

# QUICK START GUIDE

## HealthLink Online Directory



The HealthLink Online Directory contains our users, their contact information, HealthLink Messaging Address (EDI) and software capabilities. You can look up an EDI and update your practice details using the Directory. If you require a login to access the Directory, please contact us on 1300 145 465 (Option 1).

## Logging In

1. To Login, please go to <https://aupd.healthlink.net> If you do not have a login, please call us. on 1300 145 465 (Option 1)
2. Enter your username and password and click **Sign in**. Please note that in most cases your username is your HealthLink messaging address (EDI).

3. You will be taken to the HealthLink Directory Listing.

My Providers	My Practice	Search	Any field	Contains	search	Settings	Profile			
Displaying 1 - 20 of 12573										
<input type="checkbox"/>	Site Name	Service Type	Site Contact	Primary Phone	HealthLink EDI	Vendor Software	Suburb	State	Post Code	Last Modified ↓
<input type="checkbox"/>	Cherrybrook Medical Centre	General Practice	Jeevan Muralathan	(02) 9484 5676	cherrymc	Best Practice	Cherrybrook	NSW	2126	4/09/2019
<input type="checkbox"/>	KSS Medical Practice	General Practice	Des CLARKE	(02) 9399 9399	avocafmp	Best Practice	Randwick	NSW	2031	4/09/2019
<input type="checkbox"/>	Dr Monika Juneja	Specialist	Jo Treasure	(08) 8350 0172	mojuneja	Genie For Windows	Glenelg South	SA	5045	4/09/2019
<input type="checkbox"/>	Dr Tania Hossack	Specialist	Rohina Hashimi	(02) 8960 8368	thossack	Gentu	Baulkham Hills	NSW	2153	4/09/2019
<input type="checkbox"/>	Lifecare Prendiville Physiotherapy	Allied Health	Michelle Cook	(08) 9300 8022	lcprenid	HLConnect	Ocean Reef	WA	6027	4/09/2019
<input type="checkbox"/>	Tahmoor Medical Centre	General Practice	Kathy Sarkis	(02) 4683 0800	tahmormc	Medical Director 3	Tahmoor	NSW	2573	4/09/2019
<input type="checkbox"/>	Bethania Surgery	General Practice	Wilken Yu	(07) 3805 5633	bethania	Medical Director 3	Bethania	QLD	4205	4/09/2019
<input type="checkbox"/>	My Health Journey	Allied Health	Ms Newman	(04) 3867 8845	mhealthj	HLConnect	Fremantle	WA	6160	4/09/2019
<input type="checkbox"/>	Sydney Paediatric Gastroenterology	Specialist	Sampada Samant	1300 742787	ktspgast	Gentu	St Leonards	NSW	2065	4/09/2019
<input type="checkbox"/>	Bupa Aged Care Australia	General Practice	Kirsty Liebeknecht	(02) 8247 3000	bupacars	Best Practice	Sydney	NSW	2000	3/09/2019
<input type="checkbox"/>	Access Medical Wheelers Hill	General Practice	Bridgette Bridgette	(03) 9562 2288	accessmd	Best Practice	Wheelers Hill	VIC	3150	3/09/2019
<input type="checkbox"/>	Dr Chi Gooi	Specialist	Ratika Hinic	(08) 8236 4113	dchigooi	Genie For Mac	Adelaide	SA	5000	3/09/2019
<input type="checkbox"/>	Sunshine City Medical Centre	General Practice	Christine Alush	(03) 9312 3000	suncitym	Medical Director 3	Sunshine	VIC	3020	3/09/2019
<input type="checkbox"/>	The Good Samaritan Medical Centre	General Practice	Magy Michael	(02) 9602 3418	chipnort	Best Practice	Chipping Norton	NSW	2170	3/09/2019
<input type="checkbox"/>	Padstow Medical Centre	General Practice	Abby Cicognant	(02) 9772 2882	padstomc	Best Practice	Padstow	NSW	2211	3/09/2019
<input type="checkbox"/>	Central West Podiatry	Allied Health	Tanya Bagley	(08) 9943 8220	cwpodiat	Best Practice	Geraldton	WA	6530	3/09/2019
<input type="checkbox"/>	Dr Narelle Martin's Private Women's Health Clinic	General Practice		(07) 4782 2200	nimartin	Best Practice	Home Hill	QLD	4806	3/09/2019
<input type="checkbox"/>	Cooper Street Clinic	General Practice	Tahlia Bar-Ami	(02) 9328 5444	coopersc	Best Practice	Double Bay	NSW	2028	3/09/2019

