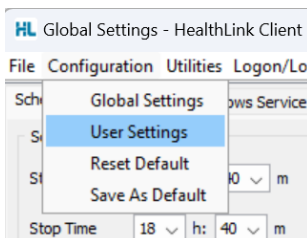# 1. HealthLink Configuration
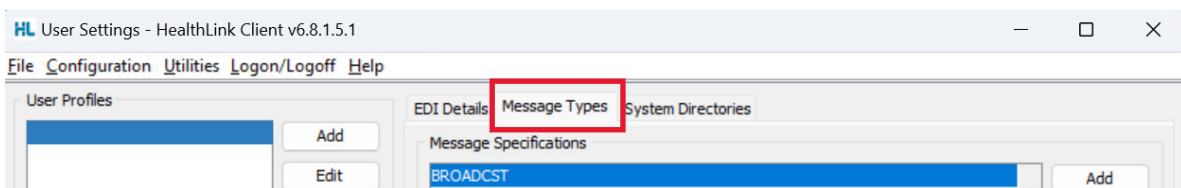
Setting up HealthLink with eOrder Message Type

**Please note that all set up and configurations can only be performed on the practice server.
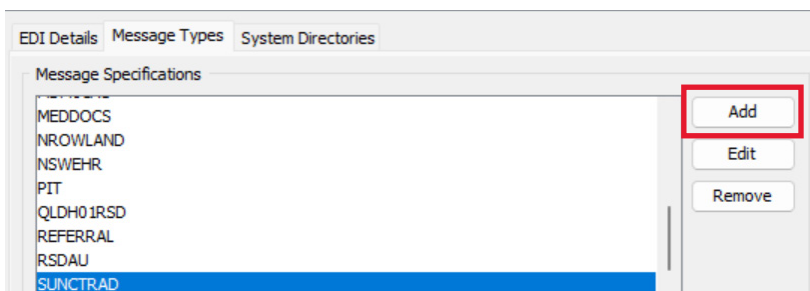
Step 1: Open HealthLink Advances Options. Select **'Configuration'** and **'User Settings'**
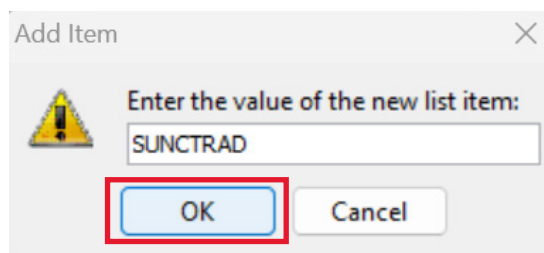

Step 2: Select the **'Message Types'** tab
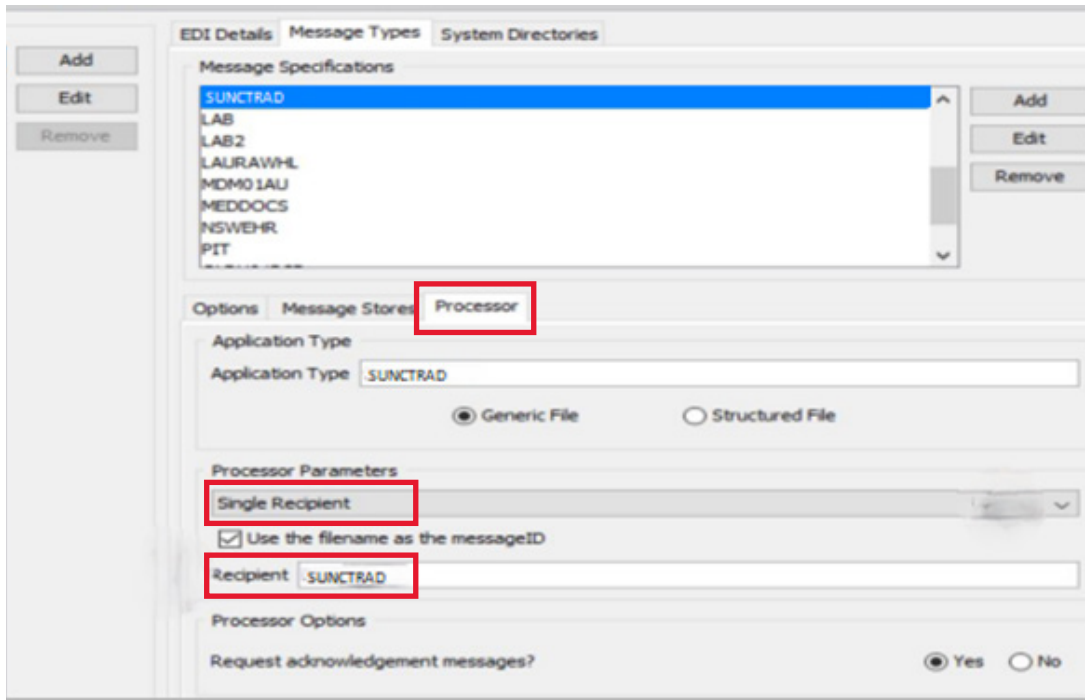

