

# Quick Start Guide

## MyHealthLink – Receiving and Submitting Messages

This guide has been created to show you the key steps involved in receiving and submitting electronic messages within MyHealthLink (the HealthLink Online Portal).

### Action

#### 1. Login

Navigate to the URL that has been provided to access MyHealthLink. Enter your MyHealthLink username and password, and select the Login button.

### Screen-shot

#### 2. View received messages

On login you will be presented with the MyHealthLink Inbox.

Review the list of received messages, and if necessary choose a message to view or download attachments.

Reference ID	From	Patient's Name	NHI	Description	Date Received	Status	Action
ZZ_00622-MME		MICKY MOUSE	HDX0660	ACC extension of tre.	24/04/2015	viewed	
AA90500-msgi..	Sam Entwistle	TestRSD24 Wendy	FVE7188	ACC extension of tre.	24/04/2015	viewed	
AA90500-msgi..	Sam Entwistle	TestRSD24 Wendy	FVE7188	ACC extension of tre..	09/04/2015	new	
ZZ12345-MMEX.		Micky Mouse	HDX0660	ACC extension of tre.	07/04/2015	viewed	
AA90500-msgi..	Sam Entwistle	TestRSD24 Wendy	FVE7188	ACC extension of tre.	07/04/2015	viewed	
ZZ_00584-900.	Buzz Lightyear	Mini Mouse	HLD4444	ACC extension of tre.	02/04/2015	viewed	
ZZ_00583-900..	Buzz Lightyear	Mini Mouse	HLD4444	ACC extension of tre..	02/04/2015	new	
BB99966-Body..	Sam Entwistle	Bob Smith	ABC1231	ACC extension of tre..	01/04/2015	new	
AA90500-AR60.	Sam Entwistle	MARTHA MEDTECH MOORE	FVE7188	ACC extension of tre.	01/04/2015	viewed	

#### 3. View attachments

Use the View Attachments screen to view and download attachments.

Click on the download button to access a copy of the attachment.

Attachment Type	File Name	File Type	Subject	Size	download
General	acc32phy_20110705000000_00616_AA90500_Sam Entwistle_10-12-2014_FVE7188_TestRSD24_Wendy_14-08-1979.pdf	application/pdf		75 KB	
General	msgid1099113_AA90500_3.html	text/html		376 B	
General	msgid1099113_AA90500_2.jpg	image/jpeg		97 KB	
General	msgid1099113_AA90500_1.xml	application/xml		376 B	
General	msgid1099113_AA90500_5.msword	msword		28 KB	
General	msgid1099113_AA90500_4.tif	tif		1 KB	
General	msgid1099113_AA90500_6.xml	application/xml		376 B	

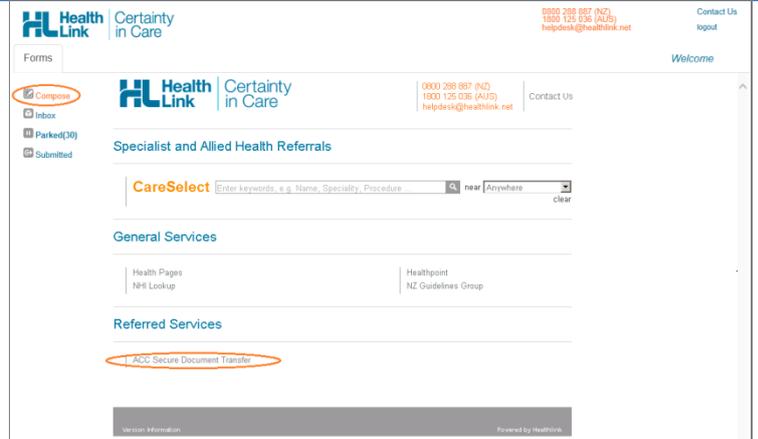
**Action**

**4. Compose a new message**

Click on the Compose button to start a new message.

The HealthLink home page will display. Select the Service you want to launch.

