



# Quick Start Guide

## Chris O'Brien Lifehouse Referral SmartForm

### CONTACT

If you require further technical support please contact:

HealthLink

[helpdesk@healthlink.net](mailto:helpdesk@healthlink.net)

1800 125 036

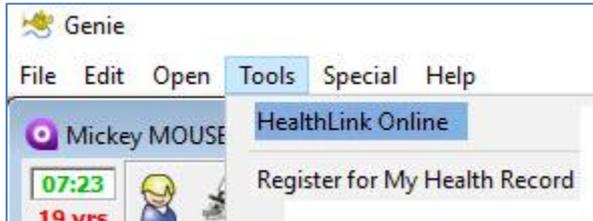
If you have questions relating to the Chris O'Brien Lifehouse eReferral Program, please contact:

[clinics@lh.org.au](mailto: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

- 1.1- Click on **Open>Patients** menu to search for the patient
- 1.2- From patient list select required patient and open their electronic medical record.
- 1.3- Click on **Tools> HealthLink Online** menu to HealthLink Online screen for the patient



- 1.4- Click on 'New' button to access the HealthLink launch page.



## 2. Launch the Form

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

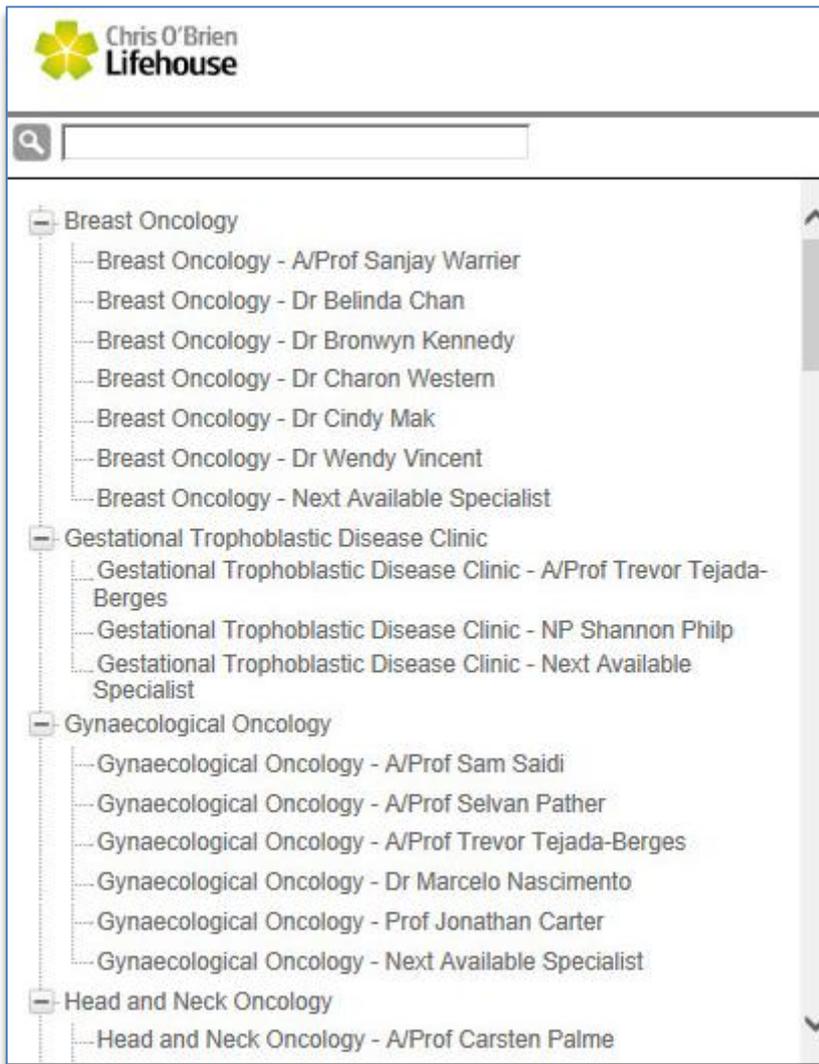


### 3. Select Lifehouse service

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.



The screenshot displays the Chris O'Brien Lifehouse website interface. At the top left is the logo, which consists of a green four-petaled flower icon followed by the text "Chris O'Brien Lifehouse". Below the logo is a search bar with a magnifying glass icon on the left and a text input field. The main content area is a scrollable list of medical services, each with a minus sign icon to its left. The services listed are: Breast Oncology, Gestational Trophoblastic Disease Clinic, Gynaecological Oncology, and Head and Neck Oncology. Each service is followed by a list of providers, including names and titles like "A/Prof Sanjay Warriar", "Dr Belinda Chan", "Dr Bronwyn Kennedy", "Dr Charon Western", "Dr Cindy Mak", "Dr Wendy Vincent", "A/Prof Trevor Tejada-Berges", "NP Shannon Philp", "A/Prof Sam Saidi", "A/Prof Selvan Pather", "A/Prof Marcelo Nascimento", "Prof Jonathan Carter", and "A/Prof Carsten Palme". A "Next Available Specialist" option is also listed for each service. A vertical scrollbar is visible on the right side of the list.

- 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

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\*  Yes  No

Interpreter Required\*  Yes  No

Urgent

**Attachments / Reports**  
No reports selected  
No files attached

**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

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\*  Yes  No

Interpreter Required\*  Yes  No

Urgent

Urgent description\*

**Attachments / Reports**  
No reports selected  
No files attached

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

## 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 Medical Director 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

**Attachments / Reports**  
No reports selected  
No files attached

**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	

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

**Medical History**  
Medical history 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

**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

**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	

## 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.

## Accessing Parked Forms

To access a parked form from the patient's record, go to the HealthLink Online screen (Tools > HealthLink Online). Select the parked form from the listing and click on 'Resume'.

Date/Time	Description	Mode	View Type	Provider	Msg Control Id	Status
25/05/2018 13:54:39	Breast Oncology - A/Prof Sanjay Warriar	P		Dr Demo D Doctor	LIFE-408	Unknown

## Accessing Submitted Forms

A copy of the submitted form can be found by going to the HealthLink Online screen (Tools > HealthLink Online). Access it by selecting the form from the listing and then clicking on 'View'.

Date/Time	Description	Mode	View Type	Provider	Msg Control Id	Status
25/05/2018 13:58:23	Breast Oncology - A/Prof Sanjay Warriar	R	text/html	Dr Demo D Doctor	LIFE-408	Form Submitted

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](mailto:helpdesk@healthlink.net)



HealthLink  
Level 3, 13-15 Teed Street  
Newmarket, Auckland 1023  
New Zealand

[www.healthlink.net](http://www.healthlink.net)  
[helpdesk@healthlink.net](mailto:helpdesk@healthlink.net)

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)