



# QUICK START GUIDE

## ACT HEALTH REFERRAL SMARTFORM

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

HealthLink Technical Support

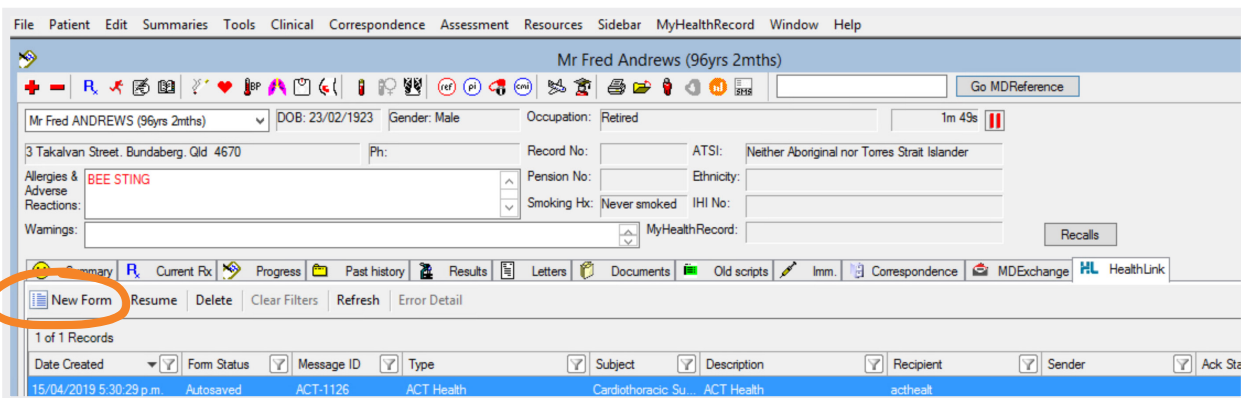
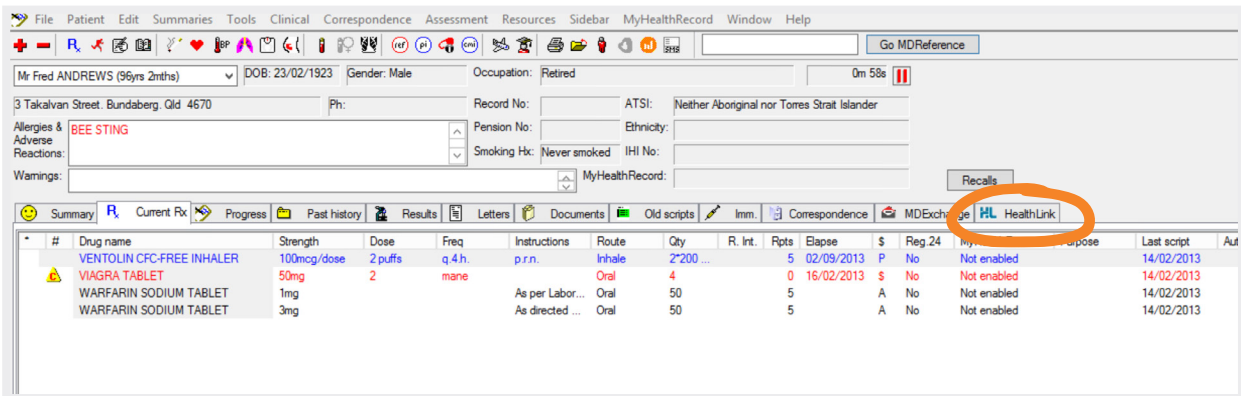
[helpdesk@healthlink.net](mailto:helpdesk@healthlink.net)  
1800 125 036

