

# SA Health eReferral

## SmartForm Quick Guide

### Genie Edition

#### **Acknowledgements**

We would like to acknowledge the Kurna peoples who are the Traditional Custodians of the Adelaide region. We pay tribute to their physical and spiritual connection to land, waters and community, enduring now as it has been throughout time. We pay respect to them, their culture and to Elders past and present

## Step 1. Open the patient's file.

Genie - [Patient: 0 of 16 Records - Current User Charley Fletcher]

File Edit Open Records Billing Patients Special Help

view all ISPC RX Consults SMS

Surname	First Name	Middle	DOB	Chart No	Mobile Phone	Usual Provider	Last Seen	Last Seen By	Acct Id	Balance
---------	------------	--------	-----	----------	--------------	----------------	-----------	--------------	---------	---------

**Search Patient...**  Hide Inactive Records

Surname

First Name

Chart Or NHS

DOB

Mobile Phone

Cancel OK

@ can be used as a wildcard character. (Shift-2)

## Step 2. From the Menu Select **Tools > HealthLink Online**.

Genie - [Mr Caleb Derrington (15/06/1933) 4 Old Tenterfield Rd Paddys Flat 2469 (M: 0455555555) - Current User Charley Fletcher]

File Edit Open **Tools** Special Help

00:33 90 yrs Summary Notes Check

**ALLERGIES**

Penicillins

8 contacts

All	Date
	02/08/2023
	06/02/2023
	28/10/2022
	01/09/2022
	10/08/2022
	10/08/2022 SH5
	03/04/2017 SH5
	20/02/2017 SH5

Add Cons Edit Cons Marked

Print Page Setup Find Copy Paste Zoom

12 B I U 100%

**ACTION RECORD: Mr Caleb Derrington**

Wednesday, 02/08/2023 12:58 PM

**Problem: Prescription**

Dr Charley Fletcher

**Plan:** Isosorbide mononitrate 120mg Sustained release tablets 1 od (30, R5)  
 300mg - Hydrochlorothiazide 12.5mg Coated Tablet Tablets 1 od (30, R5)  
 100mcg/dose Inhaler 1-2 every 4-6 hours prn (200 dose1, R5)  
 20mg Tablets 1 od (30, R5)  
 200mg - Benserazide hydrochloride 50mg Oral Tablet Tablets 1 tds (100, R5)  
 60mg/mL Solution for injection 1 every 6 months 1 injection to be injected by the dr every 6 months (1 mL1, RNil)  
 10mg Tablets 1 mane daily (28, R5)  
 18mcg (capsules) Powder for inhalation 1 mane daily (30, R5)  
 10mg Tablets 1 tablet daily with food (30, RNil)  
 hydrochloride 500mg Tablets 1 bd with food (100, R5)

Interested Parties

New Consultation Ctrl+N

Modify Today's Consultation Ctrl+Z

Consultation Summary

Print Complete Record

Quick History

Open Current Pregnancy Ctrl+Shift+P

Add Task Ctrl+T

Add Procedure

Add Pathology Result

Add Document

Add Measurement

Add Workcover Claim

Lesions

GP Management Plans

Add Care Plan - old method

Add Health Assessment

Centrelink Certificates

Estimate PEFR

INR Control

Thyroid Control

Percentile Charts

Alcohol AUDIT

Mini Mental State

Aged Depression

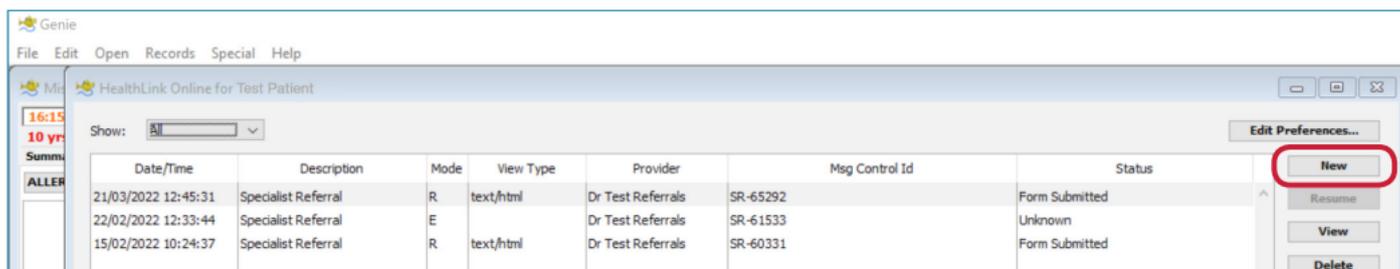
PASI Scores

Rheumatology

**HealthLink Online**

Register for My Health Record

Step 3. Select the **New** button to launch the HealthLink homepage.