Step 3: Select **'Add'**

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.

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

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

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'**

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:
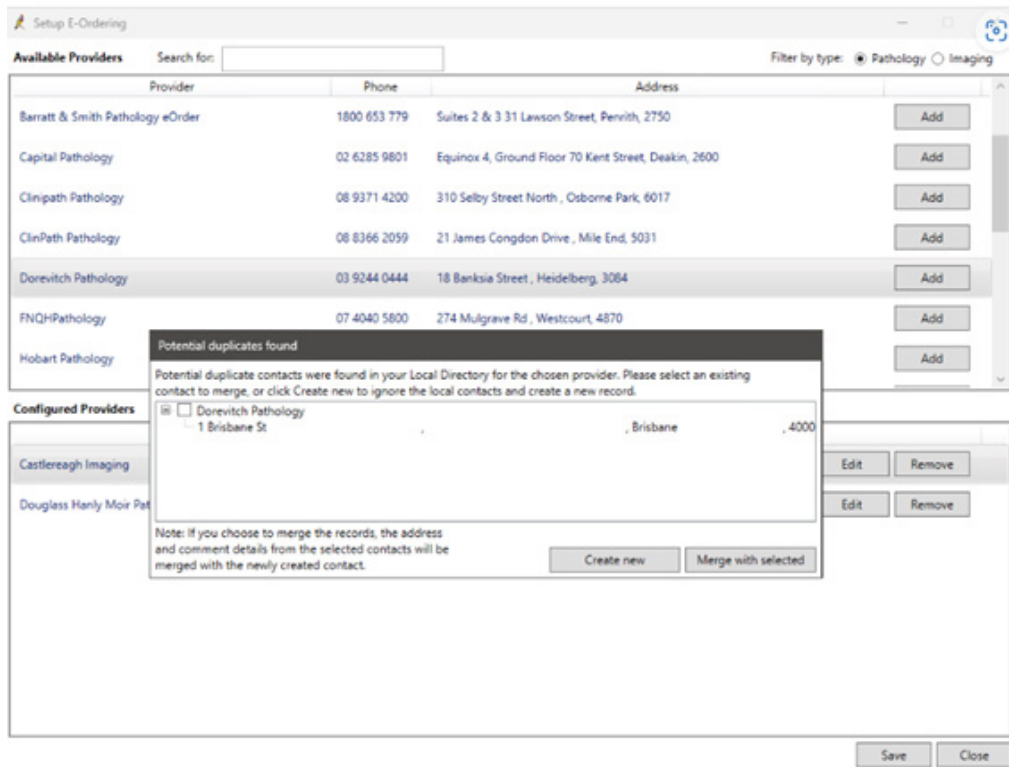
Step 3: Select the GP username you are wanting to configure e-referrals for.
**If you are wishing to configure e-referrals for all GPs in the practice, skip this step.**
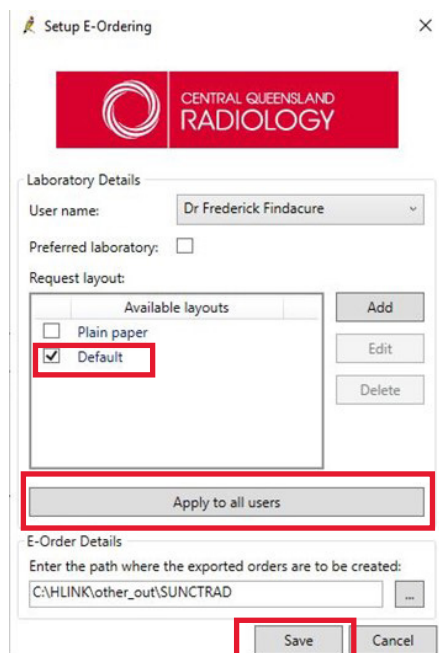
Step 4: Select the available layout as **Default**. The pre-printed stationary co-ordinate information will be pre-populated. E-order details path should display as C:\HLINK\other_out\SUNCTRAD.

