

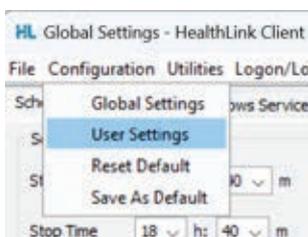
e-Referral Set Up Guide

1. HealthLink Configuration

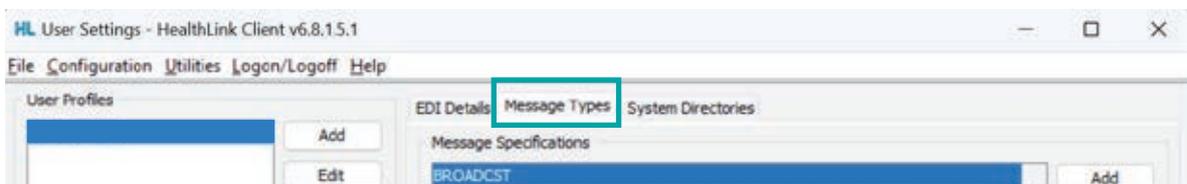
Setting up HealthLink with eOrder Message Type

****Please note that all set up and configurations can only be performed on the practice server.**

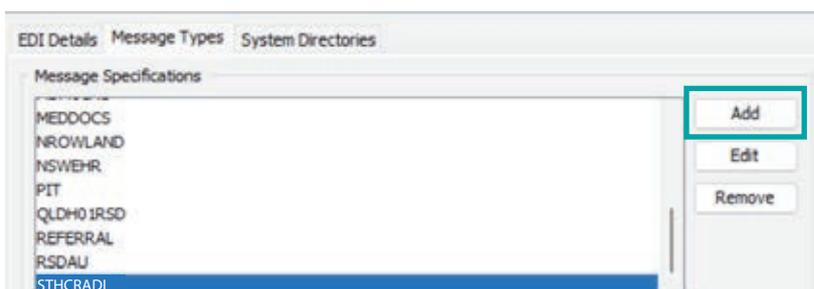
STEP 1: Open HealthLink Advances Options. Select '**Configuration**' and '**User Settings**'



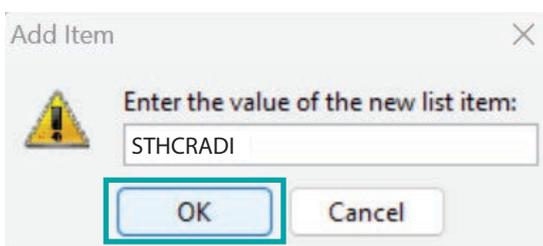
STEP 2: Select the '**Messages Types**' tab