Step 4. Here you will find a list of your available services. Click on **SA Health** underneath Referred Services.

1800 125 036 (AUS)  
helpdesk@healthlink.net

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

### Specialists, Allied Health Providers and GPs

**SR Specialists & Referrals** Refer to Private Specialist

### General Services

–This is the AU UAT Environment–  
NSW Certificate of Capacity External Demo

NSW Certificate of Capacity  
ReturnToWorkSA Work Capacity Certificate

### Referred Services

ACT Public Outpatient and Community  
Austin Health  
ccChiP - Cardiometabolic Health in Psychosis  
DPV Community Health  
HealthLink Logging Service  
Mercy Hospital for Women  
My Aged Care Referral  
Northern NSW LHD – eReferrals  
PRP Diagnostic Imaging

Application for ACT Approval to Prescribe Controlled Medicines  
Banyule Community Health  
Chris O'Brien Lifehouse Services  
Eastern Health  
Hearing Australia Medical Certificate  
Monash Health  
Northern Health  
Northern Sydney Local Health District Services  
**SA Health**

Step 5. Click on the service and facility you wish to refer to and select **Continue** at the top right, this will launch the SmartForm.

Government of South Australia  
SA Health

Cardiology

Facility\*

Queen Elizabeth Hospital  
Royal Adelaide Hospital

Continue

- Allied Health
- Anesthesia
- Bariatric Assessment
- Breast
- Burns
- COVID-19
- Cancer
- Cardiology
  - Cardiology - Paediatrics
- Cardiothoracic
- Cardiothoracic - Surgery
- Child Development Unit
- Child Protection Services
- Child and Adolescent Mental Health Services (CAMHS)
- Chronic Pain
- Cleft and Craniofacial
- Colorectal
- Critical Pain

Step 6. An example of the form below will be displayed. Complete all fields that have an asterisk (\*). Patient data will be pre-populated from your clinical software where available.

*Please Note: HealthLink is aware the Medication Dose and Unit Value does not prepopulate. Please review and adjust where appropriate prior to submitting the eReferral SmartForm.*

Government of South Australia  
SA Health

ENT & Maxillary Facial - Paediatrics

Submit Preview Park Help

**Requested Information** ▲  
ENT & Maxillary Facial - Paediatrics

The Department of Health and Wellbeing supports the right of our patients to choose to be treated as either a private (Medicare Bulkbilled) or public (hospital funded) patient. Patients attending the clinic with a named referral will be booked in with an appropriate specialist who will have oversight of their treatment. If the patient chooses to be a private patient, the doctor will be able to bulk-bill Medicare for the services they provide. Patients attending the clinic with an un-named referral will be seen by the attending doctor in the clinic and will be a public patient, funded by the hospital. There is no cost to the patient for either option. Triage and appointment scheduling is based on clinical need for all patients.

**Attachments / Reports**  
No reports selected  
No files attached

**Medications, Allergies, Alerts**  
No long term medications specified  
No medications specified  
No medical warnings specified

**Medical, Social and Family History**  
No medical history specified

**Patient Information** ▲  
Carmen Acipnh  
No patient ID available  
12/05/1963

**Referrer Information**  
Best Practice  
0000000Y  
No Different Regular GP

Treated as public or private\*  Public  Private

Referral Date\* 10/08/2023

Referral Continuation\*  New  Amended referral/update previously sent referral  Renew expired referral

Referral Period\* 12 months

Urgent Access Referral

In the opinion of the referring clinician this patient may require review more expediently than can be managed with an Urgent (category 1) triage category.

