

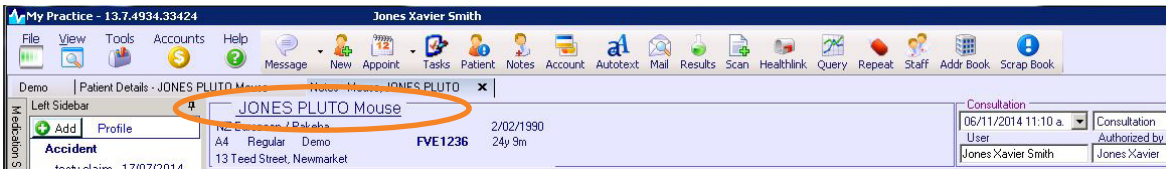
Quick Start Guide

Sending a CareSelect referral from myPractice

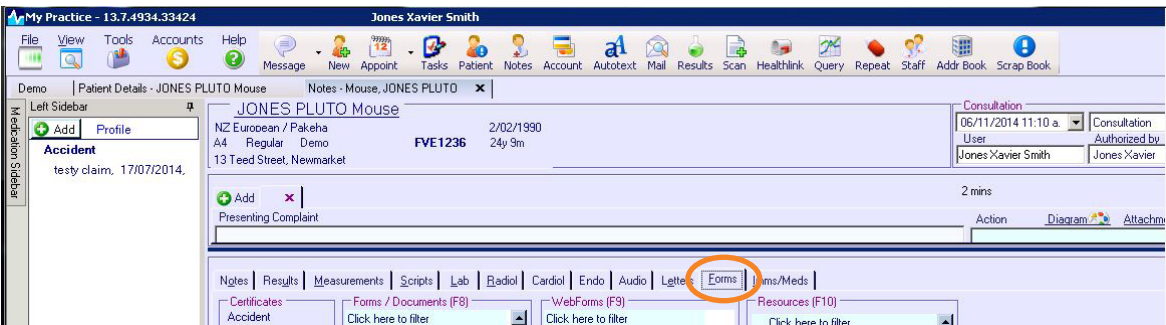
This guide has been created to show you the key steps involved in completing a CareSelect electronic referral (or print and fax where the healthcare provider is yet to implement a compatible system). CareSelect has been designed to make it easier for you to search, find and refer a patient to the most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

1. Open the patient record

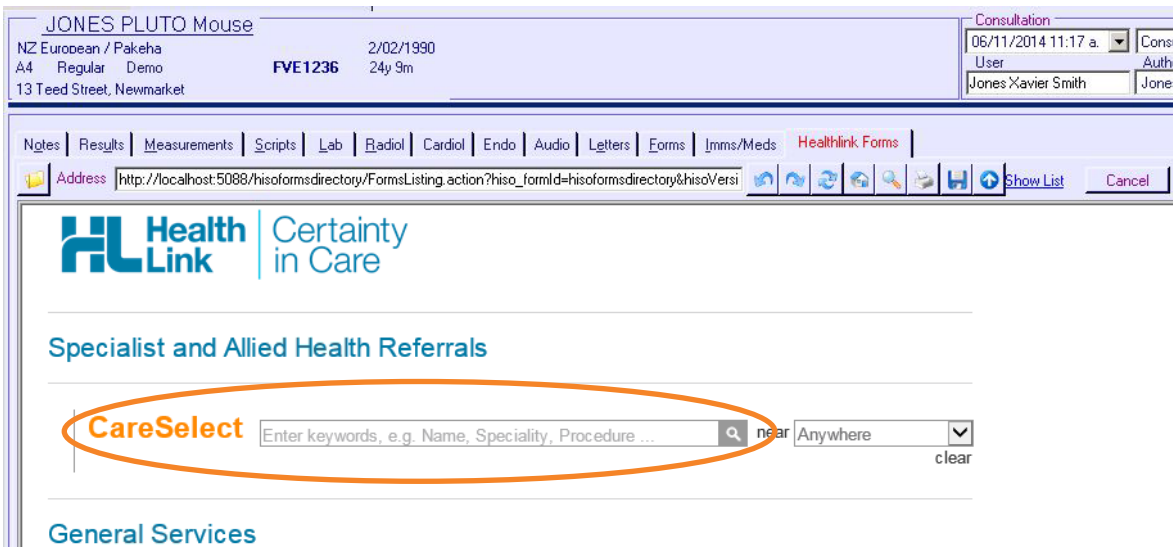
Search for the patient and open their electronic medical record (EMR) in myPractice. Go into the 'Clinical Notes' section of your patient's profile.



Select the 'Forms' tab and click on the HealthLink forms option.



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



2. 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.

