Northern NSW Local Health District
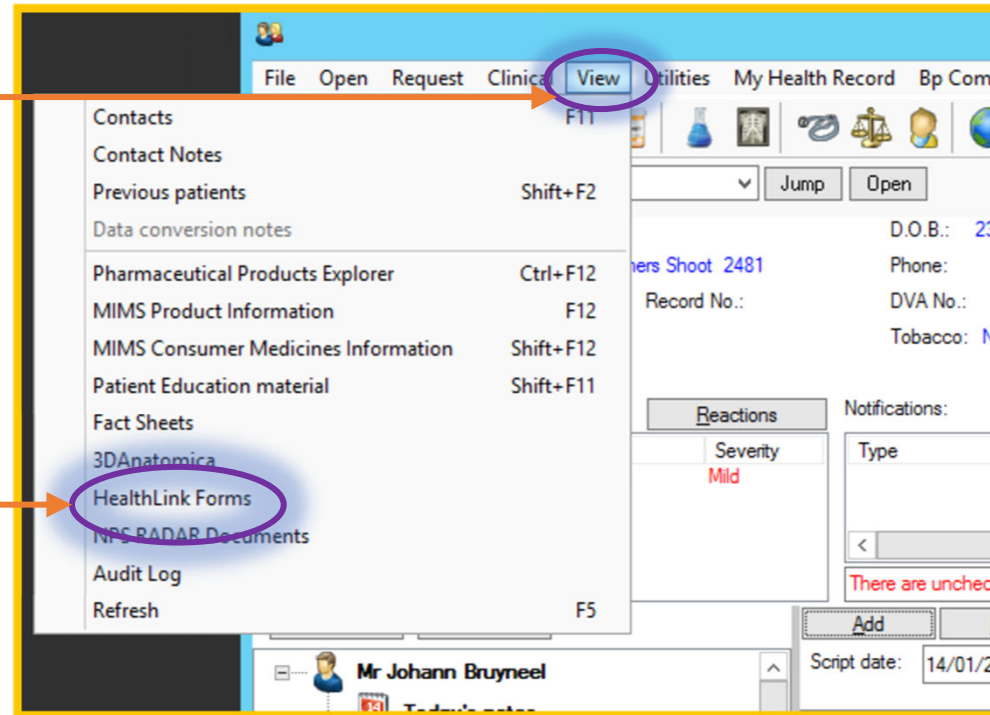
eReferrals

Quick Start Guide:
For GPs using Best Practice referring to NNSWLHD Outpatient Clinics
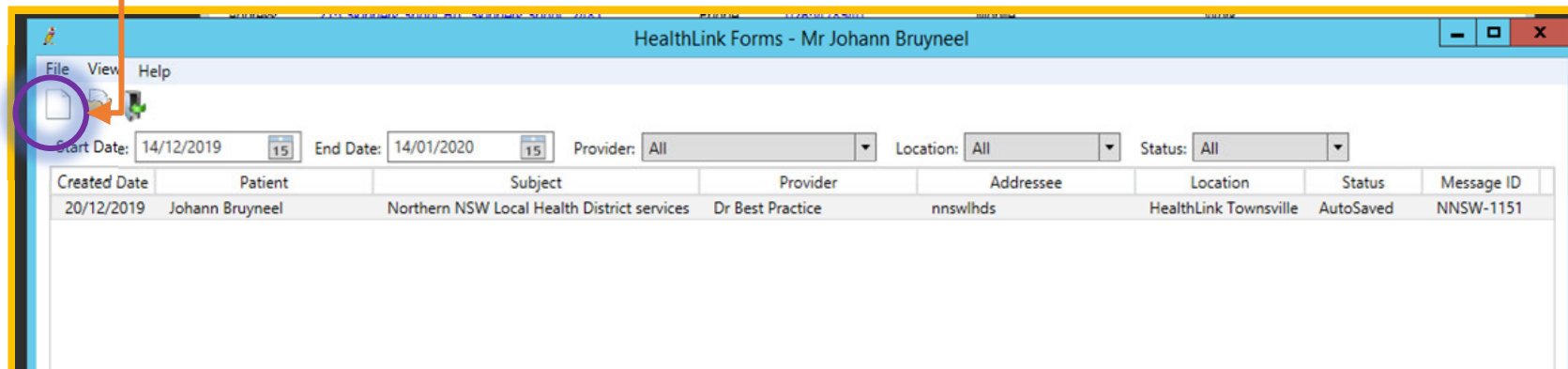
STEP 1

With the desired patient open:
1. Click "View".
2. Click HealthLink Forms.

