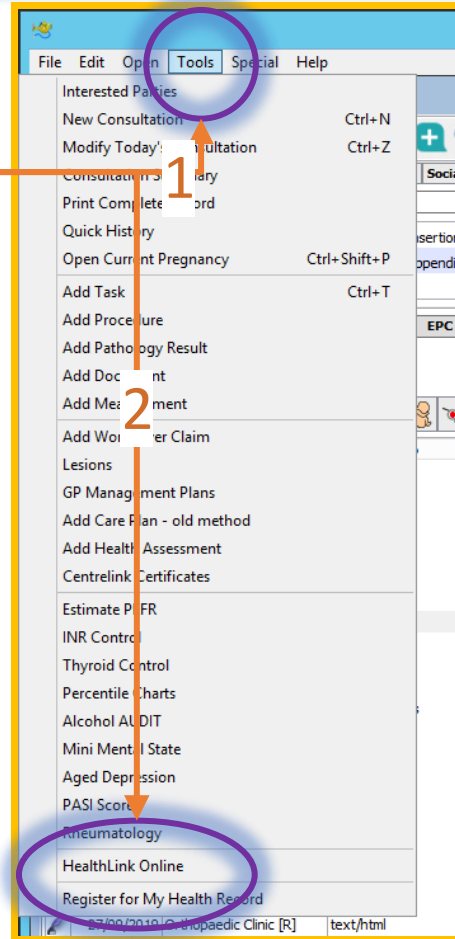# Northern NSW Local Health District

eReferrals
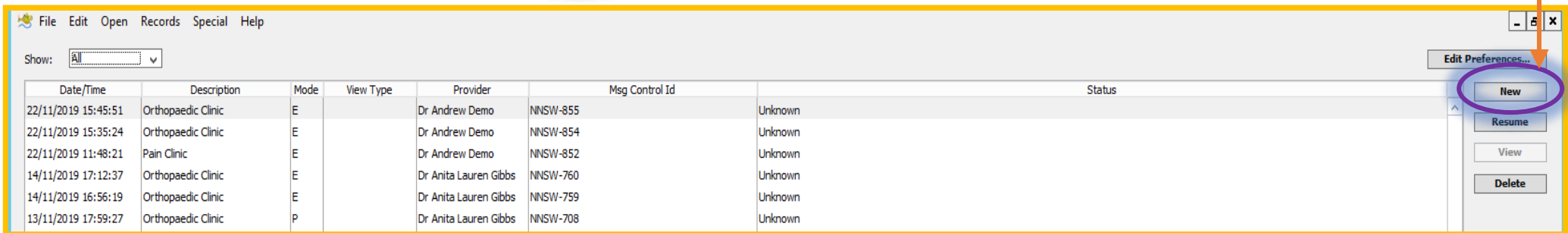
Quick Start Guide:

For GPs using Genie referring to NNSWLHD Outpatient Clinics

NSW Health | Northern NSW Local Health District

STEP 1

With the desired patient open:
1. Tools.
2. HealthLink Online.

File Edit Open Tools Special Help

Interested Parties
New Consultation   Ctrl+N
Modify Today's Consultation   Ctrl+Z
Consultation Summary
Print Complete Record
Quick History
Open Current Pregnancy   Ctrl+Shift+P

Add Task   Ctrl+T
Add Procedure
Add Pathology Result
Add Document
Add Measurement

Add Worker Claim
Lesions
GP Management Plans
Add Care Plan - old method
Add Health Assessment
Centrelink Certificates

Estimate PcFR
INR Control
Thyroid Control
Percentile Charts
Alcohol AUDIT
Mini Mental State
Aged Depression
PASI Score
Rheumatology

HealthLink Online
Register for My Health Record

27/09/2019 Orthopaedic Clinic [R]   text/html

STEP 2

From the next screen click "New" to launch SmartForms.

File Edit Open Records Special Help

Show: All

Edit Preferences...

