QUICK START GUIDE

MEDICAL DIRECTOR EDITION

**HL** Health Link | Certainty in Care

MATER HEALTH REFERRAL SMARTFORM

The Mater Health Referral SmartForm has been designed to make it easier for you to refer your patients electronically for services provided by Mater Health. This quick start guide has been developed to help you navigate the new digital form.
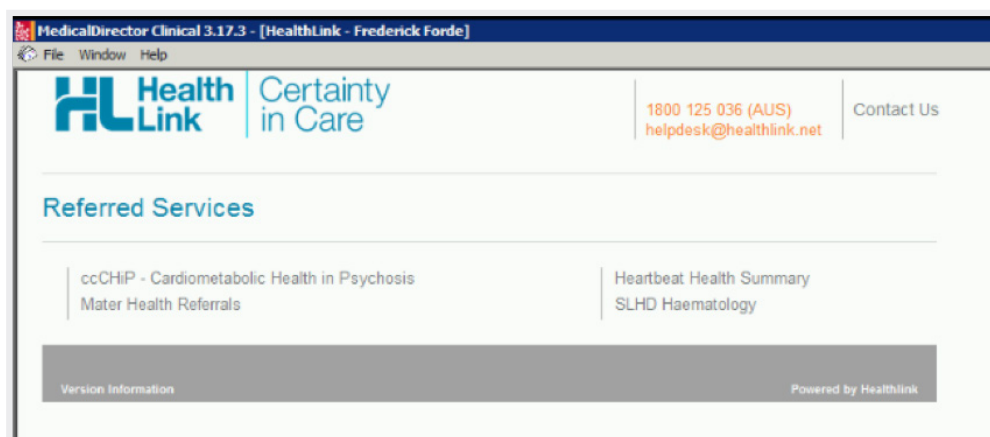
✛ **mater**
health

1. Open the patient record

Search for the patient and open their electronic medical record. Select the HealthLink tab and click on the **New Form** option to access the HealthLink launch page
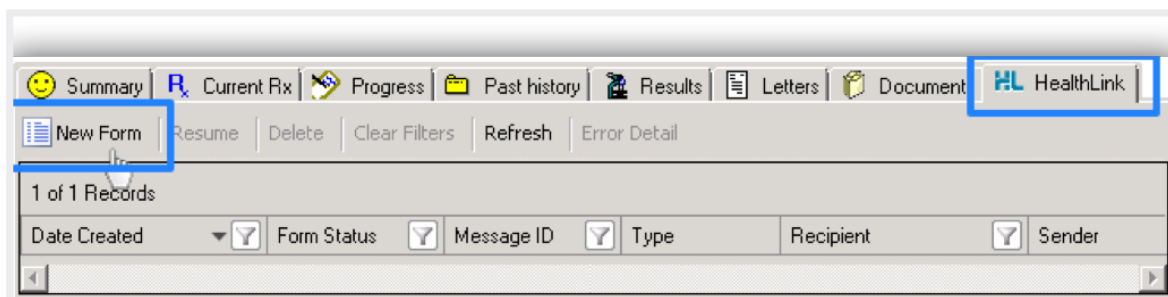

2. Launch the Form

Under the **Referred Services** section, click on Mater Health Referrals.

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

Select the required service and recipient provider from the Mater Health Services list and click the continue button on the top right. Should you wish to narrow down the list, you can enter the clinic or provider name you are looking for into the search field directly above the list.
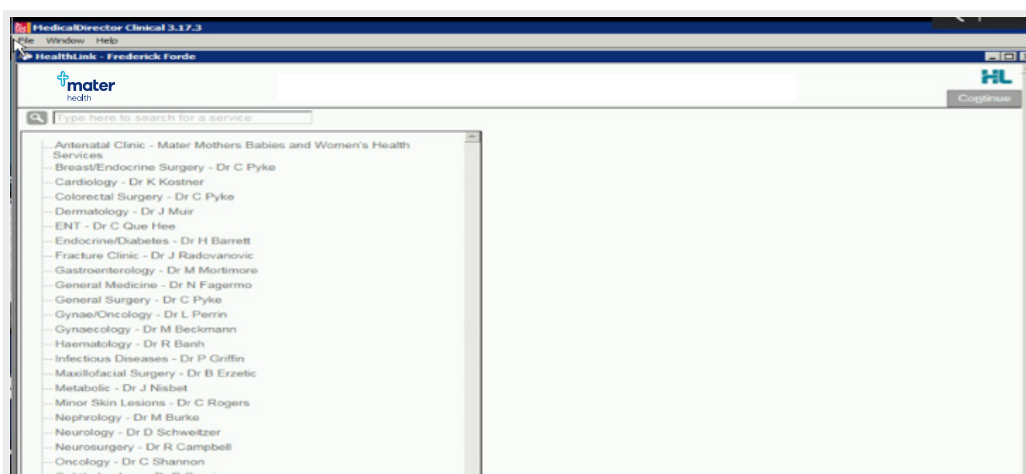
4. Complete the Form

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, you can 'Park' the form to save what you've currently done so far.

Depending on the selections you've made, additional fields will appear allowing you to include the relevant information necessary.

