SA Health eReferral

SmartForm Quick Guide

Medical Director Edition

Step 1. Open the patient record.

Step 2. Select the HealthLink tab within the patient's clinical file.

Step 3. Click on the New Form option.

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

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.

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 working with Medical Director on a solution for Medications populating on the SmartForm.

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.

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

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

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

ENT & Maxillary Facial - Paediatrics

Government of South Australia
SA Health

Patient: Ben Smith, 8yrs, M, DOB 01/08/2015, PH: 81710452
Residential address: 5 Post Road, North Ward, QLD 4810
Postal address: same as residential address
Referred by: Bronwyn Gillespie, MD-Test Healthlink (Marketplace Partner), Prov. No. 3340332Y, HPI-O 8003629900026770, HPI-I 8003619900033421, PH 0744015650, FAX 0744015651

Clinical Referral Information

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.

Treated as public or private:	Public

Referral Date:	15/08/2023
Referral Continuation:	New
Referral Period:	12 months

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

Print

Form sent on 15/08/2023 16:32 AEST

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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 is saved directly to the patient file in the Letters section.

Accessing Parked SmartForm Referral Forms

Step 1. To access a Parked form from the patients record, select the HealthLink tab.

Step 2. From the available list, double click on the Parked form you would like to open.
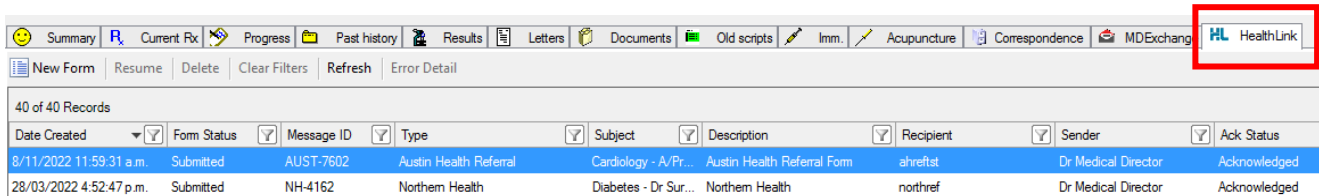
Step 3. You can also use this area to see previously Submitted and Autosaved forms.

These templates have been developed with support from Adelaide PHN

Viewing Acknowledgements for Submitted SmartForm Referrals
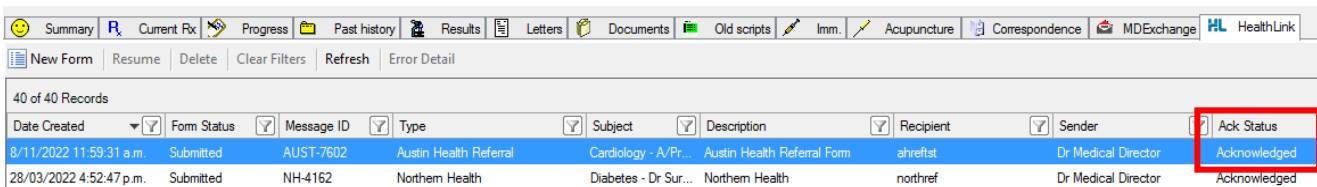
Step 1. To view the 'Ack Status' of the referral from a patient record, select the HealthLink tab.

Step 2. From the available list, select the referral you wish to view. Under Ack Status 'Acknowledged' refers to SA Health having received the referral.
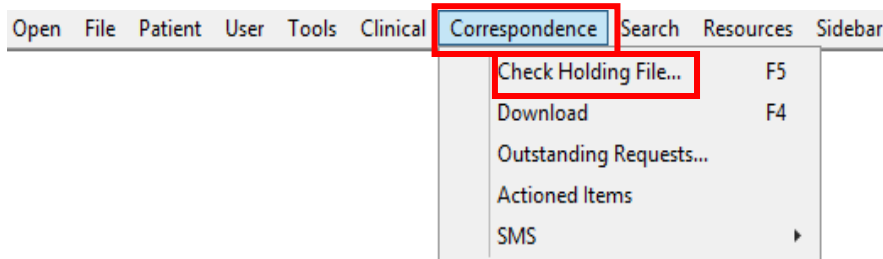

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Viewing Notifications received for Submitted SmartForm Referrals

Step 1. To view notifications associated to a submitted referral, select Correspondence then Check Holding File.