STEP 2

From the next screen click "New Form" to launch SmartForms.

STEP 3
Select NNSW Local Health District Services.

General Services

--This is the AU UAT Environment--

Referred Services

Northern NSW Local Health District services

STEP 4
1. **Click the service you want to refer to.**
2. **Then click "continue".**

Health
Northern NSW
Local Health District

Continue

Ear Nose & Throat Clinic

- Orthopaedic Clinic
- Fracture Clinic
- Ear Nose & Throat Clinic
- Gynaecology Clinic
- Respiratory
  - Respiratory Clinic
  - Respiratory Laboratory
- Infectious Disease

Refer to the respiratory referral section for a quick guide on respiratory referrals.

STEP 5
Start form with the "Requested Information" tab.
Mandatory Fields are marked with *
Choose from a list of specialists attached to the clinic.

Requested Information
Orthopaedic Clinic

Form has been auto-saved.

No reports selected
No files attached

Narrative: Personal

Medications / Warnings
No long term medications specified
No medications specified
No medical warnings specified

Referred To*   Please Select
Referral Date*   15/01/2020
Referral Continuation*   ● New   ○ Amend/update previously sent referral

STEP 6
1. Fill all relevant data.
2. Select Referral period and urgency. ℹ **Displays urgency definition.**

Referred To*   Please Select
Referral Date*   15/01/2020
Referral Continuation*   ● New   ○ Amend/update previously sent referral
Patient available for short notice appointment   ○ Yes   ● No
Referral Period*   12 months
Interpreter Required*   ○ Yes   ● No
Urgency ℹ   Non-urgent: 30 - 365 days

STEP 7
1. Type referral letter in "Referral Details" and add up to 3 recent consult notes from you system via "Browse for Consult Notes".
2. Add social history and special need requirements.

Referral Details*   Browse for Consultation Notes

Social History and Other Information: Please Include social history, patient services and any other relevant information as appropriate

Special Needs / Reasonable Adjustments for Disability*   ○ Yes   ● No
Does patient have a carer/support person?*   ○ Yes   ○ No
Compensable Status   Please Select

STEP 8

Tabs requiring mandatory information will display ⚠

1. From the Attachments tab,

2 Add documents required for the referral by checking boxes.

If you would like to preview files before attachment click 🖼

STEP 9

1. Click the "Medications/Warnings" tab

2. Check medications are accurate and add further if needed.

3. Check medical warning boxes to add to the referral

4. Add comments if required

QRG-How to complete SmartForm referral BP v0.1 Date created 15.01.2020

STEP 10

1. Move to the "Medical History" tab.

2. Check boxes to add long term, patient and family history.

3. Add smoking history or other relevant information.

STEP 11.