Date/Time	Description	Mode	View Type	Provider	Msg Control Id	Status	
22/11/2019 15:45:51	Orthopaedic Clinic	E		Dr Andrew Demo	NNSW-855	Unknown	New
22/11/2019 15:35:24	Orthopaedic Clinic	E		Dr Andrew Demo	NNSW-854	Unknown	Resume
22/11/2019 11:48:21	Pain Clinic	E		Dr Andrew Demo	NNSW-852	Unknown	
14/11/2019 17:12:37	Orthopaedic Clinic	E		Dr Anita Lauren Gibbs	NNSW-760	Unknown	View
14/11/2019 16:56:19	Orthopaedic Clinic	E		Dr Anita Lauren Gibbs	NNSW-759	Unknown	
13/11/2019 17:59:27	Orthopaedic Clinic	P		Dr Anita Lauren Gibbs	NNSW-708	Unknown	Delete

STEP 3

Select NNSW Local Health District Services.

General Services

--This is the AU UAT Environment--

Referred Services

Aged Care Referral
Northern NSW Local Health District services

STEP 4

1. **Click the service you want to refer to.**
2. **Then click "Continue".**

Health NSW GOVERNMENT | Northern NSW Local Health District

Continue

Ear Nose & Throat Clinic

2

1

Orthopaedic Clinic
Fracture Clinic
Ear Nose & Throat Clinic
Gynaecology Clinic
Respiratory
    Respiratory Clinic
    Respiratory Laboratory
Infectious Disease

Refer to the respiratory referral section for a quick guide on respiratory referrals.

STEP 5

1. **Start form with the "Requested Information" tab.**
2. **Mandatory Fields are marked with** ✱
3. **Choose who to refer to.**

Requested Information ⚠
Orthopaedic Clinic

✓ Form has been auto-saved.

ⓘ Narrative: Personal

No reports selected
No files attached

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

Referred To*   Please Select
Referral Date*   15/01/2020
Referral Continuation*   ● New   ○ Amend/update previously sent referral

STEP 6

1. **Fill all relevant data.**
2. **Select Referral period and urgency.** ⓘ **Displays urgency definition.**

Referred To*   Please Select
Referral Date*   15/01/2020
Referral Continuation* ● New   ○ Amend/update previously sent referral
Patient available for short notice appointment   ○ Yes   ● No
Referral Period*   12 months
Interpreter Required*   ○ Yes   ● No
Urgency ⓘ   Non-urgent: 30 – 365 days

STEP 7

1. **Free Type referral letter in "Referral Details" and add up to 3 recent consult notes from you system via "Browse for Consult Notes".**
2. **Add social history and special need requirements.**

Referral Details*   Browse for Consultation Notes

Social History and Other Information: Please include social history, patient services and any other relevant information as appropriate

Special Needs / Reasonable Adjustments for Disability*   ○ Yes   ● No
Does patient have a carer/support person?*   ○ Yes   ○ No
Compensable Status   Please Select

STEP 8

From the "Attachments" tab, add documents required for the referral by checking boxes.

STEP 9

1.Move to the "Medications/Warnings tab.
2. Check medications are accurate and add further if needed.
3. Check medical warning boxes to add to the referral.
4. Add comments if required.

STEP 10

1. Move to "Medical History" tab.
2. Check boxes to add long term, patient and family history.
3. Add smoking history or other relevant information.

STEP 11.

Check patient & referrer information is correct.

STEP 12.

1. Preview or submit (Submission can be made from a preview).
2. Print patient copy (if desired).
3. Parking a referral saves it for completion at a later date.