The screenshot shows the HealthLink search interface. At the top, there is a search bar with 'rachel' entered and a dropdown menu set to 'near Anywhere'. Below the search bar, a list of search results is displayed under the heading 'Provider/Organisation matches (1st 10 of 14)'. The results include:

- Rachel Moss, Gynaecology, Obstetrics and Gynaecology (at Riverside Womens Healthcare LTD) with a 'Compose Referral' link and a PDF icon.
- Rachel O'Donnell, Midwifery (at Rachel O'Donnell - Midwife) with a 'Compose Referral' link and a PDF icon.
- Rachel McCoy, General Practice (at Otago Polytechnic Student Health) with a 'Compose Referral' link and a PDF icon.
- Rachel Wensley, General Practice (at Roslyn Health Centre) with a 'Compose Referral' link and a PDF icon.
- Rachel Jones (at Westview Medical Centre Ltd) with a 'Compose Referral' link and a PDF icon.
- Rachel Appleby, General Practice (at St John's Medical Centre) with a 'Compose Referral' link and a PDF icon.

Annotations with orange lines point to various elements:

- An arrow points to the search bar with the text: "To view the list of matching providers, click on the search button or press 'Enter'".
- An arrow points to the PDF icon next to Rachel Moss with the text: "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.".
- An arrow points to the first few results with the text: "The closest matches will be listed dynamically.".
- An arrow points to the 'Compose Referral' link for Rachel Moss with the text: "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.

The screenshot shows the full biography page for Dr Rachel Moss. At the top, there is a header with the HealthLink logo, the text 'Certainty in Care', and contact information: '0800 288 887 (NZ)', '1800 125 036 (AUS)', and 'helpdesk@healthlink.net'. Below the header, there is a photo of Dr Rachel Moss, her name 'Dr Rachel Moss', her specialty 'Gynaecologist', and a 'Compose Referral' link. Below the photo and name, there are tabs for 'Procedures & Services', 'Areas of Interest', 'Languages', 'Qualifications', 'Affiliations', and 'Publications'. The 'Summary' section contains the following text:

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.

On the left side, there is a box with contact information for Riverside Womens Healthcare LTD:

Riverside Womens Healthcare LTD
Phone: +64 9 4591739
Fax: +64 9 4591065

3. 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.

New HealthLink Forms (HEALTHLINK)

Web | More | Audit

Riverside Women's Healthcare

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
48yrs
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*

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	

4. 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 Practice

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:

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

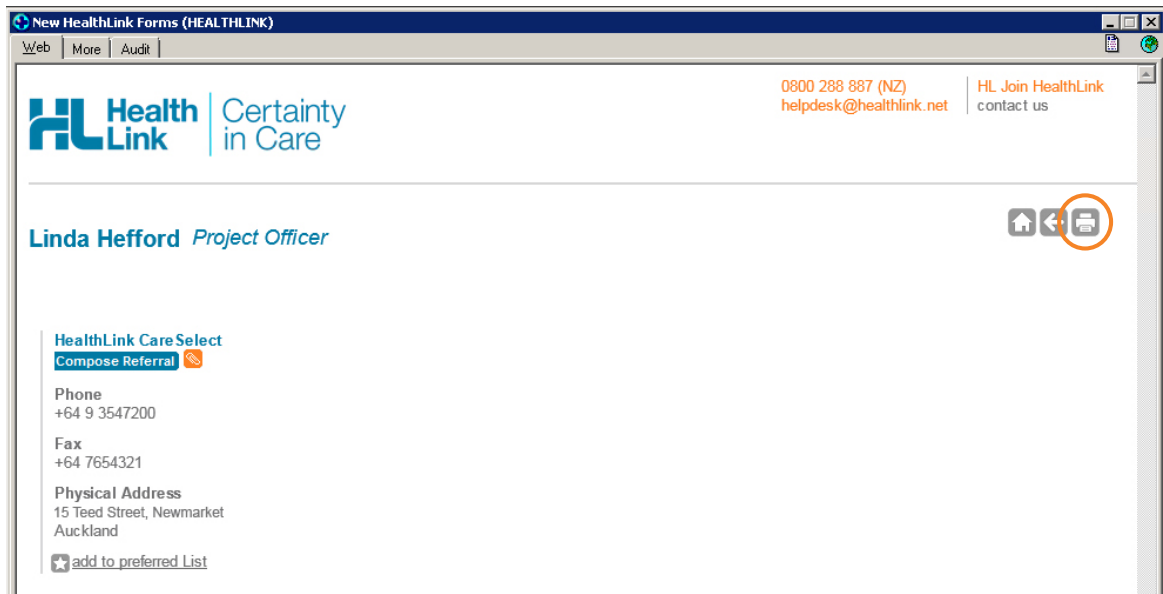
Number of copies:

Collate 1 1 2 2 3 3

Print Cancel Apply

5. 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.



6. 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



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Newmarket, Auckland 1023
New Zealand

www.healthlink.net
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.

1800 125 036 (AU)
0800 288 887 (NZ)