Referral Details\* [Browse for Consultation Notes](#)

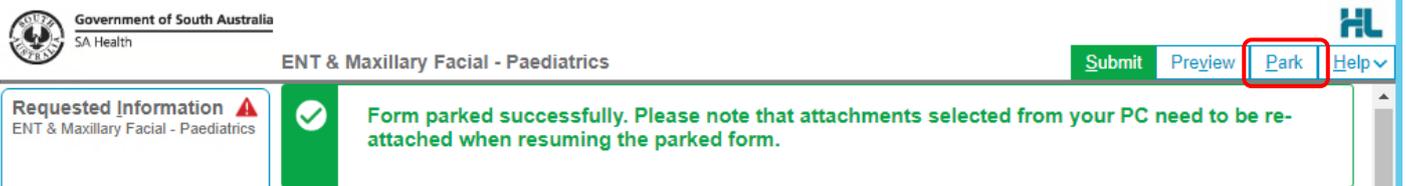
Interpreter Required\*  Yes  No

Is this person available for telehealth (video conference) consultation?\*  Yes  No  Unknown

Special Needs / Reasonable Adjustments for Disability\*  Yes  No  Unknown

Is the patient under the Guardianship of the Minister?\*  Yes  No  Unknown

If you need to gather more information pertinent to the referral or need to complete the form later, you can **Park** the SmartForm by clicking the **Park** button at the top right.



Government of South Australia  
SA Health

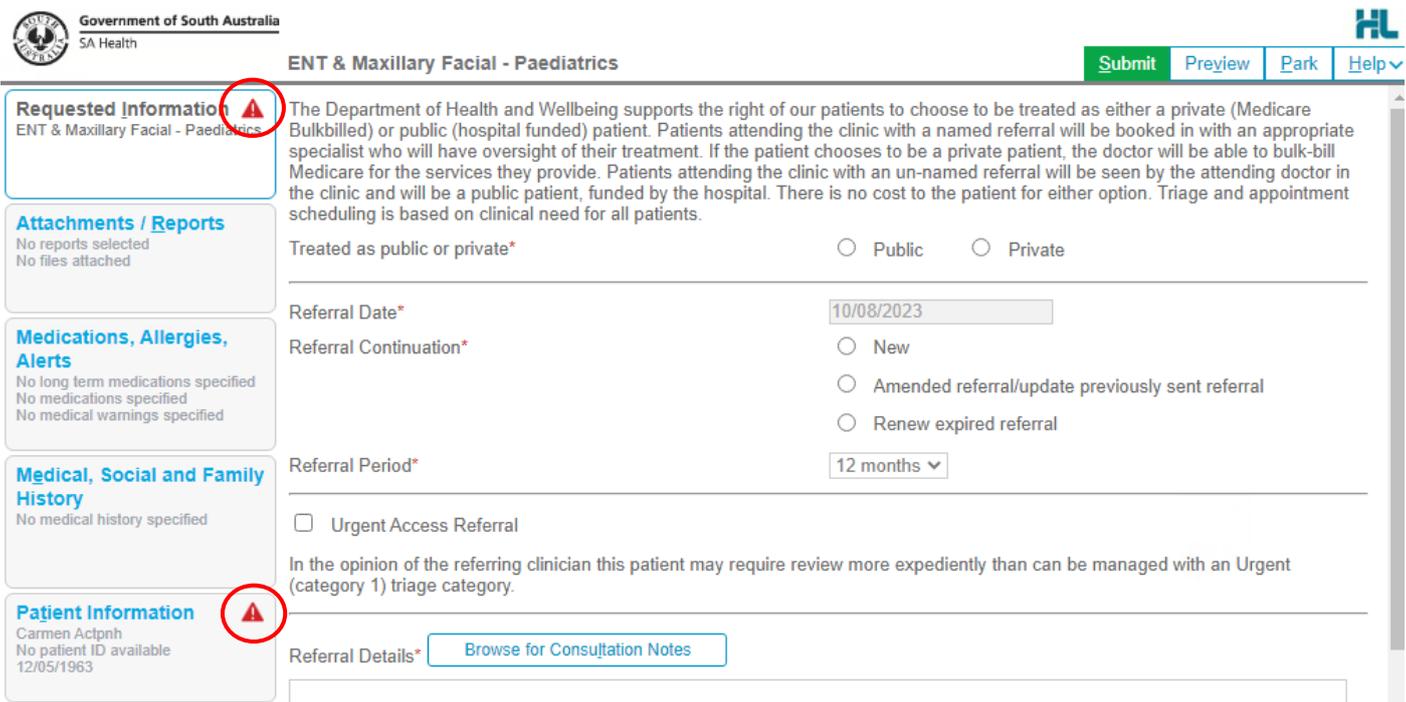
ENT & Maxillary Facial - Paediatrics

Submit Preview **Park** Help

Requested Information   
ENT & Maxillary Facial - Paediatrics

 Form parked successfully. Please note that attachments selected from your PC need to be re-attached when resuming the parked form.