QRG-How to complete SmartForm referral with Genie v0.1 Date created 15.01.2020
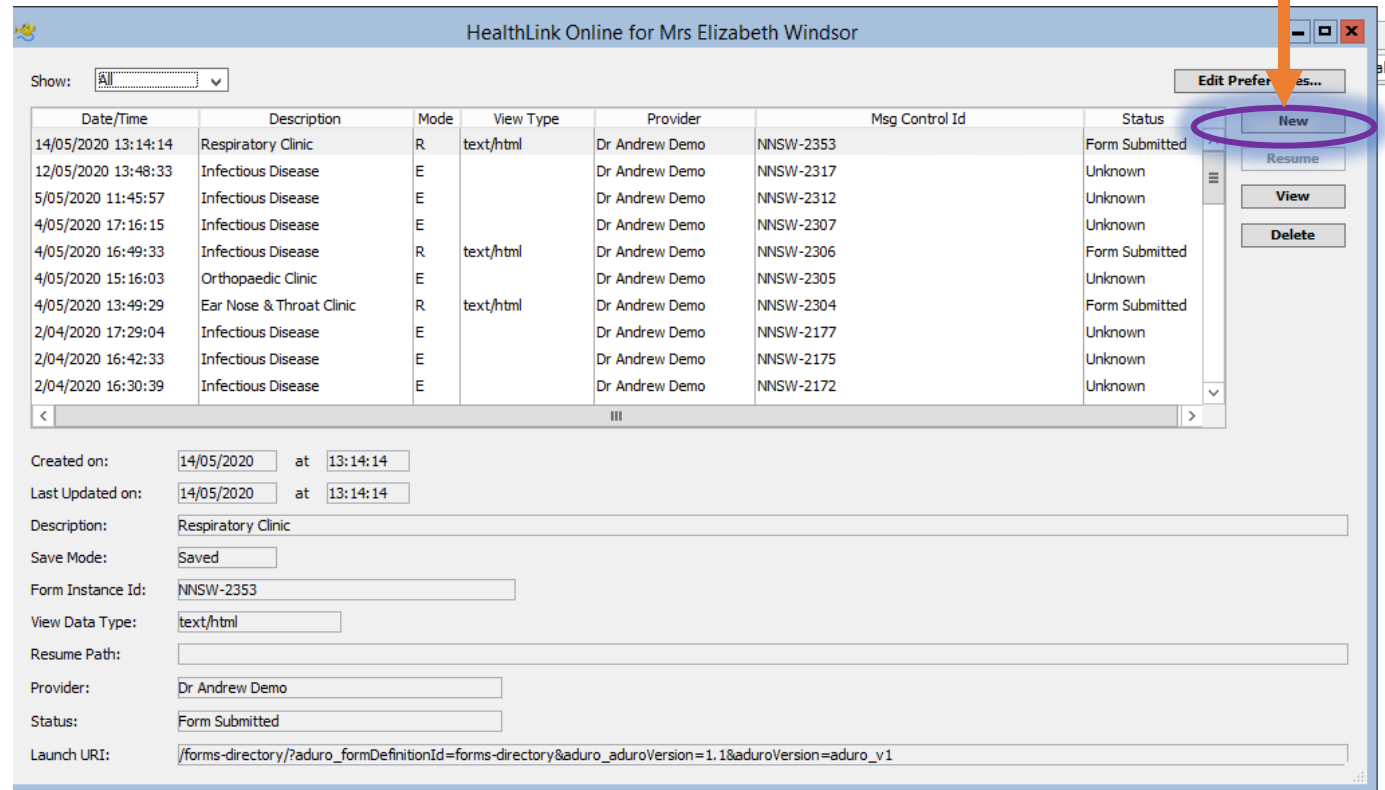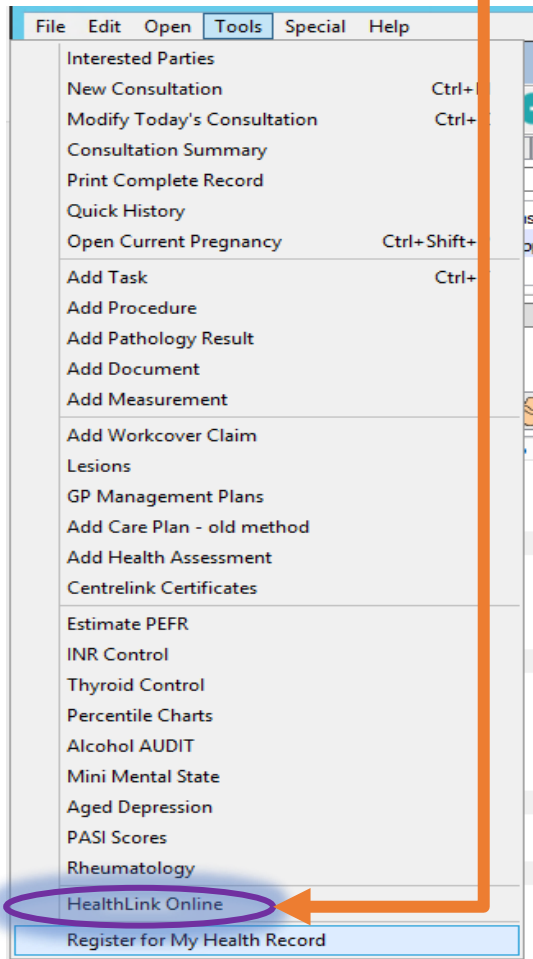
STEP 1
With the desired patient click "HealthLink Online" from the Tools menu.

