



# QUICK START GUIDE

Sending eReferrals to  
Optometrists



The Oculo Optometry SmartForm has been designed to make it easier for you to refer your patients electronically to optometrists. This quick start guide has been developed to help you navigate the new digital form.

## Best Practice Edition

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### Contact

If you require further technical support please contact:  
HealthLink  
[helpdesk@healthlink.net](mailto:helpdesk@healthlink.net)  
1800 125 036

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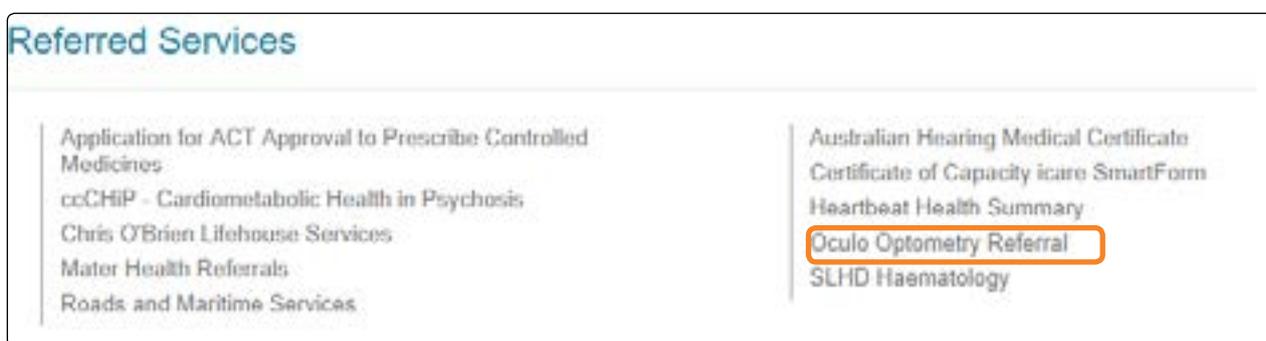
### 1. Open the patient record

Search for the patient and open their electronic medical record. Open the Best Practice Word Processor by clicking on the 'Letter' icon (or use F4 on the keyboard). Then click on the 'HealthLink Forms' icon. In the HealthLink Forms window, click the 'New Form' button.



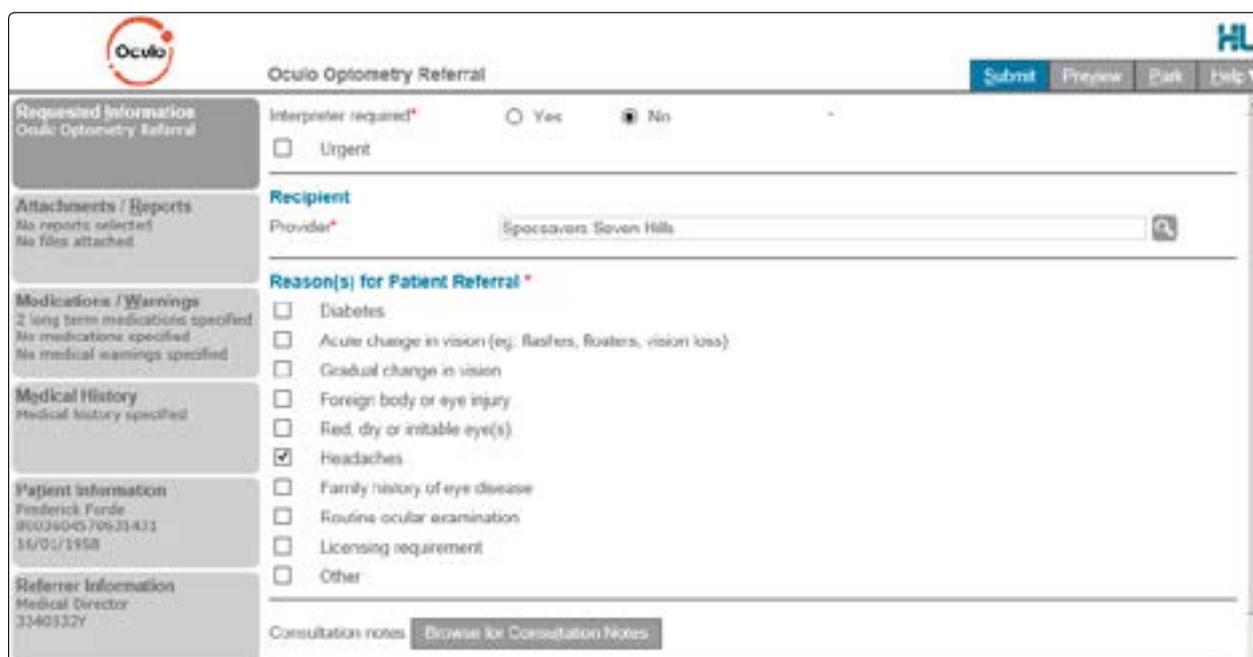
### 2. Select the provider

From the list of service providers, click on the provider you would like to refer the patient to. This will bring up the Services Selection page.

