Health Link | Certainty in Care

QUICK START GUIDE

Viewing Incoming Reports and Referrals

There are quick and easy ways for you to save time using your EMR software. This guide shows you how to view your incoming reports and referrals with lightening speed.

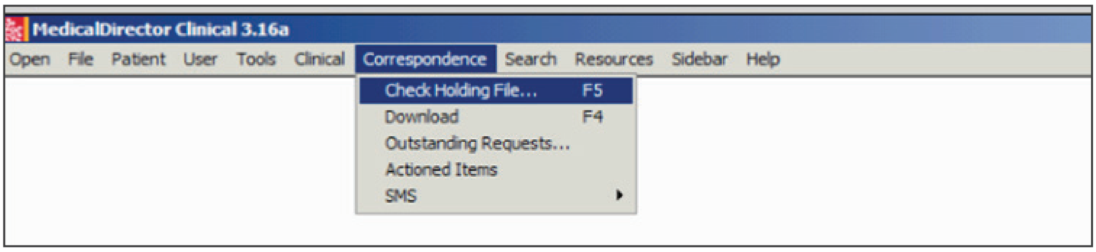
MedicalDirector

MedicalDirector Edition

Messaging Importing

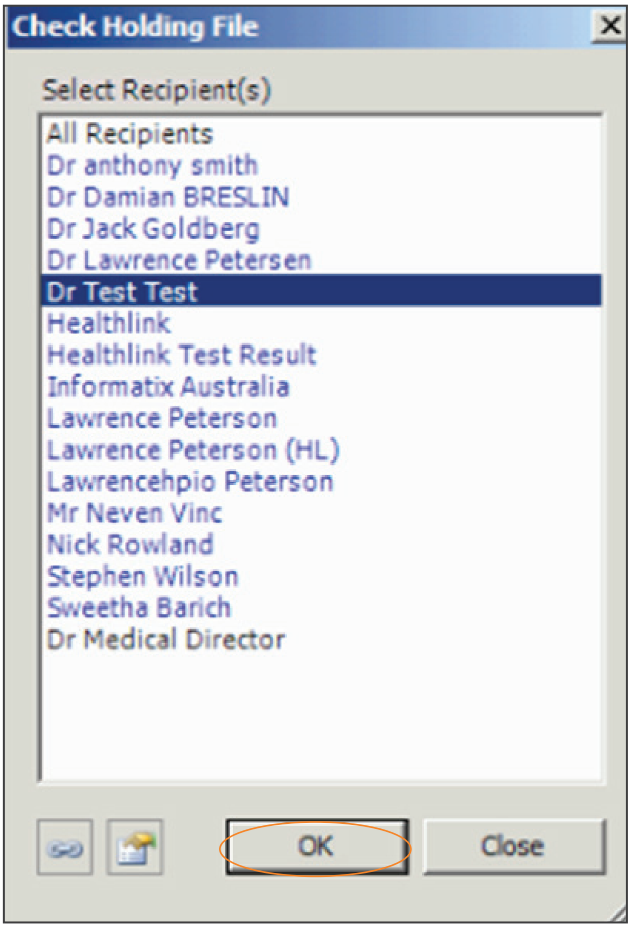
Message import is done automatically if the SDI functionality is on

a) Select Correspondence> Check Holding File (F5)