STEP 2
From the next screen click "New Form" to launch the eReferral SmartForms.

File   Edit   Open   **Tools**   Special   Help

Menu item	Shortcut
Interested Parties	
New Consultation	Ctrl+
Modify Today's Consultation	Ctrl+
Consultation Summary	
Print Complete Record	
Quick History	
Open Current Pregnancy	Ctrl+Shift+
Add Task	Ctrl+
Add Procedure	
Add Pathology Result	
Add Document	
Add Measurement	
Add Workcover Claim	
Lesions	
GP Management Plans	
Add Care Plan - old method	
Add Health Assessment	
Centrelink Certificates	
Estimate PEFR	
INR Control	
Thyroid Control	
Percentile Charts	
Alcohol AUDIT	
Mini Mental State	
Aged Depression	
PASI Scores	
Rheumatology	
HealthLink Online	
Register for My Health Record	

HealthLink Online for Mrs Elizabeth Windsor

Show: All

Date/Time	Description	Mode	View Type	Provider	Msg Control Id	Status
14/05/2020 13:14:14	Respiratory Clinic	R	text/html	Dr Andrew Demo	NNSW-2353	Form Submitted
12/05/2020 13:48:33	Infectious Disease	E		Dr Andrew Demo	NNSW-2317	Unknown
5/05/2020 11:45:57	Infectious Disease	E		Dr Andrew Demo	NNSW-2312	Unknown
4/05/2020 17:16:15	Infectious Disease	E		Dr Andrew Demo	NNSW-2307	Unknown
4/05/2020 16:49:33	Infectious Disease	R	text/html	Dr Andrew Demo	NNSW-2306	Form Submitted
4/05/2020 15:16:03	Orthopaedic Clinic	E		Dr Andrew Demo	NNSW-2305	Unknown
4/05/2020 13:49:29	Ear Nose & Throat Clinic	R	text/html	Dr Andrew Demo	NNSW-2304	Form Submitted
2/04/2020 17:29:04	Infectious Disease	E		Dr Andrew Demo	NNSW-2177	Unknown
2/04/2020 16:42:33	Infectious Disease	E		Dr Andrew Demo	NNSW-2175	Unknown
2/04/2020 16:30:39	Infectious Disease	E		Dr Andrew Demo	NNSW-2172	Unknown

Edit Preferences...
New
Resume
View
Delete

Created on: 14/05/2020 at 13:14:14
Last Updated on: 14/05/2020 at 13:14:14
Description: Respiratory Clinic
Save Mode: Saved
Form Instance Id: NNSW-2353
View Data Type: text/html
Resume Path:
Provider: Dr Andrew Demo
Status: Form Submitted
Launch URI: /forms-directory/?aduro_formDefinitionId=forms-directory&aduro_aduroVersion=1.1&aduroVersion=aduro_v1

STEP 3
Select NNSW Local Health District Services.

General Services

--This is the AU UAT Environment--

Referred Services

Northern NSW Local Health District services

STEP 4
1. Click the service you want to refer to.
2. Then click continue.

Health Northern NSW Local Health District — NSW GOVERNMENT

Continue

Ear Nose & Throat Clinic

- Orthopaedic Clinic
- Fracture Clinic
- Ear Nose & Throat Clinic
- Gynaecology Clinic
- Respiratory
  - Respiratory Clinic
  - Respiratory Laboratory
- Infectious Disease

Respiratory Clinic referrals enable you to refer to a specialist +/- ordering lab tests.

Respiratory Laboratory referrals are just for ordering Lab tests.

STEP 5
If you choose Respiratory clinic, you will be required to select between a respiratory specialist referral or a specialist referral with lab tests.