# Searching the Directory

## Searching for a HealthLink Enabled Site

When searching the directory for the HealthLink EDI of the Health Care Provider that you wish to send to, we highly recommend that you search for a site using their phone number. We find that most sites may change their name and address, but they will keep their phone number.

1. In the search field, type the phone number and click search.  
(Do not add any spaces or the area code).

	Site Name	Service Type	Site Contact	Primary Phone	HealthLink EDI	Vendor Software	Suburb	State	Post Code	Last Modified
Q	Cherrybrook Medical Centre	General Practice	Jeevan Muralathan	(02) 9484 5676	cherrymc	Best Practice	Cherrybrook	NSW	2126	4/09/2019
Q	KSS Medical Practice	General Practice	Des CLARKE	(02) 9399 9399	avocafmp	Best Practice	Randwick	NSW	2031	4/09/2019
Q	Dr Monika Juneja	Specialist	Jo Treasure	(08) 8350 0172	mojuneja	Genie For Windows	Glenelg South	SA	5045	4/09/2019
Q	Dr Tania Hossack	Specialist	Rohina Hashimii	(02) 8960 6368	thossack	Geniu	Baulkham Hills	NSW	2153	4/09/2019
Q	Lifecare Prendville Physiotherapy	Allied Health	Michelle Cook	(08) 9300 8022	lcpreni	HLConnect	Ocean Reef	WA	6027	4/09/2019
Q	Tahmoor Medical Centre	General Practice	Kathy Sarkis	(02) 4683 0800	tahmormc	Medical Director 3	Tahmoor	NSW	2573	4/09/2019
Q	Bethania Surgery	General Practice	Wilken Yu	(07) 3805 5633	bethania	Medical Director 3	Bethania	QLD	4205	4/09/2019
Q	My Health Journey	Allied Health	Ms Newman	(04) 3867 8845	mhealthj	HLConnect	Fremantle	WA	6160	4/09/2019
Q	Sydney Paediatric Gastroenterology	Specialist	Sampada Samant	1300 742787	ktspgast	Geniu	St Leonards	NSW	2065	4/09/2019
Q	Bupa Aged Care Australia	General Practice	Kirsty Liebknecht	(02) 8247 3000	bupacars	Best Practice	Sydney	NSW	2000	3/09/2019
Q	Access Medical Wheelers Hill	General Practice	Bridgette Bridgette	(03) 9562 2288	accessmd	Best Practice	Wheelers Hill	VIC	3150	3/09/2019
Q	Dr Chi Gooi	Specialist	Ratka Hinic	(08) 8236 4113	dchigooi	Genie For Mac	Adelaide	SA	5000	3/09/2019
Q	Sunshine City Medical Centre	General Practice	Christine Alush	(03) 9312 3000	suncitym	Medical Director 3	Sunshine	VIC	3020	3/09/2019
Q	The Good Samaritan Medical Centre	General Practice	Magy Michael	(02) 9602 3418	chipnort	Best Practice	Chipping Norton	NSW	2170	3/09/2019
Q	Padstow Medical Centre	General Practice	Abhw Cicconant	(02) 9777 2882	padstomc	Best Practice	Padstow	NSW	2211	3/09/2019

2. If there is an entry that matches the phone number, it will bring up the details of that site. You can see complete details of the site by clicking on the site Name. Should you wish to see the providers associated with this site, click on the providers icon and it will show you the providers details for that site.

