

Installation Guide Companion

Applicable to set up Incisive **Specialist Practice Manager (SPM)** Systems for LAB, Referral, Discharge Summaries & Letters (RSD) messages

HealthLink Messaging System (HMS) 6.6.x

Rajab Nabi - 1.4.1

Document History



Document	History		
Version	Date	Author	Comment
1.0	27/12/2006	Bhavesh Daya	
1.1	10/09/2013	Rajab Nabi	Added Setup section lookup in Incisive
1.2	5/12/2013	Rajab Nabi	Added more screenshots from Incisive
1.3	10/12/2013	Kyle Macdonald	New Branding
1.4	05/02/2015	Rajab Nabi	Updated with HealthDoc information.
1.4.1	13/02/2015	Rajab Nabi	Added requirement on HealthDocs schema file to be placed by Incisive.

HL

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1. Before you begin

1- If the practice is using Incisive version which is lower than **403.8**, than the practice will need correct **Healthdocs schema** file created by Incisive, to import Healthdocs messages.

To get this Healthdocs schema deployed the practice needs to contact Incisive helpdesk.

2- Make sure you have installed the latest version of HealthLink SIX messaging system (HMS version 6.6.x) in your system.

The *HLINK* directory described in this guide should be **shared** and users will need to have **full** (read/write) permissions to Everyone. We advise you to use network paths when you configure the HLINK directory.

If you are unsure on any of the above, please contact the HealthLink Helpdesk on 0800 288 887



2. How to check Healthlink Config in Incisive

2.1 Setup > System > Messaging Carriers

Accounting	Alternate Patient ID
Address File	Colposcopy NCSP-R number
Appointment Book	File Locations
Charges	Messaging Carriers
Charges (System)	Set Default Postal Region
Charts	System GST
Claims	User Colours
Clinical Audit	
Forms/Labels	
lospital	
nventory	
etterHeads	
ocations	
Operator	
Personnel	
Printers	
Quick Codes	
Selection Lists	
Structured Prescriptions	
System	
Jser	
Vorkstation	

2.2 Check HL7 v2.4 RSD Settings

Messaging Carriers			×
	M	essaging Carriers	
Name	File Format	Applications	
HEALTHLINK ARGUS	FF, XML HL7	HMS ARGUS AGENT, ARGUS MESSENGER,	
HEALTHLINK	HL7	HMS	<u>E</u> dit

Select the second HEALTHLINK HL7 and click on the Edit button to check settings.

	Messa	aging Carrier		
Carrier Name	HEALTHLINK		<u>H</u> ealthLink ID	HLK EDI
File Format	HL7			
Carrier Applications	HMS			
RSD Input Path C:	\HLINK\HL7_in\RSD02NZ\			
Ack. Output Path C:	\HLINK\HL7_out\RSD02NZ\			



2.3 Check XML HealthDoc Settings

Select the first HEALTHLINK FF XML listing and click on the Edit button to check settings.

Check if HealthLink HealthDoc file paths are pointing to correct location.

2.4 Check FF v2.3 RSD & FF v2.1 ORU Lab Settings

Select the first HEALTHLINK FF XML listing and click on the Edit button to check settings.

Check if HealthLink FF v2.3 and FF v2.1 file paths are pointing to correct location.



3. Importing message in Incisive

3.1 Appointment > Transfer

Calendar	Appointments	Overview Wait	ing List [W1 👘 🤇	On Hold [H]	Resources in Us		Diary
Time	Patient Name		Appointment	t Type /Notes			<u>N</u> ew
8:30 am						-	<u>E</u> dit
9:00am (30)							<u>D</u> elete
9:30 am (15) 9:45am (15)							<u>L</u> abel
10:00am (15) 10:15 am (55)							<u>J</u> ump
11:10 em (15)							<u>T</u> oday
11:40 am (20)							<u>S</u> earch
1:00 pm							Print
1:00 pm (180)							Status
							Notify
							Follow
							1st Free
						4	Transfer
							CMC
							3 <u>M</u> 3
						•	<u>R</u> esrce.
Patient	Appoint- ment	lictation 0ffice	Reports	Setup	🐴 🗗 Utilities		Exit