Referred To* Dr Bliegh Mupunga
Referral Date* 27/03/2020
Referral Continuation* ● New   ○ Amend/update previously sent referral
Patient available for short notice appointment ○ Yes ● No
Referral Period* 12 months
Interpreter Required* ○ Yes ● No
Urgency Non-urgent: 30 - 365 days

Referral Details* Browse for Consultation Notes

Social History and Other Information: Please include social history, patient services and any other relevant information as appropria

Type of referral* ● Specialist only referral   ○ Specialist referral + respiratory lab tests
Special Needs / Reasonable Adjustments for Disability ○ Yes ● No
Does patient have a carer/support person?* ● Yes ○ No

STEP 8

1. When selecting "+ respiratory lab tests", test ordering options appear.
2. Click the boxes to order tests.

*Note: When making a lab-only referral, the tests are always visible and the referral goes to the Laboratory.

STEP 9

By choosing Lab tests "Important Patient Information" will appear. This information will be printed with the referral so the patient can have a copy.

Type of referral*   ○ Specialist only referral   ——1——►   ◉ Specialist referral + respiratory lab tests

Respiratory lab tests

Please select the required test(s) *

- ☐ Complex Lung Function Test - Spirometry, Lung Volume, and Diffusion Capacity
- ☐ Spirometry (Pre and Post Bronchodilator)
- ☐ Bronchial Provocation Test - Mannitol
- ☐ Bronchial Provocation Test - Hypertonic Saline
- ☐ High-Altitude Simulation Test - with Oxygen
- ☐ High-Altitude Simulation Test - without Oxygen
- ☐ Postural vital capacities
- ☐ Exhaled Nitric Oxide (eNO)
- ☐ Maximal respiratory pressures

2

Compensable Status   [Please Select ▾]

Important Patient Information   ◄——1

Please refrain from using your bronchodilator within this time frame prior to testing as they can affect the validity of the data collected.

| **Withholding Time Drug**	
6-8 hours	• Inhaled Nonsteroidal Anti-inflammatory Agents
8 hours	• Short-acting Bronchodilator
12 hours	• Inhaled Corticosteroids • Anticholinergic Bronchodilators
24 hours	• Inhaled Corticosteroids and Long Acting Beta Agonists Combination Products • Long-Acting Bronchodilators • Phosphodiesterase Inhibitors / Adenosine Receptors
72 hours	• Anticholinergics • Antihistamines: Over-the-Counter & Prescription
4 days	• Leukotriene-Receptor Antagonists
Day of Test	• Caffeine-containing foods: coffee, tea, cola drinks, chocolate, etc • Vigorous exercise • Smoking at least 6 hours prior to testing

Contraindications for performing tests

Certain conditions can pose a threat to pose the accuracy of the data collected, and the patient health and wellbeing. If you have experience any of the following, please contact the clinic at least 24 hours prior to testing to reschedule an appointment.

STEP 12.

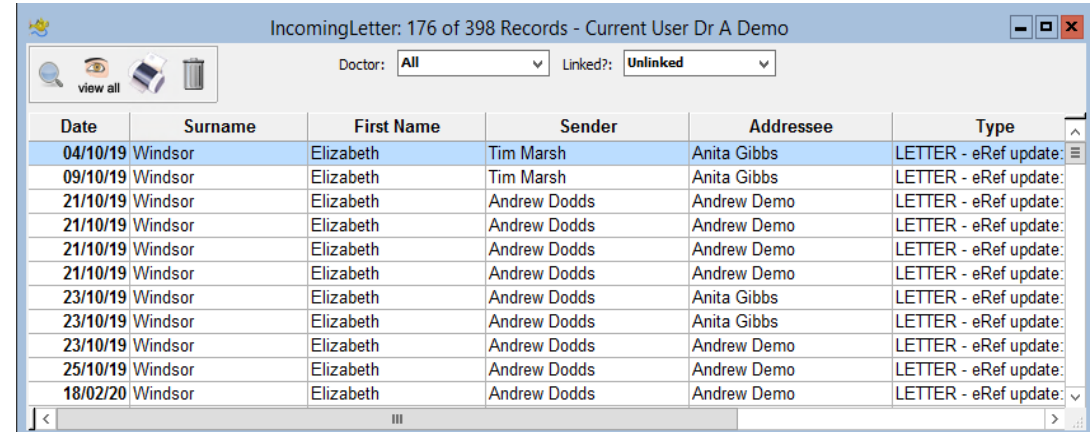The remainder of the eReferral form is completed as per other services.

