



# QUICK START GUIDE

## HealthLink Online Directory

The HealthLink Online Directory contains our users, their contact information, HealthLink Messaging Address (EDI) and software capabilities.

You can look up an EDI and update your practice details using the URL below. If you require a login to access the Directory, please contact us on 1800 125 036 (Option 1)

 Directory: <https://aupd.healthlink.net>

## Logging In

1. To Login, please go to <https://aupd.healthlink.net>. If you do not have a login, please call us on 1800 125 036 (Option 1)
2. Enter your username and password and click 'Submit'. Please note that in most cases your username is your HealthLink messaging address (EDI)

3. You will be taken to the home page.

## Searching the Directory

### Searching Using a Phone Number

When searching the directory for the HealthLink EDI of the Health Care Provider that you wish to send to, we highly recommend that you search for a site using their phone number. We find that most sites may change their name and address but they will keep their phone number.

1. Under the 'Organisation' tab, type the phone number into the search field, and click search. (Do not add any spaces or the area code)

2. If there is an entry that matches the phone number, it will bring up the details of that site. From this screen you are able to check that the Health Care Provider that you were looking for is still located at the practice. Hover over the word provider and it will show a list of the providers.

HealthLink EDI	Title	First Name	Last Name	Provider Number	Last Modified
tested10	Dr	Doctor	TESTED	226648AE	19/04/2018
tested10	Dr	Doctor	TEST	226648AD	19/04/2018

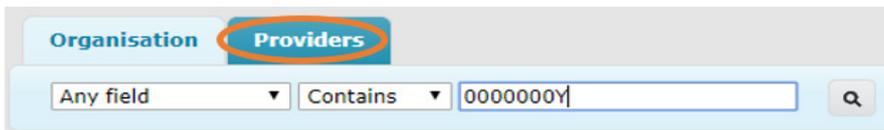
3. Once you establish that this is the Doctor you require, you can copy and paste the HealthLink EDI to your address book (NB: do not include any spaces at the end or beginning of the EDI, or the message will not be sent). The HealthLink EDI should only contain a combination of eight letters or/and numbers.

<u>Primary Phone</u>	<u>HealthLink EDI</u>	<u>Vendor Software</u>
(03) 3333 3333	tested10	HealthLink

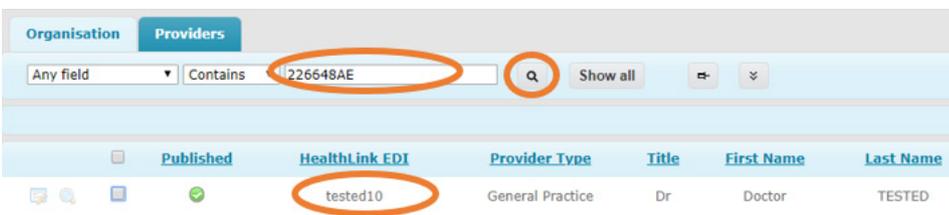
### Search using Provider Number

If you are unable to find the Health Care Provider that you wish to send to through the phone number search, you can try searching them using their provider number.

1. Select the 'Providers' tab.



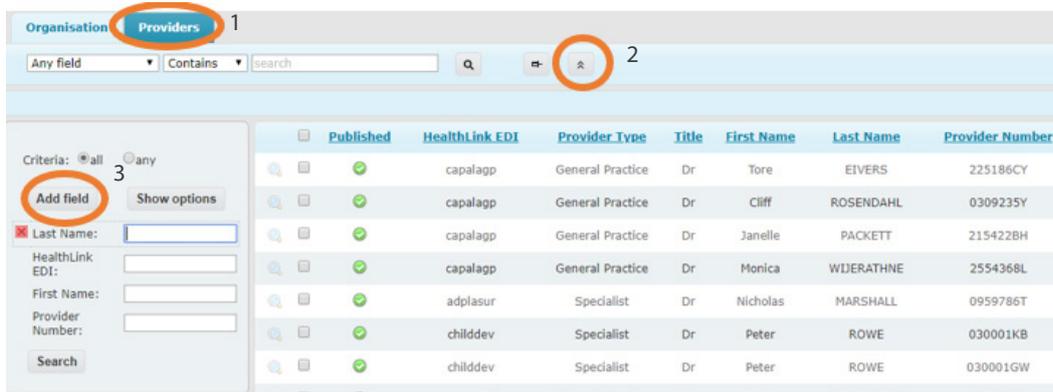
2. In the search area input the provider number and then click on the search icon. It will bring up the Health Care Provider's details if they are in the directory with that Provider Number. You can now copy and paste the HealthLink EDI to your address book.