Contact

To be provided

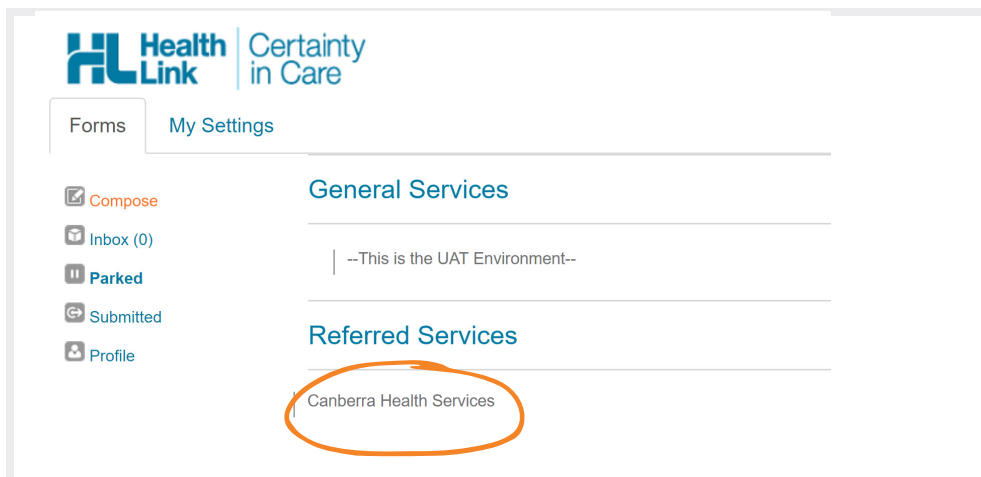
## 1. Open the patient record

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.



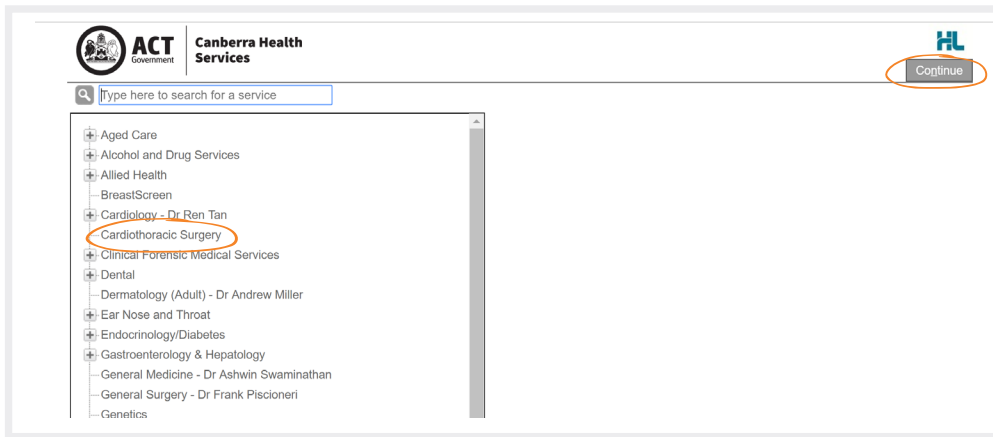
## 2. Launch the Form

Under the **Referred Services** section, click on Canberra Health Services.



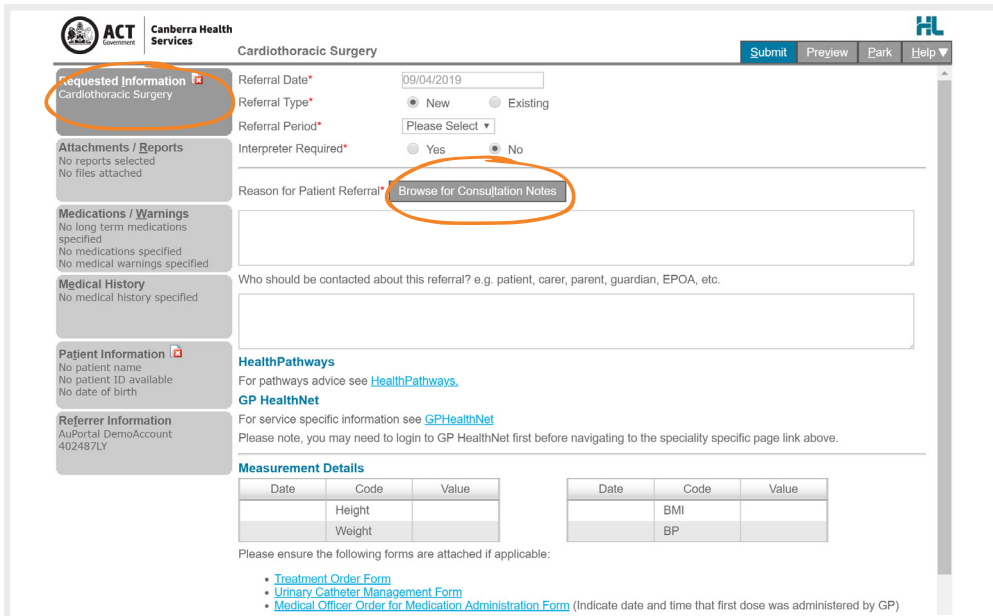
### 3. Select the Canberra Health Service you wish to refer to

Select the required service and recipient provider from the Canberra 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 Notes** will give you access to the clinical notes in 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 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.

