

# Radiology Referral Quick Start Guide

Spectrum Medical Imaging Referral 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 Icon

a Mrs Penny Anabel Anderson

File Open Request Clinical View Utilities My Health Record Bp Comms Help

Name: Penny Anderson D.O.B.: 04/07/1993 Age: 29 yrs Birth Sex: Female Family members: Jump Open

Address: 61 Wallace Street Newtown 2050 Phone: (m) 0421119228 (h) 45683457 (w) 46455291 Email: p.anabel@bps.com.au

Medicare No.: Record No.: Pension No.: Comment:

Occupation: University Student Tobacco: Ex light smoker Alcohol: Nil

Blood Group: BreastFeeding: Parity: G2P1 Pregnant: No

Elite sports: Ethnicity: Non Aboriginal/Torres Strait Islander

Advance Health Directive: Fact Sheets Preventive Health Actions Reminders

Allergies / Adverse Drug Reactions: Reactions

Item	Reaction	Severity
Dust Mite		
Grasses		

Notifications:

Type	Due	Reason
Action	15/07/2022	Follow up request: CT Scan - Brain
Outstanding requests	24/08/2022	There are 85 outstanding requests for this patient!
Preventive health	25/11/2022	A Cervical Screening Test is due!
Preventive health	25/11/2022	Influenza vaccination should be considered!

There are unchecked reports for this patient!

Expand Collapse

**Mrs Penny Anabel Anderson**

**Today's notes**

**Past visits**

**Current Rx**

- Digoxin 62.5mcg Tablet 1 Daily with meals
- Panadol 500mg Tablet 2 Twice a day before meals
- Ventolin CFC-Free 100mcg/dose Inhaler

**Past history**

- Active
- 22/03/2007 Uti
- 10/06/2011 Fracture
- 25/06/2012 Check Up
- 09/10/2019 Left Hip pain
- 09/10/2019 Amblyopia

Script date: 25/11/2022 Tick the boxes of the items that you want to print Items in red have been calculated to have been fully used

Select all Select red

Drug name	Strength	Dose	Quantity	Rpts.	Script type	Long term	Last script	Approval No.	Subst.	Reg. 24	First script
<input type="checkbox"/> Digoxin 62.5mcg Tablet	62.5mcg	1 Daily with meals.	200	1	PBS	Yes	//		Yes	No	09/10/201
<input type="checkbox"/> Panadol 500mg Tablet	500mg	2 Twice a day before meals	100	2	OTC	Yes	//		Yes	No	09/10/201
<input type="checkbox"/> Ventolin CFC-Free 100mcg/dose Inhaler	100mcg/dose	2x2'200 dos 5			PBS/OTC	Yes	10/12/2012		No	No	17/07/200

Currently logged in: Dr Best Practice (HealthLink Townsville) Friday 25/11/2022 05:59:46 p.m.

## Step 2: Launch the Form

C

### Launch the Form

- Under the Referred Services section, click on Spectrum Medical Imaging Referral 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, there are 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 highlighted with an orange circle and contains a list of services, including 'Spectrum Medical Imaging' which is underlined and highlighted with an orange circle. The 'General Services' section contains links for 'Compose a Letter or Report' and 'HealthLink Generic Wrapper Demo'.

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  
**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 Referral SmartForm; Complete the Spectrum Medical Imaging Referral 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.

Spectrum medical imaging

### Referral to Spectrum Medical Imaging

**Requested Information**  
Diagnostic Imaging

**Patient Information**  
MICKEY HEATLEY  
8003602345688835  
17/12/1941

**Referrer Information**  
Sam Entwistle  
889843

Referral Date\* 01/11/2022

Interpreter Required\*  
☐ Yes ☒ No

☐ Urgent

**Imaging services**  
Select one or many modalities for the patient\*

☒ CT Scan  
Examination request x Head (Skull)  
Other CT Scans Other Scans

☐ MRI  
☐ X-Ray  
☐ Ultrasound  
☐ Mammography  
☐ Nuclear Medicine  
☐ Special  
☐ Fluoroscopy  
☐ Bone Densitometry  
☐ Cardiac Services  
☐ PET  
☐ Interventional Procedures

Clinical Details\* Browse for Consultation Notes  
Headache

Submit Preview Park Help

#### 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.

The screenshot shows a web browser window titled "Mrs Penny Anabel Anderson - HealthLink Forms Browser Window". The address bar shows the URL: <http://uat-server-bp:5088/form-au/referralFormFrames.jsp?formScopeld=>. The page header includes the HealthLink logo and the title "Referral to Spectrum Medical Imaging". A green status bar at the top right indicates "Form has been auto-saved." with buttons for "Submit", "Preview", "Park", and "Help".

The form is divided into two main sections: "Patient Information" and "Referrer Information". The "Patient Information" section includes fields for Date of birth\* (04/07/1993), Medicare/DVA Eligible\* (Yes/No), Pension number, Private health fund name (BUPA), Safety net number, Name\* (Penny Anabel Anderson), Gender\* (Female), Patient's indigenous status\* (Neither Aboriginal nor Torres Strait Islander origin), Residential Address (61 Wallace Street, Newtown, NSW, 2050), Postal Address (Same as residential), and Contact Details (Select preferred phone contact).

The "Referrer Information" section includes fields for Referrer name, Referrer contact details, and Referrer address.

