

SA Health eReferral

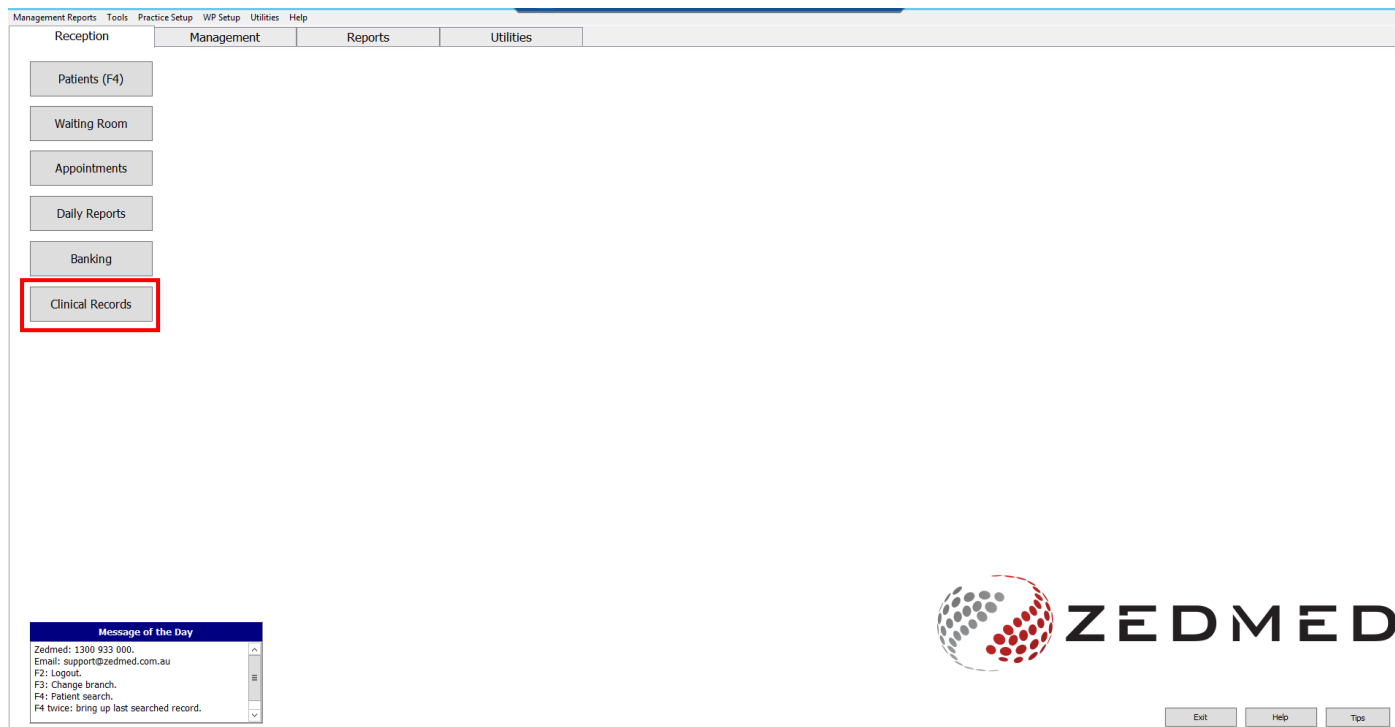
SmartForm Quick Guide

Zedmed v35.10.2 and later

Acknowledgements

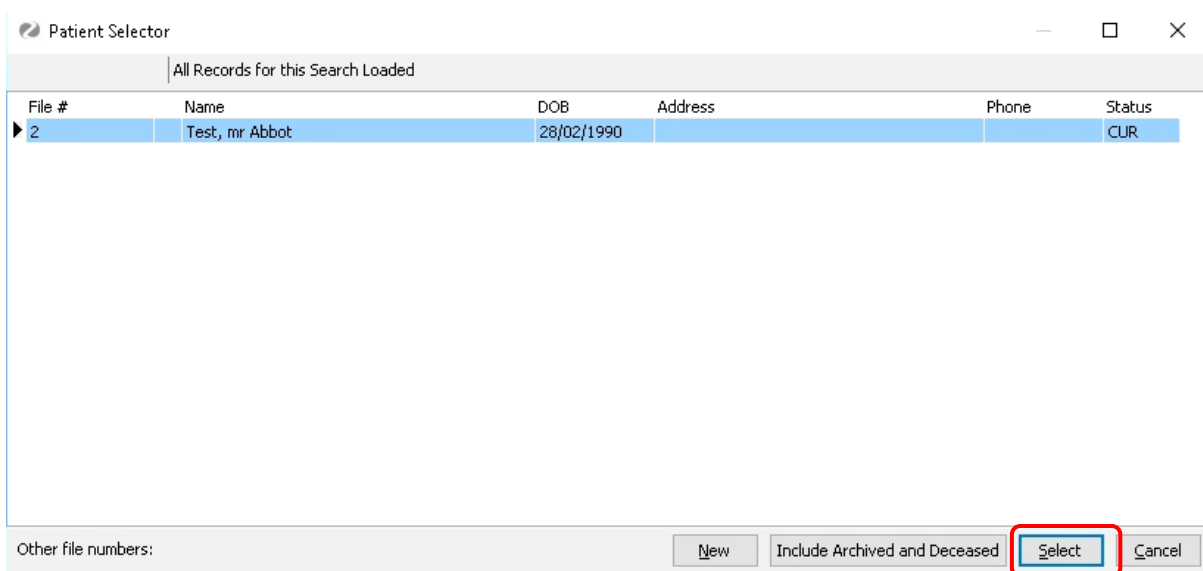
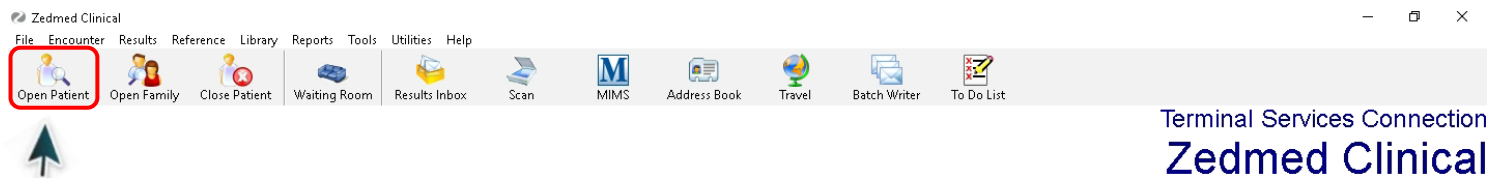
We would like to acknowledge the Kurna peoples who are the Traditional Custodians of the Adelaide region. We pay tribute to their physical and spiritual connection to land, waters and community, enduring now as it has been throughout time. We pay respect to them, their culture and to Elders past and present

Log into ZedMed and select **Clinical Record**



Option 1: Opening HealthLink SmartForms from the Referrals Module

Step 1. Open the patient record.



Step 2. Start Encounter.

The screenshot shows the Zedmed Clinical software interface. The top menu includes File, Encounter, Results, Reference, Library, Reports, Tools, Utilities, and Help. Below the menu is a toolbar with icons for Open Patient, Open Family, Close Patient, Waiting Room, Results Inbox, Scan, MIMS, Address Book, Travel, Batch Writer, and To Do List. The main window is titled "Test, mr Abbot" and displays patient details such as Address, DOB (28/02/1990), Age (33 years), Medicare No., File No. (2), IHI Number, and Referrer. A "History View" panel on the right shows a list of encounters, with the most recent one highlighted. A red box highlights a button in the top right corner of the History View panel.

Step 3. Select Referrals from the Current Encounter Menu.