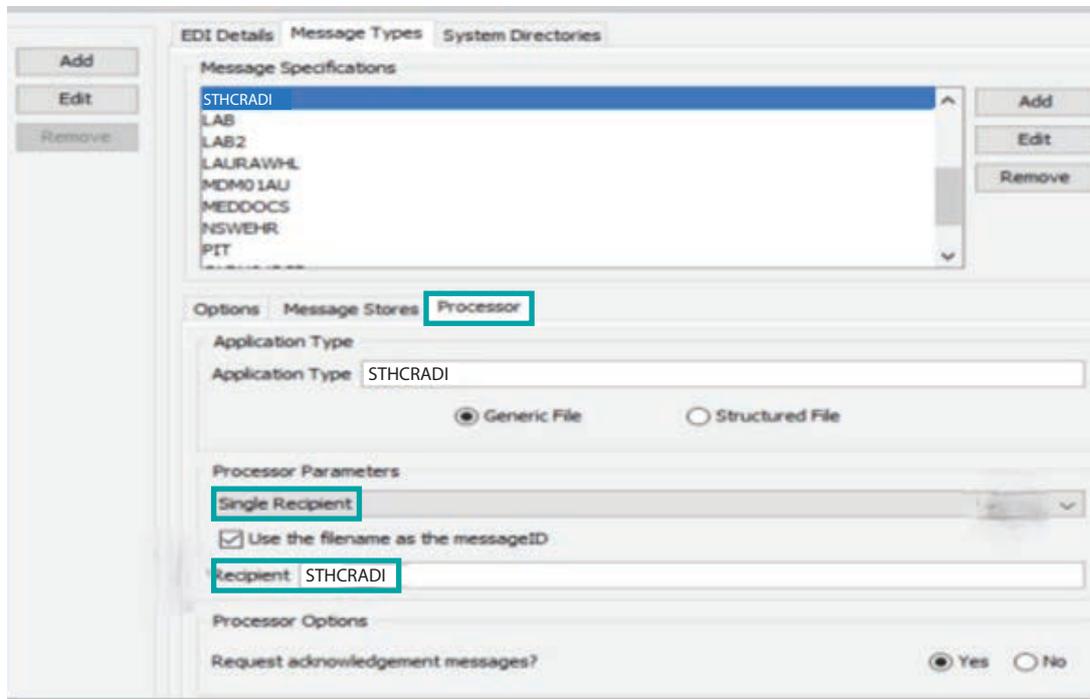
STEP 3: Select '**Add**'



STEP 4: Add **STHCRADI** as a new Messaging Type and click '**OK**'



STEP 5: From the **Processor Parameters** section - choose **'Single Recipient'** for the Processor Parameter. Add **STHCRADI** as a Single Recipient.



STEP 6: Select 'File' in the top toolbar and 'Save all changes'. You can now close advanced options. A new set of folders will be created with the HLINK folder structure:

C:\HLINK\other_in\STHCRADI
C:\HLINK\other_out\STHCRADI

Require Assistance?

Healthlink Helpdesk can also perform this function by contacting their Customer Care team on 1800 125 036 or via email: helpdesk@healthlink.net

e-Referral Set Up Guide

2. Best Practice Configuration

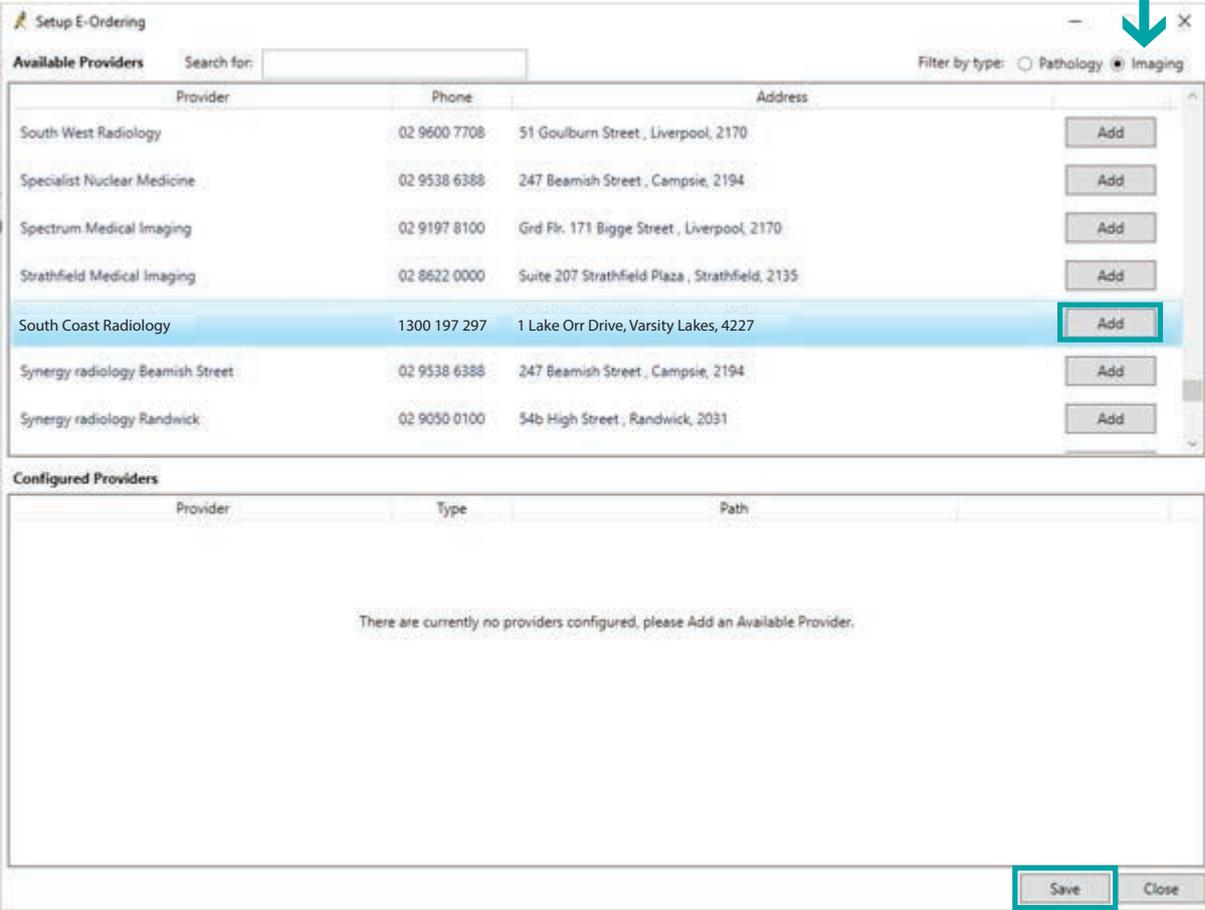
Setting up e-Referrals to South Coast Radiology

