SA Health eReferral

SmartForm Quick Guide

Zedmed v35.10.2 and later

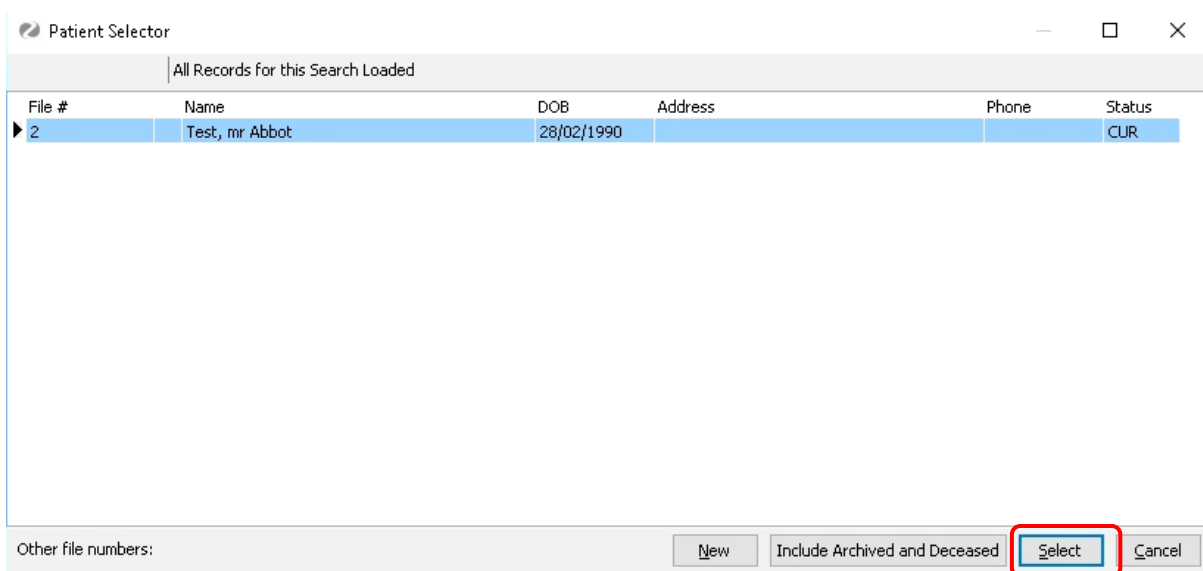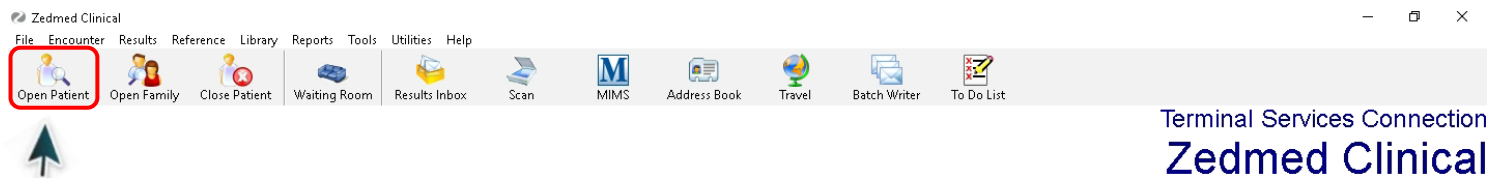**Log