HealthLink
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QUICK START GUIDE

MONASH HEALTH REFERRAL SMARTFORM

The Monash Health Referral SmartForm has been designed to make it easier for you to refer your patients electronically for services provided by Monash Health and Monash Children's Hospital. This quick start guide has been developed to help you navigate the new digital form.

HealthLink Technical Support

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MedicalDirector®

Monash Children's Hospital

Monash Health

1. Open the patient record

Search for the patient and open their electronic medical record. Then click on the **HealthLink Forms** tab. In the HealthLink Forms window, click the **New Form** button.

2. Launch the Form

Under the **Referred Services** section, click on Monash Health Specialist Consulting Clinics

3. Select the Monash Health Service you wish to refer to

Select the service you wish to refer the patient to from the list. If the service is available at both Monash Health and Monash Children's Hospital, please select the appropriate facility you wish to refer the patient to. Click the **continue** button on the top right. Should you wish to narrow down the list, you can enter the service (or part of the service) you are looking for into the search field directly above the list.
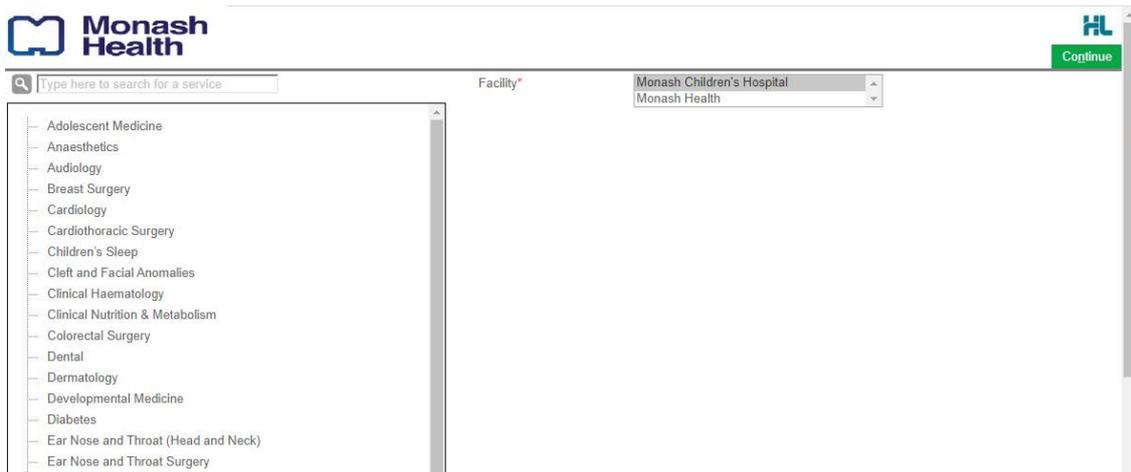
4. Complete the Form

The form will be displayed. At this point, you will have access to all the information necessary to complete the form for submission. If you need to do something else or are awaiting on lab results not yet available, you can **Park** the form to save what you've currently done so far, and come back to it later to complete it.
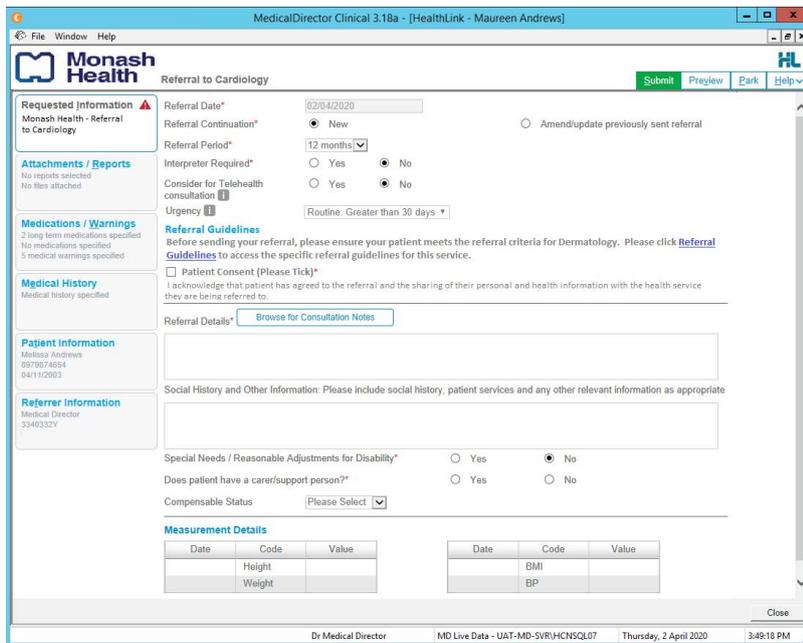
Depending on the selections you've made, additional fields will appear allowing you to include the relevant information necessary.

The button **Browse for Consultation Notes** will give you access to today's and previous progress notes from the patient's medical records. You can add clinical notes to the form by selecting the relevant records.

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 reports, diagnostic tests, scanned documents or referrals from the last six months. You can browse for additional reports or documents stored earlier in the clinical record or on your computer which have not been stored in the patient clinical record.

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 'Recipient/Referrer' tabs, you simply need to ensure that the information displayed is up-to-date and correct. If a piece of required information is missing you will see the validation symbol displayed on the tab. To complete it, just click on the tab and fill-in the required field.

8. Submit the Referral

To preview the referral, click **Preview** to verify that the form has been completed correctly. The form will highlight which tab and which fields are incomplete if you have missed some mandatory information for the referral. When you are ready,click on **Submit** to send your referral. This will safely and securely send the form directly to Monash Health and you will see a copy of the completed form containing an acknowledgment of receipt. If required you can print a copy by clicking the **Print** button. Note that it is not necessary for the printed copy to be sent or taken to the hospital.

Access Parked Referrals

To access a parked referral from the patient's record, click on the HealthLink tab of the clinical record. From the available listing, double-click on the parked form you would like to open. Complete the form and then click submit to submit the referral.

Viewing or Printing Submitted Referrals

A copy of the submitted form can be found in the Letters section of the patient clinical record. Select the referral from the list, then in the display window click open externally to display or print the referral.

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HealthLink helps over 60,000 healthcare practitioners deliver certainty in care by enabling them to exchange patient information quickly, reliably and securely.

For all queries, please contact HealthLink Customer Care on 1800 125 036 or email helpdesk@healthlink.net

Monday to Friday (Except Public Holidays) 8:00 am - 6:00 pm

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