

1. Open the patient record
2. Click on the “**HealthLink**” tab
3. Click on “**New Form**”
4. Select “**Monash Health Specialist Consulting Clinics**”
5. Select a Specialty
6. Select a Facility and click on “**Continue**”
7. Complete the “**Referral Information**” page
  - a. Refer to the Speciality’s Referral Guideline via URL if required
  - b. Browse and attach consultation notes from BP if appropriate
8. Click and complete the “**Attachment/Reports**” page
  - a. Select, browse and attach letters, documents and pathology/imaging reports directly from BP
9. Click and complete the “**Medications, Allergies and Alerts**” page
  - a. Long Term/Regular Medications are pre-populated and automatically selected from BP
  - b. Past and PRN medications can be browsed and selected under “**Past Relevant Medications**”
  - c. Allergies and Alerts are pre-populated and automatically selected from BP
10. Click and complete the “**Medical, Social and Family History**” page
  - a. All Patient Histories are pre-populated from BP
  - b. Select any or all relevant Patient History
11. Click and review that the “**Patient Information**” page is correct
12. Click and review the “**Referral Information**” page is correct
13. “**Preview**” and “**Submit**” the referral