### New search function

The new search function on the 'Providers' Tab will allow you to refine searches, such as by postcode, EMR, and specialty area.

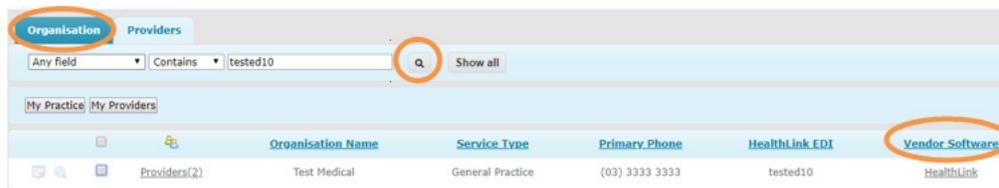
1. Select the 'Providers Tab'
2. Click on the Show Search Options Icon
3. A box will appear on the left-hand side that will allow you to 'Add Field' that you are able to include in the search



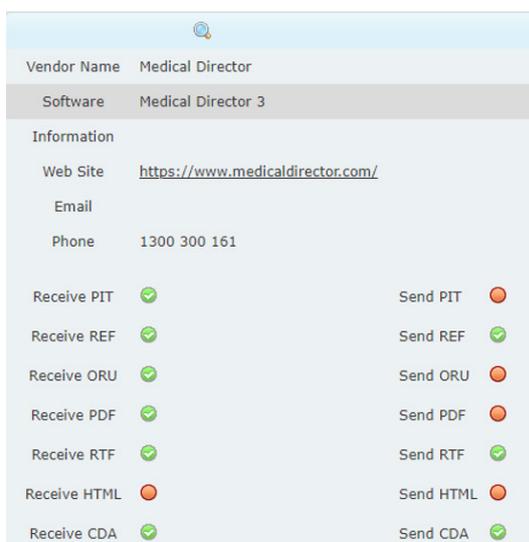
### Checking Software Capabilities

Once you have found the practice/site that you wish to send to you can now check what message formats the site are able to receive.

1. Select the 'Organisation' tab
2. Search for the practice/site that you wish to send and select the 'Search' icon



3. The details of the practice/site that you have entered will show. Click on the 'Vendor Software' title and it will bring you to the capability screen

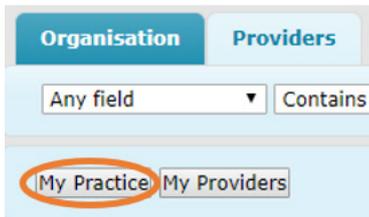


The capabilities screen shows what message format the site can receive and send. In some cases this information is required for your address books and to send in general.

## Updating your Site Details

You are able to update your sites details. We ask that you keep this as up to date as possible. If you have any problems updating your details please contact [request@healthlink.net](mailto:request@healthlink.net)

1. Select 'My Practice'



2. Once the screen appears make any necessary changes and select save. Areas with a red \* are a required field.

A screenshot of a web form titled 'Organisation, Edit record [ HealthLink EDI: tested10 ]'. The form contains various fields for editing an organisation's details. Fields include: HealthLink EDI (tested10), Organisation Name (Test Medical), Service Type (General Practice), Primary Contact (Test), Primary Phone ((03) 3333333), Fax (Select), Organisation Email, Email Published (checkbox), Address (111 some street), Suburb (Donnybrook), PHN Region (North Western Melbourne), State (VIC), Post Code (3064), Vendor Software (HealthLink), and Operating System (Windows 10). There is a 'Public Comments' text area containing 'Test comment'. At the bottom, there is a legend for a red asterisk indicating a required field, and three buttons: 'Save', 'Reset', and 'Back to list'.

## Updating your Provider Details

You are able to update your sites provider details. We ask that you keep this as up to date as possible. If you have any problems updating your details please contact [request@healthlink.net](mailto:request@healthlink.net)

1. Select 'My Providers'.



2. A screen showing the current providers will appear. Select the box next to the Health Care Provider that you wish to make changes to.

