

Radiology Referral Quick Start Guide

Spectrum Medical Imaging eReferral SmartForm



Welcome to Radiology Referrals

The Radiology Referral SmartForm has been designed to make it easier for you to refer your patients electronically for services provided by Spectrum Medical Imaging Referral SmartForm.

This quick start guide has been developed to help you navigate the new digital form.

Step 1:

Open the patient record and the HealthLink homepage

Step 2:

Launch the Form

Step 3:

Select the Radiology Referral SmartForm

Step 4:

Ensure patient and referrer information is correct

Step 5:

Preview the referral

Step 6:

View or Print Submitted Referrals

Step 1:

Open the patient record and the HealthLink homepage

- Open the patient record;

a From the patient record screen click on the **HealthLink Tab/Icon**

b Click New Form to launch **HealthLink Form Homepage**

The screenshot displays the MedicalDirector Clinical 4.1 interface for a patient named Mrs Margot Anderson (88yrs 11mths). The interface includes a menu bar (File, Patient, Edit, Summaries, Tools, Clinical, Correspondence, Assessment, Resources, Sidebar, MyHealthRecord, Messenger, Window, Help) and a toolbar with various icons. The patient's details are shown at the top, including DOB (10/10/1933), Gender (Female), and Occupation. Below this, there are fields for Allergies & Adverse Reactions (listing IBUPROFEN), Warnings, and a 'Recalls' button. The main area is divided into tabs: Summary, Current Rx, Progress, Past history, Results, Letters, Documents, Old scripts, and Imm. The 'HealthLink' tab is highlighted with an orange circle 'a'. Below the tabs, there is a 'New Form' button, also highlighted with an orange circle 'b', along with 'Resume', 'Delete', 'Clear Filters', 'Refresh', and 'Error Detail' buttons. A table of records is displayed below, showing 793 of 793 records. The table has columns for Date Created, Form Status, Message ID, Type, Subject, Description, Recipient, and Sender. The first row is highlighted in blue. The status bar at the bottom shows 'Dr Bronwn Gillespie (MD-Test Healthlink (Marketplace Partner))', 'MD Live Data - UAT-MD-SVR\HCNSQL07', and the date/time 'Wednesday, 21 September 2022 4:04:25 PM'.

Date Created	Form Status	Message ID	Type	Subject	Description	Recipient	Sender
3/08/2022 3:44:02 p.m.	Submitted	PRP-158	Diagnostic Imaging	Diagnostic Imaging	Diagnostic Imaging		Dr Bronwn Gi
4/07/2022 10:47:14 a.m.	Autosaved	SLHW-1256	Sydney Local Health District Wo...	Maternity	Sydney Local Health District Wo...	nswheref	
4/05/2022 11:57:21 a.m.	Parked	SLHD-14371	Sydney Local Health District Ser...	Gynaecology	Sydney Local Health District Ser...	slhdhaem	
4/05/2022 11:54:59 a.m.	Autosaved	SLHD-14370	Sydney Local Health District Ser...	Immunology and ...	Sydney Local Health District Ser...	slhdhaem	
13/04/2022 11:30:47 a.m.	Autosaved	AUR-3003	AU Radiology Referral	AU Radiology Re...	AU Radiology Referral	auuatptl	
31/01/2022 10:43:31 p.m.	Autosaved	SLHD-13705	Sydney Local Health District Ser...	Clinical Genetics	Sydney Local Health District Ser...	slhdhaem	
16/11/2021 6:35:29 p.m.	Autosaved	NNSW-4471	Northern NSW Local Health Dist...	Gynaecology Out...	Northern NSW Local Health Dist...	nswlhds	
16/11/2021 2:16:42 p.m.	Autosaved	SAH-1206	South Australian Health Referral	Orthopaedics	South Australian Health Referral ...	nalhnref	
12/11/2021 1:17:01 p.m.	Autosaved	SLHD-13363	Sydney Local Health District Ser...	Positive FOBT As...	Sydney Local Health District Ser...	slhdhaem	
12/11/2021 1:13:12 p.m.	Submitted	SLHD-13362	Sydney Local Health District Ser...	Gastroenterology	Sydney Local Health District Ser...	slhdhaem	Dr Bronwn Gi
9/11/2021 1:29:49 p.m.	Submitted	SLHD-13361	Sydney Local Health District Ser...	Gastroenterology	Sydney Local Health District Ser...	slhdhaem	Dr Bronwn Gi