	Site Name	Service Type	Site Contact	Primary Phone	HealthLink EDI	Vendor Software	Suburb	State	Post Code	Last Modified
Q	Dummy Account	Specialist	Laura Wright	(07) 4444 4592	laurawhl	Genie For Mac	North Ward	QLD	4810	16/08/2019

- Once you establish that the Provider you require is listed, you can copy and paste the HealthLink EDI to your address book (NB: do not include any spaces at the end or beginning of the EDI, or the message will not be sent). The HealthLink EDI should only contain a combination of eight letters or/and numbers.

Back to Sites Site > Dummy Account (laurawhl)

Site Name: Dummy Account  
 Service Type: Specialist  
 HealthLink EDI: laurawhl  
 Vendor Software: Genie For Mac  
 Site Contact: Laura Wright  
 Primary Phone: (07) 4444 4592  
 Primary Fax:  
 Physical Address: 4169 Eyre Street North Ward QLD 4810  
 Site Description:

My Practice My Providers

HealthLink EDI	Provider Type	Provider Title	Provider First Name	Provider Last Name	Provider ID	Site Name	Vendor Software	Last Modified
laurawhl		Dr	Sleepy	DOCTOR	123457ZZ	Dummy Account	Genie For Mac	16/08/2019
laurawhl		Dr	Test	DUMMY	123456WW	Dummy Account	Genie For Mac	16/08/2019

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## Search for a Provider

- Select the **Providers** tab.

HealthLink | Certainty in Care

Providers

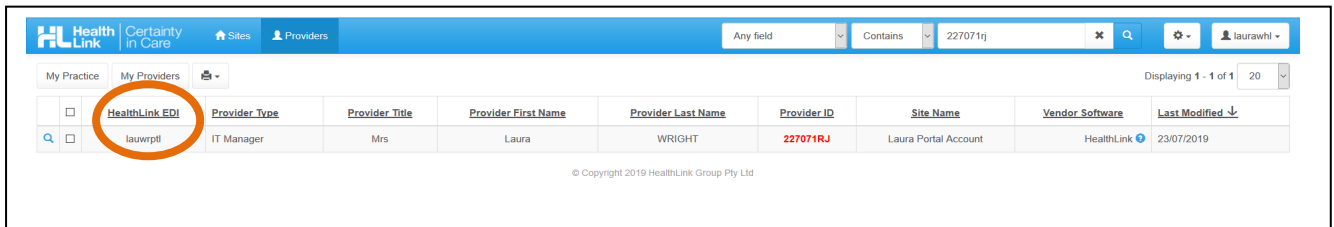
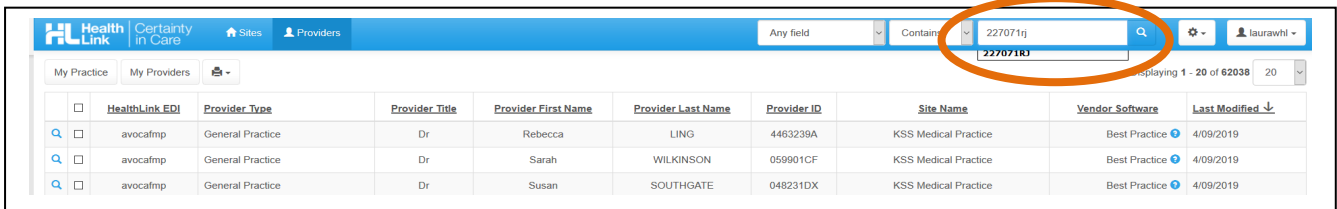
Any field Contains search

