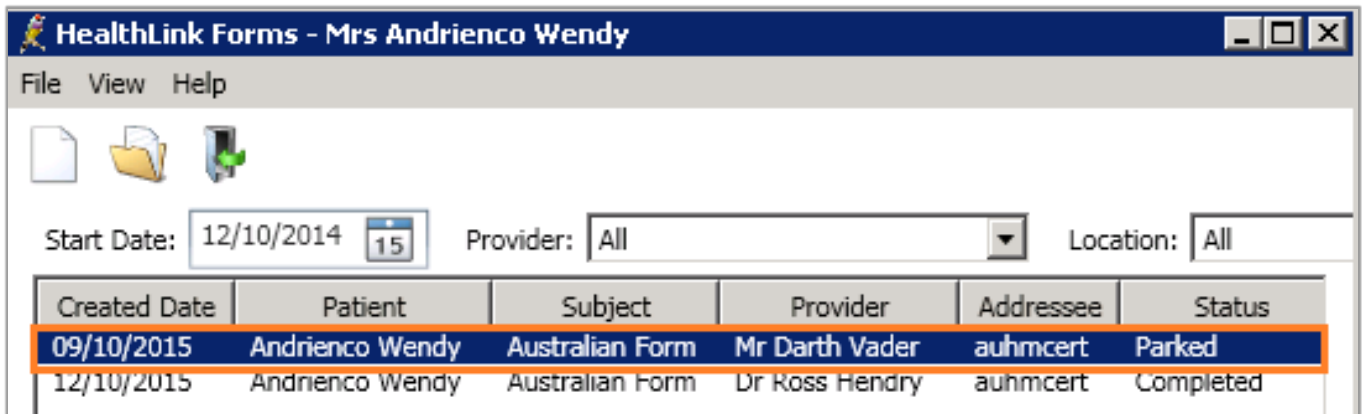
I have examined this client and am satisfied that they can be referred for a hearing assessment and, where clinically appropriate, rehabilitation services. I confirm the patient's ears are clear of wax.*

Are there contradictions to the fitting of a hearing device? **i** Yes No

For details about the purpose of the Australian Hearing Medical Certificate and the information required go to 'Help' menu and click on the link provided.



- b. Access a parked Australian Hearing Medical Certificate from patient electronic medical record
 A parked Australian Hearing Medical Certificate form can be found in the HealthLink Forms list (View > HealthLink Forms) in your electronic medical record within Best Practice.



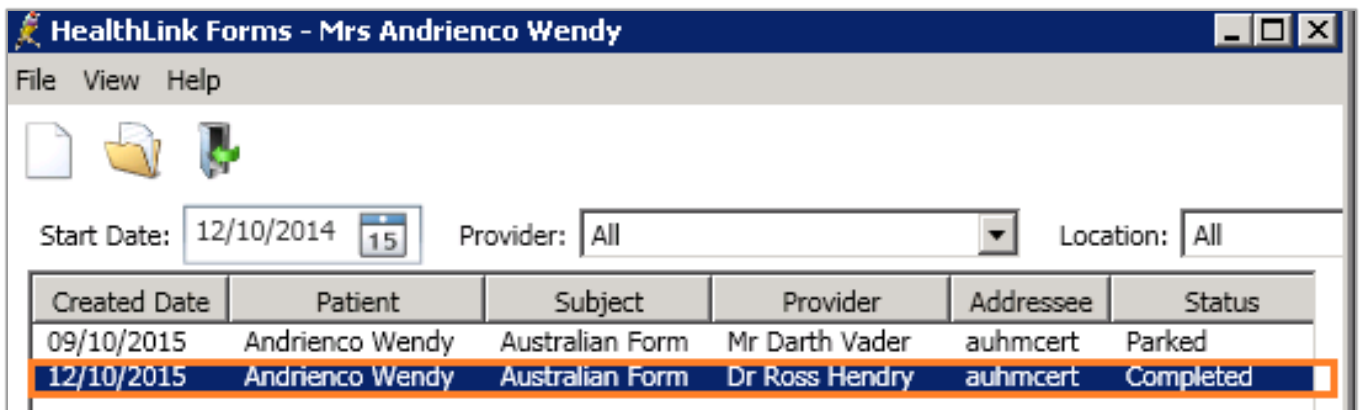
HealthLink Forms - Mrs Andrienco Wendy

File View Help

Start Date: 12/10/2014 15 Provider: All Location: All

Created Date	Patient	Subject	Provider	Addressee	Status
09/10/2015	Andrienco Wendy	Australian Form	Mr Darth Vader	auhmcert	Parked
12/10/2015	Andrienco Wendy	Australian Form	Dr Ross Hendry	auhmcert	Completed

- c. Access a submitted Australian Hearing Medical Certificate from patient electronic medical record
 A copy of the Australian Hearing Medical Certificate form submitted for the patient can be found in the HealthLink Forms list (View > HealthLink Forms) in your electronic medical record within Best Practice.



HealthLink Forms - Mrs Andrienco Wendy

File View Help

Start Date: 12/10/2014 15 Provider: All Location: All

Created Date	Patient	Subject	Provider	Addressee	Status
09/10/2015	Andrienco Wendy	Australian Form	Mr Darth Vader	auhmcert	Parked
12/10/2015	Andrienco Wendy	Australian Form	Dr Ross Hendry	auhmcert	Completed

**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