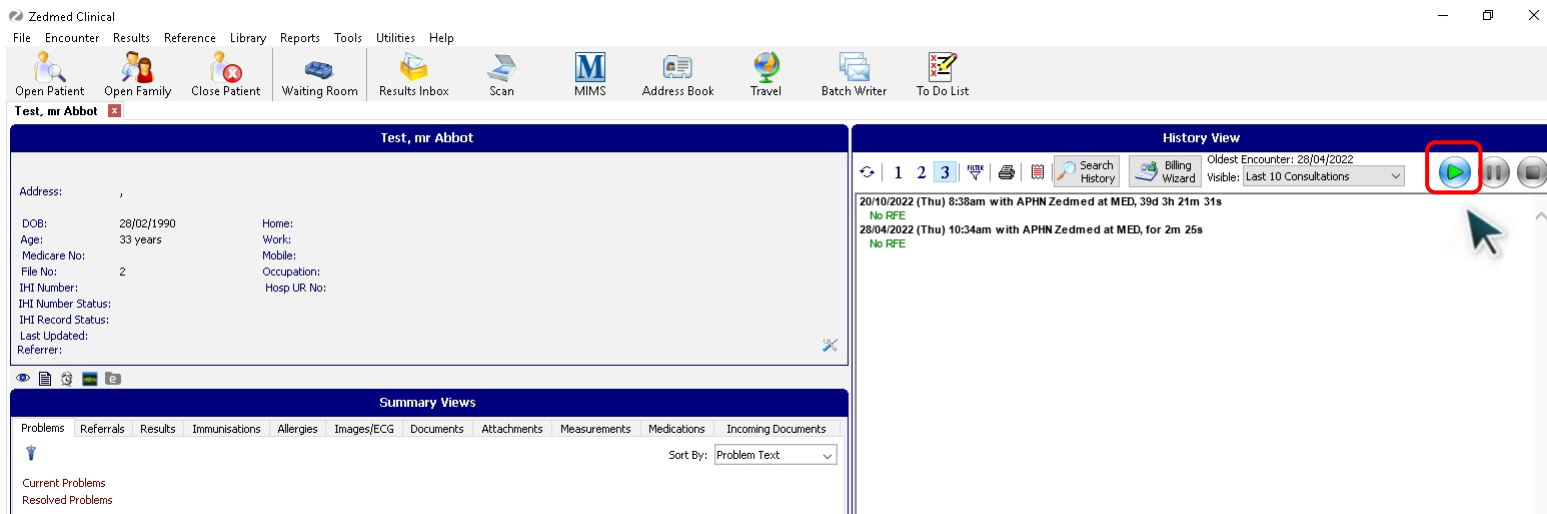
The screenshot shows the "Current Encounter - Duration: 23:10:22" menu. The menu items are: Problems, Drugs, Observations, Referrals, Immunisations, Allergies, and Diagrams. The "Referrals" icon, which shows a clipboard with a document, is highlighted with a red box. To the right of the menu items are navigation buttons: a play button, a pause button, and a stop button.

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

The screenshot shows the "Referral Selection" SmartForm. The form is divided into several sections: "Pathology", "Radiology", and "Referral Letter". The "Pathology" section includes a list of "Available Tests" with checkboxes, such as "AIDS screen", "Albumin creatinine ratio", "B HCG level (titre/quant)", "Blood:H Pylori", "Chlamydia direct immunof", "Cholesterol", "Cholesterol HDL", "Cholesterol LDL", "EUC", "Ferritin", "Full blood count", "Glucose:fasting", "HbA1c", "Hepatitis B serology", "Hepatitis C serology", "Histopathology", "INR", "Iron studies", "Lipids profile", and "Liver function". The "Clinical Notes" section includes a list of notes with question marks, such as "Anaemia", "Menopause", "Pregnant", "Thrush", "URTI", and "UTI". The "Selected Tests" section is empty. The "Order Test" button is highlighted with a red box. The bottom of the form has buttons for "Print Referrals", "Print Referrals and Close", "HL HealthLink Forms (Referral)", "Help", "OK", and "Cancel".

Option 2: Opening HealthLink SmartForms from the Current Encounter

Step 1. Start Encounter.

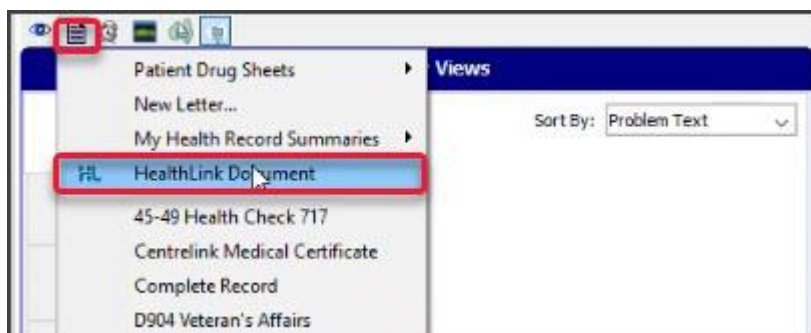


Step 2. Select the **HealthLink** button from the Current Encounter menu. A HealthLink SmartForm session will open in your web browser.



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.



1800 125 036 (AUS)
helpdesk@healthlink.net

Make a referral | Update referral - Tasmania | Update referral - SA Health

Specialists, Allied Health Providers and GPs

SR Specialists & Referrals Refer to Private Specialist

General Services

--This is the AU UAT Environment--
NSW Certificate of Capacity External Demo

NSW Certificate of Capacity
ReturnToWorkSA Work Capacity Certificate

Referred Services

ACT Public Outpatient and Community
Austin Health
ccCHiP - Cardiometabolic Health in Psychosis
DPV Community Health
HealthLink Logging Service
Mercy Hospital for Women
My Aged Care Referral
Northern NSW LHD – eReferrals
PRP Diagnostic Imaging

Application for ACT Approval to Prescribe Controlled Medicines
Banyule Community Health
Chris O'Brien Lifehouse Services
Eastern Health
Hearing Australia Medical Certificate
Monash Health
Northern Health
Northern Sydney Local Health District Services
SA Health

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.