My Practice My Providers

Displaying 1 - 20 of 62038

HealthLink EDI	Provider Type	Provider Title	Provider First Name	Provider Last Name	Provider ID	Site Name	Vendor Software	Last Modified
avocafmp	General Practice	Dr	Rebecca	LING	4463239A	KSS Medical Practice	Best Practice	4/09/2019
avocafmp	General Practice	Dr	Sarah	WILKINSON	059901CF	KSS Medical Practice	Best Practice	4/09/2019
avocafmp	General Practice	Dr	Susan	SOUTHGATE	048231DX	KSS Medical Practice	Best Practice	4/09/2019
avocafmp	General Practice	Dr	Brenton	KERMODE	0331269F	KSS Medical Practice	Best Practice	4/09/2019
avocafmp	General Practice	Dr	Samuel	HAY	2329279J	KSS Medical Practice	Best Practice	4/09/2019
lcprenid	Physiotherapist	Mr	Brad	BROWN	5276381L	Lifecare Prendville Physiotherapy	HLConnect	4/09/2019
tahmormc	General Practice	Dr	Tonse	PRASAD	027733CA	Tahmoor Medical Centre	Medical Director 3	4/09/2019
tahmormc	Skin Cancer and Melanoma	Dr	Janet	NINIO	045753HK	Tahmoor Medical Centre	Medical Director 3	4/09/2019
tahmormc	General Practice	Dr	Hans	RAMLOCHUN	4343749Y	Tahmoor Medical Centre	Medical Director 3	4/09/2019
tahmormc	General Practice	Dr	Himanthi	BALASURIYA	4443734H	Tahmoor Medical Centre	Medical Director 3	4/09/2019
tahmormc	General Practice	Dr	David	SOR	220711FK	Tahmoor Medical Centre	Medical Director 3	4/09/2019
innerwst	General Practice	Dr	Mitchell	PARKER	4790546L	Your Doctors	Best Practice	4/09/2019
innerwst	General Practice	Dr	Anna	THAI	476419AJ	Your Doctors	Best Practice	4/09/2019
innerwst	General Practice	Dr	Anna	THAI	476419BX	Your Doctors	Best Practice	4/09/2019
bethania	General Practice	Dr	Sylvia	YU	233840BF	Bethania Surgery	Medical Director 3	4/09/2019
innerwst	General Practice	Dr	David	RANKIN	0333699K	Your Doctors	Best Practice	4/09/2019
innerwst	General Practice	Dr	Nicholas	DE ROSA	461803LH	Your Doctors	Best Practice	4/09/2019
innerwst	General Practice	Dr	Nicholas	DE ROSA	461803HY	Your Doctors	Best Practice	4/09/2019