into ZedMed and select Clinical Record**
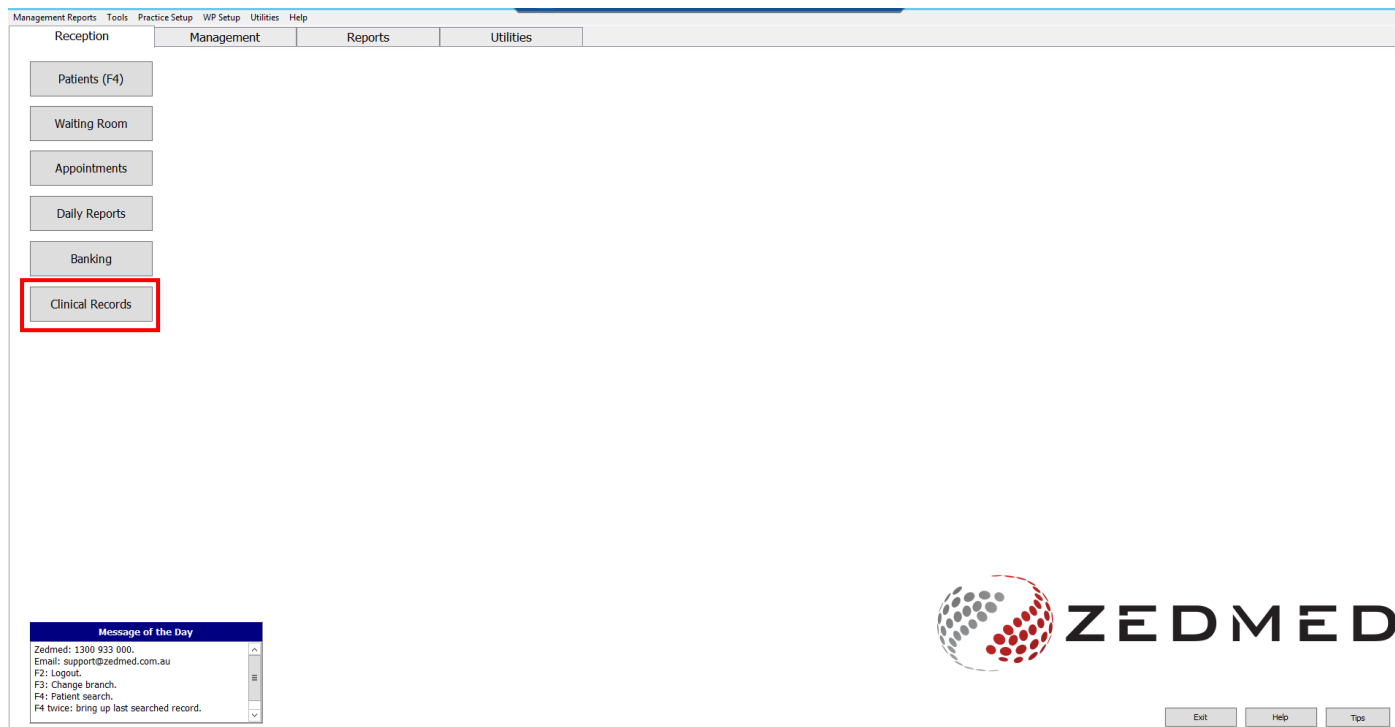
Option 1: Opening HealthLink SmartForms from the Referrals Module

