

HealthLink SmartForms for Zedmed

Enables any healthcare provider to electronically refer a patient to any other healthcare provider or related service.

All sites must be running Zedmed v35 or greater to access the HealthLink SmartForms.



Zedmed now has HealthLink SmartForms

Practice management solution Zedmed Clinical now has HealthLink SmartForms as part of the system. This will enable Zedmed users to easily refer and engage with all HealthLink SmartForms including Transport for NSW and My Aged Care.

HealthLink Technical Support

helpdesk@healthlink.net

1800 125 036

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Step 1: Setting up HealthLink SmartForms in Zedmed Clinical

a Open Zedmed Clinical. Select Tools > Global Options

b Select **Communications > Healthlink SmartForm** tab

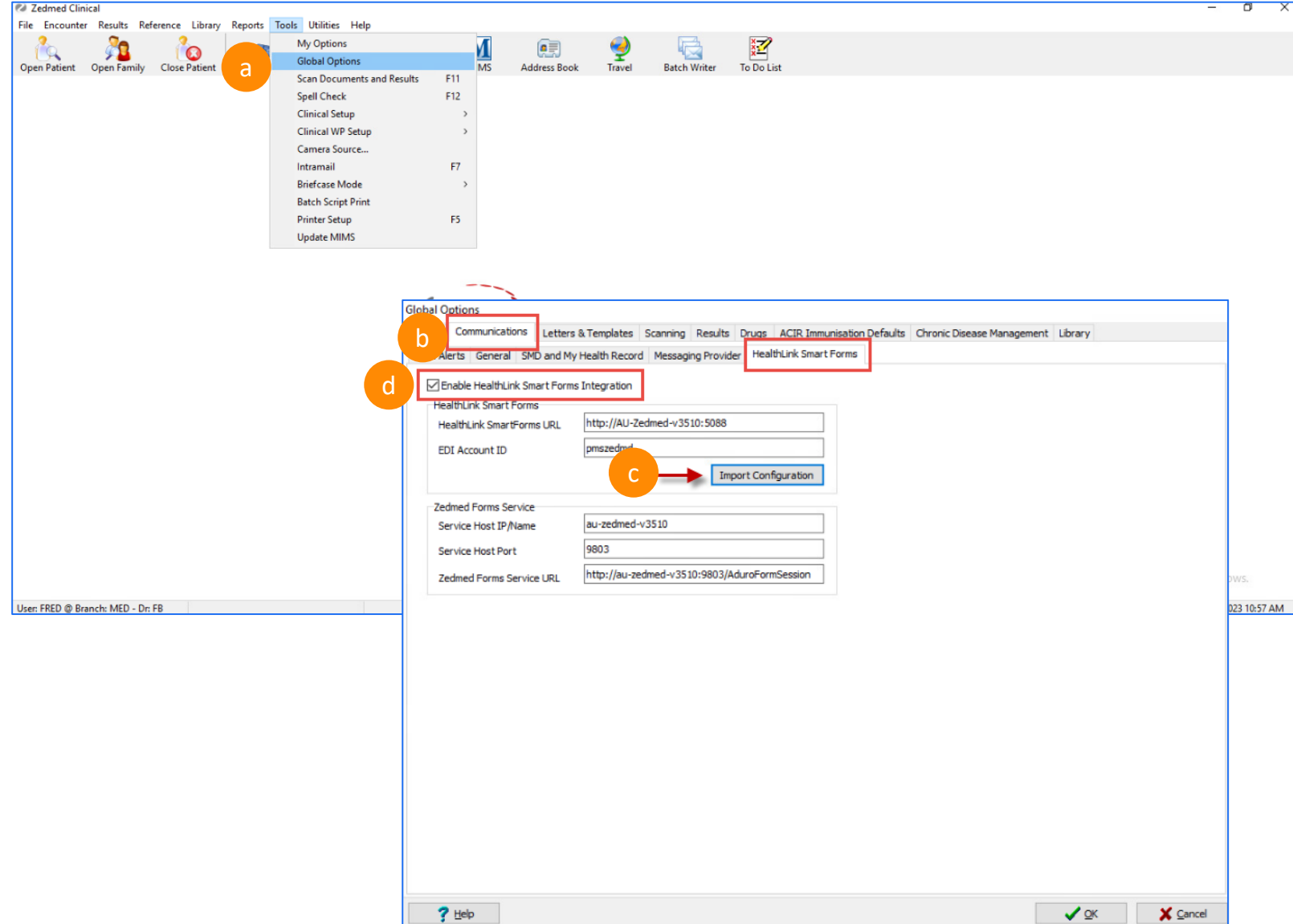
Do not select **Enable Healthlink** until you have filled in the fields. The **HealthLink SmartForms URL** and **EDI Account ID** fields will be populated when you import the HealthLink configuration file.