4. How to view RSD Letters in Incisive

<u>A</u> ssign Images	Yiew Lab Mail	View <u>R</u> SD Mail	<u>D</u> ata Repair	Index 3rd Parties
<u>C</u> onsol. Patients	Proclaimed Lab Mail	Unclaimed RSD Mail	Market Index F <u>8</u>	
View Fax <u>L</u> og	Print Blan <u>k</u>	Purge <u>B</u> atch Labels	Release <u>N</u> otes	View Email Log
Messages	Data Imp <u>o</u> rt	Exp. Electronic Discharges	ART <u>P</u> Documents	
% Medicare	<u>H</u> ealthDocs	ACC e <u>F</u> orms	Rates	TeamViewer
Unlock Banking				
				Exit

Once the message has been imported by Incisive click on $\ensuremath{\textit{View RSD Mail}}$

Highlight the file and click on View Attachments.

Patient(s)	re are 5 Incoming	RSD Mail Items		There ar	e 5 unkno	wn patient(s)
MOUSE	N	lickey				12 Rauhuia CresIIPa
Mail	<u>V</u> iew File	Enhanced Vie <u>w</u>	View At	tachments		
4.12.13		New Referra	al. Sen	c by: md	tv16ts	
New Refer	ral. Sent by:)	mdtv16ts				
Literal						
Display f	ormat in PDF					
1			Process	Process	Process	
	Patient Assig	n New <u>R</u> eg.	One	Patient	All	Print Delete



Select PDF and Click on View.

RSD Attachments	
PDF	⊻ie₩
	Exit
NB: Viewed file names may differ from the	se sent
pro: riened ine names indy differ nom die	

View of PDF Message

Josie Patient: M	Sinclai	r Referral Forn E, 47yrs, NHI HUX8660, M, 0 R, Auckland 1023	n DOB 01/11/19	66, PH 09 555	5 555, 0800258587, 021	022026
Referred	by: Sam Entwi	stle, Milistone Family Practice	, NZMC 1234	456, PH 09 35	8 0117, FAX 789457	
Referral o	date: 28/11/201	3 13:21:12 (Test Referral)				
General	Surgical					
ACC						
ACC clain	TC	Not Specified				
Reason fo	or Referral:	This is a test referral to m	ake sure that	you can receit	ve a new type of refemal	
Provisiona	al Diagnosis:	HealthLink will be in conta	ct with you sh	hortly regardin	g this message	
History:		If you have any concerns	please call Ti	mothy Choy o	n +64 9 3547279	
Examinati	on:	Regards, Timothy Choy				
Measurer	ment Details					
Date	Code	Value	Date	Code	Value	
_	Height	1 m	1.1	BMI		
	Weight			BP		
	strative Deta	ils				
Adminis						
Adminis Referral n	umber:	PSR-1845	Referral on	eation date:	28/11/2013 13:20:43	i
Adminis Referral n Facility:	umber:	PSR-1845 Josie Sinclair, Suite 4 101 Remuera Road Remuera Auckland	Referral on Referred fo	eation date: x:	28/11/2013 13:20:43 Outpatient Appointm	ent
Adminis Referral n Facility: Referral d	umber: ate:	PSR-1845 Josie Sinclair, Suite 4 101 Remuera Road Remuera Auckland 28/11/2013 13:21:12	Referral on Referred fo Referral by	eation date: or: pe:	28/11/2013 13:20:43 Outpatient Appointm First Specialist Asset	ent ssment
Adminis Referral n Facility: Referral d Service re	umber: ate: ferred to:	PSR-1845 Josie Sinclair, Suite 4 101 Remuera Road Remuera Auckland 28/11/2013 13/21:12 Josie Sinclair Referral For	Referral on Referred fo Referral typ	eation date: x: pe:	28/11/2013 13:20:43 Outpatient Appointm First Specialist Asser	ent ssment
Adminis Referral n Facility: Referral d Service re Form vers	umber: ate: ferred to:	PSR-1845 Josie Sinclair, Suite 4 101 Remuera Road Remuera Auckland 28111/2013 13:21:12 Josie Sinclair Referral For 4.2.0.1.16074-56-384-Car	Referral on Referred fo Referral typ m sewGeneralSi	eation date: x: pe: urgical	28/11/2013 13:20:43 Outpatient Appointm First Specialist Asser	ent ssment
Adminis Referral n Facility: Referral d Service re Form vers Processin	umber: ate: ferred to: lion: g ID:	PSR-1845 Josie Sinclair, Suite 4 101 Remuera Road Remuera Auckland 28111/2013 13:21:12 Josie Sinclair Referral For 4.2.0.1.16074-56-384-Car T	Referral on Referred fo Referral typ m sewGeneralSi	eation date: x: pe: urgical	28/11/2013 13:20:43 Outpatient Appointm First Specialist Asse	ent ssment
Adminis Referral n Facility: Referral d Service re Form vers Processin Eligibility	umber: ate: ferred to: jon: g ID:	PSR-1845 Josie Sinclair, Suite 4 101 Remuera Road Remuera Auckland 28111/2013 13:21:12 Josie Sinclair Referral For 4.2.0.1.16074-56-384-Car T	Referral on Referred fo Referral typ m sewGeneralSk	eation date: x: pe: urgical	28/11/2013 13:20:43 Outpatient Appointm First Specialist Asse	ent ssment