Step 2: Launch the Form

C

Launch the Form Under the Referred Services section, click on Spectrum Medical Imaging eReferral SmartForm link.

The screenshot displays the HealthLink web application interface. At the top, the HealthLink logo is on the left, and contact information (1800 125 036 (AUS), helpdesk@healthlink.net, Contact Us) is on the right. Below the header is a navigation bar with three tabs: 'Make a referral', 'Update referral - Tasmania', and 'Update referral - SA Health'. The main content area is divided into three sections: 'Specialists, Allied Health Providers and GPs', 'Referred Services', and 'General Services'. The 'Referred Services' section is currently active and contains a list of services. An orange circle with the letter 'C' highlights the 'Spectrum Medical Imaging' link in the list. Other services listed include Heartbeat Health Summary, My Aged Care Referral, NNSWLHD – Other Services, Northern Sydney Local Health District Services, Roads and Maritime Services, Sydney Local Health District Services, Hearing Australia Medical Certificate, NNSWLHD – Lismore Base Outpatients – Medical Specialties, Online Medical Certificate for QLD CTP Claim, Sydney Local Health District Women's Health, and Transport for NSW.

HealthLink
connecting with care

1800 125 036 (AUS)
helpdesk@healthlink.net
Contact Us

What's new

Make a referral | Update referral - Tasmania | Update referral - SA Health

Specialists, Allied Health Providers and GPs

SR Specialists & Referrals Refer to Private Specialist | Refer / Contact other health providers

Referred Services

- Heartbeat Health Summary
- My Aged Care Referral
- NNSWLHD – Other Services
- Northern Sydney Local Health District Services
- C Spectrum Medical Imaging**
- Roads and Maritime Services
- Sydney Local Health District Services
- Hearing Australia Medical Certificate
- NNSWLHD – Lismore Base Outpatients – Medical Specialties
- Online Medical Certificate for QLD CTP Claim
- Sydney Local Health District Women's Health
- Transport for NSW

General Services

Compose a Letter or Report | HealthLink Generic Wrapper Demo

Step 3:

Select the Radiology Referral SmartForm

- Select the Spectrum Medical Imaging eReferral SmartForm; Complete the Spectrum Medical Imaging SmartForm. 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 or are awaiting on details not yet available, you can Park the form to save what you've currently done so far, and come back to it later to complete it. Depending on the selections you've made, additional fields will appear allowing you to include the relevant information necessary. The button Browse for Consultation Notes will give you access to today's and previous progress notes from the patient's medical records. You can add clinical notes to the form by selecting the relevant records.

The screenshot shows the 'Referral to Spectrum Medical Imaging' form. The top bar indicates 'MedicalDirector Clinical 4.1 - [HealthLink - Margot Anderson]'. The form is divided into several sections: 'Requested Information' (Diagnostic Imaging), 'Patient Information' (Margot Anderson, 121554355, 10/10/1933), and 'Referrer Information' (Bronwyn Gillespie, 3340332Y). The 'Referral Date' is 26/09/2022. 'Interpreter Required' is set to 'Yes'. 'Preferred Language' is 'French'. There is an unchecked 'Urgent' checkbox. Under 'Imaging services', 'CT Scan' is selected. The 'Examination request' field contains '* Pulmonary angiogram'. A list of 'Other CT Scans' includes MRI, X-Ray, Ultrasound, Mammography, Nuclear Medicine, Special, Fluoroscopy, Bone Densitometry, Cardiac Services, PET, and Interventional Procedures. At the bottom right, there are buttons for 'Submit', 'Preview', 'Park', and 'Help'. The 'Submit' button is circled in red. The bottom status bar shows 'Dr Bronwn Gillespie (MD-Test Healthlink (Marketplace Partner))', 'MD Live Data - UAT-MD-SVR\HCNSQL07', 'Monday, 26 September 2022', and '08:56:29 AM'.

