



**HL HealthLink** | Certainty  
in Care

# QUICK START GUIDE

Sending eReferrals to  
Optometrists



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.

## Genie Edition

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### Contact

If you require further technical support please contact:  
HealthLink  
[helpdesk@healthlink.net](mailto:helpdesk@healthlink.net)  
1800 125 036

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## 1. Open the patient record

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



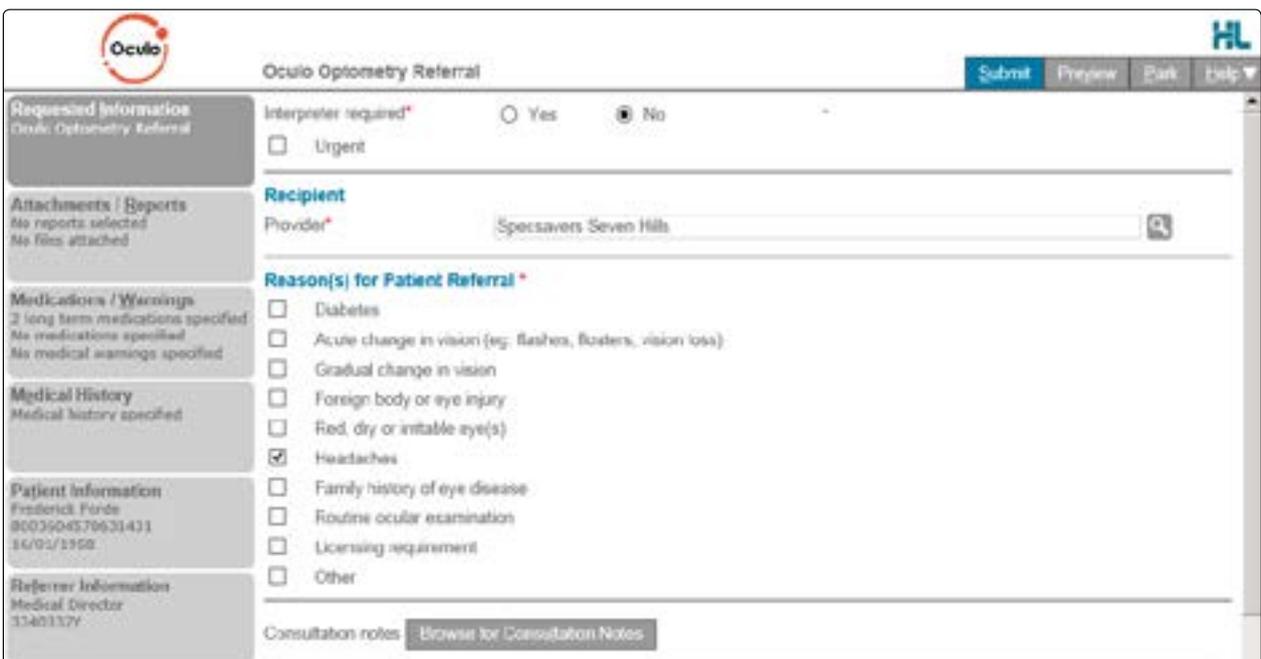
## 2. Select the provider

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.





### Oculo Optometry Referral

Submit Preprint Park Help

**Requested Information**  
Oculo Optometry Referral

**Attachments / Reports**  
No reports selected  
No files attached

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

**Medical History**  
Medical history specified

**Patient Information**  
Frederick Forde  
8003604579621431  
14/02/1952

**Referrer Information**  
Medical Director  
33403379

Interpreter required\*  Yes  No

Urgent

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**Recipient**

Provider\*  🔍

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**Reason(s) for Patient Referral \***

- Diabetes
- Acute change in vision (eg: flashes, floaters, vision loss)
- Gradual change in vision
- Foreign body or eye injury
- Red, dry or itchy eye(s)
- Headaches
- Family history of eye disease
- Routine ocular examination
- Licensing requirement
- Other

Consultation notes

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

- 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 Genie or in your local computer’s file system.

Date	Name	Comments	Type	Size
09/11/2016	MOC_CaseReport_Figures.jpeg		jpeg	55 KB
17/03/2018	Letter.rtf	Mater Health Services	pdf	19 KB

#### 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.

Code	Description	Comments
102593009	Leg cramps	
397025006	Stomach ulcer	
81102000	Back pain	

## 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.

<b>Patient Information</b> John Walton No Medicare Number 24/11/1975  <b>Recipient / Referrer</b> Test User 0000000Y	First name* John	Middle name [ ]
	Last name* Walton	
Gender* Male		Indigenous Status* Neither Aboriginal nor Torres Strait Islander

## 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.

			
Submit	Preview	Dark	Help ▾

	
<b>Referral Sent and Acknowledged on 13/12/2018 12:24 NZDT</b>	
<b>Oculo Optometry Referral</b>	
	
Patient: Penny ANDERSON, 25yrs, F, DOB 04/07/1993	
Residential address: 61 Wallace Street, Bundaberg, QLD 4670	
Postal address: same as residential address	
Referred by: Test User, HealthLink Limited, Prov. No. 0000000Y, PH 07 88888888	
Referral date: 13/12/2018 12:24 NZDT	

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](mailto:helpdesk@healthlink.net)



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 Australia

[www.healthlink.net](http://www.healthlink.net)  
[info@healthlink.net](mailto:info@healthlink.net)

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.

1800 125 036 (AU office)