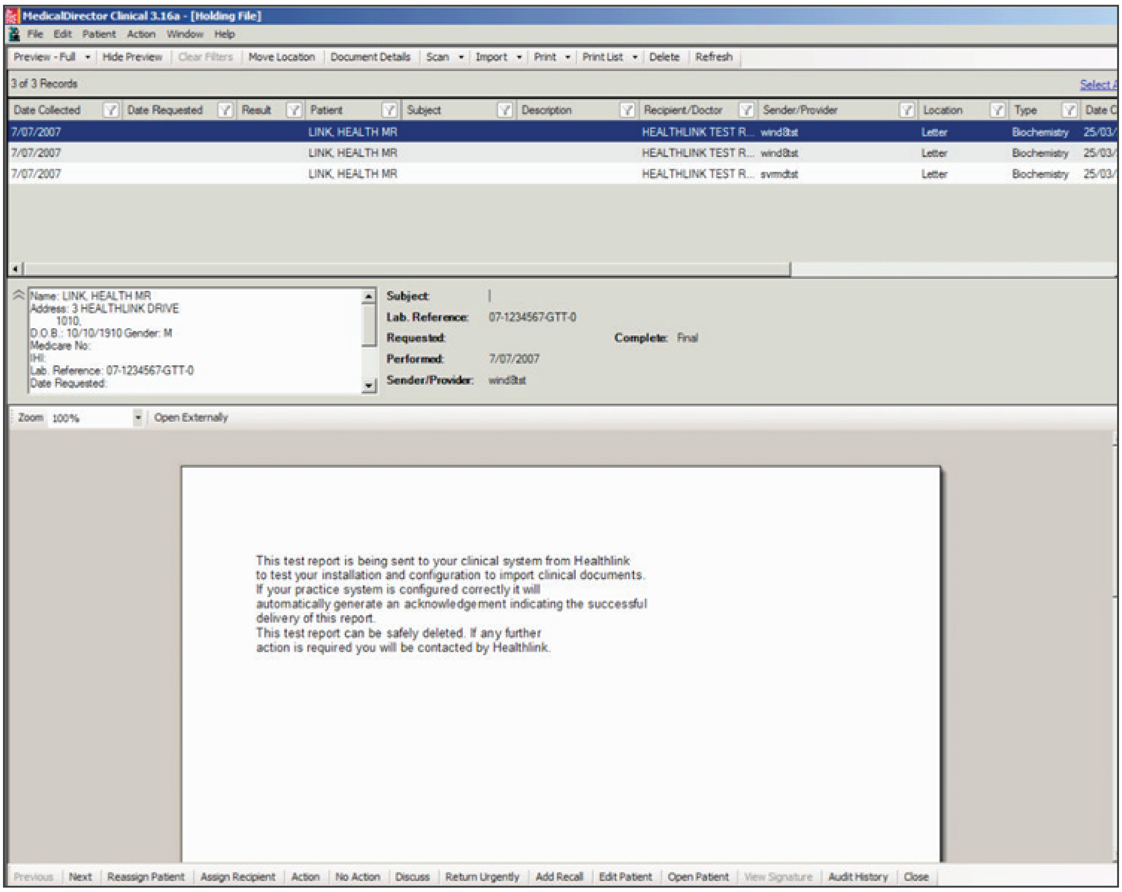
b) Select the name of the Doctor for which you want to view the correspondence. You are able to choose more than one Dr at a time by clicking on the Dr's name and highlighting. You are also able to see to view all incoming correspondence by clicking on and highlighting All Recipients.

c) Select OK

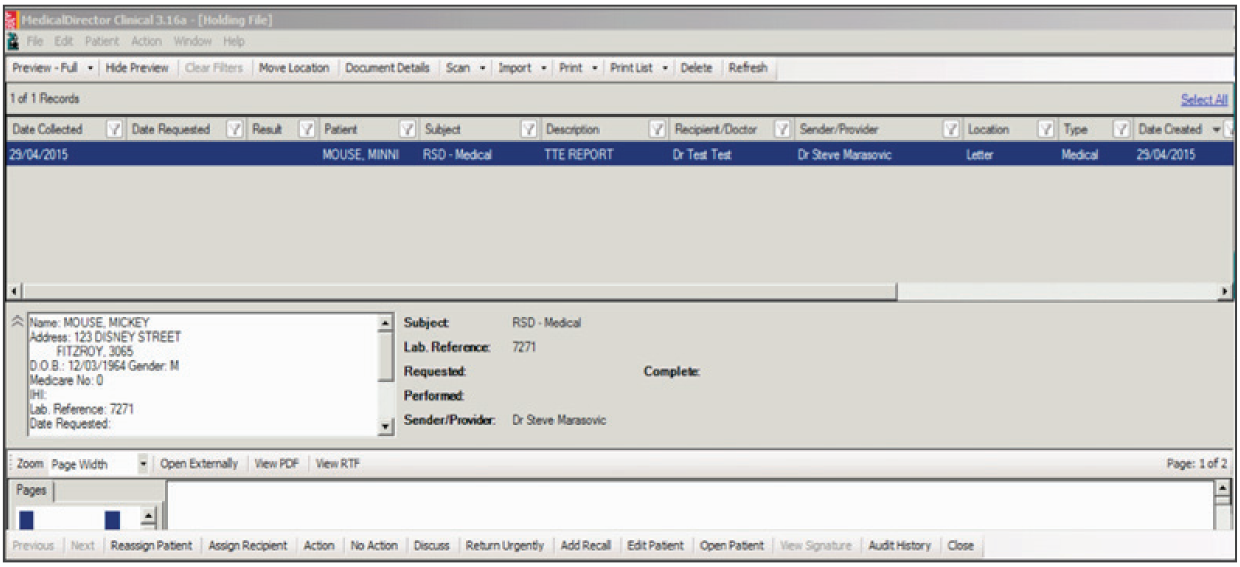


Please note that depending on the way the sending site has the Doctor entered into their address book will depend on how it will show up in the holding File. So there may be more than one variation of the Dr's name that needs to be viewed.

d) A list of the current messages will be displayed with message preview. To get the full preview double click in the message.



e) Action correspondence as required using option bars



Once all correspondence under the Dr's name has been actioned, the Dr's name will no longer appear in the holding tile.

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