



# QUICK START GUIDE

## SRG Radiology Referral SmartForm

The SRG Radiology Referral SmartForm has been designed to make it easier for you to complete and submit a radiology referral for your patient electronically to SRG

This guide has been created to show you the key steps involved in completing the SRG Radiology Referral SmartForm within myPractice



myPractice Edition

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### Contact

If you require further technical support for the form please contact:

HealthLink  
[helpdesk@healthlink.net](mailto:helpdesk@healthlink.net)  
0800 288 887

If you have questions relating to myPractice or myPractice services please contact:

myPractice  
[helpdesk@mypractice.co.nz](mailto:helpdesk@mypractice.co.nz)  
0800 69 77 22

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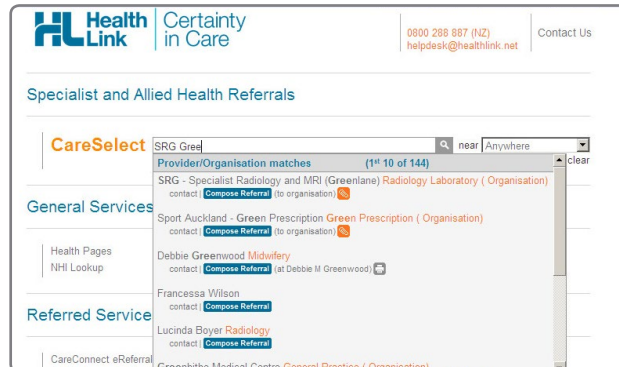
## 1. Open the patient record

Search for the patient and open their clinical notes. Select the 'Forms' tab and click on the 'HealthLink Forms' option. The HealthLink launch page will display.



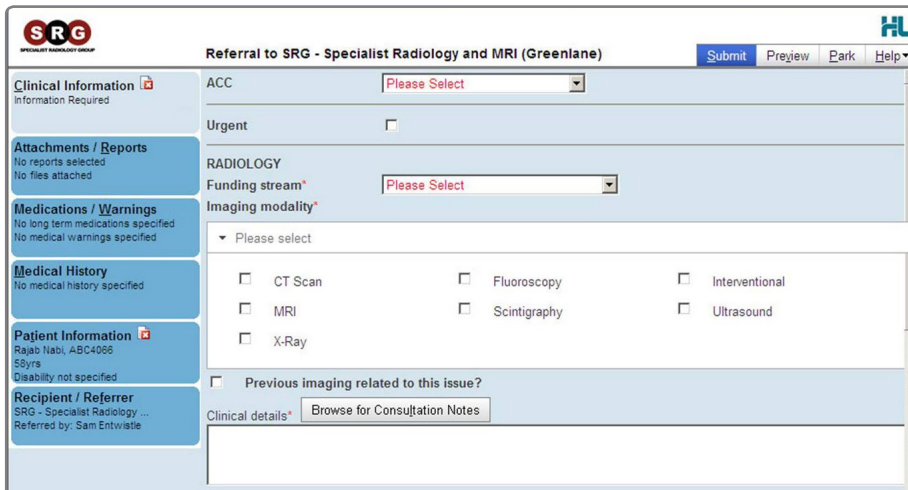
## 2. Launch the SRG Radiology Referral SmartForm

Use the CareSelect service to search for SRG by name or service required. The list of locations matching the search criteria will be displayed. Click on the 'Compose Referral' button to launch the SRG Radiology Referral SmartForm.



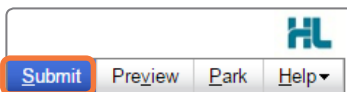
## 3. Complete the SRG Radiology Referral SmartForm

The SRG Radiology Referral SmartForm will display and is very similar in format and functionality to a DHB eReferral form. The imaging modality field will only display the imaging modality services that are available to you for selection based on the SRG location selected. Complete the relevant fields under each tab on the left. The form can be parked if you want to work on it later.



## 4. Submit the SRG Radiology Referral SmartForm

Select the 'Submit' button when you are ready to send your form to SRG. The form will be sent electronically via HealthLink. If you want to print a copy of the form, select 'Print' at the end of your submitted form, remembering to select your default printer.




## Hints & Tips

View the organisation contact information and bio: Click on 'Contact' in the list of locations matching the search criteria in CareSelect to view the Contact Information for the location. This can be printed for the patient (Compose Referral can be selected from this screen also).

Click on the organisation name, and the organisation bio will be displayed providing details about the organisation and the services offered (Compose Referral can be selected from this screen also).

## Task Reminders


Task Reminders are mandatory for private radiology services, and found above the Measurement Details section on SmartForms.

To create a Task Reminder within your current system, simply enter the number of days for when it's due. If the due date is set to '0', no task reminder will be created. If you want to extend or shorten this period, either enter the no. of days directly into the 'Due in' field, or use the + / - buttons to increase or decrease the no. of days.

Radiology eReferrals due dates will default to two days. If you want to extend or shorten this period, either enter the no. of days directly into the 'Due in' field, or use the + / - buttons to increase or decrease the no. of days.

Date	Code	Value
29/10/2013	Height	200
29/10/2013	Weight	88

Date	Code	Value
29/10/2013	BMI	22
29/10/2013	BP	130/60

**SRG Radiology Referral SmartForm help:** Help for specific questions in the SRG Radiology Referral SmartForm can be found by clicking on the  icon next to relevant question on the form.

**Access a parked SRG Radiology Referral SmartForm from the patient's electronic record:** A parked SRG Radiology Referral SmartForm can be found in the 'Notes' tab in your electronic medical record.



**Access a submitted SRG Radiology Referral SmartForm from the patient's electronic record:** A copy of the submitted Referral SmartForm can be found in the 'Notes' tab in your electronic medical record.



“ The SRG Radiology Referral SmartForm has been designed to make it easier for you to refer your patient to the most suitable SRG – Specialist Radiology & MRI Branch. ”

For all queries, please call the HealthLink Customer Support Line:  
Monday to Friday (except public holidays) 8am-6pm  
Phone 0800 288 887 Support email: [helpdesk@healthlink.net](mailto:helpdesk@healthlink.net)



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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.

0800 288 887 (NZ office)