Step 4:

Ensure patient and referrer information is correct

- Ensure patient and referrer information is correct; With the 'Patient Information' and 'Recipient/Referrer' tabs, you simply need to ensure that the information displayed is up-to-date and correct. If a piece of required information is missing, you will see the validation symbol displayed on the tab. To complete it, just click on the tab and fill-in the required field.


MedicalDirector Clinical 4.1 - [HealthLink - Margot Anderson]


File Window Help

Spectrum medical imaging

Referral to Spectrum Medical Imaging

Submit Preview Park Help

Requested Information  Diagnostic Imaging

Patient Information  **Form has been auto-saved.**

Margot Anderson
121554355
10/10/1933

Referrer Information
Bronwyn Gillespie
3340332Y

Patient Information

Date of birth*
10/10/1933

IHI

Medicare/DVA Eligible*
☒ Yes ☐ No

Medicare number*
7745112478

Medicare expiry

DVA number
121554355

Pension number
56561122

Private health fund name

Patient membership number

Safety net number

Country of birth
France

Name*
Margot Anderson

Gender*
Female

Patient's indigenous status*
Neither Aboriginal nor Torres Strait Islander origin

Residential Address
5 Newington Road, Newtown, NSW, 2042

Postal Address

Close

Dr Bronwyn Gillespie (MD-Test Healthlink (Marketplace Partner)) MD Live Data - UAT-MD-SVR\HCNSQL07 Monday, 26 September 2022 08:58:42 AM

Step 5: Preview the referral

x

To preview the referral; click Preview button (Top right corner) to verify that the form has been filled in correctly. The form will highlight which tab and which fields are incomplete if you have missed some mandatory information for the referral.

y

When you are ready, click on the Submit button to send your electronic referral. This will safely and securely send the form directly to PRP Diagnostic Referral SmartForm and you will see a copy of the completed form containing an acknowledgment of receipt. You will also need to print a copy for the patient by clicking the Print button.

MedicalDirector Clinical 4.1 - [HealthLink - Margot Anderson]

File Window Help

Spectrum medical imaging

Referral to Spectrum Medical Imaging

Submit Preview Park Help

Form has been auto-saved.

Requested Information Diagnostic Imaging

Patient Information Margot Anderson 121554355 10/10/1933

Referrer Information Bronwyn Gillespie 3340332Y

Patient Information

Date of birth* 10/10/1933

IHI

Medicare/DVA Eligible* ☒ Yes ☐ No

Medicare number* 7745112478 1

Medicare expiry

DVA number 121554355

Pension number 56561122

Private health fund name

Patient membership number

Safety net number

Country of birth France

Name* Margot Anderson

Gender* Female

Patient's indigenous status* Neither Aboriginal nor Torres Strait Islander origin

Residential Address 5 Newington Road, Newtown, NSW, 2042

Postal Address

Dr Bronwn Gillespie (MD-Test Healthlink (Marketplace Partner)) MD Live Data - UAT-MD-SVR\HCNSQL07 Monday, 26 September 2022 08:58:42 AM

Step 6: View or Print Submitted Referrals

- Viewing or Printing Submitted Referrals; A copy of the submitted form can be found in the Correspondence Out section of the patient clinical record. Select the referral from the list and it will display in the right-hand viewing window. Note that to see or print a copy of the referral just after submitting it, click on correspondence TAB from the patient record screen then double click the desired referral to review/print.

