

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 **Tools dropdown menu**

b Click **HealthLink Online**

c Click **New** button to launch the **HealthLink Form Homepage**

The screenshot displays a medical software interface with a patient record and a HealthLink Online form. The patient record window, titled "Mr Alfio Anderson (7/05/1959) 9 Brewer Street Demoville 4444 - Current User Dr A Demo", shows a list of scores and a table of consultations. The HealthLink Online window, titled "HealthLink Online for Mr Alfio Anderson", shows a table of consultations and a form for creating a new record.

Tools Dropdown Menu:

- Interested Parties
- New Consultation (Ctrl+N)
- Modify Today's Consultation (Ctrl+Z)
- Consultation Summary
- Print Complete Record
- Quick History
- Add Task (Ctrl+T)
- Add Procedure
- Add Pathology Result
- Add Document
- Add Measurement
- Add Workcover Claim
- Centrelink Certificates
- WOMAC Score
- Harris Hip Score
- Oxford Hip Score
- Oxford Knee Score
- HSS Knee Score
- Lysholm Knee Score
- Ankle Hindfoot Scale
- Midfoot Scale
- Hallux MTP-IP Scale
- Constant Shoulder Score
- Mayo Wrist Score
- HealthLink Online**
- Register for My Health Record

Table: Consultation Record

Date/Time	Description	Mode	View Type	Provider	Form Instance Id
28/05/2021 12:31:52	RTWSA Health eWCC	R	text/html	Dr Demo Doctor	48805285/0
20/05/2021 16:01:06	RTWSA Health eWCC	R	text/html	Dr Demo Doctor	123456/12 (u)

HealthLink Online Form:

Created on: 28/05/2021 at 12:31:52
Last Updated on: 28/05/2021 at 12:31:52
Description: RTWSA Health eWCC
Save Mode: Saved
Form Instance Id: 48805285/0
View Data Type: text/html
Resume Path:
Provider: Dr Demo Doctor
Status: Form Submitted
Launch URI: /forms-directory/?aduro_formDefinitionId=forms-directory&aduro_aduroVersion=1.1&aduroVersion=aduro_v1

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 logo 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".

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.

The screenshot displays the 'Referral to Spectrum Medical Imaging' form within the Genie application. The window title is 'Genie - [New HealthLink Online - Mr Alfio Anderson - f7058d58-98f0-4248-bbf5-3afb35f045a3]'. The form is divided into several sections:

- Requested Information:** Diagnostic Imaging
- Patient Information:** Alfio Anderson, No patient ID available, 07/05/1959
- Referrer Information:** Andrew Demo, 1234567X
- Referral Date:** 04/10/2022
- Interpreter Required:** Radio buttons for Yes and No, with 'No' selected.
- Urgent:**
- Imaging services:** Select one or many modalities for the patient*
 - CT Scan
 - Examination request:
 - Other CT Scans:
 - MRI
 - X-Ray
 - Ultrasound
 - Mammography
 - Nuclear Medicine
 - Special
 - Fluoroscopy
 - Bone Densitometry
 - Cardiac Services

At the top right of the form, there are buttons for 'Submit', 'Preview', 'Park', and 'Help'. The 'Submit' button is circled in red. The bottom of the window shows a navigation bar with tabs for 'Appointments', 'Patient List', 'Clinical-Alfio Anderson', 'HealthLink Online-Alfio An...', 'Tasks (167)', 'Results to Review', 'Letters to Review', and 'Reviewed, Unprinted'.

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.

Genie - [New HealthLink Online - Mr Alfio Anderson - f7058d58-98f0-4248-bbf5-3afb35f045a3]

File Edit Open Records Special Help

Spectrum medical imaging

Referral to Spectrum Medical Imaging

Submit Preview Park Help

Requested Information
Diagnostic Imaging

Patient Information
Alfio Anderson
No patient ID available
07/05/1959

Referrer Information
Andrew Demo
1234567X

Pension number

Private health fund name

Patient membership number

Safety net number

Country of birth

Name*
▶ Alfio Anderson

Gender*
Male

Patient's indigenous status*
Not stated/inadequately described

Residential Address
▶ 9 Brewer Street, Demoville, QLD, 4444

Postal Address
Same as residential
Yes

▶ 9 Brewer Street, Demoville, QLD, 4444

Contact Details (Select preferred phone contact)
▶ No contact details specified

Appointments Patient List Clinical-Alfio Anderson HealthLink Online-Alfio An... Tasks (167) Results to Review Letters to Review Reviewed, Unprinted

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 shows a web browser window titled "Genie - [New HealthLink Online - Mr Alfio Anderson - f7058d58-98f0-4248-bbf5-3afb35f045a3]". The browser's address bar and menu bar are visible. The main content area displays the "Referral to Spectrum Medical Imaging" form. The form includes the following sections:

- Requested Information:** Diagnostic Imaging
- Patient Information:** Alfio Anderson, No patient ID available, 07/05/1959
- Referrer Information:** Andrew Demo, 1234567X
- Imaging services:** Select one or many modalities for the patient*.
 - CT Scan
 - Examination request:
 - Other CT Scans:
 - MRI
 - X-Ray
 - Ultrasound
 - Mammography
 - Nuclear Medicine
 - Special
 - Fluoroscopy
 - Bone Densitometry
 - Cardiac Services

At the top right of the form, there are buttons for "Submit", "Preview", "Park", and "Help". The "Preview" button is highlighted with an orange circle labeled "x", and the "Submit" button is highlighted with an orange circle labeled "y".

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.

The screenshot displays the 'Genie - [HealthLink Online for Mr Alfio Anderson]' application window. At the top, there is a menu bar with 'File', 'Edit', 'Open', 'Records', 'Special', and 'Help'. Below the menu is a 'Show:' dropdown set to 'All' and an 'Edit Preferences...' button. The main area contains a table with the following data:

Date/Time	Description	Mode	View Type	Provider	Msg Control Id	Status
29/09/2022 16:25:35	Diagnostic Imaging	R	text/html	Dr Andrew Demo	-406406	Waiting for acknowledgement
28/05/2021 12:31:52	RTWSA Health eWCC	R	text/html	Dr Demo Doctor	48805285/0	Form Submitted
20/05/2021 16:01:06	RTWSA Health eWCC	R	text/html	Dr Demo Doctor	123456/12 (undefined)	Form Submitted

Below the table, there are several input fields for details of the selected referral:

- Created on: 29/09/2022 at 16:20:30
- Last Updated on: 29/09/2022 at 16:25:35
- Description: Diagnostic Imaging
- Save Mode: Saved
- Form Instance Id: PRP-406
- View Data Type: text/html
- Resume Path: (empty field)
- Provider: Dr Andrew Demo

At the bottom of the window, there is a navigation bar with tabs: Appointments, Patient List, Clinical-Alfio Anderson, HealthLink Online-Alfio..., Tasks (167), Results to Review, Letters to Review, Reviewed, Unprinted, and Updates Available.

Customer Care

1800 125 036

helpdesk@healthlink.net

Monday to Friday (Except Public Holidays)

8:00am – 6:00pm

www.healthlink.com.au



HealthLink is a Clarian 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.