Step 7. A warning sign  will notify you if there are incomplete/incorrect information.



Government of South Australia  
SA Health

ENT & Maxillary Facial - Paediatrics

Submit Preview Park Help

Requested Information   
ENT & Maxillary Facial - Paediatrics

The Department of Health and Wellbeing supports the right of our patients to choose to be treated as either a private (Medicare Bulkbilled) or public (hospital funded) patient. Patients attending the clinic with a named referral will be booked in with an appropriate specialist who will have oversight of their treatment. If the patient chooses to be a private patient, the doctor will be able to bulk-bill Medicare for the services they provide. Patients attending the clinic with an un-named referral will be seen by the attending doctor in the clinic and will be a public patient, funded by the hospital. There is no cost to the patient for either option. Triage and appointment scheduling is based on clinical need for all patients.

Attachments / Reports  
No reports selected  
No files attached

Medications, Allergies, Alerts  
No long term medications specified  
No medications specified  
No medical warnings specified

Medical, Social and Family History  
No medical history specified

Patient Information   
Carmen Actpnh  
No patient ID available  
12/05/1963

Treated as public or private\*  Public  Private

Referral Date\* 10/08/2023

Referral Continuation\*  New  
 Amended referral/update previously sent referral  
 Renew expired referral

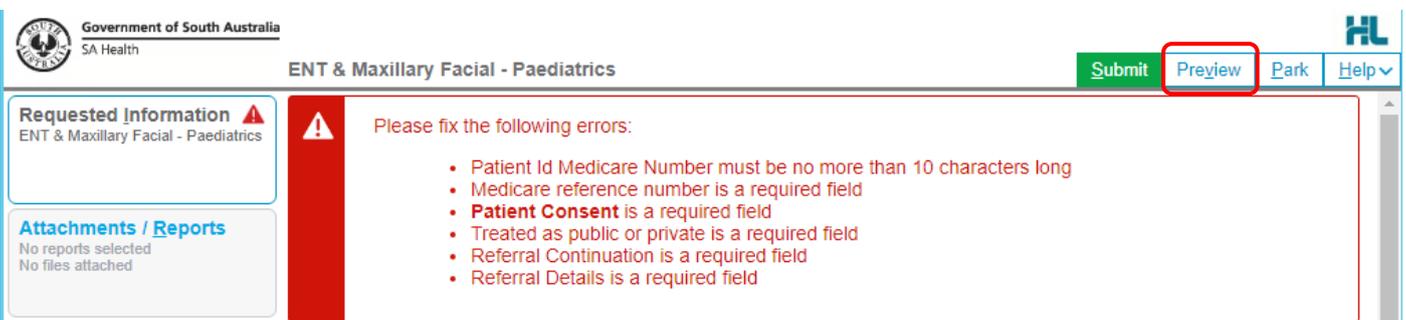
Referral Period\* 12 months

Urgent Access Referral

In the opinion of the referring clinician this patient may require review more expediently than can be managed with an Urgent (category 1) triage category.

Referral Details\* [Browse for Consultation Notes](#)

Step 8. You can review the form is completed correctly before submitting by clicking **Preview**. The form will prompt you of any missing information.



Government of South Australia  
SA Health

ENT & Maxillary Facial - Paediatrics

Submit Preview **Park** Help

Requested Information   
ENT & Maxillary Facial - Paediatrics

 Please fix the following errors:

- Patient Id Medicare Number must be no more than 10 characters long
- Medicare reference number is a required field
- Patient Consent is a required field
- Treated as public or private is a required field
- Referral Continuation is a required field
- Referral Details is a required field

Attachments / Reports  
No reports selected  
No files attached

Step 9. Once all the information has been entered and you have previewed the referral, click **submit**. This will safely and securely send the form electronically via HealthLink.