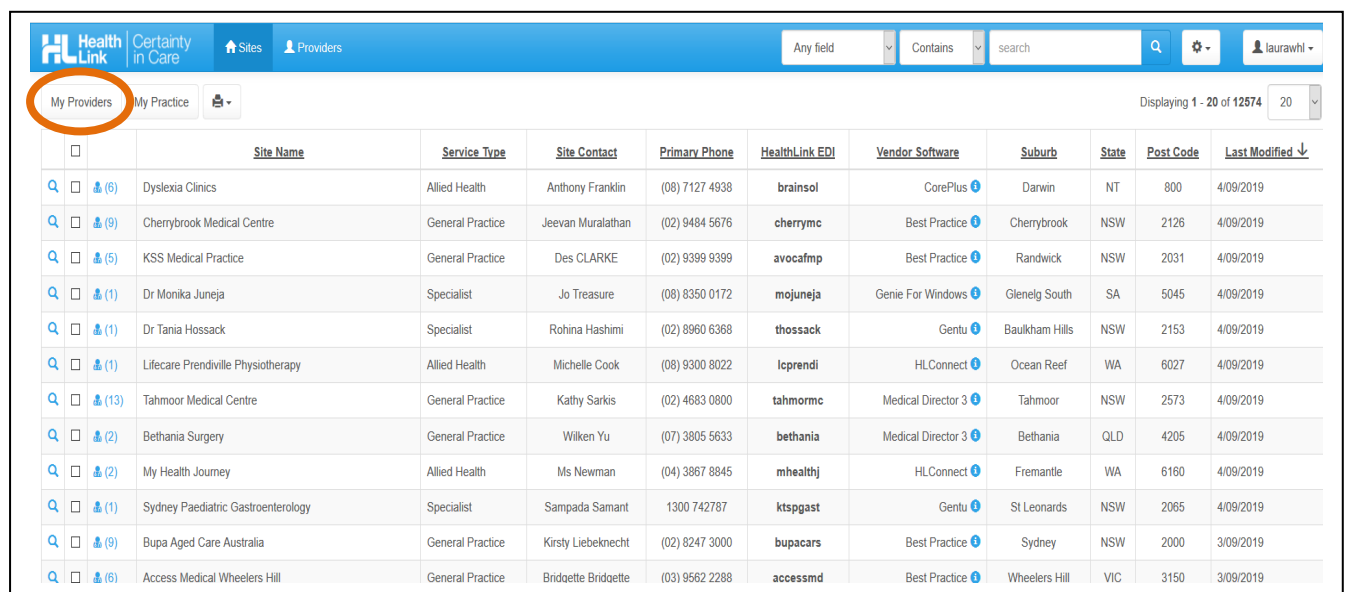
- In the search area input the provider number or the provider name and then click on the search icon. It will bring up the Health Care Provider's details if they are in the directory with that provider number or provider name. You can now copy and paste the HealthLink EDI to your address book.



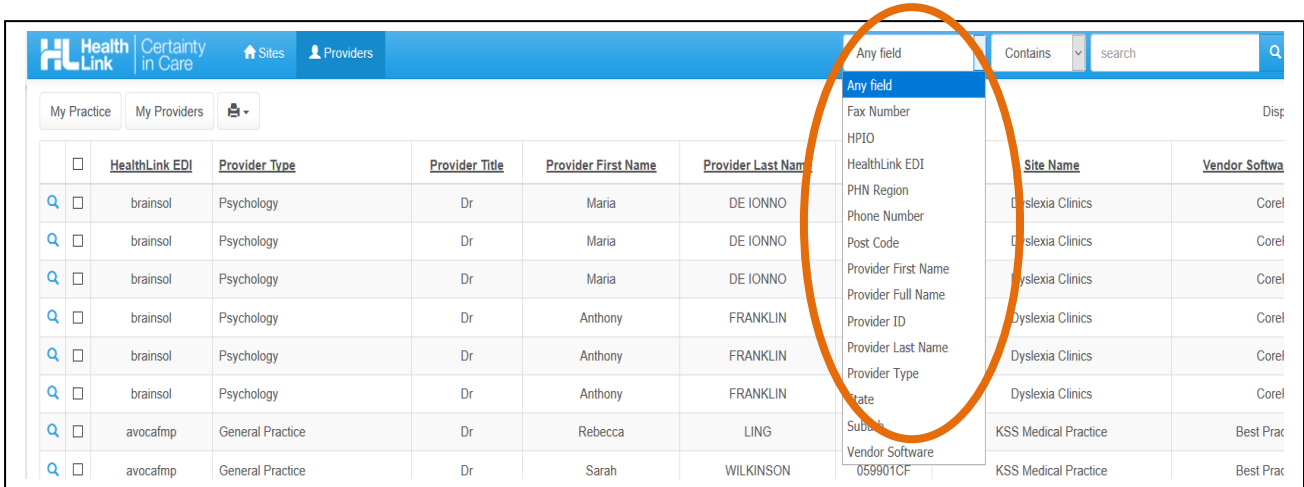
## Search functions

The search function on the **Providers and Sites** Tabs will allow you to refine searches, such as by postcode, EMR, and speciality area.

- Select the **Providers or Sites** Tab.



