



Quick Start Guide

Chris O'Brien Lifehouse Referral SmartForm

CONTACT

If you require further technical support please contact:

HealthLink

helpdesk@healthlink.net

1800 125 036

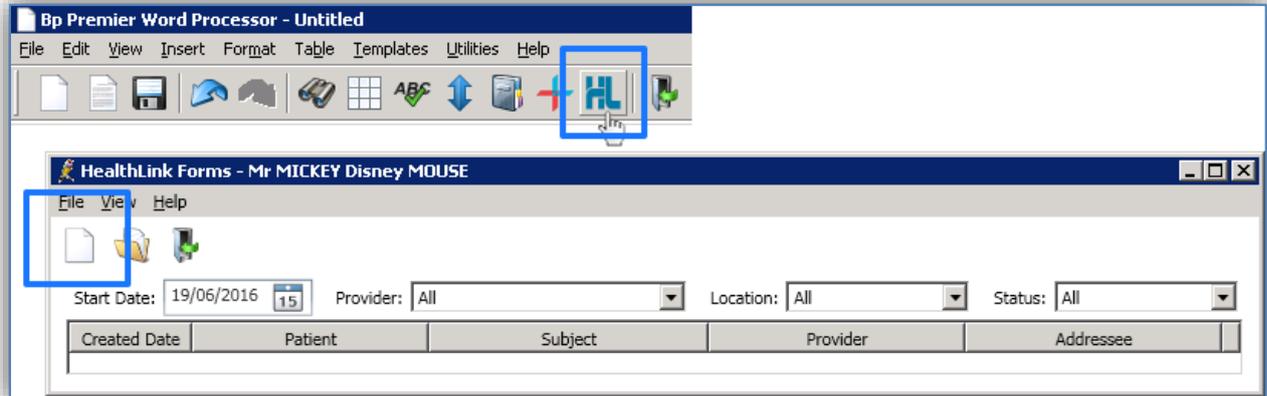
If you have questions relating to the Chris O'Brien Lifehouse eReferral Program, please contact:

clinics@lh.org.au
02 8514 0670

The Chris O'Brien Lifehouse Hospital Referral SmartForm has been designed to make it easier for you to refer your patients electronically for services provided by Chris O'Brien Lifehouse. This quick start guide has been developed to help you navigate the new digital form.

1. Open the patient record

Search for the patient and open their electronic medical record. Open the Best Practice Word Processor by clicking on the 'Letter' icon (or use the F4 on the keyboard). Then click on the 'HealthLink Forms' icon. In the HealthLink Forms window, click the 'New Form' button.



2. Launch the Form

Under the Referred Services section within the HealthLink Homepage, click on the form that you want to open.

