



**HL HealthLink** | Certainty  
in Care

# QUICK START GUIDE

## SRG Radiology Referral SmartForm

The Imaging 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 Medtech32



**SPECIALIST RADIOLOGY GROUP**

Medtech32 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 Medtech32 or Medtech services please contact:

Medtech Ltd

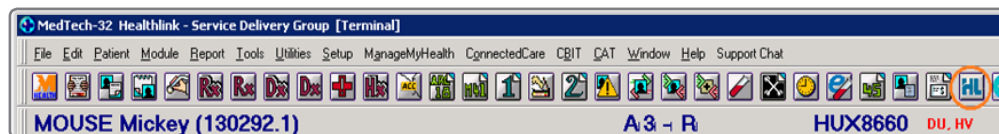
[support@medtechglobal.com](mailto:support@medtechglobal.com)

0800 263 3832

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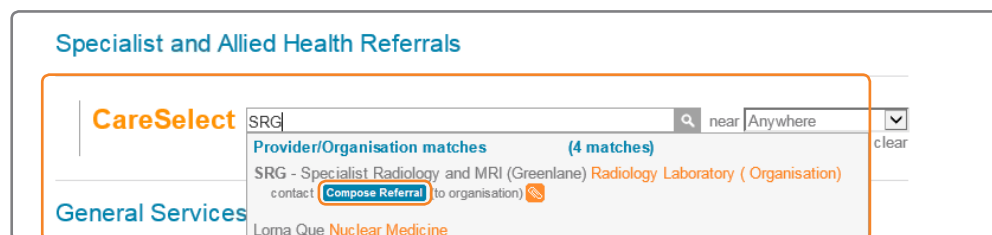
## 1. Open the patient record

Search for the patient and open their medical record. Select the HealthLink icon above the patient details banner. The HealthLink launch page will display.



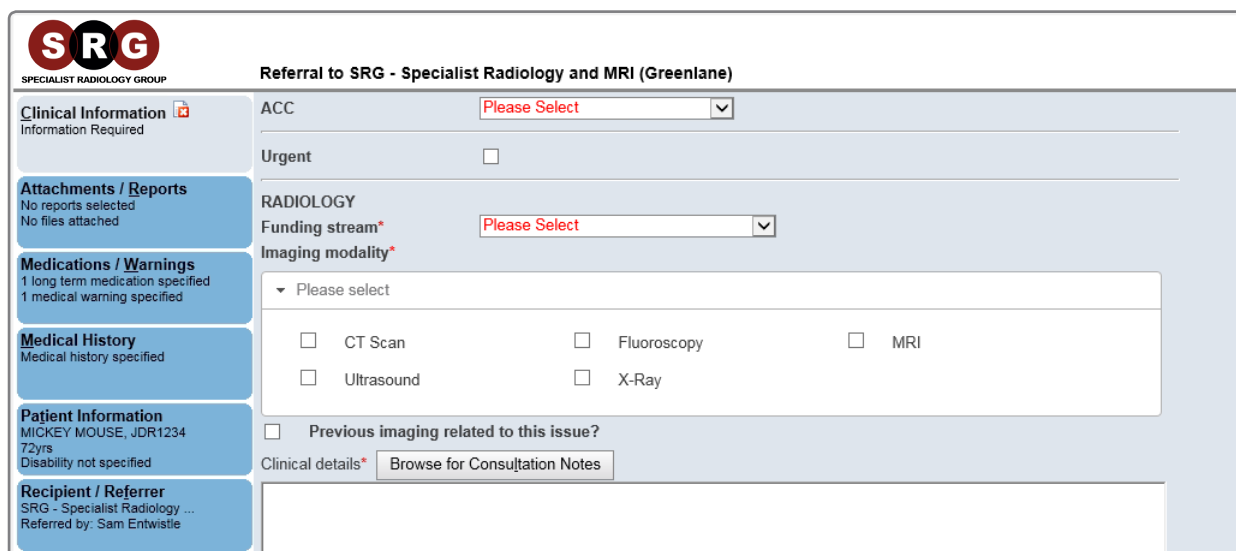
## 2. Launch the SRG Radiology Referral SmartForm

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.



