CENTRAL QUEENSLAND **e-REFERRAL** SET UP GUIDE

1. HealthLink Configuration

Setting up HealthLink with eOrder Message Type

**Please note that all set up and configurations can only be performed on the practice server.

Step 1: Open HealthLink Advances Options. Select 'Configuration' and 'User Settings'



Step 2: Select the 'Message Types' tab

HL User Settings - HealthLink Client v6.8.1.5.1		-		×
<u>File</u> <u>Configuration</u> <u>Utilities</u> <u>Logon/Logoff</u> <u>H</u> elp				
User Profiles	EDI Details Message Types System Directories			
Add	Message Specifications			
Edit	BROADCST		Add	

Step 3: Select 'Add'



Step 4: Add SUNCTRAD as a new Messaging Type and click 'OK'



The new Messaging Type will be added and highlighted in the Message Specifications area.



Setting up HealthLink with eOrder Message Type

Step 5: From the **Processor Parameters** section – choose **'Single Recipient'** for the Processor Parameter. Add **SUNCTRAD** as a Single Recipient.

Add	Marrage Specifications		
F .44			
Edit	SUNCTRAD	^	Add
Remove	LAB2	1	Edit
	LAURAWHL		
	MDM01AU		Remove
	MEDDOCS		
	NSWEHR		
	PIT	~	
	Application Type SUNCTRAD		
	Generic File Structured File		
	Generic File O Structured File Processor Parameters		
	Generic File O Structured File Processor Parameters Single Recipient		
	Application Type SUNCTRAD		
	Application Type SUNCTRAD		-
	Application Type SUNCTRAD		*
	Application Type SUNCTRAD		

Step 6: Select 'File' in the top toolbar and 'Save all changes'. You can now close advanced options. A new set of folders will be created withing the HLINK folder structure:

C:\HLINK\other_in\SUNCTRAD

C:\HLINK\other_out\SUNCTRAD

Require Assistance?

Healthlink Helpdesk can also perform this function by contacting their Customer Care team on 1800 125 036 or via email: helpdesk@healthlink.net

2. Best Practice Configuration

CENTRAL QUEENSLAND

Setting up e-Referrals to Central Queensland Radiology

** Before we begin, have you set up HealthLink with eOrder message type? If not, please perform this step first.

Please note that all set up and configurations can only be performed on the practice server.

- **Step 1:** Log in to Best Practice on the practice server and navigate to the Best Practice home screen. Select View > Contacts > Setup > E-ordering
- **Step 2:** Set up E-Ordering window will appear. Filter by type: **Imaging**. Search for Central Queensland Radiology in the list and select **'Add'** and **'Save'**

Provider Phone Address Lastlereagh Imaging Tarnworth 02 6768 5630 Castlereagh Imaging Tarnworth 201-203 Peel Street, Tarnworth, 2340 Add Latalyst Radiology 07 3036 2860 34 Sherwood Rd Toowong, Brisbane, 4066 Add Latalyst Radiology 07 3036 2860 34 Sherwood Rd Toowong, Brisbane, 4066 Add Latalyst Radiology 07 3035 3700 Level 2, 141 Queen Street, Brisbane City, 4000 Add LittiScan Radiology 07 3035 3700 Level 2, 141 Queen Street, Brisbane City, 4000 Add Clearview Medical Imaging 02 8319 4863 8/36 Station Road, Fairfield, 2165 Add Clearview Medical Imaging 02 7 3153 4115 3A/2021 Wynnum Road, Wynnum West, 4178 Add Cloud Radiology 07 2112 2000 Suite 11 32 Dixon Street, Strathpine, 4500 Add Infligured Providers Type Path	Provider Phone Address Lastlereagh Imaging Tarnworth 02 6768 5630 Castlereagh Imaging Tarnworth 201-203 Peel Street, Tarnworth, 2340 Add Lastlyst Radiology 07 3036 2860 34 Sherwood Rd Toowong, Brisbane, 4066 Add Lentral Queensland Radiology 07 3035 2860 34 Sherwood Rd Toowong, Brisbane, 4066 Add Lintral Queensland Radiology 07 3035 3700 Level 2, 141 Queen Street, Brisbane City, 4000 Add Lintral Queensland Radiology 07 3035 3700 Level 2, 141 Queen Street, Brisbane City, 4000 Add Lintrad 02 8319 4863 8/36 Station Road, Fairfield, 2165 Add Lintrad 07 3153 4115 3A/2021 Wymnum Road, Wymnum West, 4178 Add Lintrad 07 2112 2000 Suite 11 32 Dixon Street, Strathpine, 4500 Add Infigured Providers There are currently no providers configured, please Add an Available Provider. There are currently no providers configured, please Add an Available Provider.	vailable Providers Search for:		Filter by type:	O Pathology @) Im
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onfigured Providers Provider Type Path	Providers Provider Type Path There are currently no providers configured, please Add an Available Provider.	Cloud Radiology	07 2112 2000	Suite 11 32 Dixon Street, Strathpine, 4500	Add	ĝ.
Provider Type Path	Provider Type Path There are currently no providers configured, please Add an Available Provider.	onfigured Providers				_
	There are currently no providers configured, please Add an Available Provider.	Provider	Туре	Path		_
There are currently no providers configured, please Add an Available Provider.		Provider	Type There are currently no	Path providers configured, please Add an Available Provider.		

Setting up e-Referrals to Central Queensland Radiology

Note: If Best Practice detects an existing Central Queensland Radiology configuration, a prompt will appear to merge the contacts. Tick the box next to Central Queensland Radiology and then click **'Merge with selected'**, **and 'Save'**.

