

Quick Start Guide

Sydney Local Health District Haematology

CONTACT

If you require further technical support please contact:

HealthLink
helpdesk@healthlink.net
1800 125 036

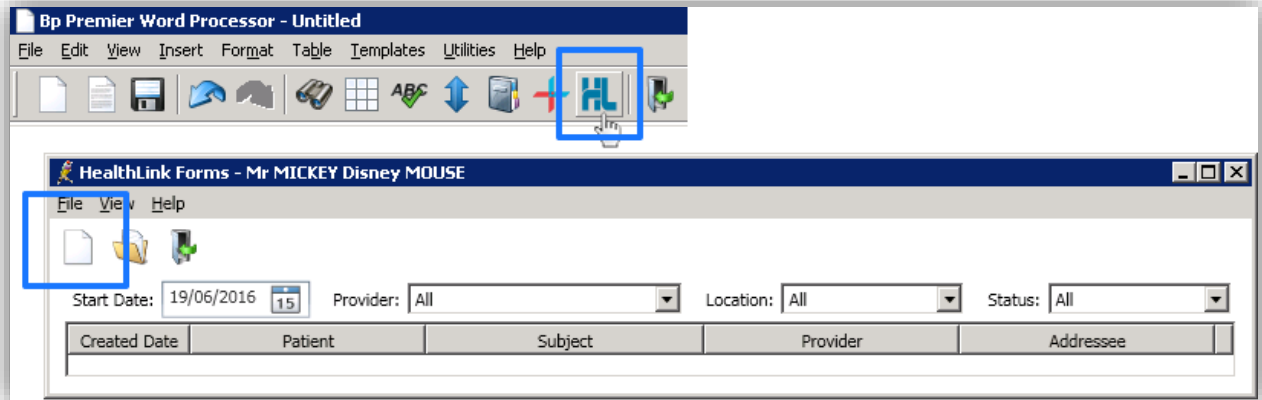
If you have questions relating to SLHD Haematology, please contact:

0459 885 531 or 0477 735 472

The electronic Haematology Forms has been designed to make it easier for you to submit Haematology Forms. This quick start guide has been developed to help you navigate within the new digital form.