c Click on **Import Configuration**. Locate the **hms_config.xml** file - the default location is **C:\HLINK**

Once selected, **Enter Healthlink password** dialog will open.

To get the connection password, contact Healthlink at 1800 125 036 option 4 and speak with one of the Helpdesk representatives.

d Select **Enable HealthLink SmartForms Integration**. Click on OK to save changes.



Step 2: Locations to launch the HealthLink SmartForms in Zedmed Clinical

A1 From Quick Documents

From the Zedmed Clinical Record > Open Patient (F4) > Select the Quick Documents icon

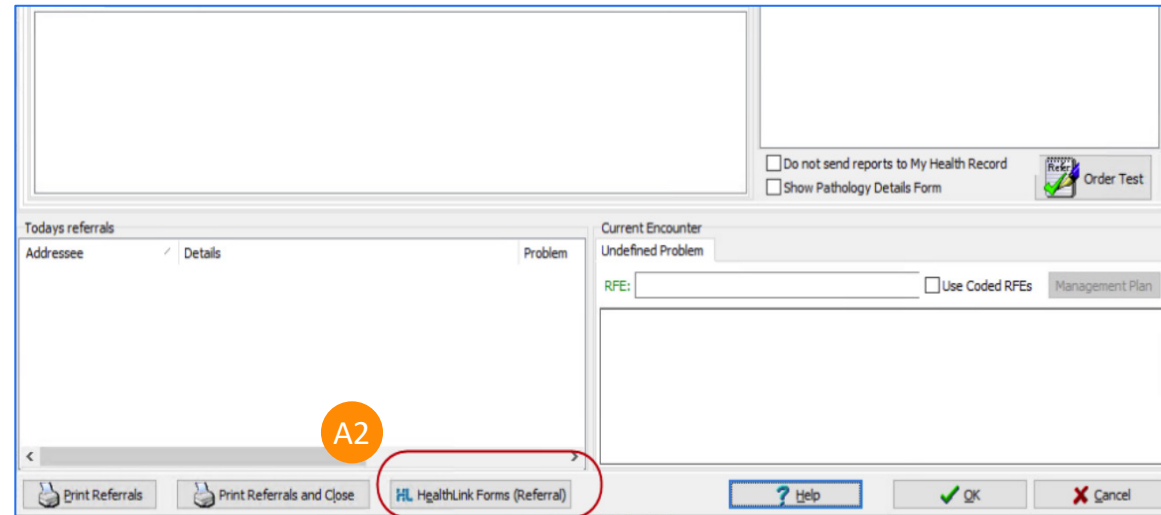
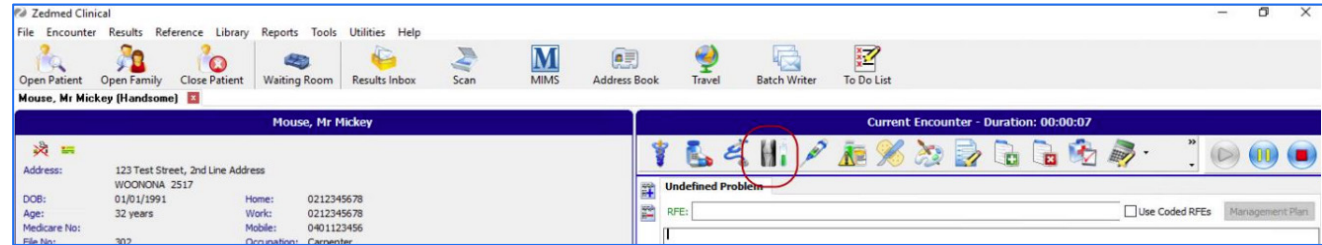
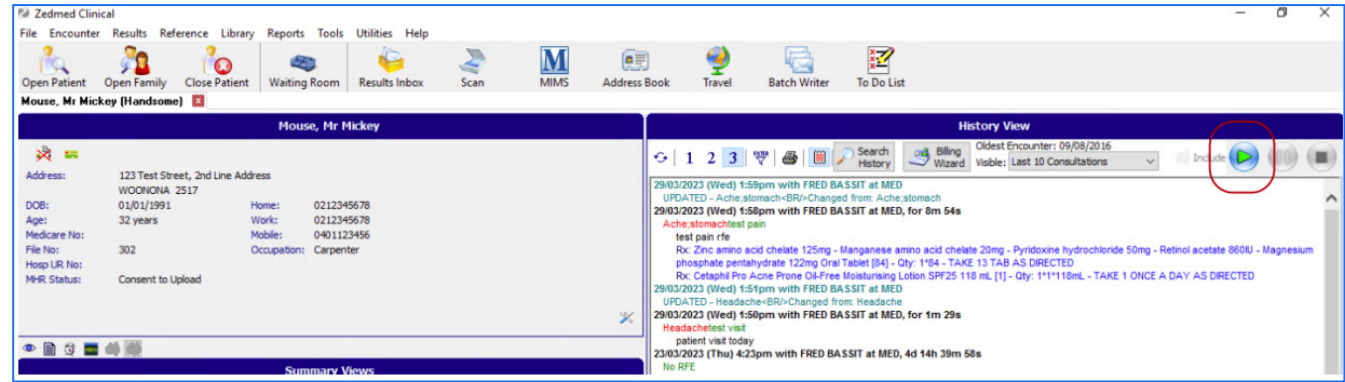
The screenshot displays the Zedmed Clinical application window. The top menu bar includes File, Encounter, Results, Reference, Library, Reports, Tools, Utilities, and Help. Below the menu is a toolbar with icons for Open Patient, Open Family, Close Patient, Waiting Room, Results Inbox, Scan, MIMS, Address Book, Travel, Batch Writer, and To Do List. The main window is titled 'Mouse, Mr Mickey (Handsome)' and is split into two panes. The left pane shows patient details: Address (123 Test Street, 2nd Line Address, WOONONA 2517), DOB (01/01/1991), Age (32 years), Medicare No (302), File No (302), Hosp I/R No, and MHR Status (Consent to Upload). The right pane is titled 'History View' and shows a list of medical encounters. A red circle highlights the 'Quick Documents' icon in the top toolbar, and a red arrow points to the 'HL HealthLink Forms (Document)' option in the dropdown menu.