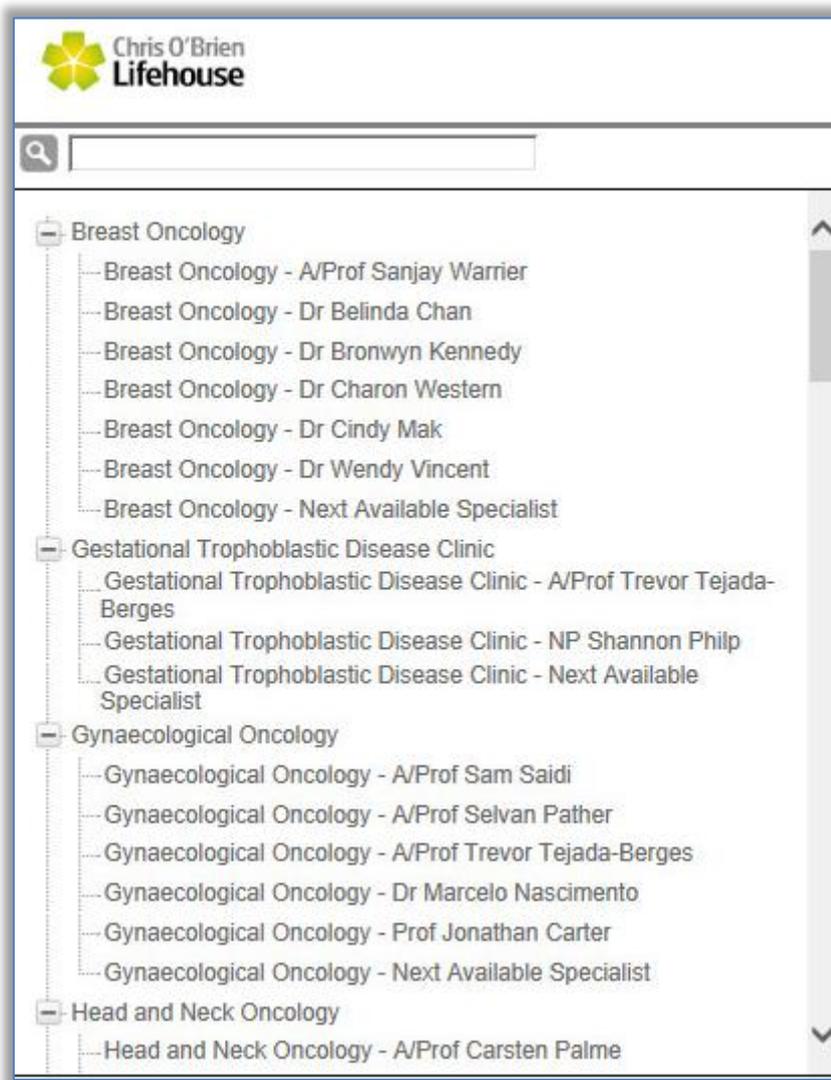


3. Select Lifehouse service

Select required service and recipient provider from the Lifehouse services listed and click continue.

Should you wish to narrow down the list to all providers for a particular service or condition, please enter the service or condition in the search area above the list of services.

Please note that you can refer to the next available specialist at each department by choosing the “next available Specialist” option from the list of providers at the service.



Chris O'Brien Lifehouse

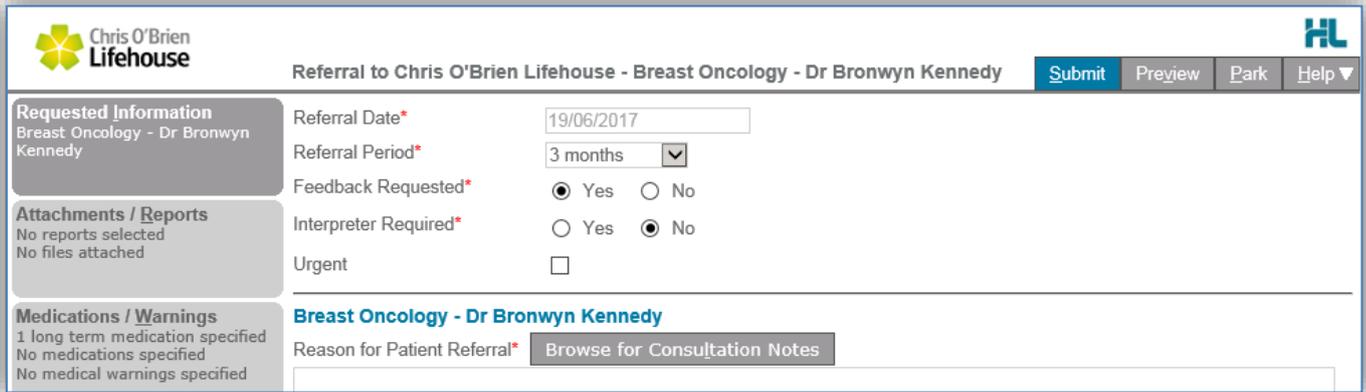
Search:

- Breast Oncology**
 - Breast Oncology - A/Prof Sanjay Warriar
 - Breast Oncology - Dr Belinda Chan
 - Breast Oncology - Dr Bronwyn Kennedy
 - Breast Oncology - Dr Charon Western
 - Breast Oncology - Dr Cindy Mak
 - Breast Oncology - Dr Wendy Vincent
 - Breast Oncology - Next Available Specialist
- Gestational Trophoblastic Disease Clinic**
 - Gestational Trophoblastic Disease Clinic - A/Prof Trevor Tejada-Berges
 - Gestational Trophoblastic Disease Clinic - NP Shannon Philp
 - Gestational Trophoblastic Disease Clinic - Next Available Specialist
- Gynaecological Oncology**
 - Gynaecological Oncology - A/Prof Sam Saidi
 - Gynaecological Oncology - A/Prof Selvan Pather
 - Gynaecological Oncology - A/Prof Trevor Tejada-Berges
 - Gynaecological Oncology - Dr Marcelo Nascimento
 - Gynaecological Oncology - Prof Jonathan Carter
 - Gynaecological Oncology - Next Available Specialist
- Head and Neck Oncology**
 - Head and Neck Oncology - A/Prof Carsten Palme

4. Complete the Form

The form will be displayed. At this point, you will have to 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.