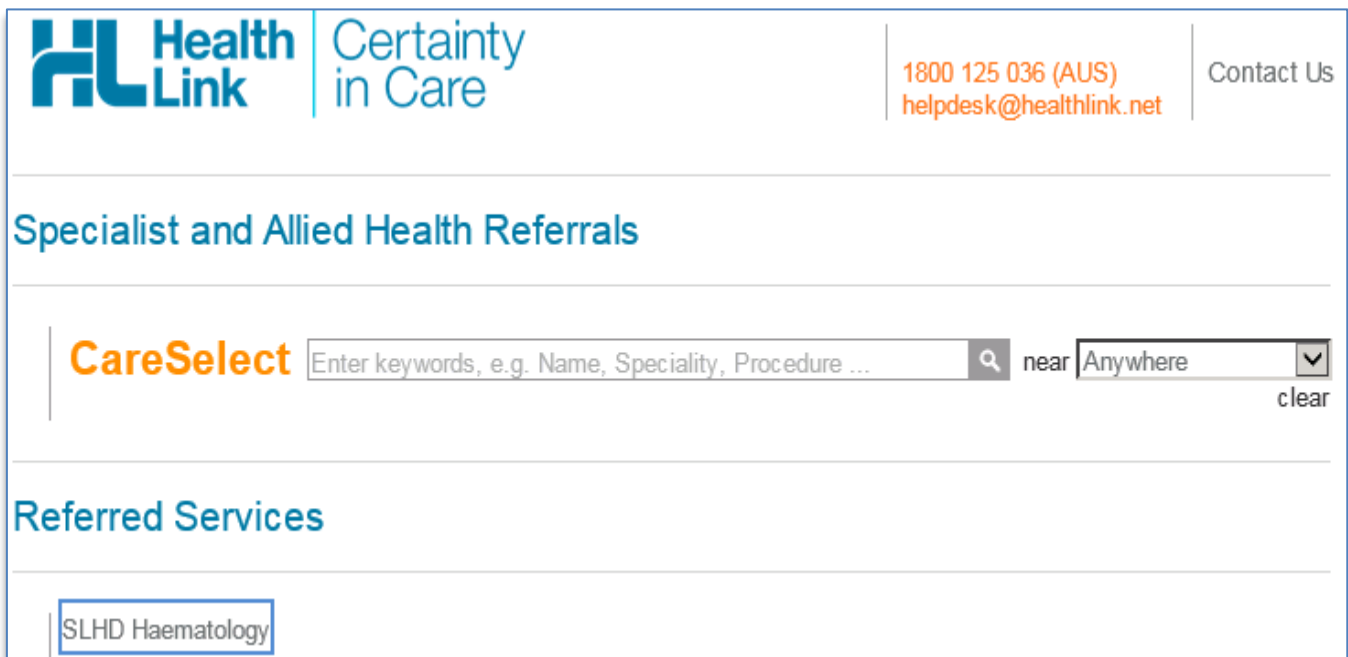
1. Open the patient record

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. Complete the Form

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

Requested Information SLHD Haematology

Referral Date* 11/07/2018

Referral Period* 12 months

Interpreter Required* Yes No

Urgent

If this referral is urgent, it should be as a follow up to a telephone conversation with the on-call haematologist at one of the following Hospitals:

- Concord Hospital - Monday to Friday (8am - 4pm) Phone (02) 9767 6648. After Hours phone the switchboard on (02) 9767-5000 to page the on-call haematologist
- Royal Prince Alfred Hospital - Monday to Friday (8am - 4pm) Phone (02) 9515 8031. After Hours Phone switchboard on (02) 9515-6111 to page the on-call haematologist

Discussed With* [input field]

Date* [input field]

Time* [input field]

Outcome* [input field]

PATHOLOGY RESULTS

If you have included relevant investigation or results, no further action is required.
If not, please check the relevant HealthPathways Sydney page for required Pathology Results.
To review Haematology Health Pathways click [Here](#).

Referral to Haematologist* Please Select

Reason for Patient Referral* [Browse for Consultation Notes](#)

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

4. 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.

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

Attachments / Reports No reports selected No files attached

Medications / Warnings No long term medications specified No medications specified No medical warnings specified

| <input type="checkbox"/> | Date | Name | Comments | Type | Size | |
|--------------------------|------------|----------------|----------|------|-------|--|
| | 29/06/2018 | AduroForm.html | | html | 15 KB | |
| | 29/06/2018 | AduroForm.html | | html | 14 KB | |
| | 28/06/2018 | AduroForm.html | | html | 15 KB | |
| | 28/06/2018 | AduroForm.html | | html | 15 KB | |

Medical History Medical history specified

5. Ensure patient and referrer information is correct

With the Patient Information and Referrer Information 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*
6288253443 1

Medicare Expiry

DVA Number


Date of birth*

IHI

Pension Number


6. 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 29/06/2018 09:55 AEST

Referral to SLHD Haematology



Patient: Mickey Mouse, 37yrs, M, DOB 12/12/1980, PH: 987654
Residential address: 13 Teed Street, Melbourne University, VIC 3052
Postal address: same as residential address
Referred by: Test User, HealthLink Limited, Prov. No. 0000000Y, HPI-I 8003618233366573, PH 07 88888888
Referral date: 29/06/2018 09:55 AEST

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 | Location | Status | Message ID |
|--------------|---------------------|------------------|----------------|-----------|----------------------|--------|------------|
| 29/06/2018 | MICKEY Disney MOUSE | SLHD Haematology | Dr Demo Doctor | slhdhaem | HealthLink Messaging | Parked | SLHD-4 |

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 | Location | Status | Message ID |
|--------------|---------------------|------------------|----------------|-----------|----------------------|-----------|------------|
| 29/06/2018 | MICKEY Disney MOUSE | SLHD Haematology | Dr Demo Doctor | slhdhaem | HealthLink Messaging | Completed | SLHD-5 |

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 |
|------------|------------------|-----------|----------------|--------|
| 29/06/2018 | SLHD Haematology | slhdhaem | 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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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)