A2

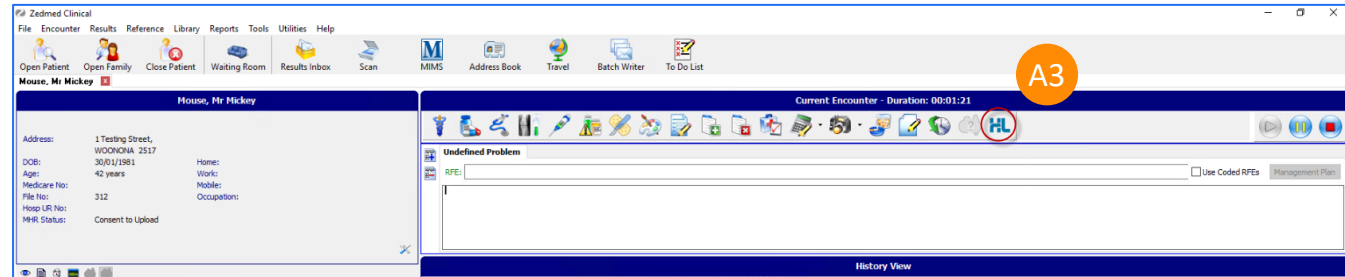
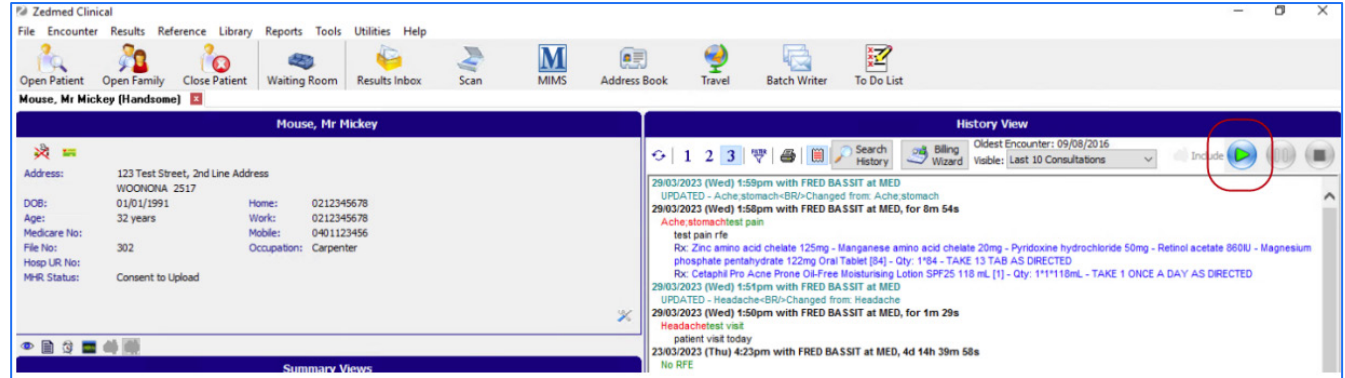
From Referral Module