The screenshot shows the 'Cardiothoracic Surgery' form interface. On the left sidebar, the 'Attachments / Reports' tab is highlighted with an orange circle. The main content area shows a message 'Form has been auto-saved.' and a section for 'Diagnostic Reports / Patient Documents' with a 'Browse for Local File' button. Below this, there are sections for 'Requested Information', 'Medications / Warnings', 'Medical History', and 'Patient Information', all showing 'No [category] specified'.

## 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.

The screenshot shows the 'Cardiothoracic Surgery' form interface with more details. The 'Medications / Warnings' and 'Medical History' tabs in the sidebar are highlighted with an orange circle. The main content area shows 'Form has been auto-saved.' and sections for 'Long Term Medications', 'Other Medications', 'Medical Warnings / Allergies', and 'Clinical Medication Comments'. Each of these sections has a table header with columns for 'Date', 'Details', 'Dose', and 'Units', and all currently show 'No records found.'

**ACT Government** | **Canberra Health Services** | **Cardiothoracic Surgery**

Submit Preview Park Help

**Requested Information** Cardiothoracic Surgery  
Form has been auto-saved.

**Attachments / Reports**  
No reports selected  
No files attached

**Medications / Warnings**  
No long term medications specified  
No medications specified  
No medical warnings specified

**Medical History**  
No medical history specified

**Patient Information**  
No patient name  
No patient ID available  
No date of birth

**Referrer Information**  
AuPortal DemoAccount  
402487LY

**Current Medical Conditions**

Code	Description	Comments	
No records found.			

**Past History**

Code	Description	Comments	
No records found.			

**Family History**

Code	Description	Comments	
No records found.			

**Smoking History and Additional Information**

## 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.

**ACT Government** | **Canberra Health Services** | **Cardiothoracic Surgery**

Form has been auto-saved.

**Patient Information**

Date of birth\* [ ] IHI [ ]

Medicare/DVA Eligible\* [ ] Reason\* [ ]

Yes  No

Pension number [ ]

Private health fund name [ ] Patient membership number [ ]

Safety net number [ ] Country of birth [ ]

Name\* [ ]

▼ No patient name specified

First name\* [ ] Middle name(s) [ ]

Last name\* [ ]

Please fix the following errors:

- Patient Date Of Birth is a required field

**Patient Information**

Medicare Number\* 6288253443

Medicare Expiry [ ]

DVA Number [ ]

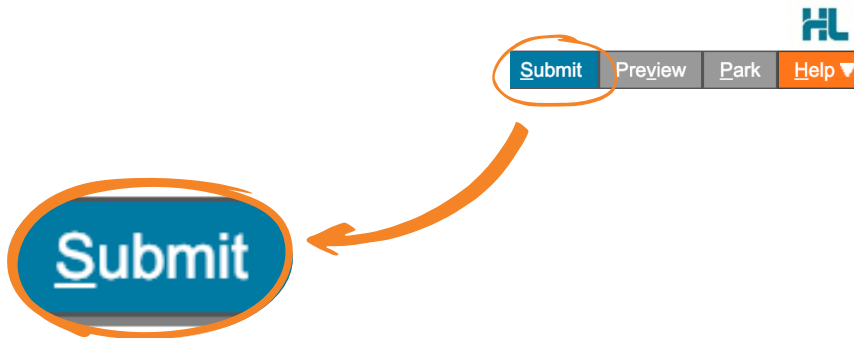
Date of birth\* [ ]

IHI [ ]

Pension Number [ ]

## 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.



**Referral Sent and Acknowledged on 26/03/2018 11:59 NZDT**

Referral to Canberra Health Services -  
Cardiothoracic Surgery

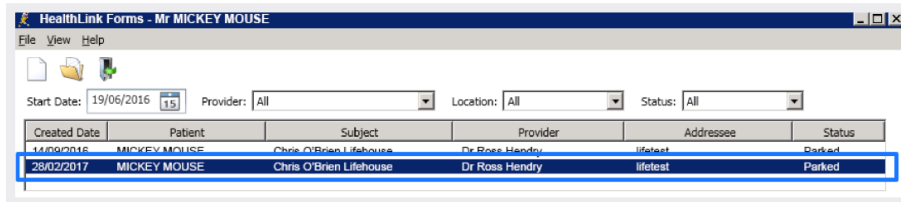
 **ACT** Government | **Canberra Health Services**