Preview, not submitted copy

Submit

## General Medicine - Paediatrics



Government of South Australia  
SA Health

Patient: Lauren Hughes, 18yrs, F, DOB 11/08/2005, PH: 0457816922

Residential address: 6 Alex Street, WYNN VALE, SA 5127

Postal address: same as residential address

Referred by: Demo Doctor, HealthLink Genie Test, Prov. No. 2426622L, PH 07 3720 2801, FAX 07 3720 2802

### Clinical Referral Information

Treated as unnamed or named: Public

Referral Date: 17/08/2023

Referral Continuation: New

Referral Period: 12 months

In the opinion of the referring clinician this patient may require review more expediently than can be managed with an Urgent (category 1) triage category.

Step 10. Once submitted, a date and time stamp and details of the referral will be listed on the form.

Print

Form sent on 17/08/2023 10:54 AEST

## General Medicine - Paediatrics



Government of South Australia  
SA Health

Patient: Lauren Hughes, 18yrs, F, DOB 11/08/2005, PH: 0457816922

Residential address: 6 Alex Street, WYNN VALE, SA 5127

Postal address: same as residential address

Referred by: Demo Doctor, HealthLink Genie Test, Prov. No. 2426622L, PH 07 3720 2801, FAX 07 3720 2802

Referral date: 17/08/2023 10:54 AEST

### Clinical Referral Information

Treated as unnamed or named: Public

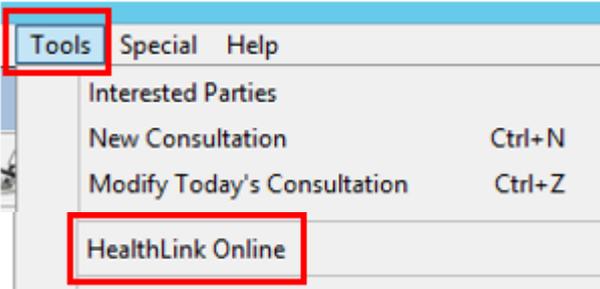
Referral Date: 17/08/2023

Referral Continuation: New

Referral Period: 12 months

In the opinion of the referring clinician this patient may require review more expediently than can be managed with an Urgent (category 1) triage category.

Step 11. A copy of the submitted form can be accessed by selecting **Tools** then **HealthLink Online**