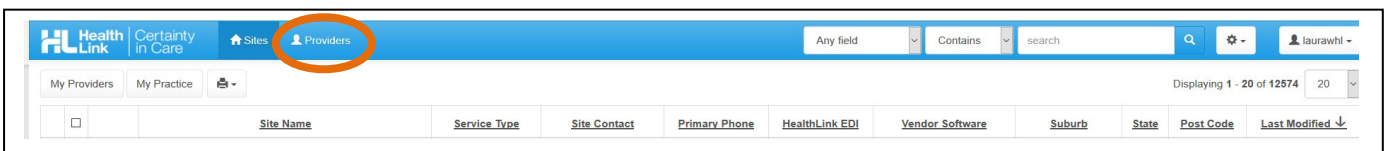
2. Click on the **Any Field** and choose a specific field



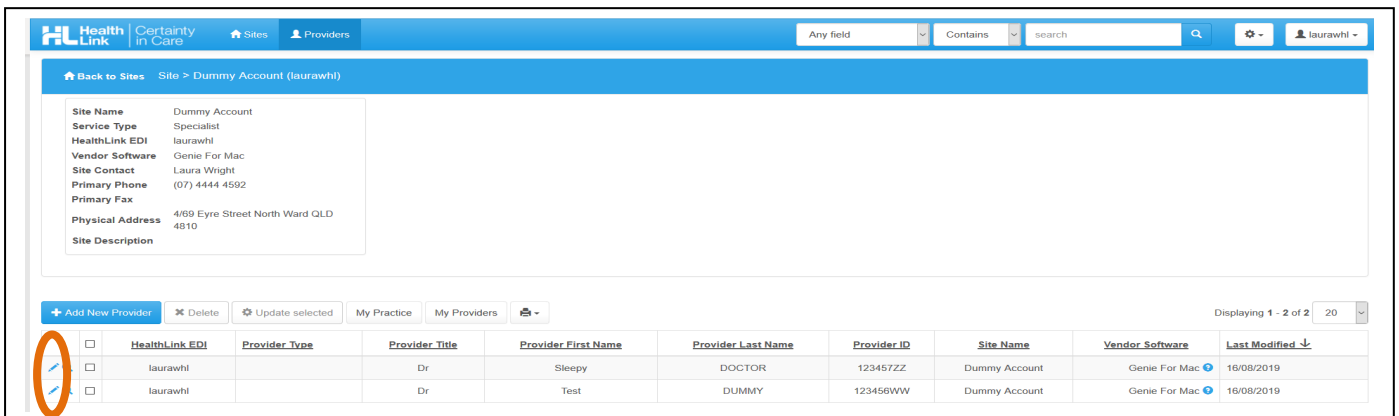
## Updating your Practice and Provider Details

You can update your practice details so that other HealthLink users can easily find your practice. Keeping your practice and provider details up to date will ensure more HealthLink members can find your practice and send to it securely saving you time and money.

1. Click on **My Providers** on the left-hand side to update the Provider Details.



2. Once the screen appears select the provider you wish to edit by selecting the pencil icon on the left-hand side



- Once the screen appears make any necessary changes and select **Save**. Areas with a red \* are a required field

Providers > Edit > (123457ZZ)

**Provider Type \***

**Provider Title \***

**Provider First Name \***

**Provider Last Name \***

**Provider Full Name**

**Provider ID \***

**HealthLink EDI \*** **laurawhl**

**HPII**

**Provider Email**

**Email Published**

Checking this box will make your email address visible to all directory users  
[Privacy Policy](#)

**Save** **Cancel** **View** **Reset**

- Click on **My Practice** on the left-hand side to update the Practice Details

Health Link Certainty in Care | Sites Providers | Any field Contains search | laurawhl

My Provider: **My Practice**

Displaying 1 - 20 of 12574 | 20

	Site Name	Service Type	Site Contact	Primary Phone	HealthLink EDI	Vendor Software	Suburb	State	Post Code	Last Modified
<input type="checkbox"/>										

