

# HealthLink instructions for Online Portal

Send your Radiology referrals electronically in 3 easy steps!

1

## Log into Portal

You can access the HealthLink Portal via <https://nzportal.healthlink.net>. Enter your username and password and select the 'Login' button.

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

2

## Search for Provider and/or Service

Select the 'Compose' menu option. The services you are registered for will be presented. Use the CareSelect search to locate the provider by name or service required. The list of locations matching the search criteria will be displayed. Click on the provider name, and the organisation bio will be displayed.

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

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## Enter the patient's details and complete the form

Enter your patient demographic details, referral details, and 'Submit'.

Fields which are mandatory will be marked with a \*.

Complete the relevant fields under each tab of the form on the left.

## Submitting the e-Referral SmartForm

Select the 'Submit' button when you are ready to send your form to the relevant provider. The form will be sent electronically via HealthLink.

## Printing the form

Select 'Print' at the end of the submitted form, remembering to select your default printer.

## Print Provider 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.

The screenshot shows the 'Specialist and Allied Health Referrals' search interface. The search bar contains 'Allevia Radiology' and the results show 'Allevia Radiology - formerly Mercy Radiology Radiology (Organisation)'. A red circle highlights the 'contact' link under the 'General Services' section. To the right, the provider details page for 'Allevia Radiology - formerly Mercy Radiology (Organisation)' is shown, with a red circle highlighting the print icon in the top right corner.

## 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).

The screenshot shows the 'Parked Filter' interface. It includes search criteria fields for 'Created From', 'To', 'Patient Name', 'Form Type', 'Ref ID', and 'Description'. Below the filters is a table with columns: 'Reference ID', 'To', 'Patient's Name', 'Patient's ID', 'Description', 'Type', 'Ack Status', and 'Date Parked'. The table is currently empty, with a message: 'There are no records matching your criteria. Please change your search criteria and try again.'

## Access submitted forms:

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

The screenshot shows the 'Submitted Items Filter' interface. It includes search criteria fields for 'Sent From', 'To', 'Patient Name', 'Form Type', 'Ref ID', and 'Description'. Below the filters is a table with columns: 'Reference ID', 'To', 'Patient's Name', 'Patient's ID', 'Description', 'Type', 'Ack Status', and 'Date Submitted'. The table is currently empty, with a message: 'There are no records matching your criteria. Please change your search criteria and try again.'