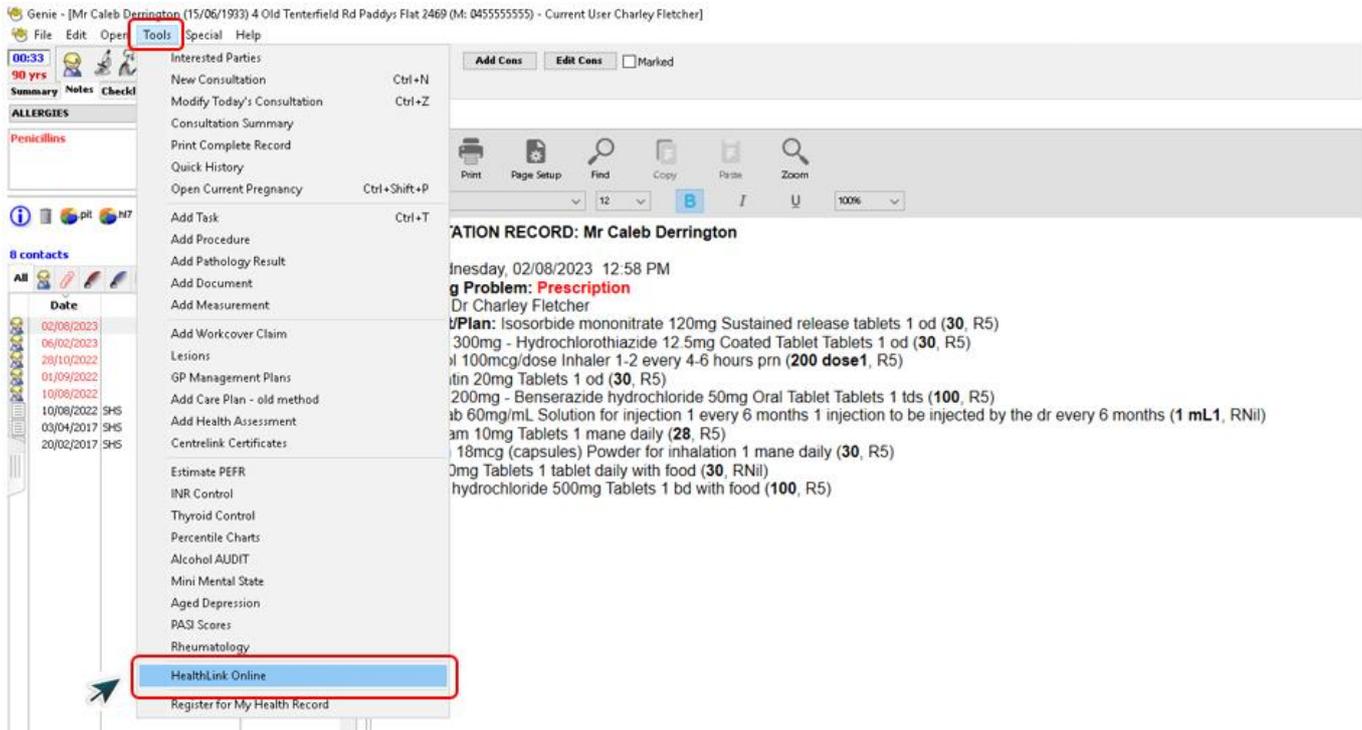
HealthLink Online for Miss Jenny Penne

Show:  ▼

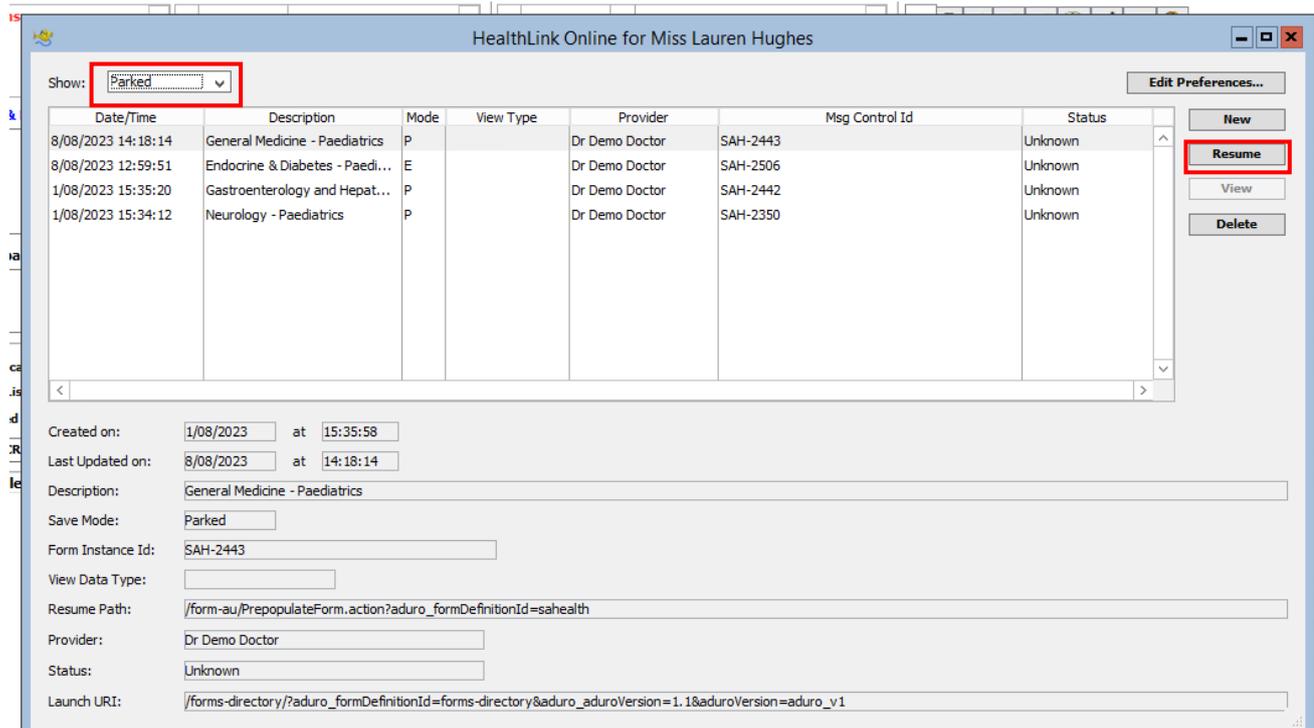
Date/Time	Description	Mode	View Type	Provider	Msg Control Id	Status
3/08/2023 16:12:52	Endocrine & Diabetes - Paedi...	P		Dr Demo Doctor	SAH-2474	Unknown
3/08/2023 16:12:04	ENT & Maxillary Facial - Paedi...	P		Dr Demo Doctor	SAH-2473	Unknown
3/08/2023 16:07:32	Gastroenterology and Hepat...	R	text/html	Dr Demo Doctor	SAH-2472	Acknowledged
3/08/2023 16:06:48	Gastroenterology and Hepat...	P		Dr Demo Doctor	SAH-2471	Unknown

