

## Quick Start Guide

### Sending a CareSelect referral from Medtech 32

This guide has been created to show you the key steps involved in completing a CareSelect electronic referral (or print and fax where the healthcare provider is yet to implement a compatible system). CareSelect has been designed to make it easier for you to search, find and refer a patient to the most suitable specialist, allied health or non-government organisation.

#### 1. Open the patient record

Search for the patient and open their electronic medical record (EMR) in Medtech.

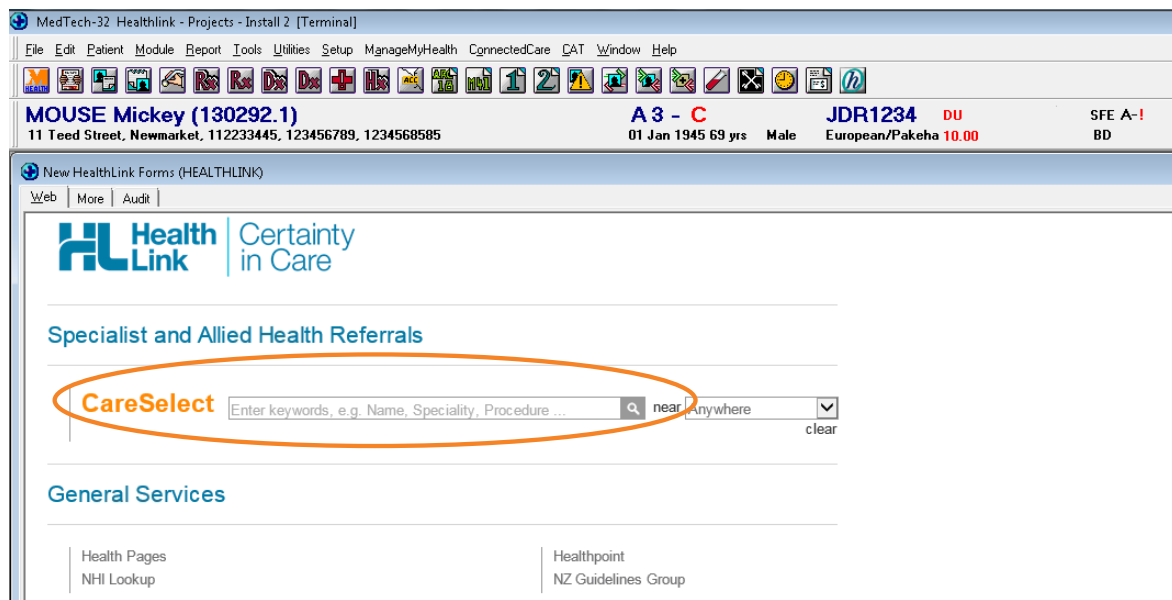


#### 2. Select the HealthLink icon

Select the HealthLink icon above the patient details banner.




The referral launch page will display including a new search bar.



### 3. Use the search bar

Enter keywords in the search bar to search by name, specific specialty, interests, procedures and services, location and more.

To send a CareSelect referral, select the 'Compose Referral' link below the relevant healthcare provider.



Certainty  
in Care

0800 288 887 (NZ)  
1800 125 036 (AUS)  
helpdesk@healthlink.net

Contact Us

Specialist and Allied Health Referrals

CareSelect

near Anywhere

Provider/Organisation matches (1st 10 of 14)

Rachel Moss Gynaecology, Obstetrics and Gynaecology

contact [Compose Referral](#) (at Riverside Womens Healthcare LTD)

Rachel O'Donnell Midwifery

contact [Compose Referral](#) (at Rachel O'Donnell - Midwife)

Rachel McCoy General Practice

contact [Compose Referral](#) (at Otago Polytechnic Student Health)

Rachel Wensley General Practice

contact [Compose Referral](#) (at Roslyn Health Centre)

Rachel Jones

contact [Compose Referral](#) (at Westview Medical Centre Ltd)

Rachel Appleby General Practice

contact [Compose Referral](#) (at St John's Medical Centre)

General Services

Health Pages  
NHI Lookup

Referred Service

CareConnect eReferral  
Northland DHB eReferrals


To view the list of matching providers, click on the search button or press 'Enter'.

These icons indicate the type of referral you can send:  
a) with PDF, text, rich text, tif and jpg file attachments;  
b) with text and rich text file attachments; or  
c) print and fax only.

The closest matches will be listed dynamically.

To make a referral, click on the 'Compose Referral' link.

If a provider has a full biography in CareSelect (called a Full Bio) this is indicated in the search result by a photo and sometimes a logo. You can click on the result to see more important relevant information. Below is an example of a Full Bio.



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Contact Us



Dr Rachel Moss

Gynaecologist

[Compose Referral](#)

Procedures & Services

Areas of Interest

Languages

Qualifications

Affiliations

Publications

Riverside Womens Healthcare LTD

Phone  
+64 9 4591739

Fax  
+64 9 4591065

Summary

I am a female Gynaecologist and have worked solely in private for the last 13 years, after combined public and private work in New Zealand for the previous 9 years.

I concentrate on spending as much time as necessary with women to work through their presenting problems, but also their general gynaecological health so that other problems are also picked up and dealt with. I also ensure that they have as much information about the options for treatment as possible to help them in making a decision as to the best option for them.

The clinic is staffed by women and the atmosphere is very supportive of their emotional needs.

## 4. Complete the referral

The CareSelect referral will display and is very similar in format and functionality to the Work and Income Work Capacity Medical Certificate form.

Complete the relevant fields under each tab on the left. You can park the form if you want to work on it later.

