



QUICK START GUIDE

Welcome to the Australian Hearing Medical Certificate Form

GP's can now provide their patients with access to the hearing support and advice they need quickly and easily, all from within MedicalDirector.

This quick start guide has been developed to help you navigate the new digital form.

Make it work for your practice.



MedicalDirector Edition

Contact

If you require further technical support for the form please contact:

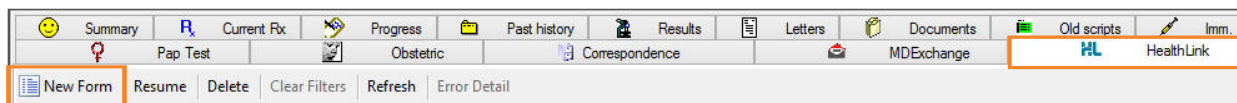
HealthLink
helpdesk@healthlink.net
1800 125 036

If you have questions relating to Australian Hearing's products or services please contact:

Australian Hearing GP Clinical Support
referral@hearing.com.au
1800 776 631

1. Open the patient record within MedicalDirector

Search for the patient and open their electronic medical record (EMR). Select the 'HealthLink' tab and click on the 'New Form' option to open the HealthLink homepage.



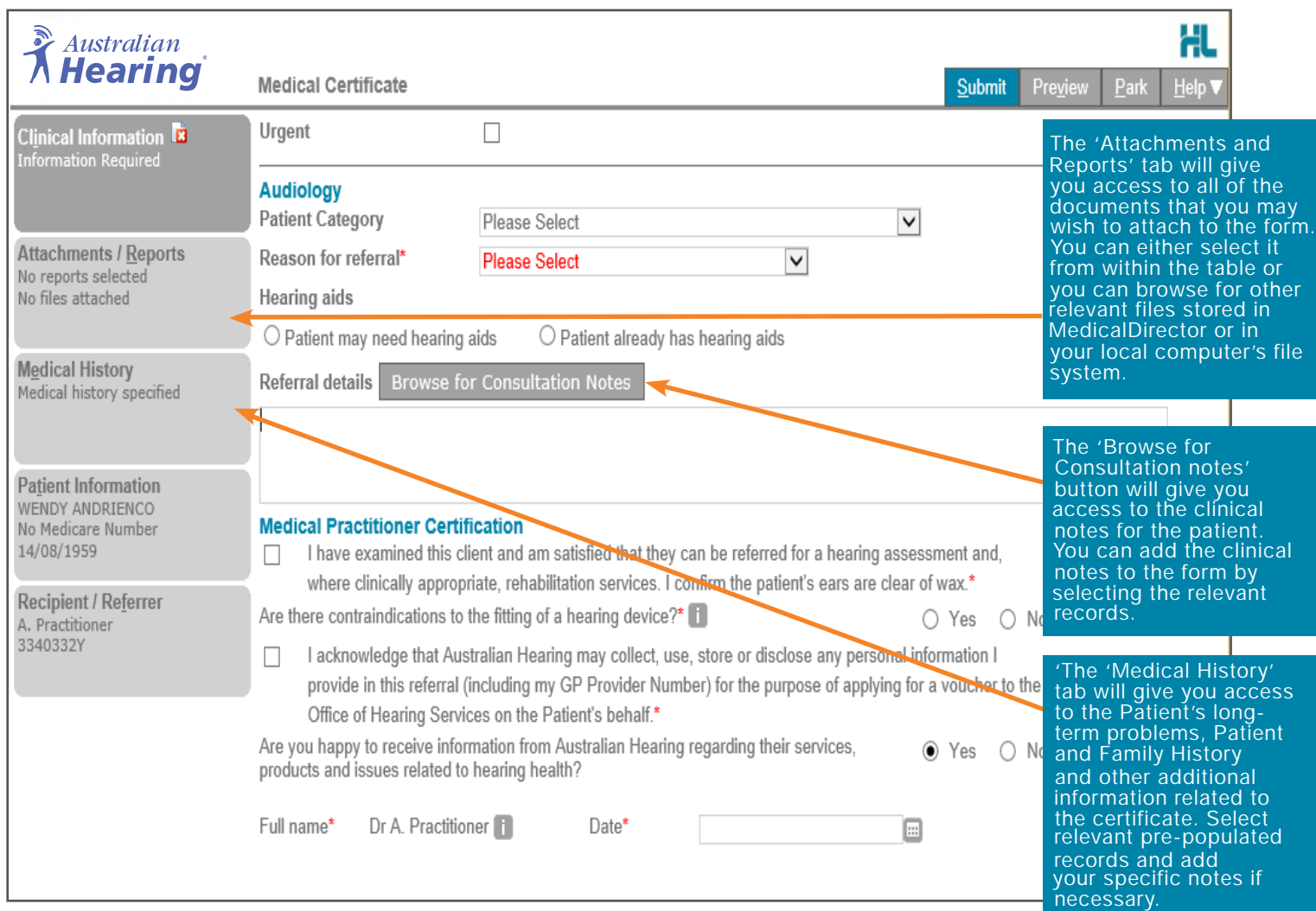
2. To launch the Australian Hearing Medical Certificate Form

Under Referred Services you will see a list of the HealthLink Smart Forms you can access. Click on the link titled 'Australian Hearing Medical Certificate' to launch the form.



