![HealthLink | Certainty in Care]

QUICK START GUIDE

Sending eReferrals to Optometrists

![Oculo]

The Oculo Optometry SmartForm has been designed to make it easier for you to refer your patients electronically to optometrists. This quick start guide has been developed to help you navigate the new digital form.
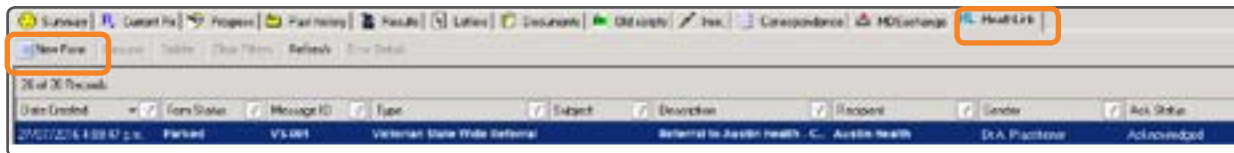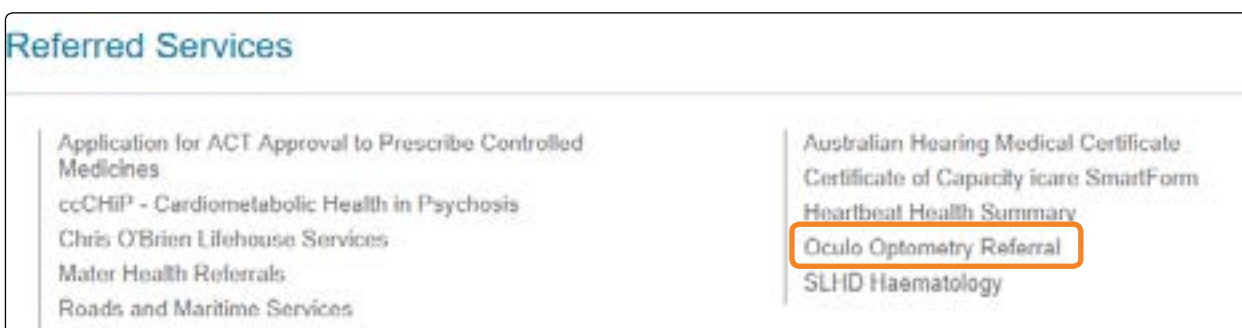
Medical Director Edition

1. Open the patient record

Search for the patient and open their medical record. Go to the 'HealthLink' tab and click on 'New Form'. The HealthLink launch page will be displayed.
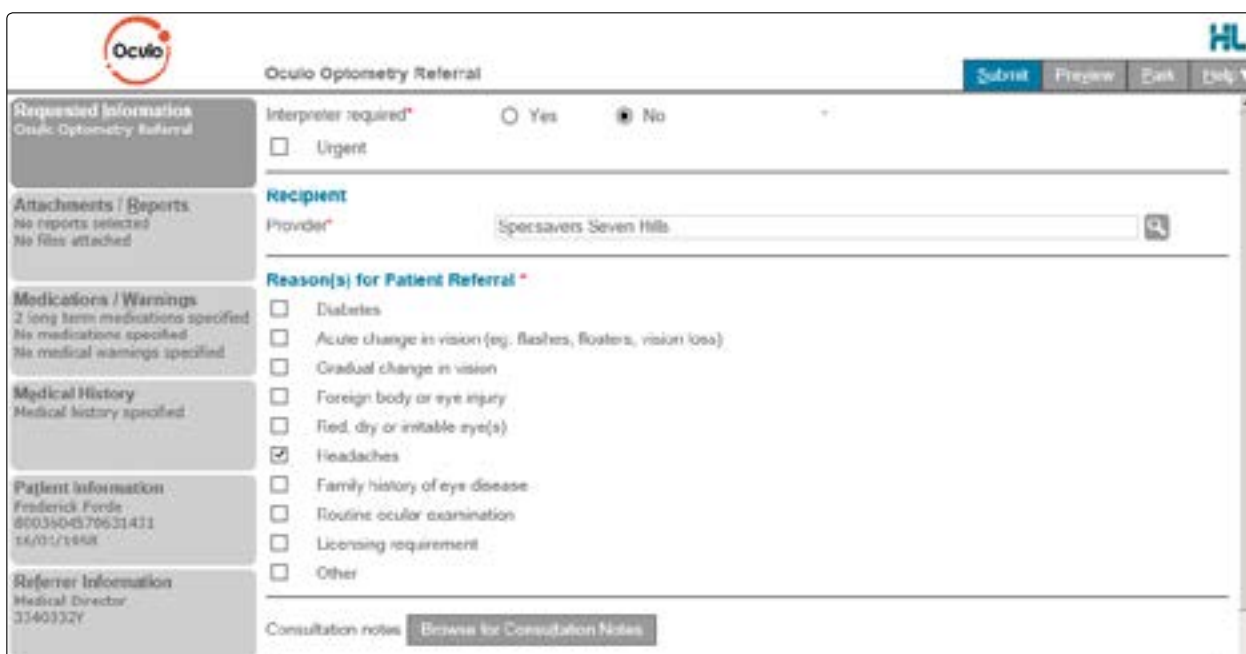