# Accessing Parked SmartForm Referral Forms

Step 1. To access a parked form from the patient's record, select **Tools** then **HealthLink Online**.

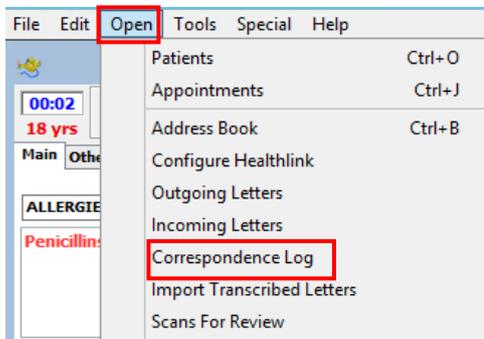


Step 2. From the list you will see the status for each form. Open the **Parked** form by pressing Resume. You can also use this area to see previously submitted or parked/incomplete forms.



# Viewing Acknowledgements for Submitted SmartForm Referrals

Step 1. To view the 'Ack Status' of a referral, select **Open** then **Correspondence Log**.



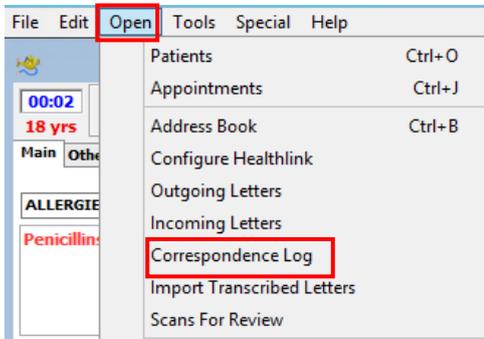
Step 2. The tick under the **ACK** column indicates the Acknowledgement for the referral.

The screenshot shows the 'Correspondence Log' window. At the top, there is a message: "This machine doesn't export letters because there are no Outgoing folders inside the Genie folder. Another machine on the network may be doing the exports." Below this is a 'Configure Healthlink' button. The table below has columns: Date, Time, ACK, Patient, Type, To, and Carrier. The 'ACK' column contains checkmarks for all entries.

