



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 using the myHealthLink Portal



SRG Portal Edition

Contact

If you have questions relating to Medtech Evolution or Medtech services please contact:

Medtech Ltd

support@medtechglobal.com

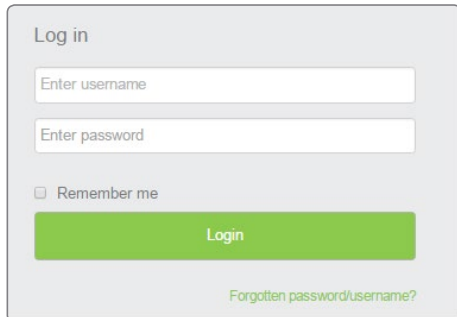
0800 263 3832



HealthLink
Level 3, 13-15 Teed Street
Newmarket, Auckland 1023
New Zealand
www.healthlink.net
info@healthlink.net

1. Log into Portal

You can access the Portal via the <https://my.healthlink.net>¹ URL.
Enter your username and password and select the Login button².



Log in

Enter username

Enter password

☐ Remember me

Login

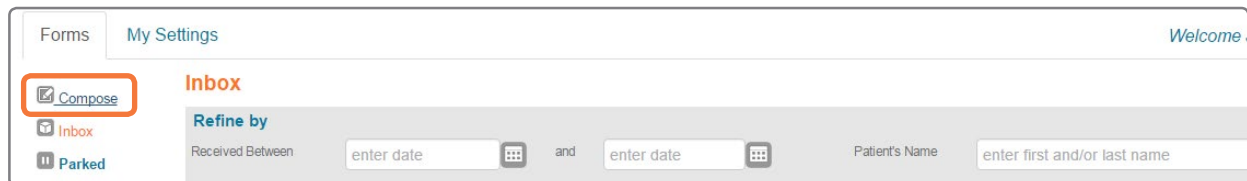
[Forgotten password/username?](#)

Note-1: a pop-up will appear asking you to select a valid digital certificate.

Note-2: If you're registered for other services ie: MSD, ACC, eReferrals, on login you will be presented with the generic HealthLink branded portal interface.

2. Search for SRG and/or Service

Select the 'Compose' menu option. The services you are registered for will be presented.



Forms | My Settings | Welcome

Compose (highlighted)

Inbox

Parked

Refine by

Received Between: [enter date] and [enter date]

Patient's Name: [enter first and/or last name]

Use the CareSelect Search to locate the SRG Radiology provider by name or service required. The list of locations matching the search criteria will be displayed. Click on the SRG Radiology name, and the organisation bio will be displayed providing details about SRG Radiology and the services offered.



Specialist and Allied Health Referrals

CareSelect

SRG

Provider/Organisation match (1 match)

SRG – Specialist Radiology MRI (Greenlane)

contact [Compose Referral] (to organisation)

General Services



HL HealthLink | Certainty in Care

0800 288 857 (NZ)
1800 125 036 (AUS)
helpdesk@healthlink.net | Contact Us

SRG - Specialist Radiology and MRI (Greenlane)

Compose Referral

Procedures & Services | Areas of Interest | Languages | Affiliations | Publications

Contact Information

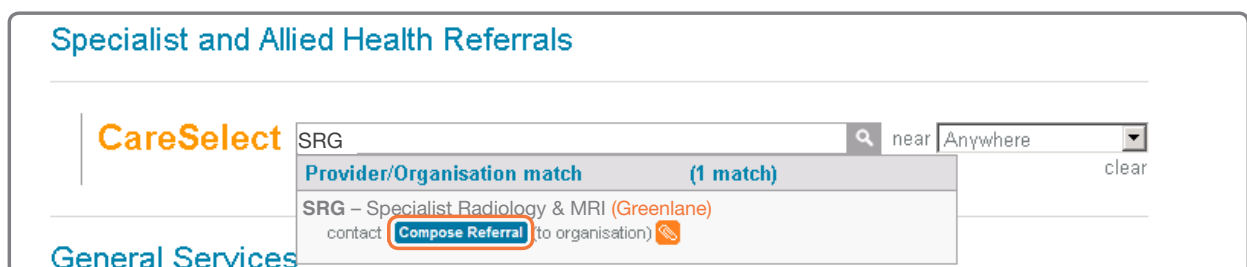
Fax: 09 522 0787
Freephone: 0800 1749729
Email: reception@srgrmi.co.nz

Summary

We understand how your patients' diagnostic imaging requirements are behind your choice of Radiologist, and how this takes up valuable time and energy. SRG - Specialist Radiology and MRI, instills confidence with its comprehensive range of Diagnostic and Interventional services (across two locations), and goes the extra mile to ensure a seamless transition of care for you, and the latest, patient-specific treatment.