****Before we begin, have you set up HealthLink with eOrder message type? If not, please perform this step first.**

Please note that all set up and configurations can only be performed on the practice server.

STEP 1: Log in to Best Practice on the practice server and navigate to the Best Practice home screen.
Select View > Contacts > Setup > E-Ordering

STEP 2: Set up E-Ordering window will appear. Filter by type: **Imaging**.
Search for South Coast Radiology in the list and select **'Add'** and **'Save'**

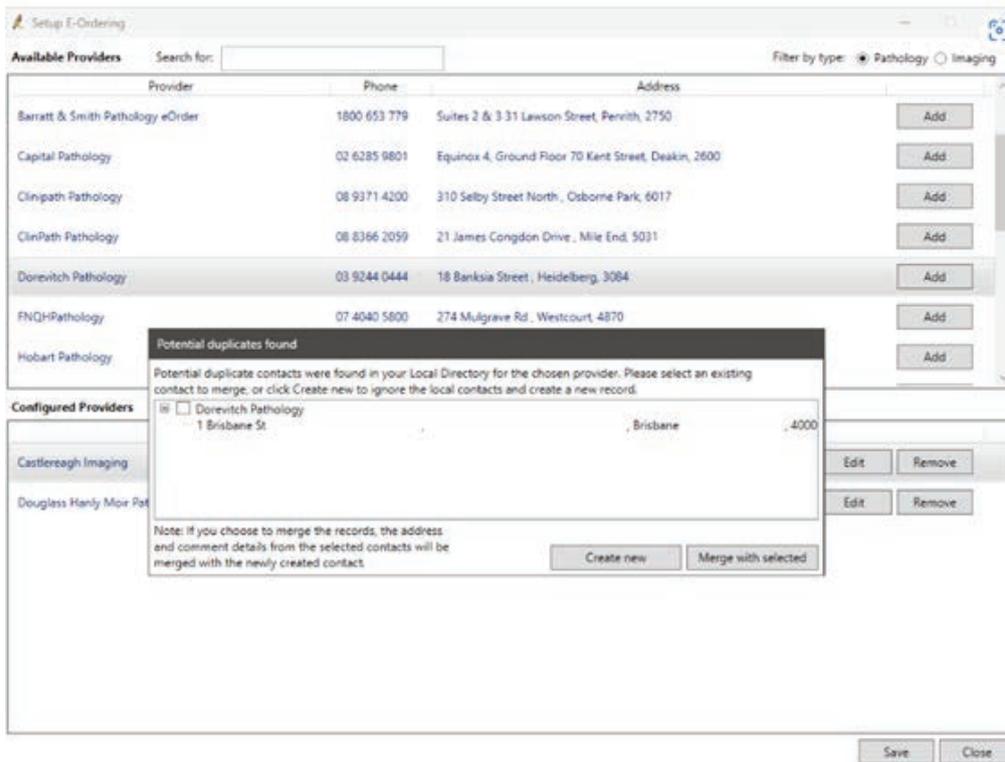


The screenshot shows the 'Setup E-Ordering' window. At the top right, there is a filter dropdown menu with 'Imaging' selected, indicated by a green arrow. Below this is a search bar and a table of 'Available Providers'. The 'South Coast Radiology' row is highlighted in blue, and its 'Add' button is circled in red. Below the table is a 'Configured Providers' section which is currently empty, with a message: 'There are currently no providers configured, please Add an Available Provider.' At the bottom right, there are 'Save' and 'Close' buttons, with the 'Save' button also circled in red.

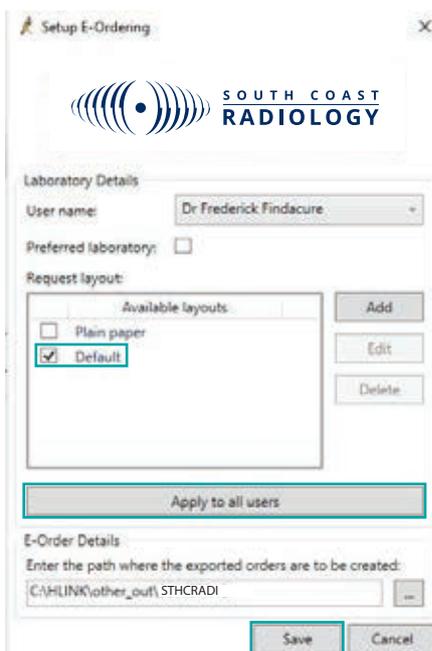
Provider	Phone	Address	Action
South West Radiology	02 9600 7708	51 Goulburn Street, Liverpool, 2170	Add
Specialist Nuclear Medicine	02 9538 6388	247 Beamish Street, Campsie, 2194	Add
Spectrum Medical Imaging	02 9197 8100	Grd Flr. 171 Bigge Street, Liverpool, 2170	Add
Strathfield Medical Imaging	02 8622 0000	Suite 207 Strathfield Plaza, Strathfield, 2135	Add
South Coast Radiology	1300 197 297	1 Lake Orr Drive, Varsity Lakes, 4227	Add
Synergy radiology Beamish Street	02 9538 6388	247 Beamish Street, Campsie, 2194	Add
Synergy radiology Randwick	02 9050 0100	54b High Street, Randwick, 2031	Add

Note: If Best Practice detects an existing South Coast Radiology configuration, a prompt will appear to merge the contacts. Tick the box next to South Coast Radiology and then click **'Merge with selected'**, and **'Save'**.

