

# Radiology Referral Quick Start Guide



## 1. Open the patient record

Search for the patient and open their medical record. Select the 'Patient' tab and click on the 'HealthLink Forms' icon above the patient details banner. The HealthLink launch page will display



## 2. Launch the e-Referral SmartForm

Use the CareSelect search engine to search for the relevant Radiology provider either by name or service required. A list matching the search criteria will be displayed. Click on the 'Compose Referral' button to launch the e-referral SmartForm.



## 3. Complete the e-Referral SmartForm

The e-referral SmartForm will display. Complete the relevant fields under each tab on the left. The form can be parked if you want to work on it later.

#### 4. Submit the e-Referral SmartForm

Select the 'Submit' button when you are ready to send your form to the relevant provider. The form will be sent electronically via HealthLink. If you want to print a copy of the form, select 'print' at the end of the submitted form, remembering to select your default printer.

### Hints & Tips

**View the organisation contact information and bio:** Click on 'Contact' in the list of providers/services matching the search criteria in CareSelect to view the contact information

Click on the organization name, and the organization bio will be displayed providing details about the organization and the services offered (Compose Referral can be selected from this screen also)

**Access a parked e-Referral SmartForm from the patient electronic record:** A parked e-Referral SmartForm can be found in the Parked Advanced Forms list (Patients>Advanced Forms>Parked> in your electronic medical record.

**Medtech Evolution - Healthlink**

File Home Patient Account Claims Tools Utilities Reports ManageMyHealth ConnectedCare CBIT ToolBar Help Parked Advanced Form

Classification History Front Page Contacts SOTAP Consultation SOTAP Daily Record Medications Medical Calculator Screening Lab Referral Radiology Referral Patient Inboxes Patient Outboxes HealthLink Forms New Doc Parked Documents HealthLink eLab Quick Doc Advanced Forms Consult Management

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 144 Disney Land, Los Angeles, 234234, 112233445 27 Dec 1967 48 yrs Male European/Pakeha NZ 10.00

**Patient Record** << Parked Advanced Form

Date	Patient	Form	Prov
21 Mar 2016	MOUSE Mickey (1	HealthLink Radiology Group	SFE

**Access a Submitted e-Referral SmartForm from the patient electronic record:** A copy of the submitted e-Referral SmartForm can be found in the Advanced Forms list (Patient > Advanced Forms) in your electronic medical record.

**MOUSE Mickey (130292.1)**  
 144 Disney Land, Los Angeles, 234234, 112233445

>> Patient Advanced Forms

Tick	Date	Form Name	Prov	Parked
<input type="checkbox"/>	14 Feb 2016	HealthLink Radiology Group		

For all queries, please call the  
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