Beyond ensuring your patients' needs are addressed, we know how important finding our physical location and understanding fees are. Our website makes it simple to select the correct SRG location, the right route, and the best way to pay.

Click on the 'Compose Referral' button either from search drop down or from full bio to launch the SRG Radiology Referral SmartForm.



Specialist and Allied Health Referrals

CareSelect

SRG

Provider/Organisation match (1 match)

SRG – Specialist Radiology & MRI (Greenlane)

contact **Compose Referral** (to organisation)

General Services


3. Enter the patient's details and complete the form

Enter your patient demographic details and select Next to display the Referral Form.

Compose a CareSelect eReferral

Enter Patient's Details

NHI Number *

Date of Birth * 


First Name *

Last Name *

Complete the relevant fields under each tab of the form on the left. Fields which are mandatory will be marked with a *.

SRG **Referral to SRG - Specialist Radiology and MRI (Greenlane)** **HL**

[Submit](#) [Preview](#) [Park](#) [Help](#)

Clinical Information 
Information Required


ACC

Urgent ☐

Attachments / Reports
No reports selected
No files attached

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

Medical History
No medical history specified

Patient Information 
Rajab Nabi, ABC4066
58yrs
Disability not specified

Recipient / Referrer
SRG - Specialist Radiology ...
Referred by: Sam Entwistle

RADIOLOGY

Funding stream*

Imaging modality*

☐ CT Scan ☐ Fluoroscopy ☐ Interventional
☐ MRI ☐ Scintigraphy ☐ Ultrasound
☐ X-Ray

☐ Previous imaging related to this issue?

Clinical details* [Browse for Consultation Notes](#)

Report Distribution

4. Submit the form

Select the 'Submit' button on the form, when you are ready to send it. The form will be sent electronically via HealthLink. Upon successful submission, a copy of the form will be displayed within MyHealthLink showing the Referral Acknowledgement information.

HL

[Submit](#) [Preview](#) [Park](#) [Help](#)

Referral to SRG - Specialist Radiology and MRI (Greenlane) **HL**

94 Ascot Avenue, Auckland, Auckland, 1051, Ph: +64 800 774 9729

Referral ID: CSL-3369

Patient Summary

Patient summary: **Rajab Nabi**, 58yrs, M

NHI: ABC4066 DOB: 22/03/1959

Address: 2test, auck 1040

Ethnicities: 43 (Indian)

Referrer

Referrer summary: **Sam Entwistle**, Millstone Family Practice

NZMC: 889843 HPI: 14FLGU

Contact: PH 09 358 0116, FAX 09 4433456

Practice Address: 1 York Street, Corner, Newmarket, Auckland 1023

Practice ID: F2M066 EDI: pmsmyprc

Hints and Tips

a. Print SRG Radiology contact details

To print a contact page to hand to the patient, click on the 'contact' link either from the search bar or the search results page. Simply print the summary contact page that is displayed.

Specialist and Allied Health Referrals

CareSelect

SRG

near Anywhere

Provider/Organisation match (1 match)

SRG – Specialist Radiology & MRI (Greenlane)

contact Compose Referral (to organisation)

General Services

Compose Referral

Phone 0800 774 9729

Fax 09 522 0787

Email

b. Access parked forms

If your attention is required elsewhere, you are able to Park the form to save your progress to complete later. The parked form can be found in the Parked Forms list (select 'Parked' on the menu options).

Compose

Inbox (0)

Parked

Submitted

Profile

Parked Forms List

Refine by

Parked Between enter date and enter date

Patient's Name enter first and/or last name

Form Type all

Patient's NHI enter NHI

Reference ID enter Ref ID

Search reset

Click on the row to view the record
Items per page 10
Page 1 of 11 - 106 records

Reference ID	To	Patient's Name	NHI	Description	Type	Date Updated
CSL-13203.PO	Kate Corbett			Referral to Kate Corbett	caresselect	11/07/2016

c. Access submitted forms

A copy of the submitted form can be found in the Submitted Forms list (select 'Submitted' on the menu options).

Compose

Inbox (0)

Parked

Submitted

Profile

Submitted Forms List

Refine by

Submitted Between enter date and enter date

Patient's Name enter first and/or last name

Form Type all

Patient's NHI enter NHI

Reference ID enter Ref ID

Search reset

Click on the row to view the record
Items per page 10
Page 1 of 3 - 26 records

Reference ID	To	Patient's Name	NHI	Description	Type	Date Submitted
CSL-12783.PO	Vijay Sharma	GH FG	JDR1234	Referral to Vijay Sharma	caresselect	05/07/2016

Note: Task Reminder Functionality is not active when the Radiology form is submitted from the MyHealthLink Portal at this point in time.

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