Example with Dorevitch Pathology below:



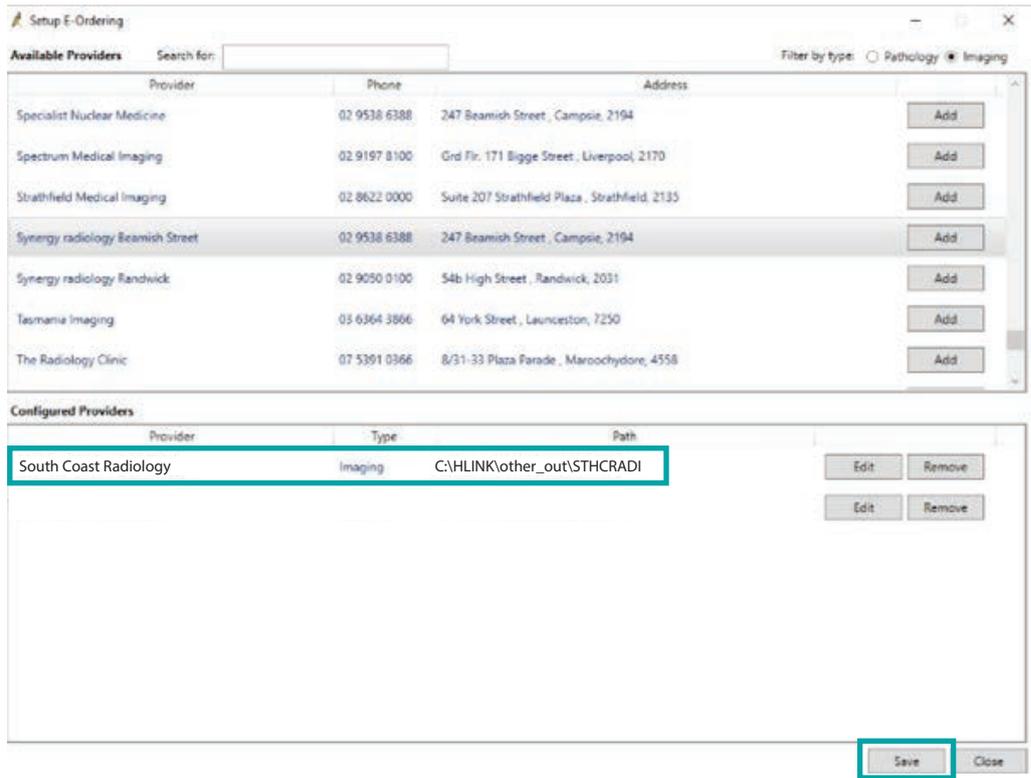
STEP 3: Select the GP username you are wanting to configure e-referrals for.
If you are wishing to configure e-referrals for all GPs in the practice, skip this step.



STEP 4: Select the available layout as **Default**. The pre-printed stationery co-ordinate information will be pre-populated. E-order details path should display as C:\HLINK\other_out\STHCRADI

STEP 5: If you skipped step 6, click '**Apply to all users**' and '**Save**'.

STEP 6: South Coast Radiology should now appear in the Configured Providers section. Click '**Save**'.



e-Referral Set Up Guide

3. Testing Configuration

Testing to Confirm Set Up is Correct

STEP 1: Open a test patient record from the Best Practice main menu

STEP 2: From within the patient record, select **'Imaging Request'**

STEP 3: Under the provider dropdown, select South Coast Radiology

STEP 4: Populate Region and Clinical Details fields, and click **'Print & Send'**

The e-order will be sent through to the outgoing folder and to be picked up and send through HealthLink.
The request will appear in the daily record of the patient and the notification section of the payment.
The request will appear in the patient consultation notes.

STEP 5: Please email our Business Support Team on ereferrals@scr.com.au to confirm your e-referral has been received by South Coast Radiology.

If e-referral has been unsuccessful, please contact your dedicated Referrer Relationship Specialist for further troubleshooting.

South Coast Radiology
Referrer Relationship Specialists:

Jessica Dillon
m: 0467 940 422
e: jdillon@scr.com.au

Lauren Wright
m: 0418 455 251
e: lwright@scr.com.au

Joelle Gabriel
m: 0448 347 172
e: jgabriel@scr.com.au

Rhian Collett
m: 0419 729 836
e: rcollett@scr.com.au