From Zedmed Clinical Record > Open Patient (F4) > Start an encounter

Choose Referral Icon and click on the Healthlink Form (Referral)Referral Module



A3 From Patient Record > Start Encounter > HL icon

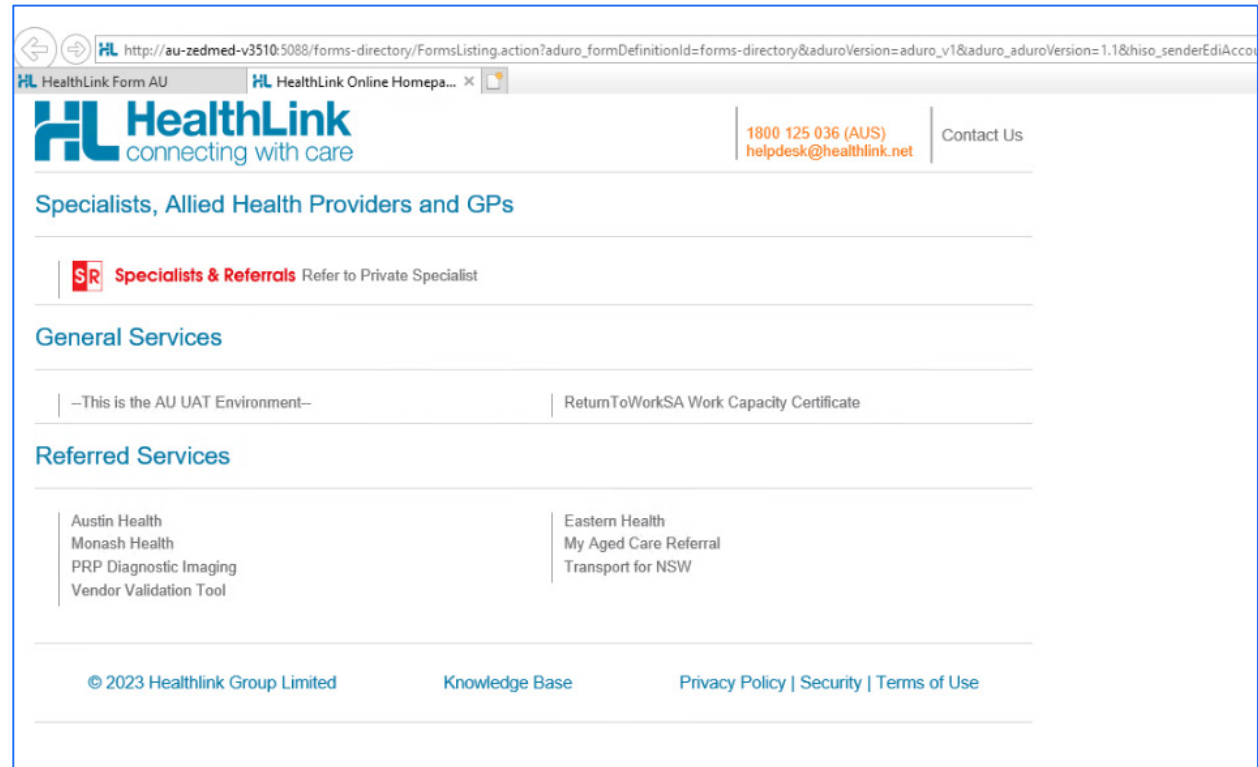


Step 3:

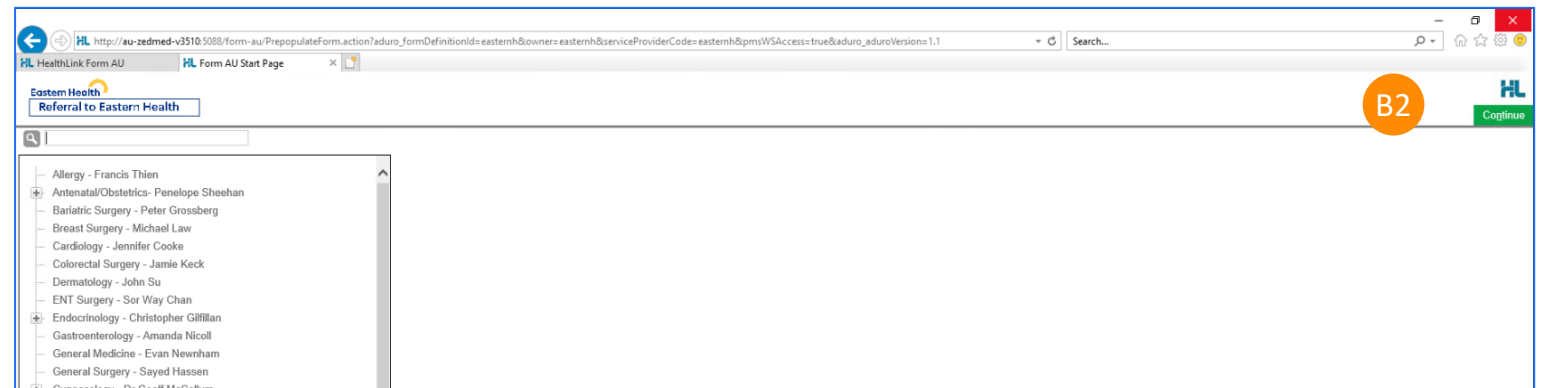
Select the required HealthLink SmartForm from the display

- B1** • Select the required SmartForm Referral Service from the list available on the HealthLink homepage.
- The SmartForms selection vary based on your location. Please contact Healthlink Helpdesk to get the required form if you are missing a referral service in the list.
- Refer to this website for all the available HealthLink SmartForms:
<https://au.healthlink.net/products/smart-forms/smartforms-available/>

- B2** • Some Smartforms requires you to select a specific service to refer to, select one and click **Continue** to move onto the next step.