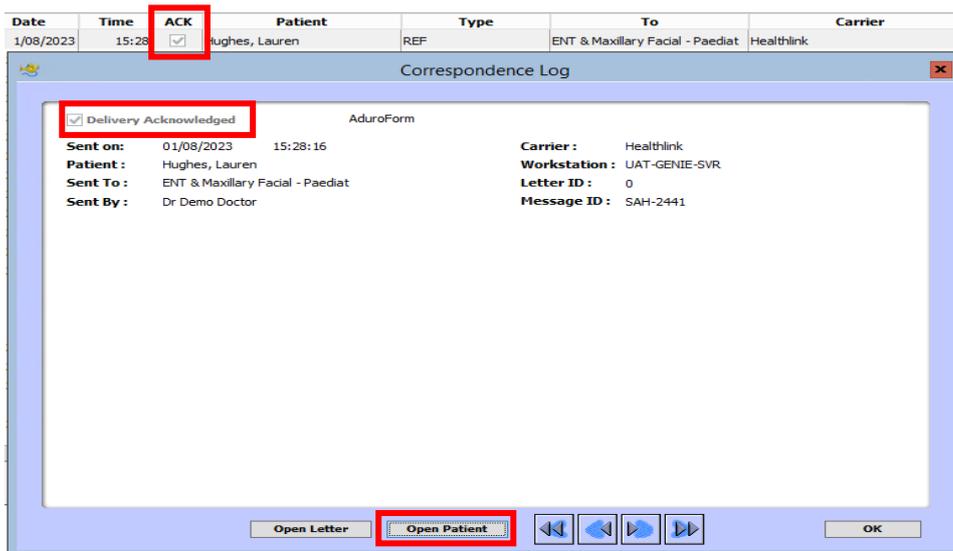
Date	Time	ACK	Patient	Type	To	Carrier
17/08/2023	12:54	<input checked="" type="checkbox"/>	Hughes, Lauren	REF	General Medicine - Paediatrics	Healthlink
8/08/2023	17:05	<input checked="" type="checkbox"/>	Benne, Jenny	REF	ENT & Maxillary Facial - Paediat	Healthlink
8/08/2023	17:02	<input checked="" type="checkbox"/>	Pollen, Chad	REF	General Medicine - Paediatrics	Healthlink
8/08/2023	16:55	<input checked="" type="checkbox"/>	Nguyen, Peter	REF	Gastroenterology and Hepat...	Healthlink
8/08/2023	16:50	<input checked="" type="checkbox"/>	Jayne, Kelsey	REF	ENT & Maxillary Facial - Paediat	Healthlink
8/08/2023	16:37	<input checked="" type="checkbox"/>	Hughes, Lauren	REF	General Medicine - Paediatrics	Healthlink
8/08/2023	10:27	<input checked="" type="checkbox"/>	Hughes, Lauren	REF	General Medicine - Paediatrics	Healthlink

# Viewing Notifications received for Submitted SmartForm Referrals

Step 1. To view notifications associated to a submitted referral, select **Open** then **Correspondence Log**.



Step 2. From the Correspondence Log, double click on the patient notification you wish to view. Select **Open Patient**.



Step 3. A box will flash on the top right of the patients record. Select **1 Unlinked Letter**.



**Step 4. Double click the Patients Name and Link to patient record and Close.**

Surname	First Name	Sender	Addressee	Type	Carrier	File Name
Hughes	Lauren	Sa Health Sa Health Sa Health	Demo Doctor	Notification	Healthlink	(saherefs)2023-08-17-13-02-10-932.hl7

**Document Type:** Notification  
**Patient:** Hughes, Lauren  
**DOB:** 11/08/2005  
**Reference:** SAHU-37  
**Date:** 7/08/2023

**Sent From:** Sa Health Sa Health Sa Health  
**Sent To:** Demo Doctor

**Decision:** Decline  
**Decision Reason:** Does not meet referral criteria and/or CPC  
**Decision Details:** This is a test and has been declined

Lauren Hughes

11/08/2005

Match Find **Link** Unlink New Clin Edit Print

New Task New Recall Delete **Close**

**Step 5. Notification will then remain under the patient record.**

Date	Info	Title	Provider
08/08/2023	text/html	ENT & Maxillary Facial - Paediatrics [R]	Dr Demo Doctor
08/08/2023	text/html	General Medicine - Paediatrics [R]	Dr Demo Doctor
07/08/2023	Sa Health Sa Health Sa H...	Notification	Demo Doctor
07/08/2023	Sa Health Sa Health Sa H...	Notification	Demo Doctor
07/08/2023	Sa Health Sa Health Sa H...	Notification	Demo Doctor

**Document Type:** Notification  
**Patient:** Hughes, Lauren  
**DOB:** 11/08/2005  
**Reference:** SAHU-37  
**Date:** 7/08/2023

**Sent From:** Sa Health Sa Health Sa Health  
**Sent To:** Demo Doctor

**Decision:** Decline  
**Decision Reason:** Does not meet referral criteria and/or CPC  
**Decision Details:** This is a test and has been declined

**For more information and tutorials on SmartForms visit the HealthLink website**

<https://au.healthlink.net/products/smart-forms/>