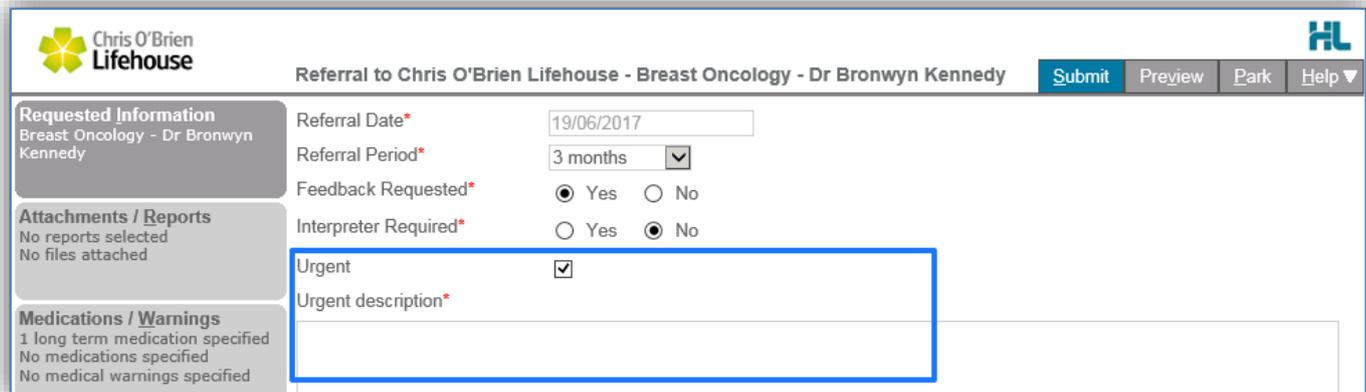
Chris O'Brien Lifehouse **HL**

Referral to Chris O'Brien Lifehouse - Breast Oncology - Dr Bronwyn Kennedy Submit Preview Park Help ▼

| | |
|--|--|
| Requested Information Breast Oncology - Dr Bronwyn Kennedy | Referral Date* 19/06/2017 |
| | Referral Period* 3 months ▼ |
| | Feedback Requested* <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Attachments / Reports No reports selected No files attached | Interpreter Required* <input type="radio"/> Yes <input checked="" type="radio"/> No |
| | Urgent <input type="checkbox"/> |
| Medications / Warnings 1 long term medication specified No medications specified No medical warnings specified | Breast Oncology - Dr Bronwyn Kennedy Reason for Patient Referral* Browse for Consultation Notes |

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

Depending on the selections you've made, additional fields will appear allowing you to include the relevant information necessary.



Chris O'Brien Lifehouse **HL**

Referral to Chris O'Brien Lifehouse - Breast Oncology - Dr Bronwyn Kennedy Submit Preview Park Help ▼

| | |
|--|--|
| Requested Information Breast Oncology - Dr Bronwyn Kennedy | Referral Date* 19/06/2017 |
| | Referral Period* 3 months ▼ |
| | Feedback Requested* <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Attachments / Reports No reports selected No files attached | Interpreter Required* <input type="radio"/> Yes <input checked="" type="radio"/> No |
| | Urgent <input checked="" type="checkbox"/> |
| Medications / Warnings 1 long term medication specified No medications specified No medical warnings specified | Urgent description* <div style="border: 2px solid blue; height: 20px;"></div> |

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 Best Practice or in your local computer's file system.

Chris O'Brien Lifehouse

Referral to Chris O'Brien Lifehouse - Breast Oncology - Dr Bronwyn Kennedy

Submit Preview Park Help

Requested Information
Breast Oncology - Dr Bronwyn Kennedy

Diagnostic Reports / Patient Documents

Browse for Patient Document Browse for Local File

Attach file from EMR supports: jpeg, msword, pdf, plain text, rtf, tiff
Attach file from Computer supports files that end in types: doc, docx, jpeg, jpg, pdf, rtf, tif, tiff, txt

Access Key: ctrl+alt+o

Caution: larger attachments may take significant time to preview

| <input type="checkbox"/> | Date | Name | Comments | Type | Size | |
|--------------------------|------------|--------------------|--------------------------|------|--------|--|
| <input type="checkbox"/> | 02/06/2017 | June Diagnosis.pdf | Please check page 3 here | pdf | 138 KB | |
| <input type="checkbox"/> | 04/03/2017 | Mammogram.tiff | | tiff | 89 KB | |

Attachments / Reports
No reports selected
No files attached

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

Chris O'Brien Lifehouse

Referral to Chris O'Brien Lifehouse - Breast Oncology - Dr Bronwyn Kennedy

Submit Preview Park Help

Requested Information
Breast Oncology - Dr Bronwyn Kennedy

Long Term Medications

| Date | Details | Dose | Units | Instructions | |
|------------|---|------|-------|--------------|--|
| 17/11/2011 | VENTOLIN CFC-FREE (Salbutamol (as sulfate)) | | | | |

Other Medications

Browse for More Medications

| Date | Details | Dose | Units | Instructions | |
|-------------------|---------|------|-------|--------------|--|
| No records found. | | | | | |

Medical Warnings

| <input checked="" type="checkbox"/> | Date | Description | Comments |
|-------------------------------------|------------|---------------------------|-----------|
| <input checked="" type="checkbox"/> | 26/05/2017 | ACE INHIBITORS | Dry cough |
| <input checked="" type="checkbox"/> | 25/05/2017 | ALPHA-ADRENERGIC BLOCKERS | |

Attachments / Reports
No reports selected
No files attached

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

Medical History
Medical history specified

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.