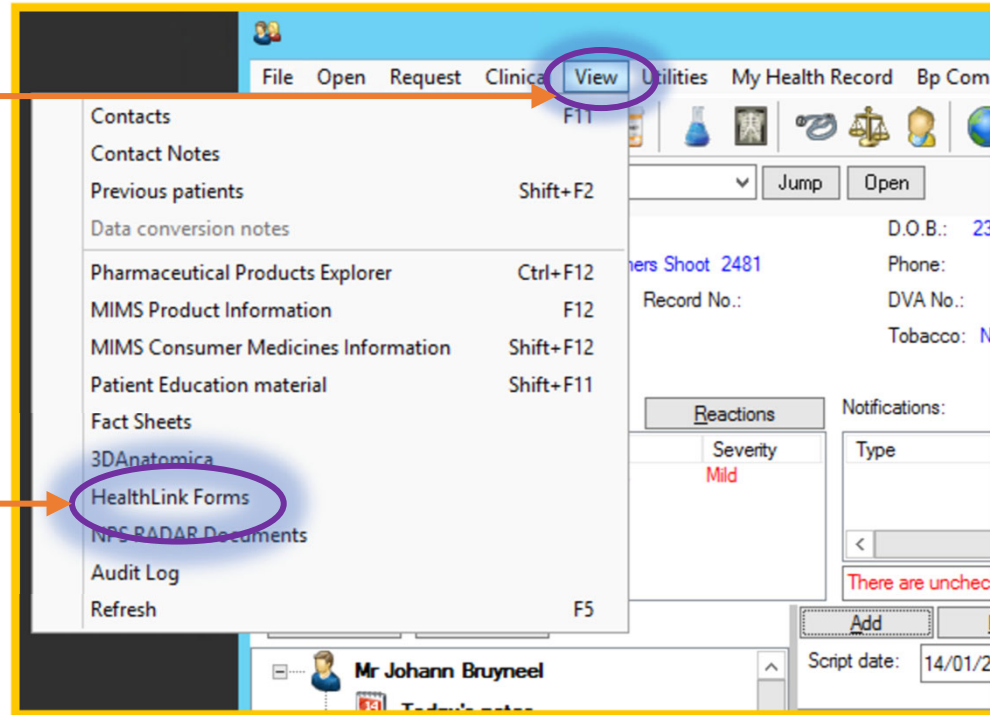**Check patient & referrer information is correct**

STEP 12.

1. Preview or submit (Submission can be made from a preview).

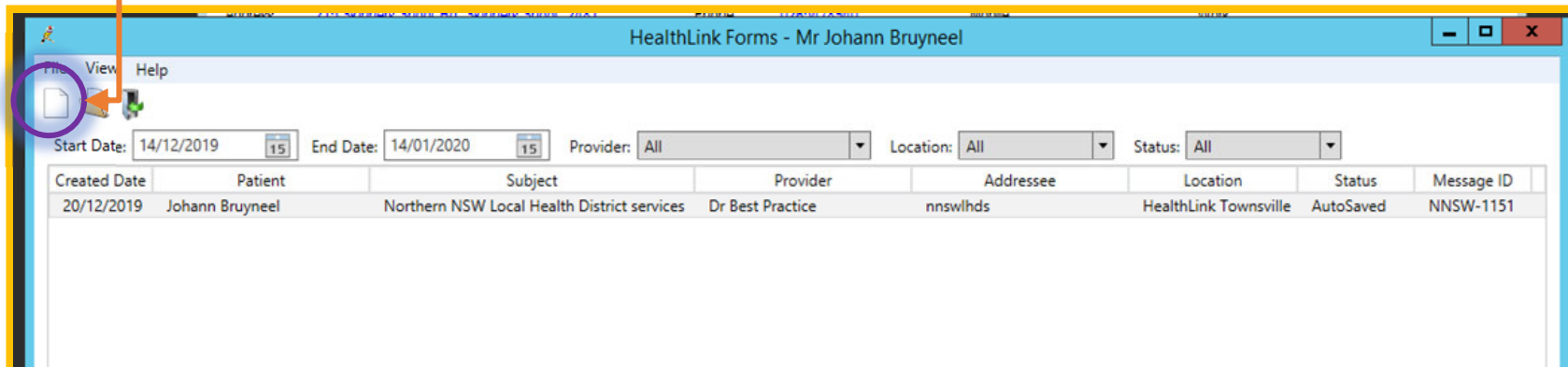2. Print patient copy (if desired).

STEP 1

With the desired patient open:
1. Click "View".
2. Click "HealthLink Forms".

2

STEP 2

From the next screen click "New Form" to launch SmartForms.

STEP 3
Select NNSW Local Health District Services.

General Services

--This is the AU UAT Environment--

Referred Services

Northern NSW Local Health District services

STEP 4
1. Click the service you want to refer to.
2. Then click continue.

Health Northern NSW Local Health District — NSW GOVERNMENT

2 → Continue

1 — Ear Nose & Throat Clin

- Orthopaedic Clinic
- Fracture Clinic
- Ear Nose & Throat Clinic
- Gynaecology Clinic
- Respiratory
  - Respiratory Clinic
  - Respiratory Laboratory
- Infectious Disease

Respiratory Clinic referrals enable you to refer to a specilaist +/- ordering lab tests.

Respiratory Laboratory referrals are just for ordering Lab tests.

