

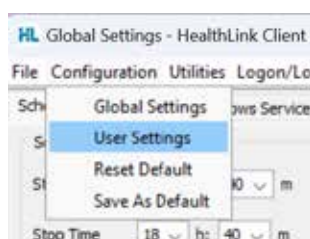
e-Referral Set Up Guide

1. HealthLink Configuration

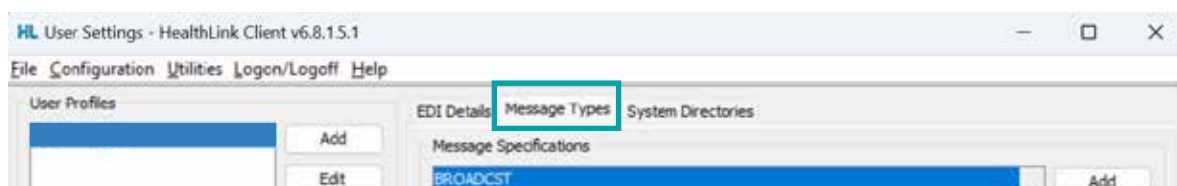
Setting up HealthLink with eOrder Message Type

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

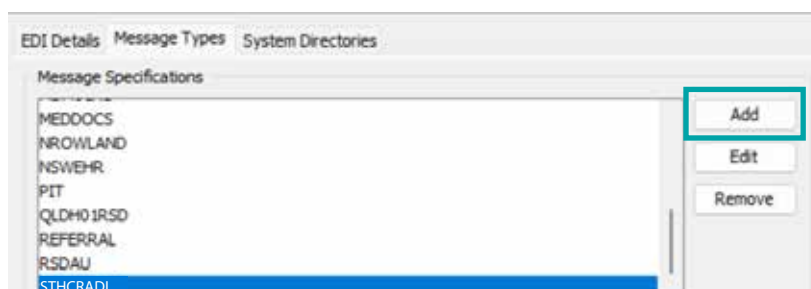
STEP 1: Open HealthLink Advances Options. Select '**Configuration**' and '**User Settings**'



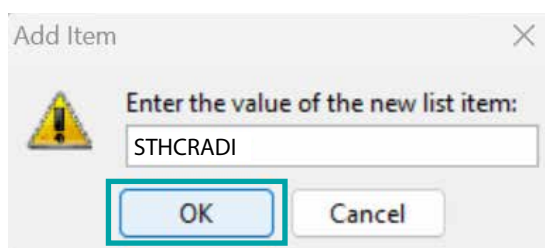
STEP 2: Select the '**Messages Types**' tab



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.

The screenshot shows a software configuration window with three tabs: 'EDI Details', 'Message Types', and 'System Directories'. The 'Message Types' tab is active. On the left, there are 'Add', 'Edit', and 'Remove' buttons. The main area is titled 'Message Specifications' and contains a list of message types: STHCRADI (highlighted in blue), LAB, LAB2, LAURAVHL, MDMO1AU, MEDDOCS, NSWEHR, and PIT. To the right of this list are 'Add', 'Edit', and 'Remove' buttons. Below the list, there are three tabs: 'Options', 'Message Stores', and 'Processor' (which is highlighted with a red box). Under the 'Processor' tab, the 'Application Type' is set to 'STHCRADI'. Below this, there are two radio buttons: 'Generic File' (selected) and 'Structured File'. The 'Processor Parameters' section has a dropdown menu set to 'Single Recipient' (highlighted with a red box). Below this, there is a checkbox 'Use the filename as the messageID' which is checked. The 'Recipient' field is set to 'STHCRADI' (highlighted with a red box). At the bottom, the 'Processor Options' section has a checkbox 'Request acknowledgement messages?' with 'Yes' selected.

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

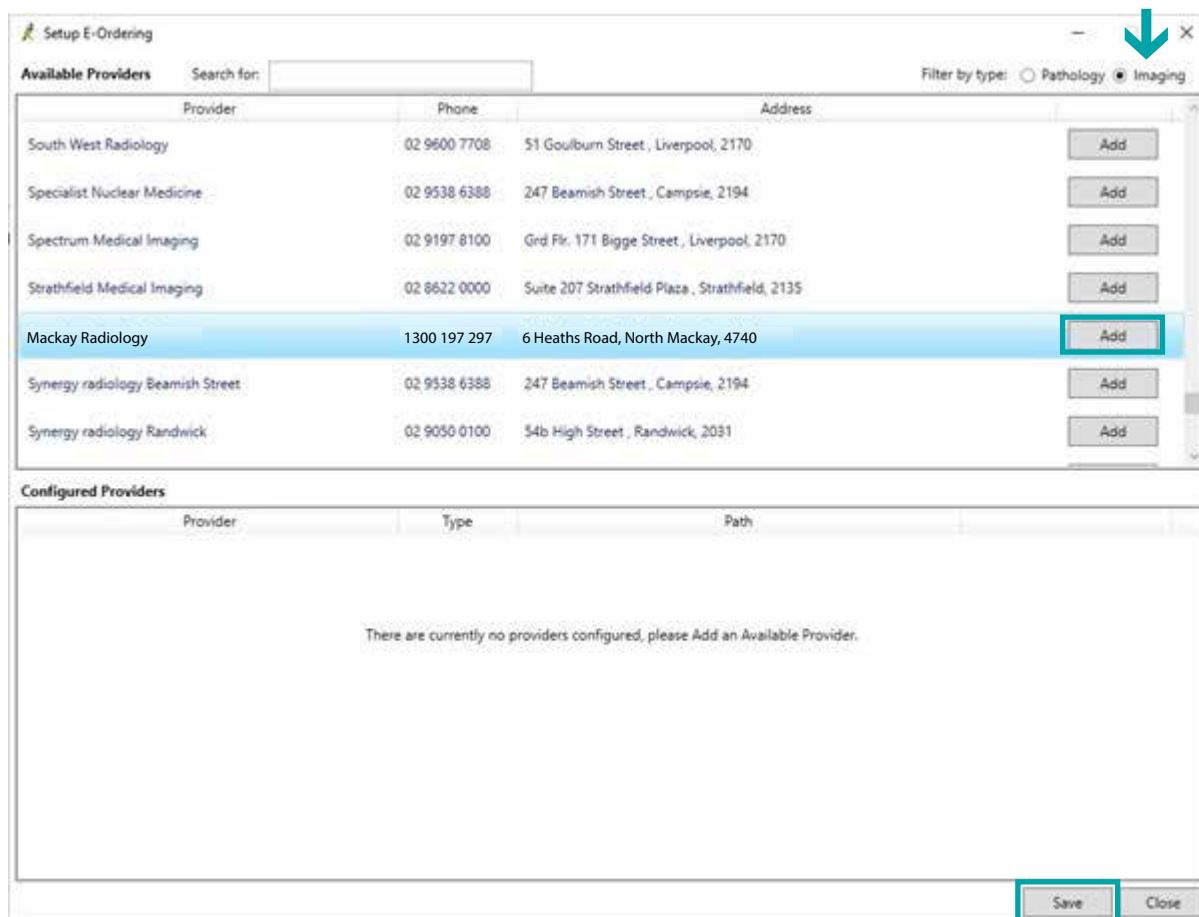
Setting up e-Referrals to Mackay Radiology