	Published	HealthLink EDI	Provider Type	Title	First Name	Last Name	Provider Number
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	tested10	General Practice	Dr	Doctor	TEST	226648AD

3. Double click on the Edit Icon that you wish to make changes to.



4. Make the required changes and select 'Save'. You will then be taken back to the Provider screen. Areas with a red \* are a required field.

**Providers, Edit record [ Provider Number: 226648AD ]**

Published

HPII

HealthLink EDI tested10

Title  \*

First Name  \*

Last Name  \*

Provider Number  \*

UserName tested10

Last Modified 19/04/2018

Remote Address 210.9.24.6

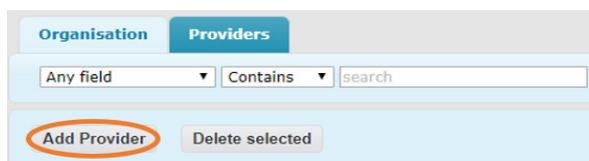
\* - Required field

### To Add a Health Care Provider

1. Select 'My Providers'



2. Select 'Add new'



3. Enter the Health Care Provider details and select 'Save'. Areas with a red \* are a required field.

**Add new Provider to Test Medical**

Published	<input checked="" type="checkbox"/>
HPID	<input type="text"/>
HealthLink EDI	tested10
Title	Dr *
First Name	<input type="text"/> *
Last Name	<input type="text"/> *
Provider Number	<input type="text"/> *
UserName	tested10
Last Modified	19/04/2018
Remote Address	210.9.24.6

\* - Required field

**Save** **Back to list**

4. Once the record has been saved a message will appear above the record stating that the record has been added. Select 'view' to see the new Health Care Provider added to your site details.

**Add new Provider to Test Medical**

<<< Record was added >>>

[Edit](#) [View](#)

### Forgotten Password

1. Select 'Forgot password' from the login page

**HL**  
HealthLink Directory

Username:

Password:

Remember Password:

[Forgot password?](#)

Greetings 210.9.24.6 by accessing this website you agree to these [terms & conditions](#)

© Copyright HealthLink Group Pty Ltd

**Submit** **Contact**

2. Enter your username or your email address and click 'Submit'

**Password reminder**

Username:

Email:

Enter your username or email address and click on submit to receive your password by email

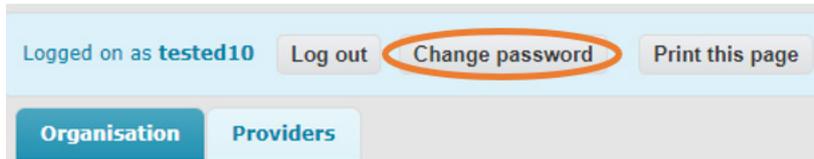
**Submit** **Back to login page**

A message stating that your "Login and password were sent to your email address" will show. Once you have received the email we suggest that you log in and change the password.

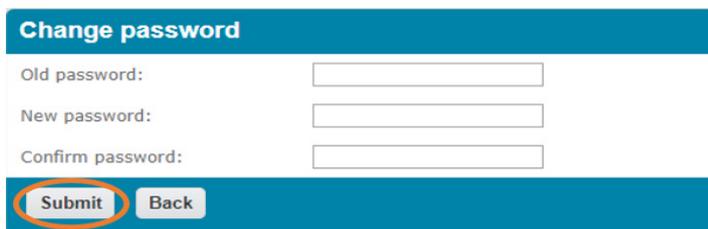
## Changing Your Password

Once you are logged on to the database you are able to change your password at any time.

1. Select 'Change password'



2. Enter your old password, a new password and confirm the new password and select submit. Once submit has been selected it will give you notification that password has been changed.

A screenshot of a "Change password" form. The form has a blue header with the text "Change password". Below the header are three input fields: "Old password:", "New password:", and "Confirm password:". At the bottom of the form are two buttons: "Submit" and "Back". The "Submit" button is circled in orange.

3. Select 'Back to login page' to be taken back to the home screen. Your password has now been changed.



For all queries, please call the  
HealthLink Customer Support Line:

Phone 1800 125 036 or E-mail [helpdesk@healthlink.net](mailto:helpdesk@healthlink.net)  
Monday to Friday (except public holidays) 8am- 6pm  
[www.healthlink.net](http://www.healthlink.net)