5. Once the screen appears make any necessary changes and select **Save**. Areas with a red \* are a required field

Sites > Edit > Dummy Account (laurawhl)

Site Details

Site Name *	Dummy Account
HealthLink EDI *	laurawhl
HPIO	<input type="text"/>
Service Type *	Specialist <input type="button" value="v"/>
Primary Contact	Select <input type="button" value="v"/> Laura <input type="text"/> Wright <input type="text"/>
Primary Phone *	(07) <input type="button" value="v"/> 44444592 <input type="text"/>
Primary Fax	Select <input type="button" value="v"/> <input type="text"/>
Primary Email	<input type="text" value="laura.wright@healthlink.net"/>
Email Published	<input type="checkbox"/> <small>Checking this box will make your email address visible to all directory users <a href="#">Privacy Policy</a></small>
Physical Address	<input type="text" value="4/69 Eyre Street"/>
Physical Address	<input type="text"/>
Suburb *	<input type="text" value="North Ward"/>
PHN Region	Northern Queensland <input type="button" value="v"/>
State	QLD <input type="button" value="v"/>
Post Code	4810 <input type="button" value="v"/>
Vendor Software *	Genie For Mac <input type="button" value="v"/>

Site Information

Site Description

I.T Information

User Info



## To Add a Health Care Provider

1. Click on **My Providers**

	Site Name	Service Type	Site Contact	Primary Phone	HealthLink EDI	Vendor Software	Suburb	State	Post Code	Last Modified
<input type="checkbox"/>	Dyslexia Clinics	Allied Health	Anthony Franklin	(08) 7127 4938	brainsol	CorePlus	Darwin	NT	800	4/09/2019
<input type="checkbox"/>	Cherrybrook Medical Centre	General Practice	Jeevan Muralathan	(02) 9484 5676	cherrymc	Best Practice	Cherrybrook	NSW	2126	4/09/2019
<input type="checkbox"/>	KSS Medical Practice	General Practice	Des CLARKE	(02) 9399 9399	avocafmp	Best Practice	Randwick	NSW	2031	4/09/2019
<input type="checkbox"/>	Dr Monika Juneja	Specialist	Jo Treasure	(08) 8350 0172	mojuneja	Genie For Windows	Glenelg South	SA	5045	4/09/2019
<input type="checkbox"/>	Dr Tania Hossack	Specialist	Rohina Hashimi	(02) 8960 6368	thossack	Gentu	Baulkham Hills	NSW	2153	4/09/2019
<input type="checkbox"/>	Lifecare Prendville Physiotherapy	Allied Health	Michelle Cook	(08) 9300 8022	lcprenid	HLConnect	Ocean Reef	WA	6027	4/09/2019
<input type="checkbox"/>	Tahmoor Medical Centre	General Practice	Kathy Sarkis	(02) 4683 0800	tahmormc	Medical Director 3	Tahmoor	NSW	2573	4/09/2019

2. Once the screen appears select **Add New Provider**

HealthLink EDI	Provider Type	Provider Title	Provider First Name	Provider Last Name	Provider ID	Site Name	Vendor Software	Last Modified
laurawhl		Dr	Sleepy	DOCTOR	123457ZZ	Dummy Account	Genie For Mac	16/08/2019
laurawhl		Dr	Test	DUMMY	123456WW	Dummy Account	Genie For Mac	16/08/2019