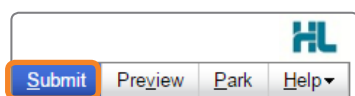
## 3. Complete the SRG Radiology Referral SmartForm

The SRG Radiology Referral SmartForm will display. It 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).

**Specialist and Allied Health Referrals**

CareSelect SRG near Anywhere

**Provider/Organisation matches (4 matches)**

SRG - Specialist Radiology and MRI (Greenlane) Radiology Laboratory ( Organisation)

contact | **Compose Referral** (to organisation)

Loma Que Nuclear Medicine

**General Services**

**Compose Referral**

**Phone**  
0800 774 9729

**Fax**  
09 522 0787

**Email**

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).

**Specialist and Allied Health Referrals**

CareSelect SRG near Anywhere

**Provider/Organisation matches (4 matches)**

SRG - Specialist Radiology and MRI (Greenlane) Radiology Laboratory ( Organisation)

contact | **Compose Referral** (to organisation)

Loma Que Nuclear Medicine

**General Services**

**Compose Referral**

**SRG - Specialist Radiology and MRI (Greenlane)**

**Compose Referral**

Procedures & Services Areas of Interest Languages Affiliations Publications

**Contact Information**

Phone  
0800 774 9729

Fax  
09 522 0787

Email

**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, instils 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 how we can help you is. Our website makes it simple to select the correct SRG location, the right route.

## 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.

**HAEMATOLOGY**

Reason for referral\* Please Select

Referral Details Browse for Consultation Notes

**Task Reminder**

Assigned Staff Dr Sam Jonathan Entwistle

Due in 0 day(s) - +

**Measurement Details**

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

**RADIOLOGY**

Funding stream\* Please Select

Imaging modality\* Please select

☐ CT Scan ☐ Fluoroscopy ☐ MRI

☐ Ultrasound ☐ X-Ray

☐ Previous imaging related to this issue?

Clinical details\* Browse for Consultation Notes

**Report Distribution**

☐ Test Safe


☐ Send additional copy of report to

☐ Urgent communication of result

**Task Reminder**


Assigned Staff\* Dr Sam Jonathan Entwistle

Due in\* 2 day(s) - +

**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.

**MAMMOGRAPHY\***

☐ Biopsy

☐ Screening (Routine) 


**Not a referral for Breast Screen Aotearoa**

This referral is not to enrol the patient in the Breast Screen Aotearoa National Screening Programme.

**Access a parked SRG Radiology Referral SmartForm from the patient electronic record:**  
A parked SRG Radiology Referral SmartForm can be found in the Parked Forms list (Module > Advanced Forms > Parked) in your electronic medical record.

File Edit Patient Module Parked Forms Report Tools Utilities Setup Manage

Accidents Accounts

Advanced Forms  New Form Shift+F3

Alerts Shift+F6 Patient Forms Shift+Ctrl+F3

Appointments

Parked


**Parked Advanced Forms**

Date	Form	Patient
10 Aug 2016	Referral to SRG - Greenlane	MOUSE Mich

**Access a submitted SRG Radiology Referral SmartForm from patient electronic record:**  
A copy of the submitted SRG Radiology Referral SmartForm can be found in the Advanced Patient Forms list (Module > Advanced Forms > Patient Forms) in your electronic medical record.

File Edit Patient Module Parked Forms Report Tools Utilities Setup Manage

Accidents Accounts

Advanced Forms  New Form Shift+F3

Alerts Shift+F6 Patient Forms Shift+Ctrl+F3

**Patient Advanced Forms**

Tck	Date	Form Name	Prov
<input type="checkbox"/>	10 Aug 2016	Referral to SRG - Greenlane	

“ The SRG Radiology Referral SmartForm has been designed to make it easier for you to refer a patient to the most suitable SRG branch.  
Make it work for your practice. ”

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)



HealthLink  
HealthLink  
Level 3, 13-15 Teed Street  
Newmarket, Auckland 1023  
New Zealand

[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.

0800 288 887 (NZ office)