Search: Cardiology

Facility* Queen Elizabeth Hospital
Royal Adelaide Hospital

- Allied Health
- Anesthesia
- Bariatric Assessment
- Breast
- Burns
- COVID-19
- Cancer
- Cardiology
 - Cardiology**
 - Cardiology - Paediatrics
- Cardiothoracic
- Cardiothoracic - Surgery
- Child Development Unit
- Child Protection Services
- Child and Adolescent Mental Health Services (CAMHS)
- Chronic Pain
- Cleft and Craniofacial
- Colorectal
- Critical Pain

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.

Government of South Australia
SA Health

ENT & Maxillary Facial - Paediatrics

[Submit](#) [Preview](#) [Park](#) [Help](#)

Requested Information ENT & Maxillary Facial - Paediatrics
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.

Attachments / Reports
No reports selected
No files attached

Medications, Allergies, Alerts
No long term medications specified
No medications specified
No medical warnings specified

Medical, Social and Family History
No medical history specified

Patient Information
Carmen Actpnh
No patient ID available
12/05/1963

Referrer Information
Best Practice
0000000Y
No Different Regular GP

Treated as public or private* Public Private

Referral Date* 10/08/2023

Referral Continuation* New Amended referral/update previously sent referral Renew expired referral

Referral Period* 12 months

Urgent Access Referral
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.

Referral Details* [Browse for Consultation Notes](#)

Interpreter Required* Yes No

Is this person available for telehealth (video conference) consultation?* Yes No Unknown

Special Needs / Reasonable Adjustments for Disability* Yes No Unknown

Is the patient under the Guardianship of the Minister?* Yes No Unknown

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.

Government of South Australia
SA Health

ENT & Maxillary Facial - Paediatrics

[Submit](#) [Preview](#) [Park](#) [Help](#)

Requested Information ENT & Maxillary Facial - Paediatrics

Form parked successfully. Please note that attachments selected from your PC need to be re-attached when resuming the parked form.

Step 4. A warning sign




will notify you if there are incomplete/incorrect information.

Government of South Australia
SA Health

ENT & Maxillary Facial - Paediatrics

Submit Preview Park Help

Requested Information  ENT & Maxillary Facial - Paediatrics

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.

Attachments / Reports
No reports selected
No files attached

Treated as public or private* Public Private

Referral Date* 10/08/2023


Referral Continuation* New Amended referral/update previously sent referral Renew expired referral

Referral Period* 12 months

Medical, Social and Family History
No medical history specified

Urgent Access Referral

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.

Patient Information  Carmen Acipnh
No patient ID available
12/05/1963


Referral Details* [Browse for Consultation Notes](#)


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

Government of South Australia
SA Health

ENT & Maxillary Facial - Paediatrics

Submit **Preview** Park Help

Requested Information  ENT & Maxillary Facial - Paediatrics

 Please fix the following errors:

- Patient Id Medicare Number must be no more than 10 characters long
- Medicare reference number is a required field
- **Patient Consent** is a required field
- Treated as public or private is a required field
- Referral Continuation is a required field
- Referral Details is a required field

Attachments / Reports
No reports selected
No files attached

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

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

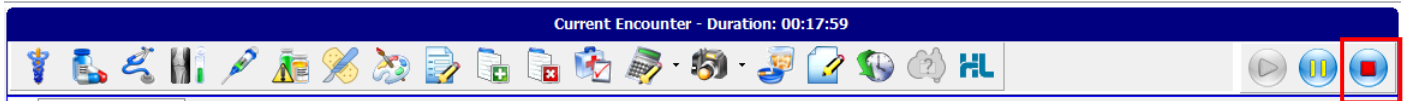
Referred by: Test Provider, DEMONSTRATION SYSTEM, Prov. No. 1234567X, PH 1300 145 465, FAX 03 9284 3399

Referral date: 16/08/2023 14:16 AEST

Clinical Referral Information

Treated as unnamed or named:	Public
Referral Date:	16/08/2023
Referral Continuation:	New
Referral Period:	12 months