2. Select the Service provider

From the list of service providers, click on the provider you would like to refer the patient to. This will launch the form.

3. Complete the form

The form will be displayed. At this point, you will have access to all the information necessary to complete the form for submission. If you need to do something else, you can 'Park' the form to save your progress and complete at a later time.

i) A key component on this form is selecting the Optometrist to send the eReferral to. Simply click on the Provider field to search for providers near the patient's address, your practice's address or another specified location

ii) The [Browse for Consultation Notes] button will give you access to the clinical notes in patient's medical records. You can add clinical notes to the form by selecting the relevant records.

4. Include the relevant attachments

The 'Attachments and Reports' tab will give you access to all of the supporting documents that you may wish to attach to the form. You can either select it from within the table - this will pre-populate with data in the patient medical record from the last six months. Otherwise you can browse for other relevant files stored in Medical Director or in your local computer's file system.

5. Select relevant medications, warnings and medical history items

The 'Medications/Warnings' and 'Medical History' tabs will give you access to the relevant pre-populated records. Just select those records that are relevant to the referral or add your specific notes if necessary.

6. Ensure patient and referrer information is correct

With the Patient Information and Referrer Details tabs, you simply need to ensure that information is correct. If a piece of required information is not completed or incorrect you will see the validation symbol displayed on the tab. To complete it, just click on the tab and fill in the required field.

7. Submit the Form

Click on 'Submit' when you are ready to send your form. This will safely and securely send the form electronically via HealthLink and you will see a copy of the completed form containing an acknowledgement of receipt. If needed, you can print a copy by right-clicking on any area of the submitted form and choose 'Print'. Note, it is not necessary for the printed copy to be sent or taken to the selected optometrist. After receiving the eReferral, the service provider will contact the patient to arrange their appointment.
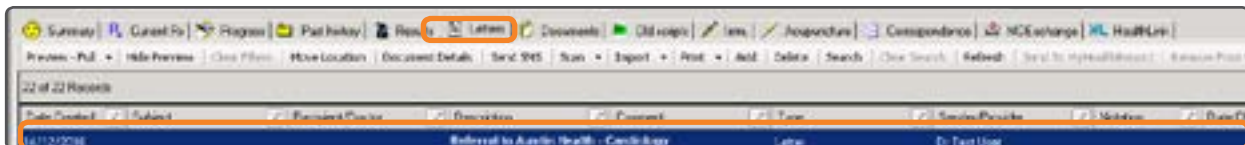
Hints and tips

Preview or Park Forms: Preview a form before submission or park a form for later completion with the buttons on the top right hand corner on the form.
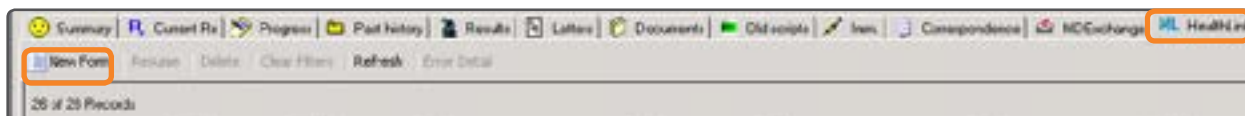

Accessing Parked Forms: To access a parked form from the patient's record, select the 'HealthLink' tab. From the available listing, double-click on the parked form you would like to open.

Accessing Submitted Forms: A copy of the submitted form can be found by selecting 'Letter' tab. To open, double-click the selected form.

Alternative way to open the Form: Search for the patient and open their electronic medical record. Select the 'HealthLink' tab and click on the 'New Form' option to open the HealthLink launch page.

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

**Monday to Friday (except public holidays) 8am-6pm
Phone 1800 125 036 Email: helpdesk@healthlink.net**

HealthLink

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HealthLink delivers certainty in care to over 50,000 healthcare practitioners by integrating their computer systems and enabling them to exchange data, quickly, reliably and securely.

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