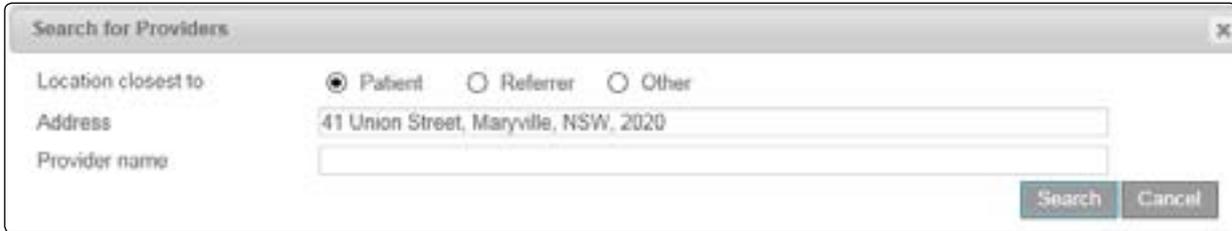


### 3. Complete the form

The form will be displayed. 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, you can 'Park' the form to save your progress and complete at a later time.



i) A key component on this form is selecting the Optometrist to send the eReferral to. Simply click on the Provider field to search for providers near the patient's address, your practice's address or another specified location



A dialog box titled "Search for Providers" with a close button (X) in the top right corner. It contains three radio buttons for "Location closest to": "Patient" (selected), "Referrer", and "Other". Below this is an "Address" field containing "41 Union Street, Maryville, NSW, 2020" and an empty "Provider name" field. At the bottom right are "Search" and "Cancel" buttons.

ii) The **Browse for Consultation Notes** button will give you access to the clinical notes in patient's medical records. You can add clinical notes to the form by selecting the relevant records.

#### 4. Include the relevant attachments

The 'Attachments and Reports' tab will give you access to all of the supporting documents that you may wish to attach to the form. You can either select it from within the table - this will pre-populate with data in the patient medical record from the last six months. Otherwise you can browse for other relevant files stored in Best Practice or in your local computer's file system.



The "Attachments / Reports" section of the form. On the left, a sidebar shows "Requested Information" (Scale, Optometry Referral) and "Attachments / Reports" (9 reports selected, 0 files attached). The main area is titled "Diagnostic Reports / Patient Documents" and includes buttons for "Browse for Patient Document" and "Browse for Local File". It lists supported file types: "Attach file from EMR supports: .jpeg, .pdf, .tiff" and "Attach file from Computer supports files that end in types: .jpeg, .pg, .pdf, .tif, .tiff". A warning states: "Caution: larger attachments may take significant time to preview". Below is a table with columns: Date, Name, Comments, Type, Size, and a preview icon.

<input type="checkbox"/>	Date	Name	Comments	Type	Size	
<input type="checkbox"/>	09/11/2016	MCC_CaseReport_Figures.jpeg		jpeg	65 KB	
<input type="checkbox"/>	17/03/2016	Letter.rtf	Mater Health Services	pdf	19 KB	

#### 5. Select relevant medications, warnings and medical history items

The 'Medications/Warnings' and 'Medical History' tabs will give you access to the relevant pre-populated records. Just select those records that are relevant to the referral or add your specific notes if necessary.



The "Medications / Warnings" and "Medical History" sections. The sidebar shows "Medications / Warnings" (9 long term medications specified, 0 medications specified, 0 medical warnings specified) and "Medical History" (Medical history specified). The main area is titled "Patient History" and contains a table with columns: Code, Description, and Comments.

<input type="checkbox"/>	Code	Description	Comments
<input type="checkbox"/>	102550009	Leg cramps	
<input type="checkbox"/>	397825006	Stomach ulcer	
<input type="checkbox"/>	81102000	Back pain	

## 6. Ensure patient and referrer information is correct

With the Patient Information and Referrer Details tabs, you simply need to ensure that information is correct. If a piece of required information is not completed or incorrect you will see the validation symbol displayed on the tab. To complete it, just click on the tab and fill in the required field.