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

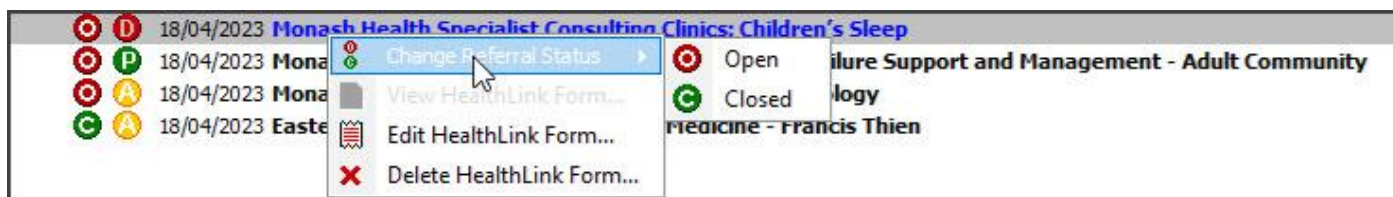
Step 1. Under the **Summary Views** section, select either **Referrals** or **Documents**. This is where you will find the Parked SmartForm. **Please note you will need to re-attach any clinical documents when resuming the Parked form**

The screenshot displays a patient record for "Smith, Mr Sam". The top section contains personal and contact information:

- Address: 31 Waymouth Street, ADELAIDE 5000
- DOB: 20/08/2012
- Age: 10 years
- Medicare No: 5112141251
- File No: 16
- Hosp UR No:
- MHR Status: Consent to Upload
- Referrer:
- Home:
- Work:
- Mobile: 0451623211
- Occupation:

Below this is a "Summary Views" section with a sidebar menu and a main content area. The sidebar menu includes: Problems, Referrals (highlighted with a red box), Results, Immunisations, Allergies, Images/ECG, Documents (highlighted with a red box), Attachments, Measurements, Medications, and Incoming Documents. The main content area lists various investigations and letters, including a HealthLink section with two entries dated 16/08/2023: "South Australian Health Referral: Gastroenterology and I" and "South Australian Health Referral: General Medicine - Pae".

Step 2. Parked SmartForms will display as (D-red) Draft **D**. 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.



The screenshot shows the 'Summary Views' interface. On the left, a vertical menu contains the following items: Problems, Referrals (highlighted with a red box), Results, Immunisations, Allergies, and Images/ECG. To the right of this menu, there are several categories: Pathology Investigations, Radiology Investigations, Letters, and HealthLink (indicated by a minus sign icon). Under the HealthLink section, there is a green circle with a 'C' and a green circle with a 'P', followed by the date '10/08/2023' and the text 'South Australian Health Referral: Cardiology - Paediatrics'.

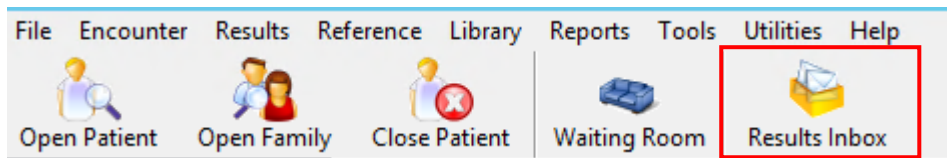
Step 2. Once received, a Green **P - Processed** will appear next to the submitted referral. In ZedMed a Green P – Processed indicates the referral as been Acknowledged.



This screenshot is identical to the one above, but with a red box highlighting the green circle containing the letter 'P' in the HealthLink section, indicating that the referral has been processed.

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.

Results

Showing Records:(1 - 1 / 1) - Sorted By Priority [Descending]

Get All Results for a Patient Role: User Roles User: Provider, Dr Test (DR TEST)

Patient	Assigned To	Result Reported Date	Result Collected Date	*Result Type	Result Description
Hewitt, Stephanie	Provider, Dr Test (DR...	18/08/2023	18/08/2023	Document	Notification

There are 1 results for <User Roles> <Provider, Dr Test (DR TEST)> currently displaying records 1 - 1.

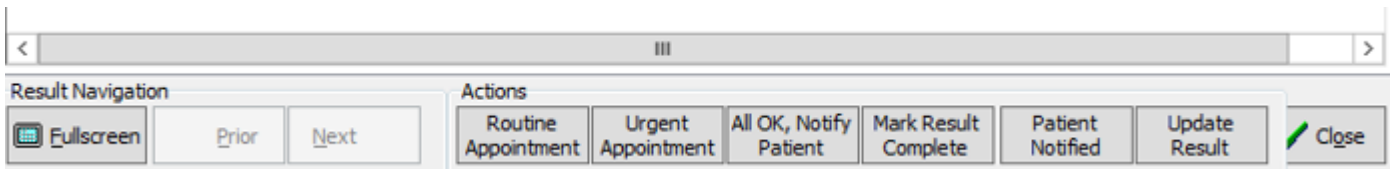
Result View

Mousewheel Zoom Page 1 of 1

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 **Summary Views**



For more information and tutorials on SmartForms visit the HealthLink website

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