STEP 1
With Genie open, click the "open" menu and then click "Incoming letters".
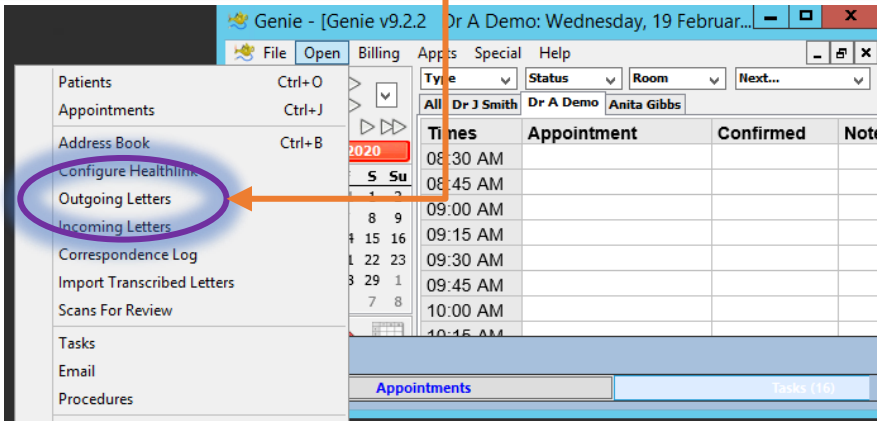
STEP 2
Double click the letter to read the update.

STEP 3
Review status change and any comments.


```
Document Type:      LETTER - eRef update: Non Urgent
Patient:            Windsor, Elizabeth
DOB:                21/04/1926
Reference:          W-551:19102115154304
Date:               21/10/2019

Sent From:          Andrew Dodds
Sent To:            Andrew Demo
Priority:           Routine

The referral has been updated with the following details:

Referral ID:        NNSW 551
Service:            Unrecognised
Priority:           Non Urgent (appointment in 30-365 days)
Status:             Processed: Patient Apppointment Made
Date:               21-Oct-2019 15:15 AEDT
Entered By:         (Andrew Dodds)
Clinic Location:    Lismore Pain Clinic
Referral Outcome:   Patient Appointment Made
Timeframe:          30 days
```

STEP 4
Alternatively, with the patient open, go to notes and see updates specifically for that patient.
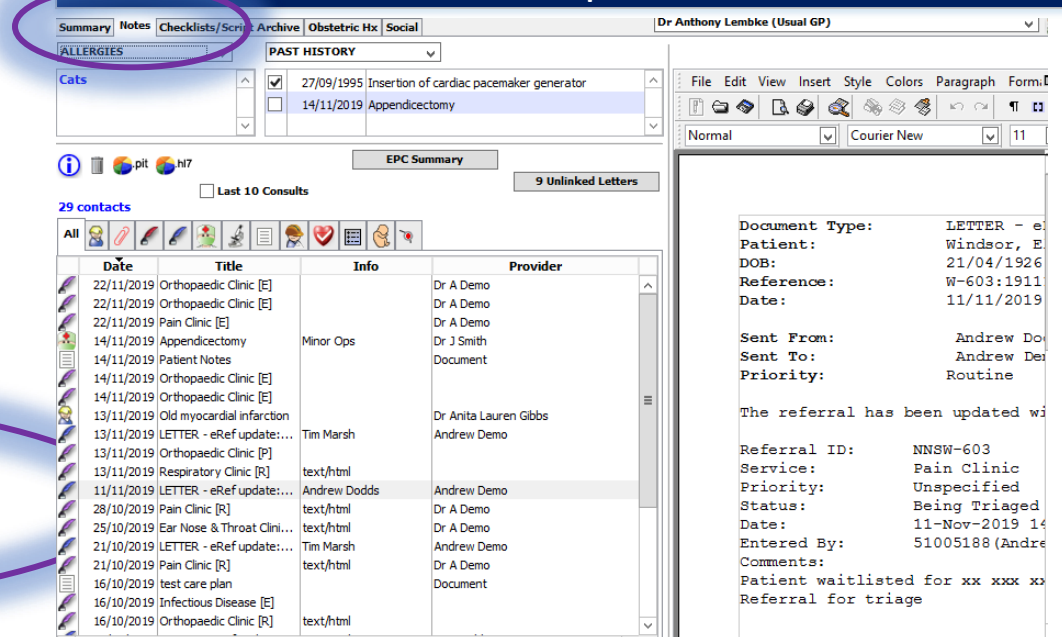
STEP 1
With the patient open click the HealthLink tab.