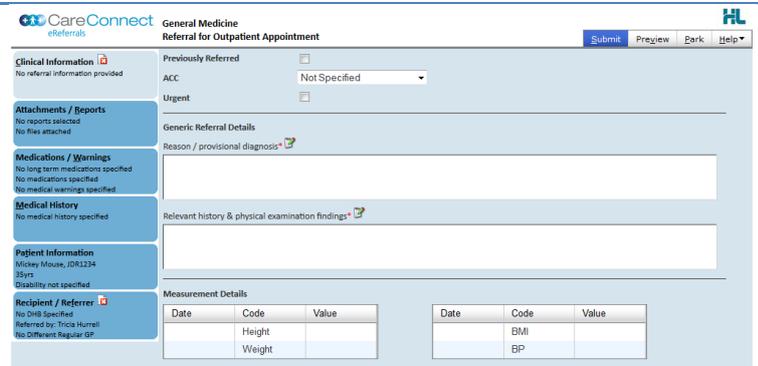
**Screen-shot**



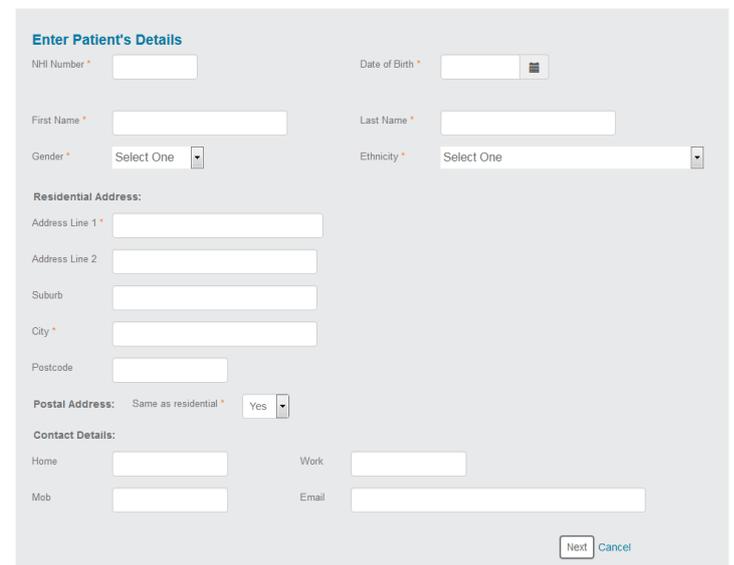
**5. Complete the form**

The form will display

Complete the relevant fields under each tab on the left including patient details, selection of the relevant recipient and any attachments required. Fields which are mandatory to be completed will be marked with a \*



When necessary, the form will be preceded by a Patient's Details page, where the user can enter the patient's details on one page.



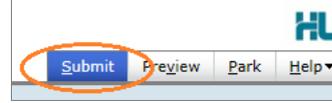
### Action

#### 6. Submit the ACC Secure Document Transfer

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

If you want to print a copy of the message, select 'Print' at the end of your submitted form, remembering to select your default printer.

### Screen-shot



#### ACC Secure Document Transfer



**Patient:** Micky Mouse, 16yrs, NHI HUX8660, DOB 21/02/1999  
**Referred by:** Smith John, Smith's Practice, NZMC 88976, PH 3678900  
**(Test Referral)**

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#### Clinical Referral Information

**Recipient details**  
Recipient: Specialists / Other treatment provider notes

**Patient details**

First name:	Micky	NHI number:	HUX8660
Last name:	Mouse	Date of birth:	21/02/1999
ACC45/Claim number:	BA123456		

**Additional Information**  
Comments:

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#### Referrer

**Referral number:** MMEX-5201  
**Processing ID:** T  
**Referrer HPI:** 123456  
**Referrer EDI:** ma65test

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#### Diagnostic Reports / Patient Documents - No reports selected

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#### File Attachments - No files attached

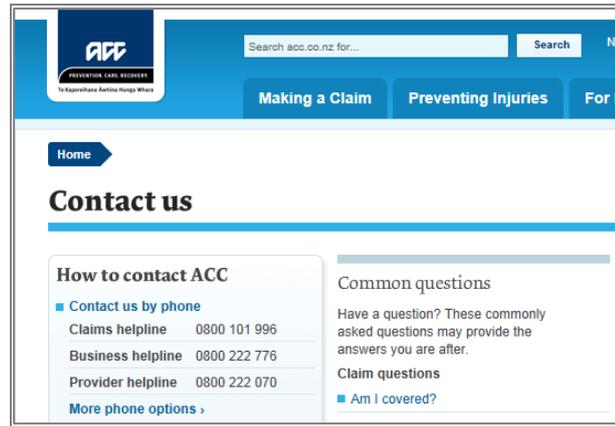
## Hints and Tips

### Action

#### a. Form-specific help

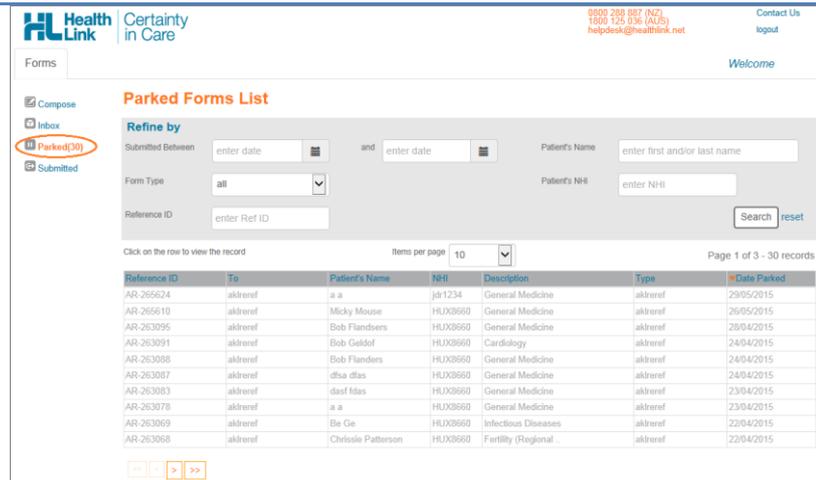
Help for a specific form can be found by clicking on the 'Help' menu and selecting the link provided.

### Screen-shot



#### b. Access parked forms

A parked form can be found in the Parked list within MyHealthLink. To access your parked forms, click on the 'Parked' option in the menu navigation pane



#### c. Access submitted forms

A copy of the submitted form can be found in the Submitted list within MyHealthLink. To access your submitted forms, click on the 'Submitted' option in the menu navigation pane