STEP 5
If you choose Respiratory clinic, you will be required to select between a respiratory specialist referral or a specialist referral with lab tests.

Referred To*	Dr Bliegh Mupunga
Referral Date*	27/03/2020
Referral Continuation*	● New	○ Amend/update previously sent referral
Patient available for short notice appointment	○ Yes ● No
Referral Period*	12 months
Interpreter Required*	○ Yes ● No
Urgency ℹ	Non-urgent: 30 - 365 days

Referral Details*   Browse for Consultation Notes

Social History and Other Information: Please include social history, patient services and any other relevant information as appropria

Type of referral*	● Specialist only referral	○ Specialist referral + respiratory lab tests
Special Needs / Reasonable Adjustments for Disability	○ Yes ● No
Does patient have a carer/support person?*	● Yes ○ No

STEP 8

1. When selecting "+ respiratory lab tests", test ordering options appear.
2. Click the boxes to order tests.

*Note: When making a lab-only referral, the tests are always visible and the referral goes to the Laboratory.

STEP 9

By choosing Lab tests "Important Patient Information" will appear. This information will be printed with the referral so the patient can have a copy.

Type of referral*   ○ Specialist only referral   **→1**   ● Specialist referral + respiratory lab tests

Respiratory lab tests
Please select the required test(s) *

☐ Complex Lung Function Test - Spirometry, Lung Volume, and Diffusion Capacity
☐ Spirometry (Pre and Post Bronchodilator)
☐ Bronchial Provocation Test - Mannitol
☐ Bronchial Provocation Test - Hypertonic Saline
☐ High-Altitude Simulation Test - with Oxygen   **2**
☐ High-Altitude Simulation Test - without Oxygen
☐ Postural vital capacities
☐ Exhaled Nitric Oxide (eNO)
☐ Maximal respiratory pressures

Compensable Status   Please Select ▼   **1**

Important Patient Information
Please refrain from using your bronchodilator within this time frame prior to testing as they can affect the validity of the data collected.

Withholding Time	Drug
6-8 hours	• Inhaled Nonsteroidal Anti-inflammatory Agents
8 hours	• Short-acting Bronchodilator
12 hours	• Inhaled Corticosteroids • Anticholinergic Bronchodilators
24 hours	• Inhaled Corticosteroids and Long Acting Beta Agonists Combination Products • Long-Acting Bronchodilators • Phosphodiesterase Inhibitors / Adenosine Receptors
72 hours	• Anticholinergics • Antihistamines: Over-the-Counter & Prescription
4 days	• Leukotriene-Receptor Antagonists
Day of Test	• Caffeine-containing foods: coffee, tea, cola drinks, chocolate, etc • Vigorous exercise • Smoking at least 6 hours prior to testing

Contraindications for performing tests
Certain conditions can pose a threat to pose the accuracy of the data collected, and the patient health and wellbeing. If you have experience any of the following, please contact the clinic at least 24 hours prior to testing to reschedule an appointment.
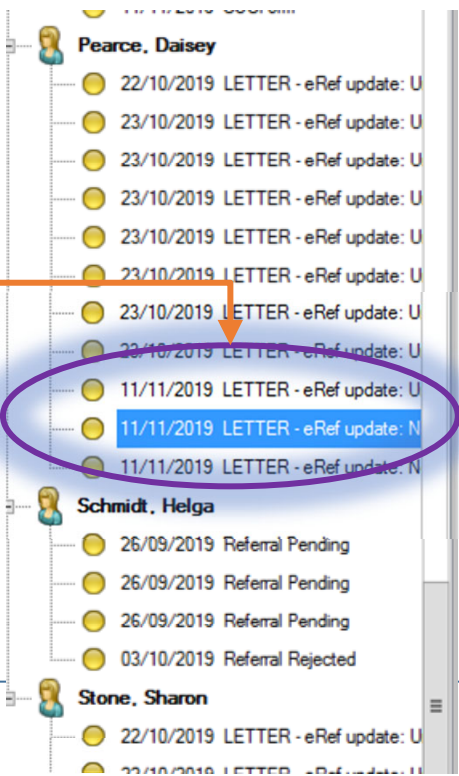
STEP 12.
The remainder of the eReferral form is completed as per other services.