****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 Mackay Radiology in the list and select 'Add' and 'Save'



Setup E-Ordering

Available Providers Search for:

Filter by type: ☐ Pathology ☒ Imaging

Provider	Phone	Address	
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
Mackay Radiology	1300 197 297	6 Heaths Road, North Mackay, 4740	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

Configured Providers

Provider	Type	Path
There are currently no providers configured, please Add an Available Provider.		

Save Close

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

Example with Dorevitch Pathology below:

The screenshot shows the 'Setup E-Ordering' window. At the top, there's a search bar and a filter by type (Pathology selected, Imaging unselected). Below is a table of available providers:

Provider	Phone	Address	Action
Barratt & Smith Pathology eOrder	1800 653 779	Suites 2 & 3 31 Lawson Street, Perth, 2750	Add
Capital Pathology	02 6285 9801	Equinox 4, Ground Floor 70 Kent Street, Deakin, 2600	Add
Clinpath Pathology	08 9371 4200	310 Selby Street North, Osborne Park, 6017	Add
ClinPath Pathology	08 8366 2059	21 James Congdon Drive, Mile End, 5031	Add
Dorevitch Pathology	03 9244 0444	18 Banksia Street, Heidelberg, 3084	Add
FNQHP Pathology	07 4040 5800	274 Mulgrave Rd, Westcourt, 4870	Add
Hobart Pathology			Add

A dialog box titled 'Potential duplicates found' is overlaid on the table. It contains the text: 'Potential duplicate contacts were found in your Local Directory for the chosen provider. Please select an existing contact to merge, or click Create new to ignore the local contacts and create a new record.' Below this text is a list of existing contacts: 'Dorevitch Pathology' and '1 Brisbane St'. To the right of this list are 'Edit' and 'Remove' buttons. At the bottom of the dialog are 'Create new' and 'Merge with selected' buttons. A note at the bottom of the dialog states: 'Note: If you choose to merge the records, the address and comment details from the selected contacts will be merged with the newly created contact.'

Below the table, there's a 'Configured Providers' section with a list of providers: 'Castlereagh Imaging' and 'Douglass Henry Moir Pat'. Each has 'Edit' and 'Remove' buttons. At the bottom right of the window are 'Save' and 'Close' buttons.

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.

The screenshot shows the 'Setup E-Ordering' window. At the top, there's a logo for 'MACKAY RADIOLOGY'. Below the logo is the 'Laboratory Details' section. It contains a 'User name' dropdown menu with 'Dr Frederick Findacure' selected. Below this is a 'Preferred laboratory' checkbox, which is unchecked. Below that is a 'Request layout' section with a list of available layouts: 'Plain paper' and 'Default'. The 'Default' layout is selected with a checkmark. To the right of the list are 'Add', 'Edit', and 'Delete' buttons. Below the list is an 'Apply to all users' button. Below the 'Laboratory Details' section is the 'E-Order Details' section. It contains a text field for 'Enter the path where the exported orders are to be created:' with the value 'C:\HLINK\other_out\STHCRADI'. To the right of the text field is a button with a folder icon. At the bottom of the window are 'Save' and 'Cancel' buttons.

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: Mackay Radiology should now appear in the Configured Providers section. Click '**Save**'.

The screenshot shows the 'Setup E-Ordering' window. The 'Available Providers' section lists several providers with their details and an 'Add' button for each. The 'Configured Providers' section shows 'Mackay Radiology' as the only configured provider, with its details and 'Edit' and 'Remove' buttons. The 'Save' button is highlighted in the bottom right corner.

Provider	Phone	Address	Action
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
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
Tasmania Imaging	03 6364 3866	64 York Street , Launceston, 7250	Add
The Radiology Clinic	07 5391 0366	8/31-33 Plaza Parade , Maroochydore, 4558	Add

Provider	Type	Path	Action
Mackay Radiology	Imaging	C:\HLINK\other_out\STHCRADI	Edit Remove

Save Close

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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 Mackay 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 e-referral@scr.com.au to confirm your e-referral has been received by Mackay Radiology.

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

Mackay Radiology
Referrer Relationship Specialist:

Bianca Galley
m: 0458 854 111
e: bgalley@idxgroup.com.au