Step 5: If you skipped step 6, Click **'Apply to all users'** and **'Save'**.

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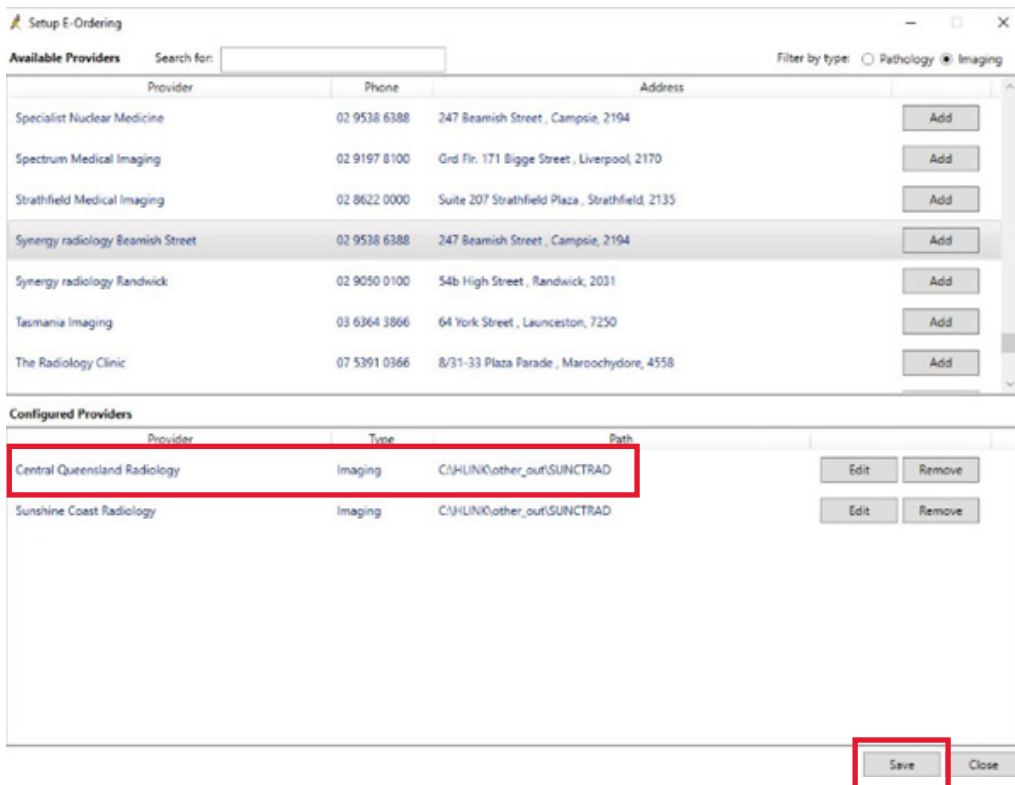
3. Testing Configuration

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