5. How to view HealthDoc in Incisive

Once HealthDoc message has been imported by Incisive, click on Utilities>HealthDoc.

If the message was matched to a user/provider click on **Claimed MailDocs**, and if the message was not matched to user/provider click on **Unclaimed MailDocs** button.

4.2.2015				Marc Hime
<u>A</u> ssign Images	Yiew Lab Mail	View <u>B</u> SD Mail	<u>D</u> ata Repair	Index 3rd Parties
<u>Consol.</u> Patients	Unclaimer Lab N	d Unclaimed	A Index F8	
View Fax <u>L</u> og	Print Blar	Unclaimed <u>M</u> ailDocs	Release Notes	View Email Log
		Unclaimed PatientDocs	ABTP	
Messages	Data Imps	Claimed MailDocs	ocuments	JPG Viewer
% Medicare	HealthDo-	Claimed PatientDocs	Rates	Unlock Banking
		Close		

From claimed/unclaimed message list select correct patient and then click into the Mail section to display the name of attachment.

💐 Claimed MailDocuments	
There are 2 Claimed M	ail Item(s)
<u>P</u> atients	
	01.11.60
Mail	· · · · · · · · · · · · · · · · · · ·
MESSAGE Subject Line: Body:	Please see attached referral for Alistair McIntyre to Mr HimerKind regards.Brent Morgan
PROVIDER Provider Name:	_
Attac <u>h</u> ments	
C Mail Item Selected Patient Prog	



From the attachments section select the required attachment and then click on view button to load the attached document into appropriate viewer.

s, Claimed MailDocuments
There are 2 Claimed Mail Item(s)
Patients
01.11.60
· · · · · · · · · · · · · · · · · · ·
Mail
MESSAGE Subject Line: Body: Please see attached referral for Alistair McIntyre to Mr HimerKind regards.Brent Morgan
Provider Name:
Attachments
Filename: McIntyreALETTER.doc Sub-Type:
• Mail Item • Selected Patient • All Patients
27 January 2015
Orthopaedic Surgeon
Whangarei
Dear Mr Hirner,
Problem: (L) Medial and posterior knee pain Impression: (L) Medial meniscal pathology
Thank you for seeing ' for his (L) medial-posterior knee pain.
gives a history of straining his knee when he was stepping up high into digger, twisting awkwardly straining back of knee. There was no significant swelling at the time. Since this he

Once processed, the letter will display in Patient Files as 'Mail In'

New Zealand Phone toll free: 800 288 887 7.00am – 7.00 pm Monday-Friday (AEST)

Australia Phone toll free: 1800 125 036 7.00am – 7.00 pm Monday-Friday (AEST)

Email helpdesk@healthlink.net

If there is a communication problem.

Make it our problem.

www.healthlink.net