B1



B2

Step 4:

Create SmartForm Referral

After you select the service, Zedmed will prefill the patient and referral forms with the information that is available in Zedmed.

If you have attachments like PDFs or JPGs, they can be attached using the SmartForms **Attachment/Reports** section.

Actions available:

- Use the **Park** option to save what you have added. It will be saved in Zedmed's Summary Views > Referrals tab with the (D) draft status.
- Use the **Submit** button to send the referral to the organization.


Note: (*) indicate a mandatory form field. You will not be able to submit the form until the mandatory fields are filled.

The screenshot shows the HealthLink AU Radiology Referral Form interface. At the top left is the HealthLink logo. The title is "AU Radiology Referral Form". On the top right, there are buttons for "Submit", "Preview", and "Park". A green message bar at the top of the form area says "Form has been auto-saved." The form is divided into several sections on the left and right. The left sidebar contains sections: "Requested Information" (AU Radiology Referral Form), "Attachments / Reports" (No reports selected, No files attached), "Medical History" (No medical history specified), "Medications / Warnings" (1 long term medication specified, No medical warnings specified), "Patient Information" (Patient Test QPC12140F, 09/07/1939), and "Referrer Information" (Referrer Name 0000000Y). The main form area contains "Medical Practitioner Information" with fields for Medicare Provider Number* (0000000Y), Medical Registration Number, HPI-I, and HPI-O (8003628233359965). Below this is the "Name" section with "Full name" Dr Best Practice and a dropdown for "Referrer Name". The "Practice name" is HealthLink Townsville. The "Practice Address" is 4 69 Eyre Street, Suite, North Ward, QLD, 4810. The "Practice telephone*" is 0744015650 and "Practice fax" is empty. The "Email*" is register@healthlink.net and "EDI*" is hkbpnuat.


Step 5:

Ensure patient and referrer information is correct

- 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.




AU Radiology Referral Form

Requested Information  AU Radiology Referral Form

Attachments / Reports
No reports selected
No files attached

Medical History
No medical history specified


Medications / Warnings
1 long term medication specified
No medical warnings specified

Patient Information 
Patient Test
QPC12140F
09/07/1939


Referrer Information
Referrer Name
0000000Y

Form has been auto-saved.

Patient Information

Date of birth* 09/07/1939  IHI

Medicare/DVA Eligible*
 Yes No

Medicare number* 2294724171 Medicare expiry 

DVA number QPC12140F Pension number

Private health fund name Patient membership number

Safety net number Country of birth

Name*
▸ Referrer Name

Gender* Male Patient's indigenous status* Not stated/inadequately described

Residential Address

▼ Test Address, Brisbane, QLD, 4000

Address line 1

Address line 2* Test Address

Suburb Brisbane

State* QLD

Postcode 4000

Postal Address

Same as residential
Yes

▸ Test Address, Brisbane, QLD, 4000

Step 6:

Preview the referral

C To preview the referral; click Preview button (Top right corner) to verify that the form has been filled in correctly. The form will highlight which tab and which fields are incomplete if you have missed some mandatory information for the referral.

D Use the Park option to save what you have added. It will be saved in Zedmed's Summary Views > Referrals tab with the **D** (draft) status.

E When you are ready, click on the Submit button to send your electronic referral. This will safely and securely send the form directly to the referred to organization and you will see a copy of the completed form containing an acknowledgment of receipt. You will also need to print a copy for the patient by clicking the Print button.

- After you Submit the referral, it will be saved in the Zedmed's Summary Views > Referrals tab with the **P** (processed) status

HealthLink AU Radiology Referral Form

Form has been auto-saved.

