

## Quick Start Guide

### Sending an Access Community Health referral from Medtech 32

The Access Community Health Service online referral form has been designed to make it easier for you to complete and submit a referral for your patient electronically to Access Community Health. This guide has been created to show you the key steps involved in completing an Access Community Health Service online referral form within Medtech 32.

#### 1. Open the patient record

Search for the patient and open their medical record in Medtech 32.

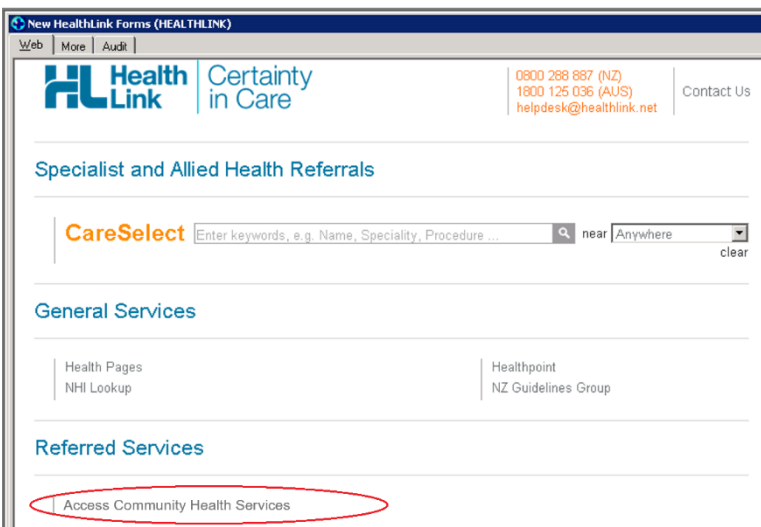


#### 2. Select the HealthLink icon

Select the HealthLink icon above the patient details banner.



The HealthLink launch page will display. Select the Access Community Health Services link from the Referred Services section.



### 3. Complete the Access Community Health Service referral form

The Access Community Health Service referral form will display and is very similar in format and functionality to a DHB eReferral form.

Complete the relevant fields under each tab on the left. You can park the form if you want to work on it later.

**Access Community Health Services**

Select the ACC record associated with the referral\*  
Please enter data into the last box if not showing

ACC45	Date	Is Work Related	Location	Details
<input type="radio"/> T667710	09/06/2000	Yes	On work site	Back pain due to heavy lifting
<input type="radio"/> T667711	08/05/1998	No	Residential Property	Fall from Ladder
<input type="radio"/>				

Diagnosis of selected ACC\* record:

First visit required\*

**Community Nursing Services Required**

Service(s) Required\*

- Wound Care
- IV Management
- Bladder Care
- Bowel Care
- Other

Eligibility - Reason for referral\*

Tetanus Status\*

Smoking Cessation

Allergies (if any)

**Nominated Person for Contact**

Name

Contact Number

Address to be visited at\*

Home  Other

Hazards at address (Please specify e.g. Dogs etc)

**Nursing Intervention Required**

Treatment to date

**Measurement Details**

Date	Code	Value
10/09/2014	Height	175
06/11/2015	Weight	80

Date	Code	Value
06/11/2015	BMI	26.1
06/11/2015	BP	155/22

### 4. Submit the Access Community Health Service referral form

Select the 'Submit' button when you are ready to send your form to Access Community Health. The Access Community Health Service referral form will be sent electronically via HealthLink.



Upon successful submission a copy of the Access Community Health referral form will be displayed within the EMR showing the Referral Acknowledgement information.

Referral Sent and Acknowledged on 05/08/2019 23:49 NZST

Access Community Health Services Referral  
for Service Request



**Patient:** Micky Mouse, 20yrs, NHI JDR1234, F, DOB 21/02/1999, PH: Day Phone Number, Wrk 09 3766281, Hme 021 0780980, Oth 3756281

**Residential address:** 12 Teed Street, Newmarket, Auckland 0230

**Postal address:** same as residential address

**Referred by:** Smith John, Smith's Practice, NZMC 88976, PH 3678900, FAX 3678902

**Referral date:** 05/08/2019 23:49 NZST

**Clinical Referral Information**

ACC

ACC45	Date	Work Related	Location	Details
T667711	08/05/1998	No	Residential Property	Fall from Ladder

Diagnosis of selected ACC test record:

First Visit required: 06/08/2019

**Community Nursing Services Required**

Service(s) Required

- Wound Care

Eligibility - Reason for referral: Reduced Mobility

Tetanus Status: test

**Nominated Person for Contact**

Address to be visited at: Home

**Nursing Intervention Required**

**Measurement Details**

Date	Code	Value
10/09/2014	Height	175
06/11/2015	Weight	80

Date	Code	Value
06/11/2015	BMI	26.1
06/11/2015	BP	155/22

**Medical History - No family and personal history specified**

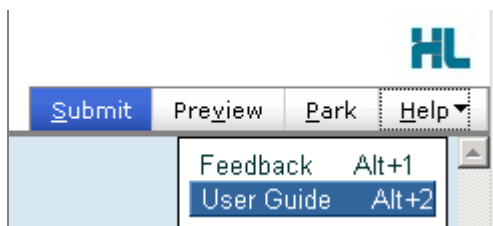
If you want to print a copy of the Access Community Health Service referral form, select 'Print' at the end of your submitted form, remembering to select your default printer.

Click on OK to close the submitted form view and return to the EMR.

5. Hints and Tips

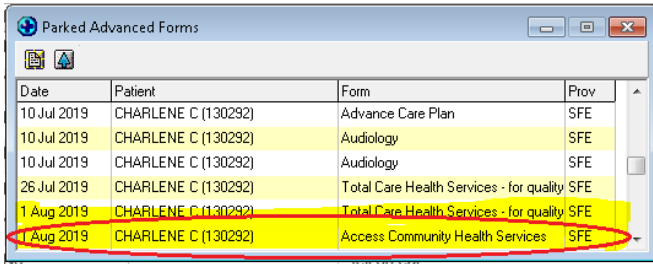
a. [Access Community Health Service referral form help](#)

To access the HealthLink eReferrals User Guide go to the 'Help' menu and click on the 'User Guide' link provided.



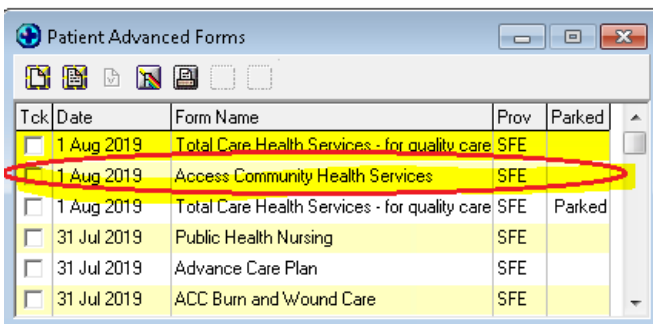
b. [Access parked Access Community Health Service referral form from patient electronic medical record](#)

A parked Access Community Health Service referral form can be found in the Parked Forms list (Module > Advanced Forms > Parked) in your electronic medical record within Medtech 32.



Date	Patient	Form	Prov
10 Jul 2019	CHARLENE C (130292)	Advance Care Plan	SFE
10 Jul 2019	CHARLENE C (130292)	Audiology	SFE
10 Jul 2019	CHARLENE C (130292)	Audiology	SFE
26 Jul 2019	CHARLENE C (130292)	Total Care Health Services - for quality	SFE
1 Aug 2019	CHARLENE C (130292)	Total Care Health Services - for quality	SFE
1 Aug 2019	CHARLENE C (130292)	Access Community Health Services	SFE

- c. Access submitted Access Community Health Service referral form from patient electronic medical record  
 A copy of the Access Community Health referral form submitted for the patient can be found in the Patient Forms list (Module > Advanced Forms > Patient Forms) and the Patient Outbox list (Module > Outbox > Patient Outbox) in your electronic medical record within Medtech 32.



Tck	Date	Form Name	Prov	Parked
<input type="checkbox"/>	1 Aug 2019	Total Care Health Services - for quality care	SFE	
<input type="checkbox"/>	1 Aug 2019	Access Community Health Services	SFE	
<input type="checkbox"/>	1 Aug 2019	Total Care Health Services - for quality care	SFE	Parked
<input type="checkbox"/>	31 Jul 2019	Public Health Nursing	SFE	
<input type="checkbox"/>	31 Jul 2019	Advance Care Plan	SFE	
<input type="checkbox"/>	31 Jul 2019	ACC Burn and Wound Care	SFE	

**For all queries, please call the HealthLink Customer Support Line:**  
 Monday to Friday (except public holidays) 8am – 6pm  
 Phone: 0800 288 887 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)  
[info@healthlink.net](mailto:info@healthlink.net)

HealthLink delivers certainty in care to over 30,000 healthcare practitioners by integrating their computer systems and enabling them to exchange data quickly, reliably and securely.  
 0800 288 887 (NZ)  
 1800 125 036 (AU)