## 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.

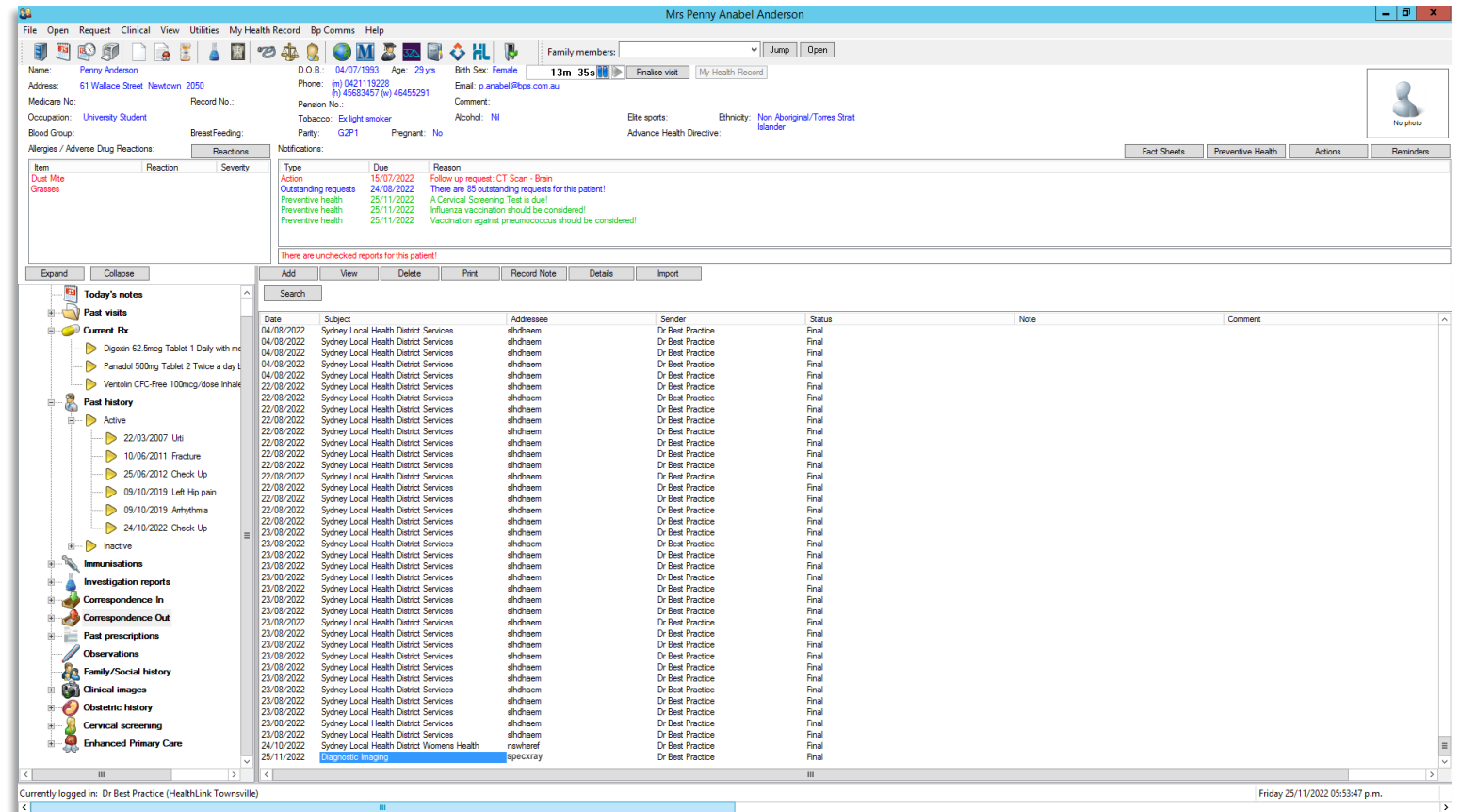
y

When you are ready, click on the Submit button to send your electronic referral. This will safely and securely send the form directly to Spectrum Medical Imaging 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.

The screenshot displays a web browser window titled "Mrs Penny Anabel Anderson - HealthLink Forms Browser Window". The address bar shows a URL starting with "http://uat-server-bp:5088/form-au/referralFormFrames.jsp?formScopel=". The main content area is a form titled "Referral to Spectrum Medical Imaging". On the left, there are tabs for "Requested Information", "Patient Information", and "Referrer Information". The "Requested Information" tab is active, showing fields for "Referral Date\*" (25/11/2022) and "Interpreter Required\*" (No). Below these are checkboxes for "Urgent", "Imaging services", and "Examination". The "Imaging services" section is expanded, showing "CT Scan" selected. The "Examination" section is also expanded, showing "Head (Skull)" selected. The "Clinical Referral Information" section is expanded, showing "Referral Date: 25/11/2022" and "Interpreter Required: No". The "Imaging services" section is expanded, showing "CT Scan" selected. The "Clinical Details" section is expanded, showing "Date: 01/08/2022" and "Letter written to: Dr M Ferh Surgery re. BP BB REFERRAL TEMPLATE". The "Patient Consent" section is expanded, showing a consent statement. The "Pregnancy" section is expanded, showing "LNMP" selected. The "Report Distribution" section is expanded, showing "Copy to doctor" selected. The "Patient Consent" section is expanded, showing a consent statement. The form is marked as "Preview, not submitted copy". The top right corner shows buttons for "Submit", "Preview", "Print", and "Help". An orange circle 'x' is placed over the Preview button, and an orange circle 'y' is placed over the Submit button.

## 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, double click the desired referral to review/print.





## Customer Care

1800 125 036

[helpdesk@healthlink.net](mailto: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.