Example with Dorevitch Pathology below:

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a subject rowners	Search for:				Filter by ty	pe: Path	ology () Ima	ging
	Provider	Phone		Address				17
Barratt & Smith Patholo	sgy eOrder	1800 653 779	Suites 2 & 3 31 Lawson Street, 6	enrith, 2750			Add	ſ.
Capital Pathology		02 6285 9801	Equinox 4, Ground Floor 70 Ker	t Street, Deakin	2600		Add	
Clinipath Pathology		08 9371 4200	310 Selby Street North , Osborn	e Park, 6017			Add	
ClinPath Pathology		08 8366 2059	21 James Congdon Drive , Mile	End, 5031			Add	
Dorevitch Pathology		03 9244 0444	18 Banksia Street , Heidelberg, 3	1084			Add	
FNQHPathology		07 4040 5800	274 Mulgrave Rd , Westcourt, 4	870			Add	
Hobart Pathology	Potential duplicates found	in front in your la	cal Directory for the chores provid	ian Dianan salar	an existing		Add	
onfigured Providers	contact to merge, or click Crea Dorevitch Pathology	te new to ignore th	e local contacts and create a new n	ecord.				
	1 Brisbane St			, Brisbane	, 4000			
Castleseanh Imaging						Edit	Remove	
can be carried an analysing	1						Remove	Ľ
Douglass Hanly Moir Pa						Edit	nemove	
Douglass Hanly Moir Pa	Note: If you choose to merge t	he records, the add	ress			Edit	nemore	
Douglass Hanly Moir Pa	Note: If you choose to merge t and comment details from the merged with the newly created	the records, the add selected contacts w I contact.	ress nil be Cre	ite new	Merge with selected	Edit	nemove	
Douglass Hanly Moir Pa	Note: If you choose to merge t and comment details from the merged with the newly created	the records, the add selected contacts w i contact.	ress ill be Cre	ite new	Merge with selected	Edit	nemore	
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Douglass Hanly Moir Pi	n Note: If you choose to merge t and comment details from the merged with the newly created	the records, the add selected contacts w J contact.	ress All be Cre	abe new	Merge with selected	Edit	TREINUNE	

Step 3: Select the GP username you are wanting to configure e-referrals for.

If you are wishing to configure e-referrals for all GPs in the practice, skip this step.

O	CENTRAL QUEEN	
aboratory Details		
Jser name:	Dr Frederick Find	acure ~
Preferred laboratory: Request layout:		
Availa	ble layouts	Add
 Plain paper Default 		Edit
		Delete
	Apply to all users	
-Order Details inter the path where	the exported orders	are to be created:
	SUNCTRAD	

Setting up e-Referrals to Central Queensland Radiology

- **Step 4:** Select the available layout as **Default**. The pre-printed stationary co-ordinate information will be pre-populated. E-order details path should display as C:\HLINK\other_out\SUNCTRAD.
- **Step 5:** If you skipped step 6, Click **'Apply to all users'** and **'Save'**.

TRAL QUEENSLAND

Step 6: Central Queensland Radiology should now appear in the Configured Providers section. Click 'Save'.

K Setup E-Ordering				- 0	×
wailable Providers Search for:			Filter by type: O Pa	thology 🖲 Ima	ging
Provider	Phone	Address			
Specialist Nuclear Medicine	02 9538 6388	247 Beamish Street , Campsie, 2194		Add	
Spectrum Medical Imaging	02 9197 8100	Grd Fir. 171 Bigge Street , Liverpool, 2170		Add	
Strathfield Medical Imaging	02 8622 0000	Suite 207 Strathfield Plaza, Strathfield, 2135		Add	
Synergy radiology Beamish Street	02 9538 6388	247 Beamish Street , Campsie, 2194		Add	
Synergy radiology Randwick	02 9050 0100	54b High Street , Randwick, 2031		Add	
Tasmania Imaging	03 6364 3866	64 York Street , Launceston, 7250		Add	
The Radiology Clinic	07 5391 0366	8/31-33 Plaza Parade , Maroochydore, 4558		Add	Ĺ
onfigured Providers					_
Provider	Type	Path			
Central Queensland Radiology	Imaging	CAHUNK\other_out\SUNCTRAD	Edit	Remove	
Sunshine Coast Radiology	Imaging	CAHLINK\other_out(SUNCTRAD	Edit	Remove	
				Save C	ose

CENTRAL QUEENSLAND CADIOLOGY **e-REFERRAL** SET UP GUIDE

3. Testing Configuration

Testing to Confirm Set Up is Correct

- Step 1: Open a test patient record from the Best Practice main menu
- Step 2: From within the patient record, select 'Imaging Request'
- Step 3: Under the provider dropdown, select Central Queensland Radiology
- Step 4: Populate Region and Clinical Details fields, and click 'Print & Send'

The e-order will be sent through to the outgoing folder to be picked up and sent through HealthLink. The request will appear in the daily record of the patient and the notification section of the patient. The request will appear in the patient consultation notes.

Step 5: Please email our Business Support Team on ereferrals@imagingqueensland.com.au to confirm your e-referral has been received by Central Queensland Radiology.

If e-referral has been unsuccessful, please contact your dedicated Referrer Relationship Specialist for further troubleshooting.

Central Queensland Radiology Referrer Relationship Specialist Georgia Carroll m: 0458 854 111 e: gcarroll@idxgroup.com.au

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