Step 1. Open the patient record.

These templates have been developed with support from Adelaide PHN

Step 2. Start Encounter.

Step 3. Select Referrals from the Current Encounter Menu.

Step 4. Select the Create HealthLink Referral button. A HealthLink SmartForm session will open in your web browser.

Option 2: Opening HealthLink SmartForms from the Current Encounter

Step 1. Start Encounter.
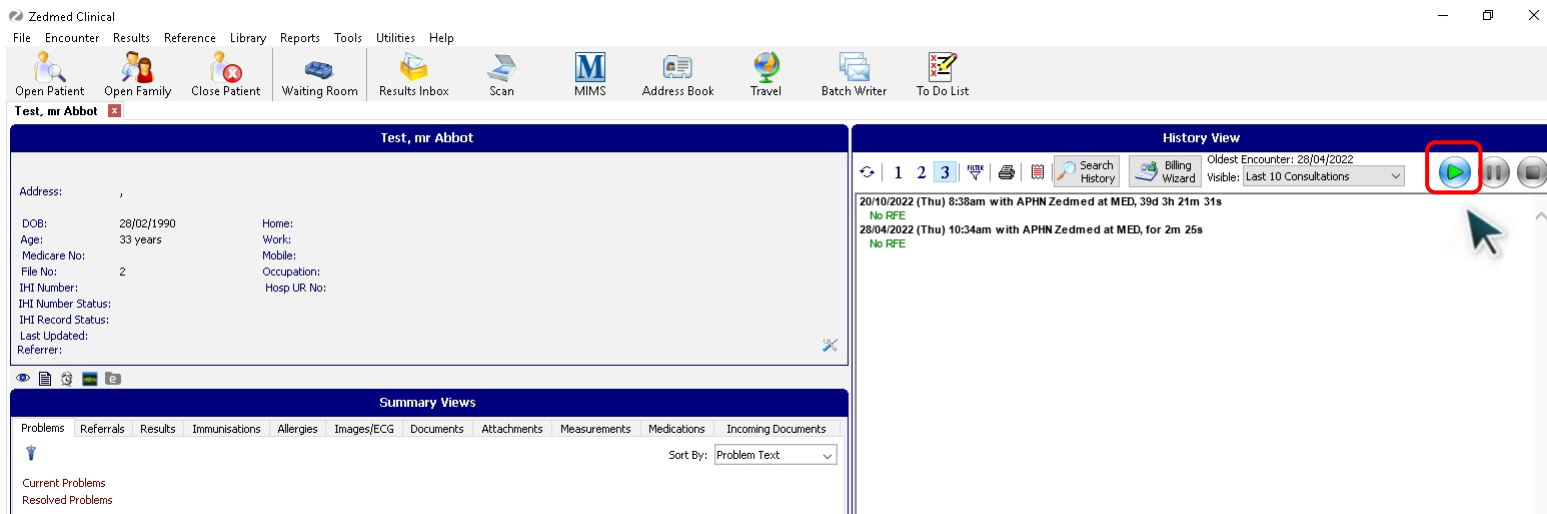
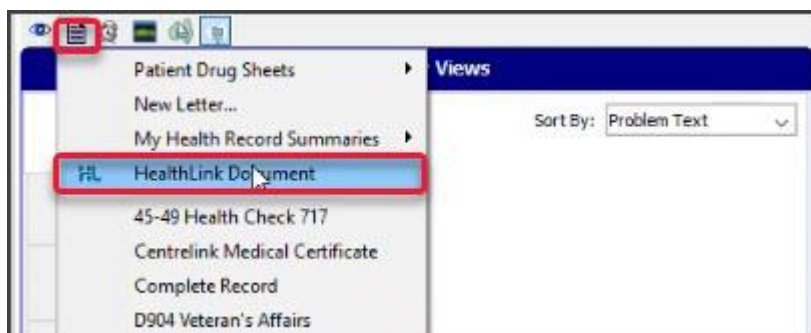**Step 2. Select the HealthLink button from the Current Encounter menu. A HealthLink SmartForm session will open in your web browser.**

Option 3: Opening HealthLink SmartForms from Quick Documents

Step 1. Select the Quick documents icon above Summary View, select HealthLink Document. A HealthLink SmartForm session will open in your web browser.

Completing the SA Health HealthLink SmartForm

Step 1. Here you will find a list of your available services. Click on SA Health underneath Referred Services.

Step 2. Click on the service and facility you wish to refer to and select Continue at the top right, this will launch the SmartForm.

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Step 3. 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.

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

Step 5. You can review the form is completed correctly before submitting by clicking Preview. The form will prompt you of any missing information.

Step 6. 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

Gastroenterology and Hepatology - Paediatrics

Government of South Australia
SA Health

Patient: Sam Smith, 10yrs, M, DOB 20/08/2012, PH: Mob 0451623211
Residential address: 31 Waymouth Street, ADELAIDE, SA 5000
Postal address: same as residential address
Referred by: Test Provider, DEMONSTRATION SYSTEM, Prov. No. 1234567X, PH 1300 145 465, FAX 03 9284 3399

Clinical Referral Information

Treated as unnamed or named:	Public

Referral Date:	16/08/2023
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 7. Once submitted, a date and time stamp and details of the referral will be listed on the form.

Print

Form sent on 16/08/2023 14:16 AEST

Gastroenterology and Hepatology - Paediatrics

Government of South Australia
SA Health

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Step 8. Close the Patient Encounter. A copy of the SmartForm referral will be saved in the Summary Views section under Referrals and under Documents.
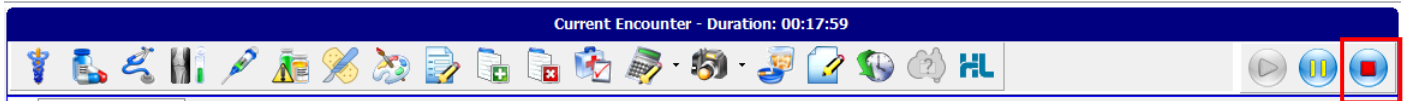
If the form does not appear, select Refresh button.