Step 2. From the Holding File, select the patient notification you wish to view.
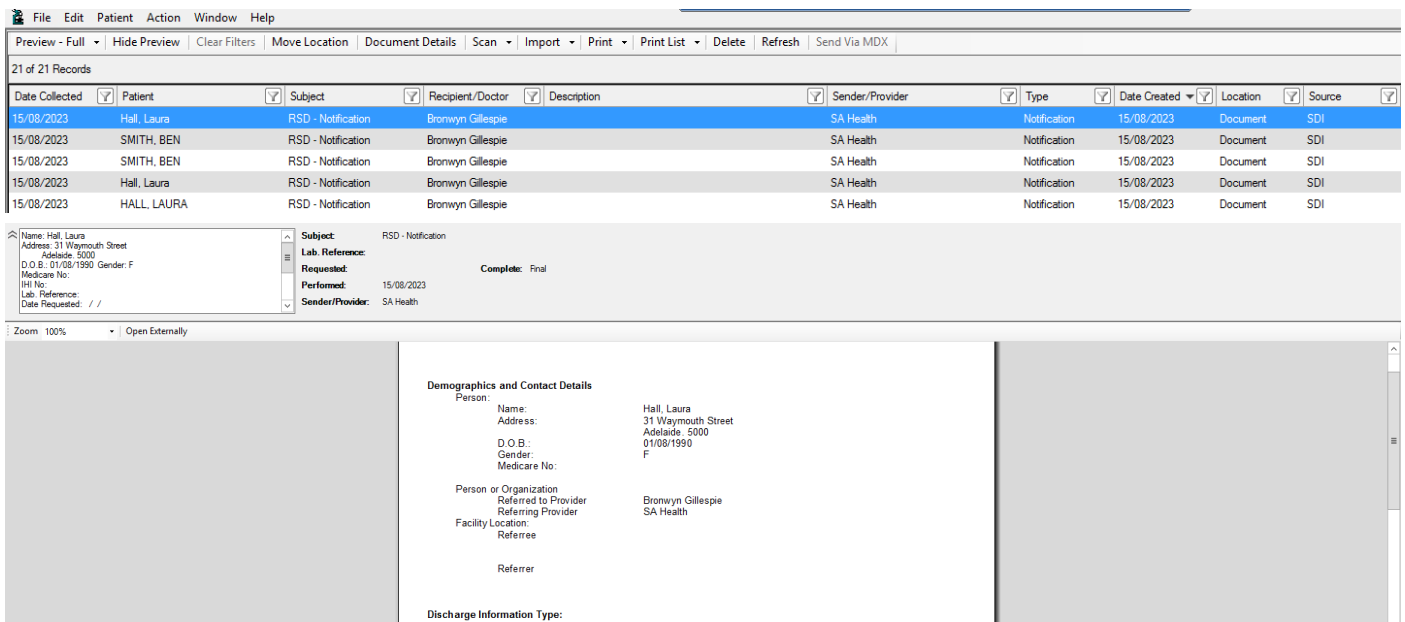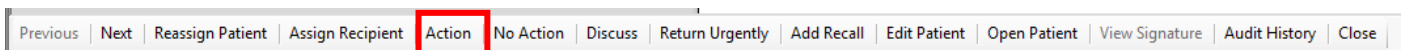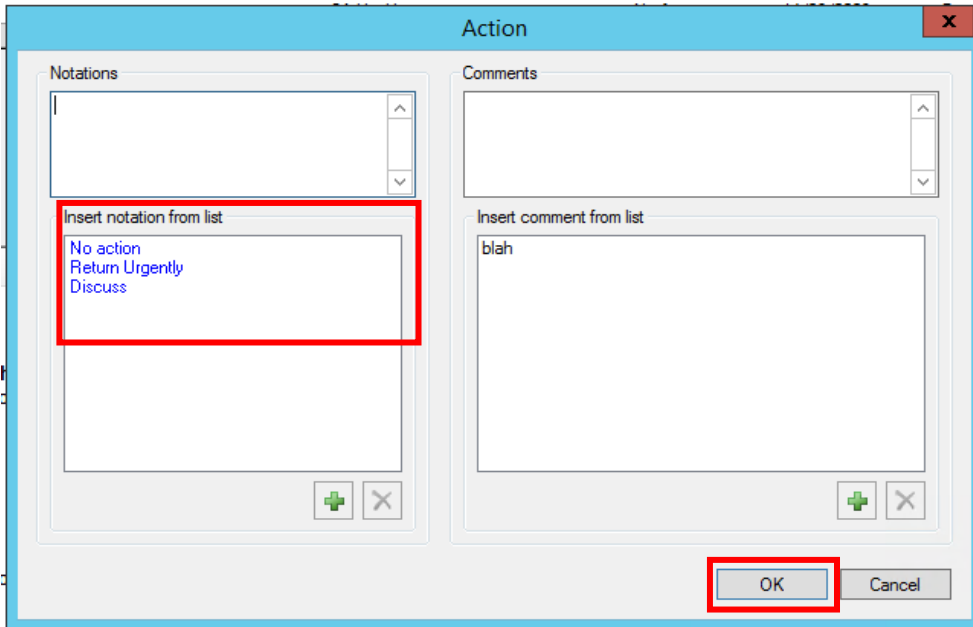

Step 3. Assign the Notification to the patient file by selecting Action and the appropriate notation.

Step 4. The Notification will appear under the Documents tab of the patient record.

For more information and tutorials on SmartForms visit the HealthLink website

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

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