STEP 2
Submitted forms will read acknowledged.
Double click to view.

STEP 3
Incomplete forms will read unknown and are able to be continued by clicking the "Resume Button".

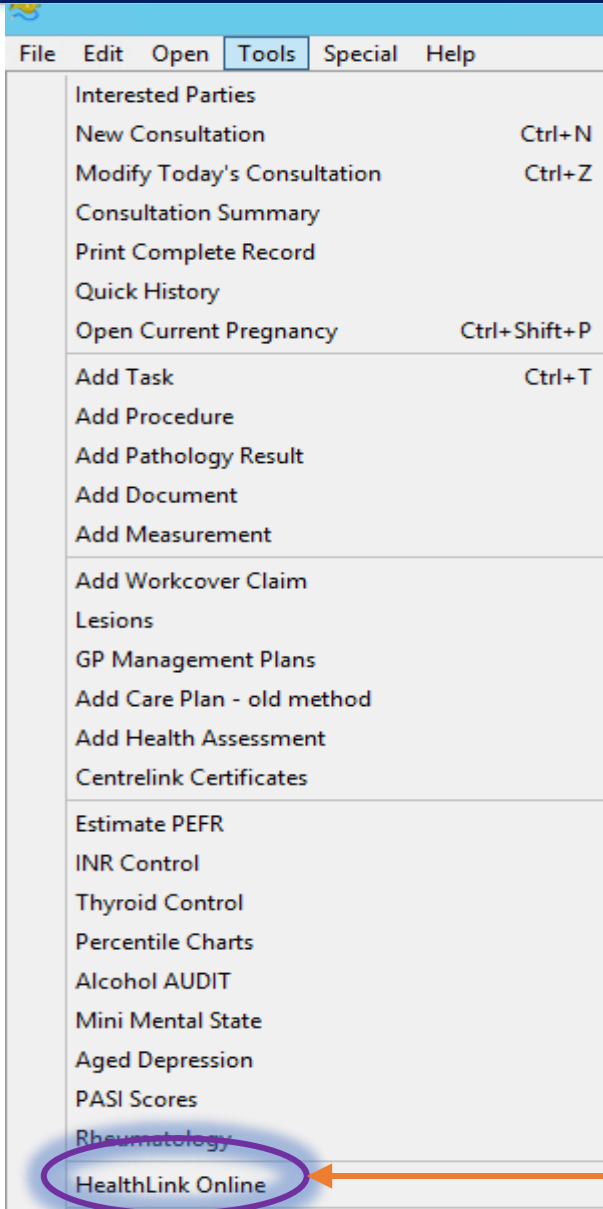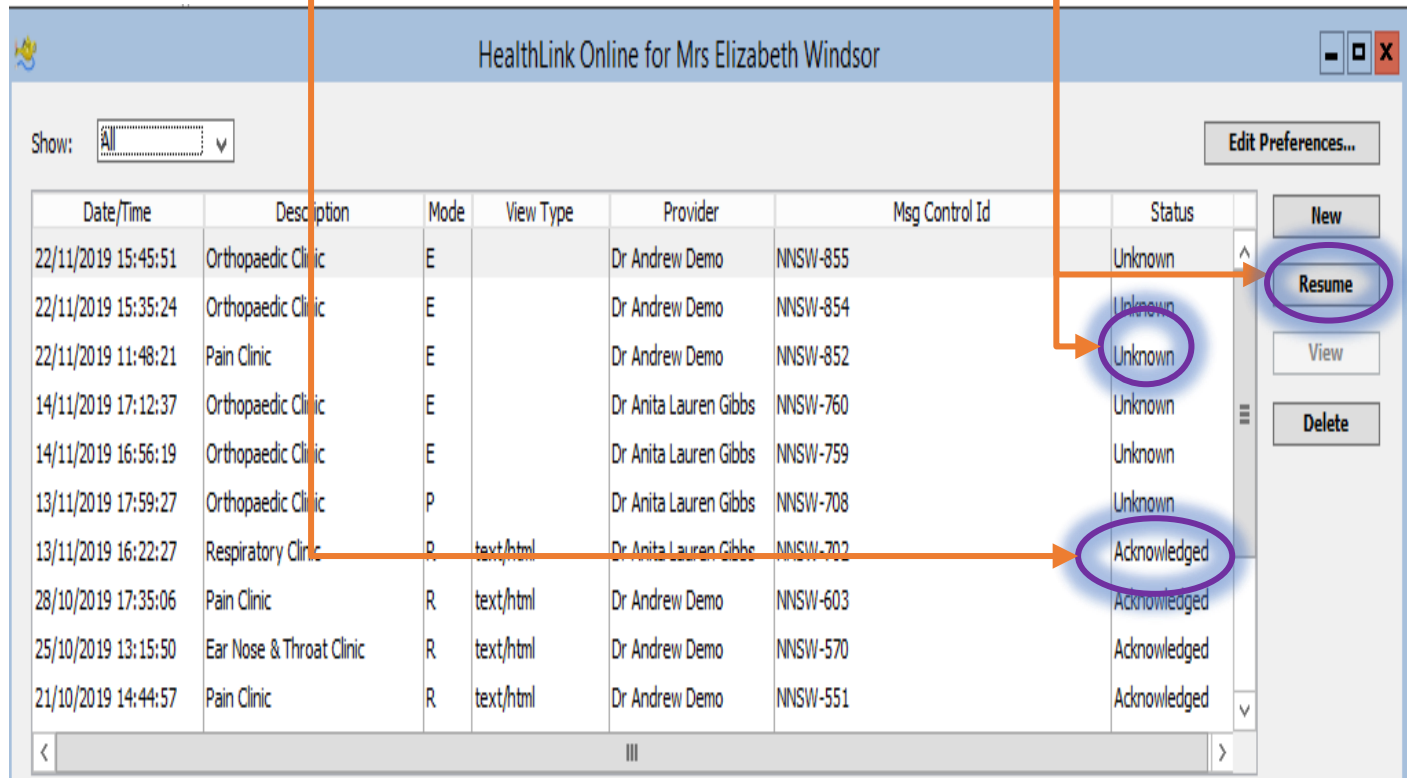File   Edit   Open   Tools   Special   Help