MedicalDirector Clinical 4.1 - [Mrs Margot Anderson (88yrs 11mths)]

File Patient Edit Summaries Tools Clinical Correspondence Assessment Resources Sidebar MyHealthRecord Messenger Window Help

Mrs Margot Anderson (88yrs 11mths) | DOB: 10/10/1933 | Gender: Female | Occupation: | 11h 30m 5s

5 Newington Road, Newtown, NSW 2042 | Ph: 0411423447 (mobile) | Record No: | ATSI: Neither Aboriginal nor Torres Strait Islander

Allergies & Adverse Reactions: **IBUPROFEN** | Pension No: 56561122 | Ethnicity: | Smoking Hx: Ex-smoker | IHI No: | MyHealthRecord: | Recalls

Summary | Current Rx | Progress | Past history | Results | Letters | Documents | Old scripts | Imm. | Cervical Screening | Obstetric

Acupuncture | Correspondence | MDExchange | HL | HealthLink

Preview - Full | Hide Preview | Clear Filters | Move Location | Document Details | Send SMS | Scan | Import | Print | Add | Delete | Search | Clear Search | Refresh | Send To MyHealthRecord

47 of 47 Records

Date Created	Subject	Description	Type	Notation	Comment
3/08/2022	Diagnostic Imaging	Diagnostic Imaging	Letter		
12/11/2021	Gastroenterology	Sydney Local Health District...	Letter		
9/11/2021	Gastroenterology	Sydney Local Health District...	Letter		
9/11/2021	Renal Medicine	Sydney Local Health District...	Letter		
9/11/2021	Renal Medicine	Sydney Local Health District...	Letter		
9/11/2021	Renal Medicine	Sydney Local Health District...	Letter		
9/11/2021	Renal Medicine	Sydney Local Health District...	Letter		
7/10/2021	COVID-19 Monitoring	Sydney Local Health District...	Letter		
7/10/2021	COVID-19 Monitoring	Sydney Local Health District...	Letter		
7/10/2021	COVID-19 Monitoring	Sydney Local Health District...	Letter		
7/10/2021	COVID-19 Monitoring	Sydney Local Health District...	Letter		
6/10/2021	Haematology	Sydney Local Health District...	Letter		
6/10/2021	Haematology	Sydney Local Health District...	Letter		

Zoom | Page Width | Open Externally

Form sent on 03/08/2022 13:43 AEST
Referral to Spectrum Medical Imaging
Patient: MARGOT ANDERSON, 88yrs, F, DOB 10/10/1933, PH: 04 114 23447, Wk 97875544, Hme 95447885
Residential address: 5 NEWINGTON ROAD, NEWTOWN, NSW 2042
Postal address: same as residential address
Referred by: Bronwyn Gillespie, MD-Test Healthlink (Marketplace Partner), Pro v. No. 3340332Y, HPI-O 8003629900026770, HPI-I 8003619900033421, PH 07 44015850, FAX 07 44015851
Referral date: 03/08/2022 13:43 AEST
Clinical Referral Information
Referral Date: 03/08/2022
Interpreter Required: Yes

Previous | Next | Reassign Patient | Assign Recipient | Notify | Cumulative Results | Action | Add Recall | View Signature | Audit History

Website | Feedback | Help | Medical Certificate | Letter Template #2 | Letter Template #3 | Website #1 | Website #2

Dr Bronwyn Gillespie (MD-Test Healthlink (Marketplace Partner)) | MD Live Data - UAT-MD-SVR\HCNSQL07 | Monday, 26 September 2022 | 11:27:00 AM

Customer Care

1800 125 036

helpdesk@healthlink.net

Monday to Friday (Except Public Holidays)

8:00am – 6:00pm

<https://au.healthlink.net/>



HealthLink is a Clanwilliam Company. We're a part of a wide network of healthcare enterprises across the United Kingdom, Ireland, New Zealand, Australia and India. Together, we're working collectively to create safer, more efficient and better healthcare for everyone.