STEP 1
Click the "View" tab and click inbox.
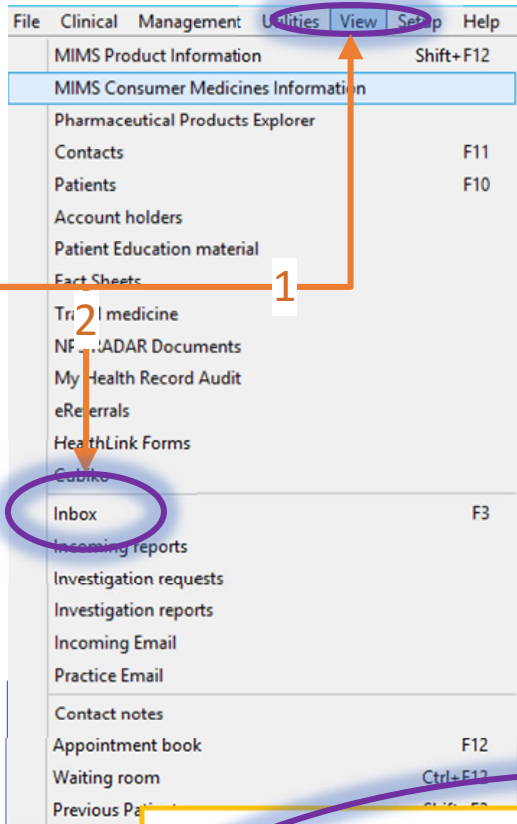
STEP 2
Click the update you want to see for the patients referral.

STEP 3
Updates are provided with outcomes and comments if any are made.
*Note this is just for referral outcomes *not* consult outcomes.

File Clinical Management Utilities View Setup Help

MIMS Product Information	Shift+F12
MIMS Consumer Medicines Information	
Pharmaceutical Products Explorer	
Contacts	F11
Patients	F10
Account holders	
Patient Education material	
Fact Sheets	
Travel medicine	
NPS RADAR Documents	
My Health Record Audit	
eReferrals	
HealthLink Forms	
Cubiko	
Inbox	F3
Incoming reports	
Investigation requests	
Investigation reports	
Incoming Email	
Practice Email	
Contact notes	
Appointment book	F12
Waiting room	Ctrl+F12
Previous Patient	Shift+F3

1

2

Pearce, Daisey
- ○ 22/10/2019 LETTER - eRef update: U
- ○ 23/10/2019 LETTER - eRef update: U
- ○ 23/10/2019 LETTER - eRef update: U
- ○ 23/10/2019 LETTER - eRef update: U
- ○ 23/10/2019 LETTER - eRef update: U
- ○ 23/10/2019 LETTER - eRef update: U
- ○ 23/10/2019 LETTER - eRef update: U
- ○ 23/10/2019 LETTER - eRef update: U
- ○ 11/11/2019 LETTER - eRef update: U
- ○ 11/11/2019 LETTER - eRef update: N
- ○ 11/11/2019 LETTER - eRef update: N

Schmidt, Helga
- ○ 26/09/2019 Referral Pending
- ○ 26/09/2019 Referral Pending
- ○ 26/09/2019 Referral Pending
- ○ 03/10/2019 Referral Rejected

Stone, Sharon
- ○ 22/10/2019 LETTER - eRef update: U
- ○ 22/10/2019 LETTER - eRef update: U

The referral has been updated with the following details:

```
Referral ID:      NNSW-604
Service:          Infectious Diseases
Priority:         Non Urgent (appointment in 30-365 days)
Status:           Processed: Patient Appointment Made
Date:             11-Nov-2019 14:22 AEDT
Entered By:       (Andrew Dodds)
Clinic Location:  Lismore Base Hospital Outpatient Clinics
Referral Outcome: Patient Appointment Made
Comments:
Patient booked for appt with Dr X on the xx/xx/2020.
Triage category x
```