The button **Browse for Consultation Note** will give you access to the clinical notes in 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 medical records captured from the last six months. Or you can browse for files stored in Medical Director or in your local computer's file system.months. Or you can browse for files stored in Medical Director 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.
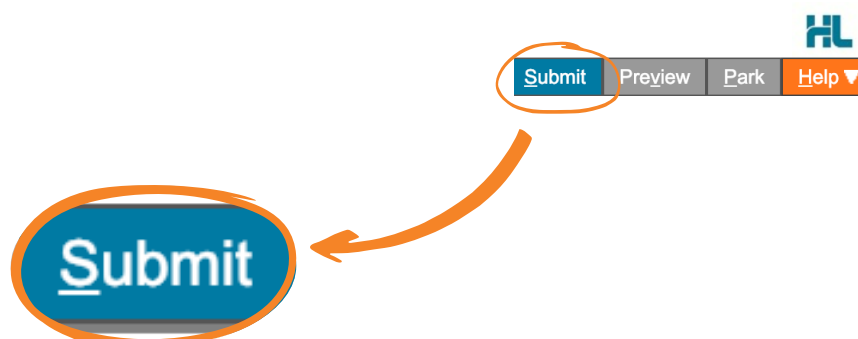
Access parked forms

To access a parked form from the patient's record, select the *HealthLink* tab. From the available listing, double-click on the parked form you would like to open.
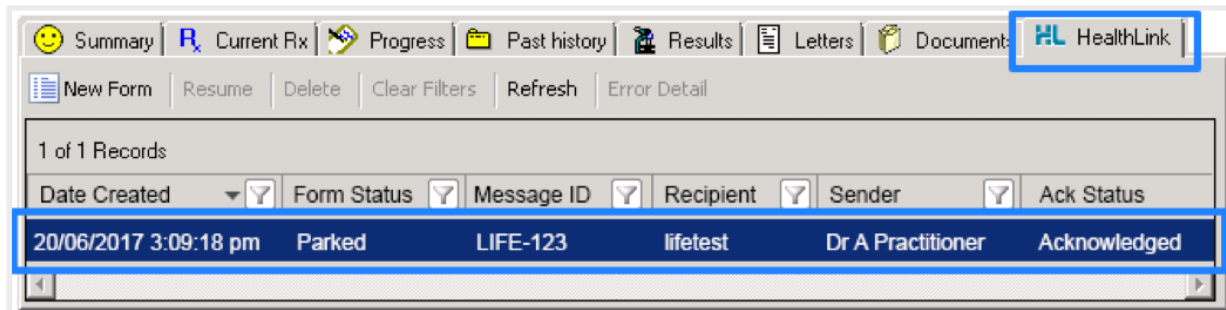
You can also use this area to see previously submitted or deleted forms.

Accessing Submitted Forms

A copy of the submitted form can be found by selecting the *Letter* tab. Double-click on the form to open it. Medical Director stores a *Rich Text Format* of the form sent for viewing within the Medical Director Clinical Record. If you wish to see the HTML or Web Page view sent to Mater Health Services, click on the open externally button to raise the form in an external window.
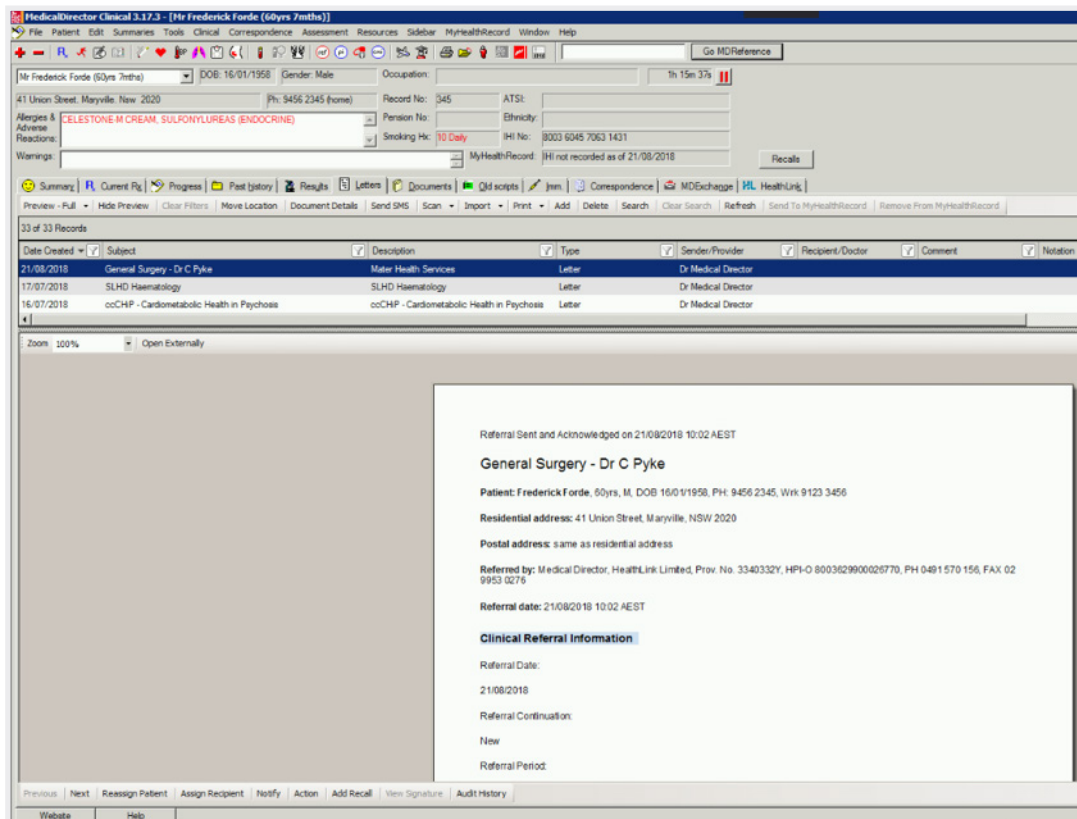
HealthLink helps over 30,000 healthcare practitioners deliver certainty in care by enabling them to exchange patient information quickly, reliably and securely.

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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