

Quick Start Guide

Sydney Local Health District Haematology

CONTACT

If you require further technical support please contact:

HealthLink
helpdesk@healthlink.net
1800 125 036

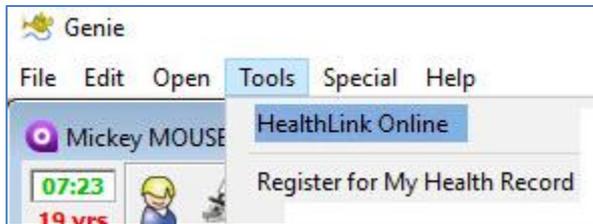
If you have questions relating to SLHD Haematology, please contact:

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

- 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.



Certainty in Care

1800 125 036 (AUS)
helpdesk@healthlink.net

Contact Us

Specialist and Allied Health Referrals

CareSelect

near

Referred Services

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* [Text Field]

Date* [Text Field]

Time* [Text Field]

Outcome* [Text 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 Genie 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

Caution: larger attachments may take significant time to preview

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

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'.



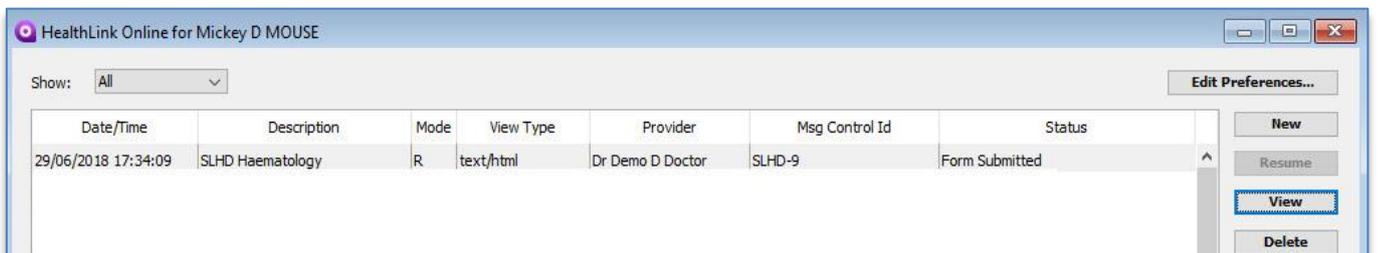
The screenshot shows a window titled "HealthLink Online for Mickey D MOUSE". At the top left, there is a "Show:" dropdown menu set to "All". To the right is an "Edit Preferences..." button. Below this is a table with the following data:

Date/Time	Description	Mode	View Type	Provider	Msg Control Id	Status
29/06/2018 17:30:19	SLHD Haematology	P		Dr Demo D Doctor	SLHD-9	Unknown

On the right side of the table, there are three buttons: "New", "Resume", and "Delete". The "Resume" button is highlighted in blue.

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'.



The screenshot shows the same window as above, but with a different form selected. The table data is as follows:

Date/Time	Description	Mode	View Type	Provider	Msg Control Id	Status
29/06/2018 17:34:09	SLHD Haematology	R	text/html	Dr Demo D Doctor	SLHD-9	Form Submitted

On the right side of the table, the buttons are "New", "Resume", "View", and "Delete". The "View" button is highlighted with a blue dashed border.

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)