Accessing Parked SmartForm Referral Forms

Step 1. Under the Summary Views section, select either Referrals or Documents. This is where you will find the Parked SmartForm. *Please note you will need to re-attach any clinical documents when resuming the Parked form*
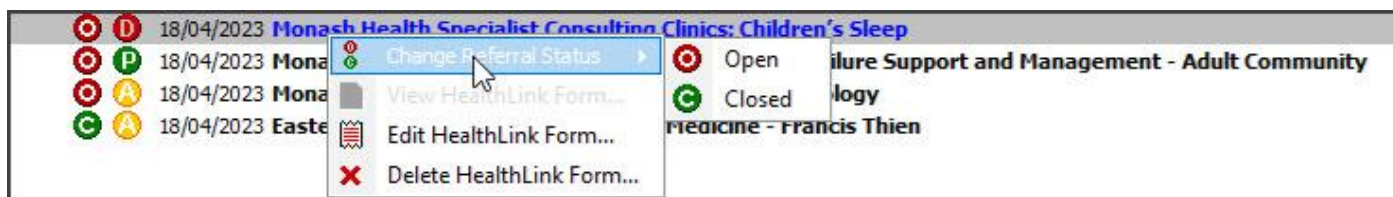
Step 2. Parked SmartForms will display as (D-red) Draft **. Right click the SmartForm listed under the HealthLink header to open its actions menu. Select** **Edit HealthLink Form** **to reopen the HealthLink referral and complete.**

SmartForms status icons

The right column icons tell you the SmartForm's status. Right-click an item to open its actions menu.

- **(D-red) Draft** - the SmartForm has been parked (**saved locally).** You can complete and submit at a later time.
- **(A-yellow) Awaiting acknowledgment** - waiting for the service provider to accept or reject the SmartForm.
- **(P-green) Processed** - The destination (e.g. hospital) received the SmartForm.
- **(P-crossed out) Failed** - The destination received but **rejected** the SmartForm. You will need to recreate it.

Viewing Acknowledgements for Submitted SmartForm Referrals

**Step 1. To view the 'Ack Status' of a, select Referrals and/or Documents Tab.**

Step 2. Once received, a Green P - Processed will appear next to the submitted referral. In ZedMed a Green P – Processed indicates the referral as been Acknowledged.

Viewing Notifications received for Submitted SmartForm Referrals

Step 1. To view notifications associated to a submitted referral, select Results Inbox.
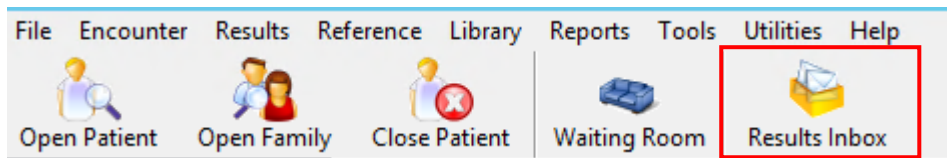
Step 2. From the Results Inbox click on the Patient notification you wish to view. The message will appear below.
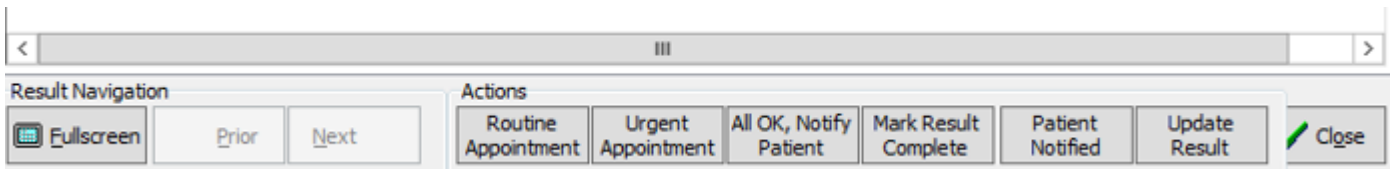


```
From: SA Health
Name: Stephanie Hewitt
Address: 31 Waymouth Street ADELAIDE 5000
DOB: 25/08/2013  Sex: F


Decision: Accept
Decision Details: |
```

Step 3. Allocate the notification to the Patient Record by selecting one of the Action buttons

Step 4. The Notification will then be viewed under the Incoming Documents Tab under Summery Views

For more information and tutorials on SmartForms visit the HealthLink website

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