

# Radiology Referral Quick Start Guide



## 1. Open the patient record

Search for the patient and open their clinical notes. Select the 'Forms' tab and click on the 'HealthLink Forms' option under WebForms. The HealthLink Launch page will display.



## 2. Launch the e-Referral SmartForm

Use the CareSelect search engine to search for the relevant 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.

**Referral to HealthLink Radiology Group 1**

**Clinical Information** Information Required  
ACC

**Urgent**

**Attachments / Reports** No reports selected  
**RADIOLOGY**  
Funding stream\*   
Imaging modality\*  
Please select

CT Scan  Fluoroscopy  Interventional  
 MRI  Mammography  Scintigraphy  
 Ultrasound  X-Ray

Previous imaging related to this issue?  
Clinical details\*

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

**Medical History** No medical history specified

**Patient Information**   
Mickey Mouse, HUX9660  
21yrs  
Disability not specified

**Recipient / Referrer**   
HealthLink Radiology Group 1  
Referred by: Marcus Welby

## 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.

**Referral Sent and Acknowledged on 20/10/2020 14:38 NZDT**

**Referral to HealthLink Radiology Group 1**  
13-15 Teed Street, Auckland, Auckland, 1052, Ph:+64 9 354 7291

**Referral ID:** CSL-133108 (Test Referral)  
**Referral date:** 20/10/2020 14:38 NZDT

## 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

**Specialist and Allied Health Referrals**

**CareSelect** Healthlink Rad x near Anywhere clear

**Provider/Organisation matches (1<sup>st</sup> 10 of 252)**

HealthLink Radiology Group 1 Radiology, Ultrasound (Organisation)  
contact |  (to organisation)

HealthLink Radiology Group 2 Radiology, Ultrasound (Organisation)  
contact |  (to organisation)

**Compose Referral**

**Phone**  
+64 9 4861659

**Fax**  
+64 9 4895458

**Email**

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)

**Specialist and Allied Health Referrals**

**CareSelect** Healthlink Rad x near Anywhere clear

**Provider/Organisation matches (1<sup>st</sup> 10 of 252)**

HealthLink Radiology Group 1 Radiology, Ultrasound (Organisation)  
contact |  (to organisation)

HealthLink Radiology Group 2 Radiology, Ultrasound (Organisation)  
contact |  (to organisation)

**HealthLink Radiology Group 1**

Procedures & Services Areas of Interest Languages Affiliations Publications

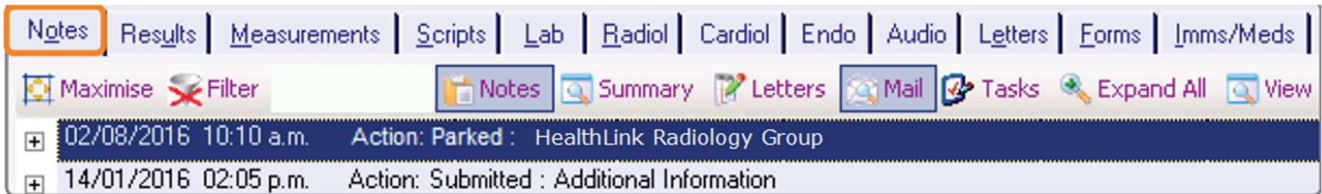
**Contact Information** **Summary**

Phone: 09 354 7291  
Fax:

HealthLink is a health-system integrator. Our key purpose is to enable medical practices to communicate electronically with the rest of the health system. By exchanging clinical information healthcare providers become more efficient and they are able to improve the quality of care they can provide their patients.

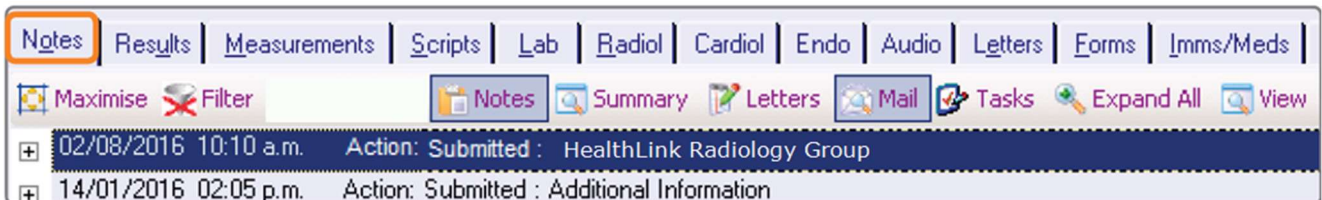
## Access a parked e-Referral SmartForm from the patient electronic record:

A parked e-Referral SmartForm can be found in the 'Notes' tab in your electronic medical record.



## Access a Submitted e-Referral SmartForm from the patient electronic record:

A copy of the submitted e-Referral SmartForm can be found in the 'Notes' tab in your electronic medical record.



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