3. To complete the Australian Hearing Medical Certificate Form

Once displayed you will have access to all the information necessary to complete the form for submission. The 'Clinical Information' tab will display all of the relevant fields that you need to complete for this referral. As you complete particular sections within the form, extended fields will appear if further information is required.



Australian Hearing Medical Certificate

Clinical Information Information Required

Attachments / Reports No reports selected No files attached

Medical History Medical history specified

Patient Information WENDY ANDRIENCO No Medicare Number 14/08/1959

Recipient / Referrer A. Practitioner 3340332Y

Urgent ☐

Audiology

Patient Category Please Select

Reason for referral* Please Select

Hearing aids

☐ Patient may need hearing aids ☐ Patient already has hearing aids

Referral details Browse for Consultation Notes

Medical Practitioner Certification

☐ I have examined this client and am satisfied that they can be referred for a hearing assessment and, where clinically appropriate, rehabilitation services. I confirm the patient's ears are clear of wax.*

Are there contraindications to the fitting of a hearing device?* ☐ Yes ☐ No

☐ I acknowledge that Australian Hearing may collect, use, store or disclose any personal information I provide in this referral (including my GP Provider Number) for the purpose of applying for a voucher to the Office of Hearing Services on the Patient's behalf.*

Are you happy to receive information from Australian Hearing regarding their services, products and issues related to hearing health? ☒ Yes ☐ No

Full name* Dr A. Practitioner **Date***

The 'Attachments and Reports' tab will give you access to all of the documents that you may wish to attach to the form. You can either select it from within the table or you can browse for other relevant files stored in MedicalDirector or in your local computer's file system.

The 'Browse for Consultation notes' button will give you access to the clinical notes for the patient. You can add the clinical notes to the form by selecting the relevant records.

The 'Medical History' tab will give you access to the Patient's long-term problems, Patient and Family History and other additional information related to the certificate. Select relevant pre-populated records and add your specific notes if necessary.

4. To submit the Australian Hearing Medical Certificate Form

When you are ready to send the form, click '**Submit**' button. This will then send direct - safely and securely to Australian Hearing and you will see a copy of the completed form which will contain an acknowledgement of receipt. The submitted form is saved to the patient record under the same '**HealthLink**' tab.

Medical Certificate

Patient: WENDY ANDRIENCO, 56yrs, DOB 14/08/1959
UNIT 4 8 VICTORIA PDE, NSW 2095

Referred by: A. Practitioner, HealthLink Limited, Prov. No. 3340332Y, Reg. No. 0000000Y, PH 0491 570 156, FAX 02 9953 0276

Referral Sent and Acknowledged on 25/01/2016 15:10 EST

5. To print the Australian Hearing Medical Certificate Form

If required you can print a copy by right clicking on any area of the submitted form and select '**Print**', remembering to select your default printer. Click on '**Close**' to close the submitted form view and return to the EMR.

Hints & Tips

Alternative way to open the form: Open the Medical Director Letter Writer by clicking on the '**Letter Writer**' icon or pressing F8 on the keyboard. Click the '**New Letter**' icon, select the '**HealthLink**' tab and click on the '**Ok**' button.

Additional Help: Help for specific questions on the form can be found by clicking on the **i** icon next to relevant question. For details about the purpose of the form and other Australian Hearing related information, go to the '**Help**' menu and click on the link provided.

Medical Practitioner Certification

☐ I have examined this client and am satisfied that they can be referred for a hearing assessment and, where clinically appropriate, rehabilitation services. I confirm the patient's ears are clear of wax. *

Are there contraindications to the fitting of a hearing device? **i** ☐ Yes ☐ No

Parked Forms: To access a parked form from the patient's record click on the '**HealthLink**' tab. Double click on the form you would like to open.

| Date Created | Form Status | Message ID | Type | Subject | Description | Recipient |
|-------------------------|-------------|------------|-----------------------------|-----------------------------|--|-----------|
| 25/01/2016 3:13:51 p.m. | Parked | AH-1565 | Australian Hearing Referral | Australian Hearing Referral | Australian Hearing Medical Certificate | auhmcert |

Accessing Submitted Forms: A copy of the form submitted for the patient can be found in the '**Letters**' tab. Double click on the required form to open it.

| Date Created | Subject | Description | Type | Sender/Provider |
|--------------|-----------------------------|--|--------|--------------------|
| 25/01/2016 | Australian Hearing Referral | Australian Hearing Medical Certificate | Letter | Dr A. Practitioner |

“No more bulky
paper trails and filing
systems, faulty faxing
or undecipherable
handwriting.

Make it work for your
practice.”



MedicalDirector

MedicalDirector

Head Office
Level 5, 72 Christie Street
St Leonards NSW 2065

P: 1800 622 678
www.medicaldirector.com



Australian Hearing

Australian Hearing Hub
Level 5, 16 University Avenue,
Macquarie University, NSW 2109

P: (02) 9412 6800
www.hearing.com.au



HealthLink

Suite 1, 397 Princes Highway
Woonona, NSW 2517
Australia

www.healthlink.net
info@healthlink.net

HealthLink delivers certainty in care to over
50,000 healthcare practitioners by integrating
their computer systems and enabling them to
exchange data, quickly, reliably and securely.

0800 288 887 (NZ office)
1800 125 036 (AU office)