3. Enter the Health Care Provider details and select **'Save'**. Areas with a red \* are a required field.

Providers, Add new

Provider Type \*

Provider Title \*

Provider First Name \*

Provider Last Name \*

Provider ID \*

HealthLink EDI \* laurawhl

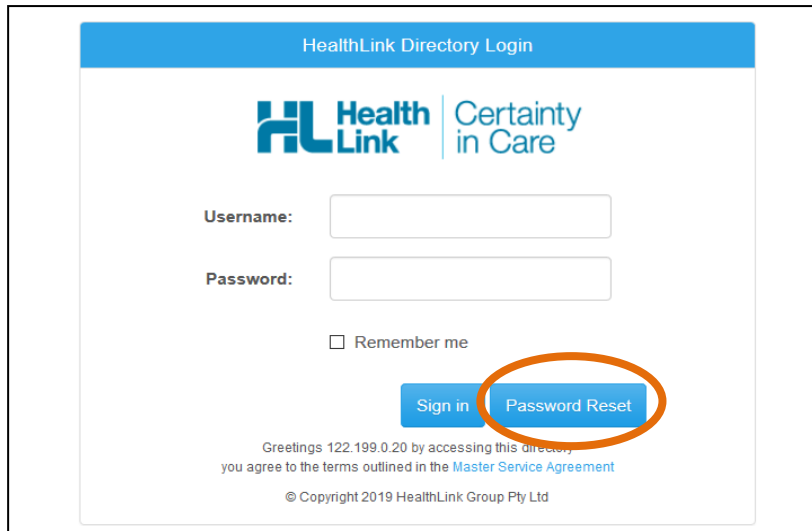
HPII

Provider Email

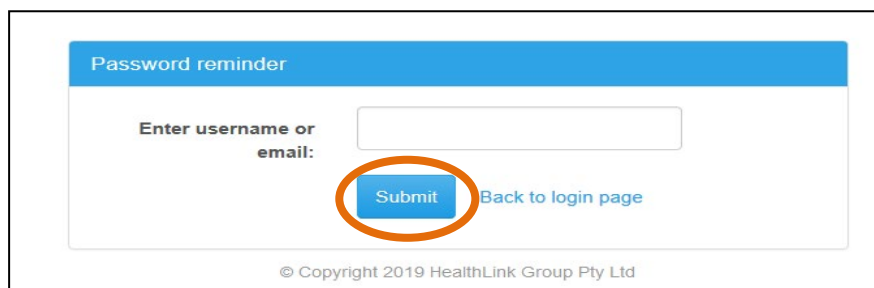
Email Published  Checking this box will make your email address visible to all directory users [Privacy Policy](#)

## Forgotten Password

1. Select **Password Reset** from the login page.



2. Enter your username or your email address and click **'Submit'**

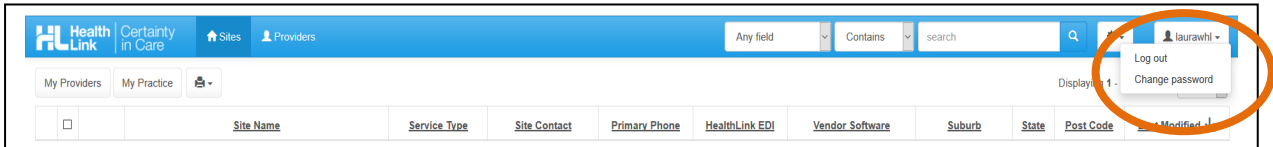


A message stating that your **Login and password were sent to your email address** will show. Once you have received the emailed, please click on the link and you will be taken to the screen to enter a new password. Once you have entered the new password a message stating that **Password was changed** will show. Click on the **Back** button and you will be taken back to the login screen.

## To reset your Password

Once you are logged on to the directory you can change your password at any time.

1. Click on your username on the far-right hand corner and choose **Change password**



2. Enter your old password, a new password and confirm the new password and select **Submit**. Once submit has been selected it will give you notification that password has been changed.

3. Select **Back to login page** to be taken back to the home screen. Your password has now been changed.

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 option 1  
or email [helpdesk@healthlink.net](mailto:helpdesk@healthlink.net)

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

**HealthLink**  
Level 17, 9 Castlereagh Street, Sydney NSW 2000  
[helpdesk@healthlink.net](mailto:helpdesk@healthlink.net) | [au.healthlink.net](http://au.healthlink.net)