STEP 1
With the patient file open, from the "View" menu click "HealthLink Forms".
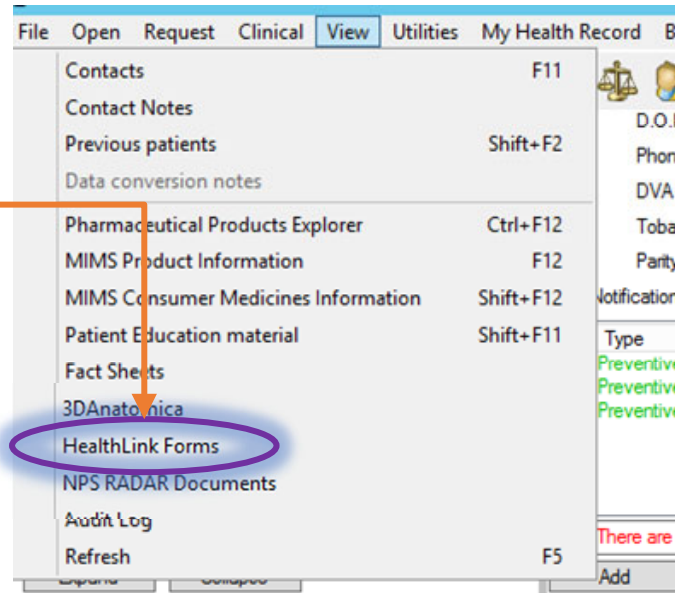
STEP 2
Double click the referral you want to review/finish completing.

STEP 3
"Parked" referrals are referrals that failed to submit or referrals you chose to park to complete later. You can access them here to complete by double clicking.

STEP 4
"Auto-saved" referrals are incomplete referrals that have not been parked but, also, have not been completed. They can be accessed here to complete by double clicking.

File Open Request Clinical View Utilities My Health Record Bp

Contacts	F11
Contact Notes	
Previous patients	Shift+F2
Data conversion notes	
Pharmaceutical Products Explorer	Ctrl+F12
MIMS Product Information	F12
MIMS Consumer Medicines Information	Shift+F12
Patient Education material	Shift+F11
Fact Sheets	
3DAnatomica	
HealthLink Forms	
NPS RADAR Documents	
Audit Log	
Refresh	F5

File View Help

Start Date: 30/09/2019   End Date: 10/02/2020   Pr...   us: All

Created Date	Patient	S...			Location	Status	Message ID
19/11/2019	Daisey Pearce	Northern NSW Local Health District services	Dr Best Practice	nnswlhds	HealthLink Townsville	AutoSaved	NNSW-801
04/10/2019	Daisey Pearce	Northern NSW Local Health District services	Dr Best Practice	nnswlhds	HealthLink Townsville	Parked	NNSW-306
29/10/2019	Daisey Pearce	Northern NSW Local Health District services	Dr Best Practice	nnswlhds	HealthLink Townsville	Completed	NNSW-604
04/10/2019	Daisey Pearce	Northern NSW Local Health District services	Dr Best Practice	nnswlhds	HealthLink Townsville	Completed	NNSW-310
22/10/2019	Daisey Pearce	Northern NSW Local Health District services	Dr Best Practice	nnswlhds	HealthLink Townsville	Completed	NNSW-555
23/10/2019	Daisey Pearce	Northern NSW Local Health District services	Dr Best Practice	nnswlhds	HealthLink Townsville	Completed	NNSW-563
23/10/2019	Daisey Pearce	Northern NSW Local Health District services	Dr Best Practice	nnswlhds	HealthLink Townsville	Completed	NNSW-565
04/10/2019	Daisey Pearce	Northern NSW Local Health District services	Dr Best Practice	nnswlhds	HealthLink Townsville	AutoSaved	NNSW-305
04/10/2019	Daisey Pearce	Northern NSW Local Health District services	Dr Best Practice	nnswlhds	HealthLink Townsville	AutoSaved	NNSW-311
04/10/2019	Daisey Pearce	Northern NSW Local Health District services	Dr Best Practice	nnswlhds	HealthLink Townsville	Completed	NNSW-304
04/10/2019	Daisey Pearce	Northern NSW Local Health District services	Dr Best Practice	nnswlhds	HealthLink Townsville	Completed	NNSW-307
28/10/2019	Daisey Pearce	Northern NSW Local Health District services	Dr Best Practice	nnswlhds	HealthLink Townsville	Completed	NNSW-601
23/10/2019	Daisey Pearce	Northern NSW Local Health District services	Dr Best Practice	nnswlhds	HealthLink Townsville	Completed	NNSW-566