**Patient:** MICKEY MOUSE, 19yrs, M, DOB 22/02/1999, PH: 021021021, Wrk 09 2342322, Hme 09 5353222  
**Residential address:** 95 Pitt Street, Apartment, Sydney, NSW 2000  
**Postal address:** 9600 Pitt Street, Apartment, Sydney, NSW 2000  
**Referred by:** Sam Entwistle, Millstone Family Practice, Prov. No. 889843, PH 09 358 0116, FAX 09 4433456  
**Referral date:** 26/03/2018 11:59 NZDT



## Access parked forms

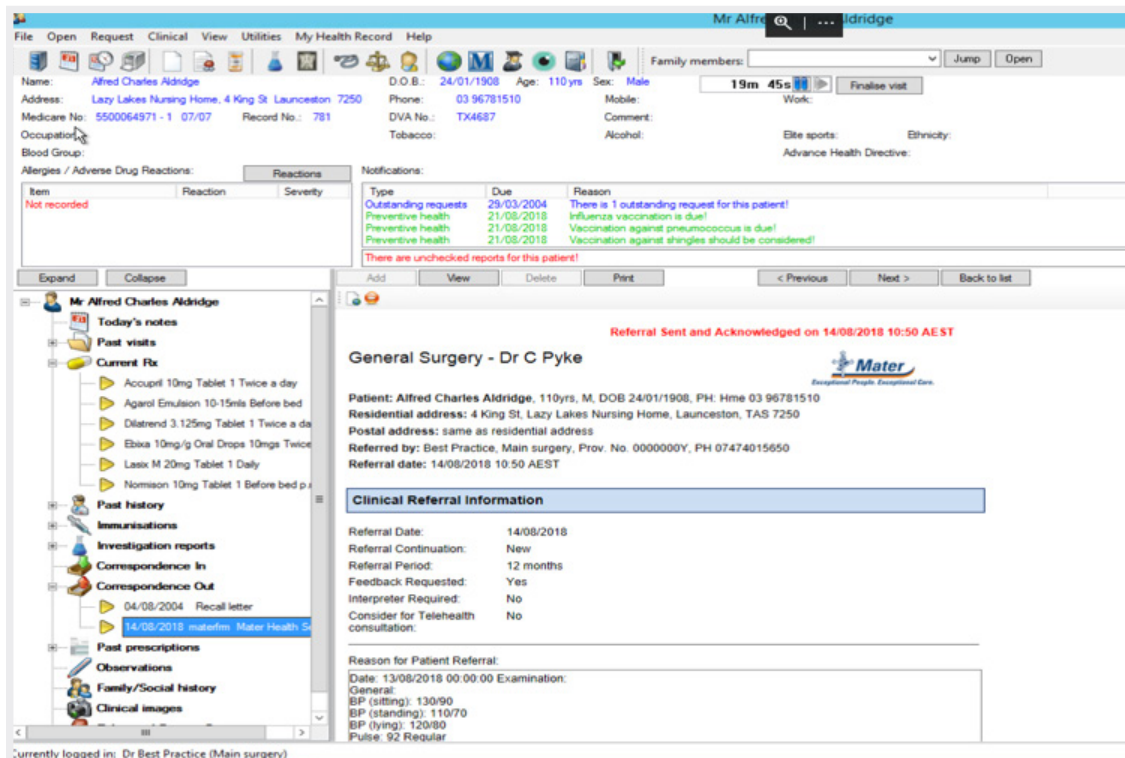
To access a parked form from the patient's record, select HealthLink Forms under the **View** menu. From the available listing, double-click on the parked form you would like to open.



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 in the Correspondence out section of the patient clinical record. The entry will not display automatically in this area until you have exited and come back into the patient record. You can refresh the correspondence out section if you wish to view the sent referral straight away by pressing the F5 key on the keyboard.



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](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) | [www.healthlink.net](http://www.healthlink.net)