**Rachel Moss Referral**

**Clinical Information**  
No referral information provided

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

**Medications / Warnings**  
1 long term medication specified  
1 medical warning specified

**Medical History**  
Medical history specified

**Patient Information**  
MICKEY MOUSE, JDR1234  
69yrs  
Disability not specified

**Recipient / Referrer**  
Rachel Moss, Riverside Wom ...  
Referred by: Sam Entwistle  
No Different Regular GP

**GENERAL SURGERY SPECIALIST REFERRAL**  
Referral Priority: ☐ Immediate ☒ Urgent ☐ Routine  
ACC:   
Reason / provisional diagnosis:  
Relevant history & physical examination findings: [Browse for Consultation Notes](#)

**Measurement Details**

Date	Code	Value
27/09/2013	Height	170
27/09/2013	Weight	60

Date	Code	Value
27/09/2013	BMI	20.8
	BP	

## 5. Submit the CareSelect referral form

Select the 'Submit' button when you are ready to send your referral to the healthcare provider. CareSelect will send the referral electronically if the provider has a compatible system, otherwise you will be prompted to print and fax.

**Submit** **Preview** **Park** **Help**

If you want to print a copy of the referral, select 'Print' at the end of your submitted form, remembering to select your default printer.

**Rachel Moss Referral**

**Patient:** MICKEY MOUSE, 48yrs, NHI HUX8660, F, DOB 01/11/1966, PH: Wrk 09 555 555, Hme 0800288887, Mob 021022077  
13 Teed Street, Auckland Aaa HUX8660, New Zealand  
**Referred by:** Sam Entwistle, Millstone Family  
**Referral date:** 05/11/2014 18:48:03 (Test Referral)

**General Surgical**

**Reason / provisional diagnosis:**  
es

**Relevant history & physical examination findings:**  
fda

**Measurement Details**

Date	Code	Value
29/10/2013	Height	200
29/10/2013	Weight	88

**Medications / Warnings**

**Print** dialog box:

Select Printer: Add Printer, CutePDF Writer, Microsoft XPS Document ..., Microsoft XPS Document Writer

Status: Ready ☐ Print to file Preferences

Location: Find Printer...

Comment:

Page Range: ☒ All ☐ Selection ☐ Current Page

☐ Pages: 1

Enter either a single page number or a single page range. For example, 5-12

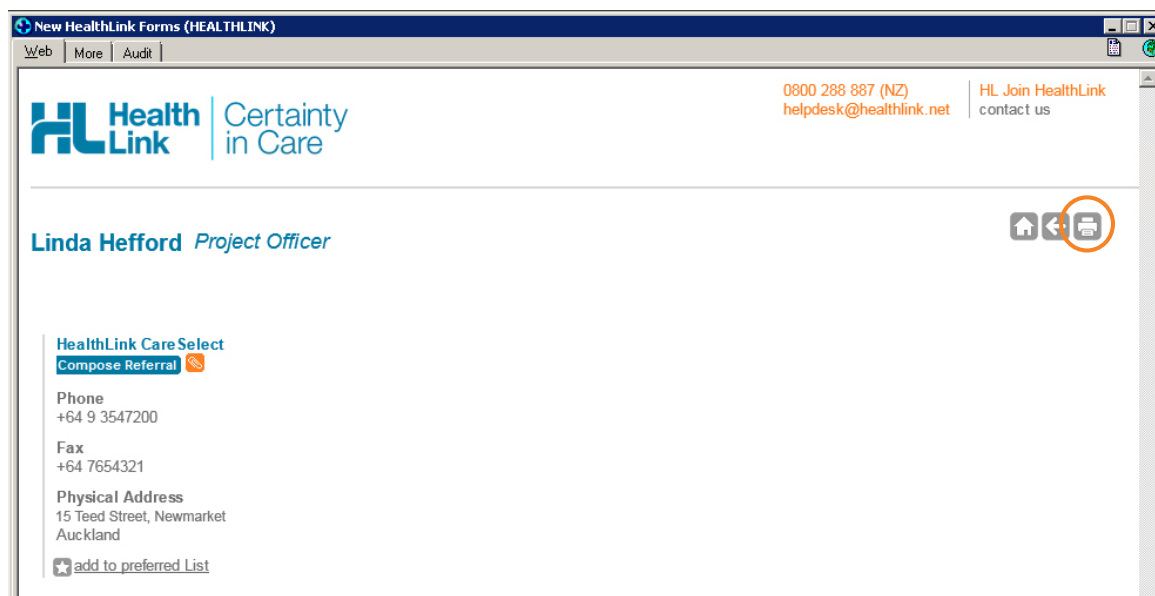
Number of copies: 1

☐ Collate 1 1 2 2 3 3

**Print** **Cancel** **Apply**

## 6. Print a healthcare provider's contact details

To print a contact page to hand to the patient, click on the 'contact' link either from the search bar or the search results page. Simply print the summary contact page that is displayed.



## 7. Practice sending a CareSelect referral

For training purposes or to familiarise yourself with the system, feel free to send a sample referral to HealthLink by searching for 'Linda Hefford' in the CareSelect search bar.

**For all CareSelect referral queries,  
please call the HealthLink Customer Support Line:**

Monday to Friday (except public holidays) 8am – 6pm  
Phone: 0800 288 887 Support email: [helpdesk@healthlink.net](mailto:helpdesk@healthlink.net)



HealthLink  
Level 3, 13-15 Teed Street  
Newmarket, Auckland 1023  
New Zealand

[www.healthlink.net](http://www.healthlink.net)  
[info@healthlink.net](mailto:info@healthlink.net)

HealthLink helps over 30,000 healthcare practitioners deliver certainty in care by enabling them to exchange patient information quickly, reliably and securely.

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