Interested Parties	
New Consultation	Ctrl+N
Modify Today's Consultation	Ctrl+Z
Consultation Summary	
Print Complete Record	
Quick History	
Open Current Pregnancy	Ctrl+Shift+P
Add Task	Ctrl+T
Add Procedure	
Add Pathology Result	
Add Document	
Add Measurement	
Add Workcover Claim	
Lesions	
GP Management Plans	
Add Care Plan - old method	
Add Health Assessment	
Centrelink Certificates	
Estimate PEFR	
INR Control	
Thyroid Control	
Percentile Charts	
Alcohol AUDIT	
Mini Mental State	
Aged Depression	
PASI Scores	
Rheumatology	
HealthLink Online	

HealthLink Online for Mrs Elizabeth Windsor

Show: All

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14/11/2019 16:56:19	Orthopaedic Clinic	E		Dr Anita Lauren Gibbs	NNSW-759	Unknown
13/11/2019 17:59:27	Orthopaedic Clinic	P		Dr Anita Lauren Gibbs	NNSW-708	Unknown
13/11/2019 16:22:27	Respiratory Clinic	R	text/html	Dr Anita Lauren Gibbs	NNSW-702	Acknowledged
28/10/2019 17:35:06	Pain Clinic	R	text/html	Dr Andrew Demo	NNSW-603	Acknowledged
25/10/2019 13:15:50	Ear Nose & Throat Clinic	R	text/html	Dr Andrew Demo	NNSW-570	Acknowledged
21/10/2019 14:44:57	Pain Clinic	R	text/html	Dr Andrew Demo	NNSW-551	Acknowledged

Edit Preferences...

New

Resume

View

Delete