<b>Patient Information</b> John Walton No Medicare Number 24/11/1975	First name* <input type="text" value="John"/>	Middle name <input type="text"/>
<b>Recipient / Referrer</b> Test User 0000000Y	Last name* <input type="text" value="Walton"/>	
Gender* Male <input checked="" type="checkbox"/>		Indigenous Status* Neither Aboriginal nor Torres Strait Islander <input type="checkbox"/>

## 7. Submit the Form

Click on 'Submit' when you are ready to send your form. This will safely and securely send the form electronically via HealthLink and you will see a copy of the completed form containing an acknowledgement of receipt. If needed, you can print a copy by right-clicking on any area of the submitted form and choose 'Print'. Note, it is not necessary for the printed copy to be sent or taken to the selected optometrist. After receiving the eReferral, the service provider will contact the patient to arrange their appointment.


<input checked="" type="button" value="Submit"/> <input type="button" value="Preview"/> <input type="button" value="Dark"/> <input type="button" value="Help"/>

Referral Sent and Acknowledged on 13/12/2018 12:24 NZDT

**Oculo Optometry Referral** 

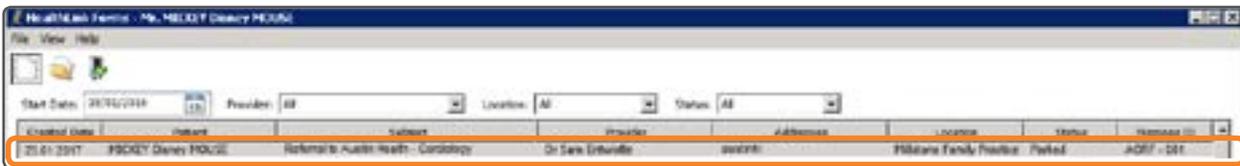
Patient: Penny ANDERSON, 25yrs, F, DOB 04/07/1993  
 Residential address: 61 Wallace Street, Bundaberg, QLD 4670  
 Postal address: same as residential address  
 Referred by: Test User, HealthLink Limited, Prov. No. 0000000Y, PH 07 8888888  
 Referral date: 13/12/2018 12:24 NZDT

## Hints and tips

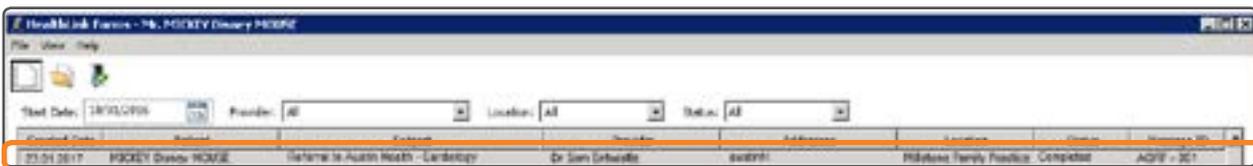
**Preview or Park Forms:** Preview a form before submission or park a form for later completion with the buttons on the top right hand corner on the form.



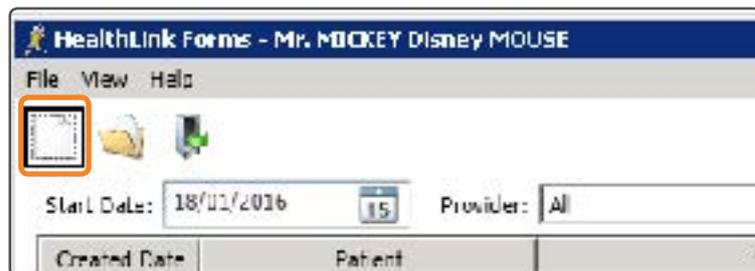
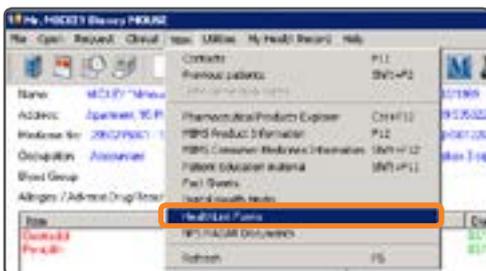
**Accessing Parked Forms:** To access a parked form from the patient's record, select 'HealthLink Forms' under the 'View' menu. From the available listing, double-click on the parked form you would like to open.



**Accessing Submitted Forms:** A copy of the submitted form can be found by selecting 'HealthLink Forms' under the 'View' menu. To open, double-click the selected form.



**Alternative way to open the Form:** Search for the patient and open their medical record. Select HealthLink Forms under the 'View' menu and click on 'New Form' to access the HealthLink launch page.



For all queries, please call the  
HealthLink Customer Support Line

Monday to Friday (except public holidays) 8am-6pm  
Phone 1800 125 036 Email: [helpdesk@healthlink.net](mailto:helpdesk@healthlink.net)



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Woonona, NSW 2517  
Australia

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[info@healthlink.net](mailto:info@healthlink.net)

HealthLink delivers certainty in care to over 50,000 healthcare practitioners by integrating their computer systems and enabling them to exchange data, quickly, reliably and securely.

1800 125 036 (AU office)