Please fix the following errors:

- Patient Date Of Birth is a required field

Patient Information

Medicare Number*

Medicare Expiry
 

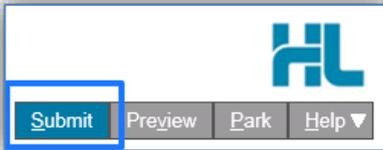
DVA Number

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 20/06/2017 15:30 NZST

Referral to Chris O'Brien Lifehouse - Breast Oncology - Dr Bronwyn Kennedy

Patient: Mickey Mouse, 18yrs, M, DOB 22/02/1999
Residential address: 18 Apohis Street, Bellingen, NSW 2454
Postal address: same as residential address
Referred by: A. Practitioner, HealthLink Limited, Prov. No. 3340332Y, Reg. No. 0000000Y

Accessing 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.

| Created Date | Patient | Subject | Provider | Addressee | Status |
|--------------|--------------|-------------------------|----------------|-----------|--------|
| 14/09/2016 | MICKEY MOUSE | Chris O'Brien Lifehouse | Dr Ross Hendry | lifetest | Parked |
| 28/02/2017 | MICKEY MOUSE | Chris O'Brien Lifehouse | Dr Ross Hendry | lifetest | Parked |

Accessing Submitted Forms

HealthLink Forms Menu

A copy of the submitted form can be found by selecting 'HealthLink Forms' under the 'View' menu. To open, double click the selected form.

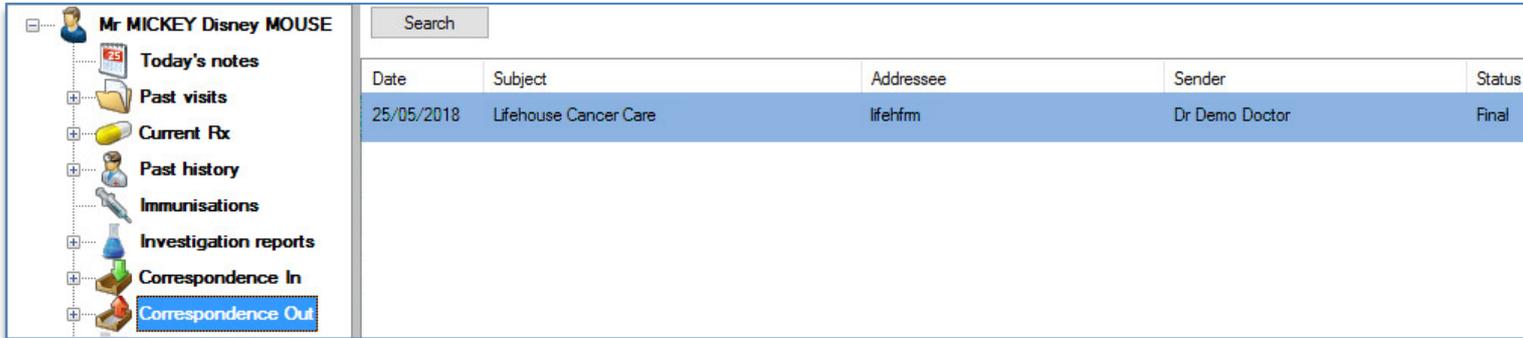
| Created Date | Patient | Subject | Provider | Addressee | Status |
|--------------|--------------|-------------------------|----------------|-----------|-----------|
| 15/09/2016 | MICKEY MOUSE | Chris O'Brien Lifehouse | Dr Ross Hendry | lifetest | Completed |
| 28/02/2017 | MICKEY MOUSE | Chris O'Brien Lifehouse | Dr Ross Hendry | lifetest | Completed |

Best Practice Correspondence Out

A copy of submitted forms can also be viewed from patient **Correspondence Out** section.

Once the form is submitted click on patient Correspondence Out and then press **F5** on keyboard to refresh and get the submitted form to be listed under patient Correspondence Out.

To open, double click the selected form.



| Date | Subject | Addressee | Sender | Status |
|------------|-----------------------|-----------|----------------|--------|
| 25/05/2018 | Lifehouse Cancer Care | lfehfm | Dr Demo Doctor | Final |

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



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Newmarket, Auckland 1023
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HealthLink helps over 30,000 healthcare practitioners deliver certainty in care by enabling them to exchange patient information quickly, reliably and securely.

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