Requested Information
AU Radiology Referral Form

Attachments / Reports
No reports selected
No files attached

Medical History
No medical history specified

Medications / Warnings
1 long term medication specified
No medical warnings specified

Patient Information
Patient Test
QPC12140F
09/07/1939

Referrer Information
Referrer Name
0000000Y

Medical Practitioner Information

Medicare Provider Number*
0000000Y

Medical Registration Number
8003628233359965

HPI-I
HPI-O
8003628233359965

Name
Full name
Dr Best Practice

Referrer Name

Practice name
HealthLink Townsville

Practice Address
4 69 Eyre Street, Suite, North Ward, QLD, 4810

Practice telephone*
0744015650

Practice fax

Email*
register@healthlink.net

EDI*
hkbpnuat

Submit Preview Park

Step 7: Manage SmartForm from Zedmed

F Any HealthLink Smartform referral created for a patient can be viewed and interacted with in Zedmed's Summary Views section of the patient's record .

F1 Locating a patient's referral/document Healthlink referrals are saved under the HealthLink header in the **Summary Views > Referrals tab**.

F2 Healthlink referrals and Smartform documents are saved under the HealthLink header in the **Summary Views > Documents tab**.

Note (*): Users need to right click on the item that needs to be edited/ updated

The image shows two screenshots of the Zedmed Summary Views interface. The left screenshot shows the 'Referrals' tab selected in the left-hand navigation menu. A right-click context menu is open over a referral item with the status 'D' (Draft) and 'P' (Processed). The menu options are: Change Referral Status, View HealthLink Form..., Edit HealthLink Form..., and Delete HealthLink Form... A callout 'F1' points to the 'Referrals' tab. The right screenshot shows the 'Documents' tab selected. A right-click context menu is open over a document item with the status 'D' (Draft) and 'P' (Processed). The menu options are: View HealthLink Form..., Edit HealthLink Form..., and Delete HealthLink Form... A callout 'F2' points to the 'Documents' tab.

Zedmed status options manually selected by doctor:

- ⦿ Open - referral not been actioned or discussed with the patient.
- ⦿ Closed - referral has been discussed with the patient or no action is required.

HealthLink status options:

- D Draft - the referral/document has not been submitted.
- P Processed - the referral/document has been submitted.
- A Awaiting Acknowledgement – the referral has been submitted, waiting for an Acknowledgement from the Referred To service.

Step 8: View or Print Submitted Referrals

- A copy of the submitted form can be found in the Summary View > Documents section
- Or the Summary View > Referrals section

Right click on the item to View Healthlink Form.

To print, click on the print button

The screenshot displays the Zedmed Clinical software interface. At the top, there is a menu bar with options like File, Encounter, Results, Reference, Library, Reports, Tools, Utilities, and Help. Below the menu is a toolbar with icons for Open Patient, Open Family, Close Patient, Waiting Room, Results Inbox, Scan, MIMS, Address Book, Travel, Batch Writer, and To Do List.

The main window is titled "Mouse, Mr Mickey" and shows patient details such as Address (123 Test Street, WOONONA 2517), DOB (01/01/1991), Age (32 years), Medicare No (302), and MHR Status (Consent to Upload). A "Print" button is circled in red in the top right corner of the document view.

The "Summary Views" section on the left lists various categories like Problems, Referrals, Results, Immunisations, Allergies, Images/ECG, Documents, Attachments, Measurements, Medications, and Incoming Documents. The "Referrals" section is expanded, showing a list of referral letters with dates and referring doctors. A right-click context menu is open over the most recent referral, with the "View HealthLink Form..." option circled in red.

The "Clinical Referral Information" section on the right provides details for the referral to Francis Thien, including the referral date (30/05/2023), referral continuation (New), and referral period (12 months). It also includes a section for "Medications, Allergies, Alerts" which states "No medications, allergies and alerts specified".

Customer Care

1800 125 036

helpdesk@healthlink.net

Monday to Friday (Except Public Holidays)

8:00am – 6:00pm

www.healthlink.com.au

HealthLink*

HealthLink is part of Clanwilliam, a vast network of healthcare enterprises spanning across the United Kingdom, Ireland, New Zealand, Australia, and India. Together, we're working collectively to create safer, more efficient and better healthcare for everyone.