



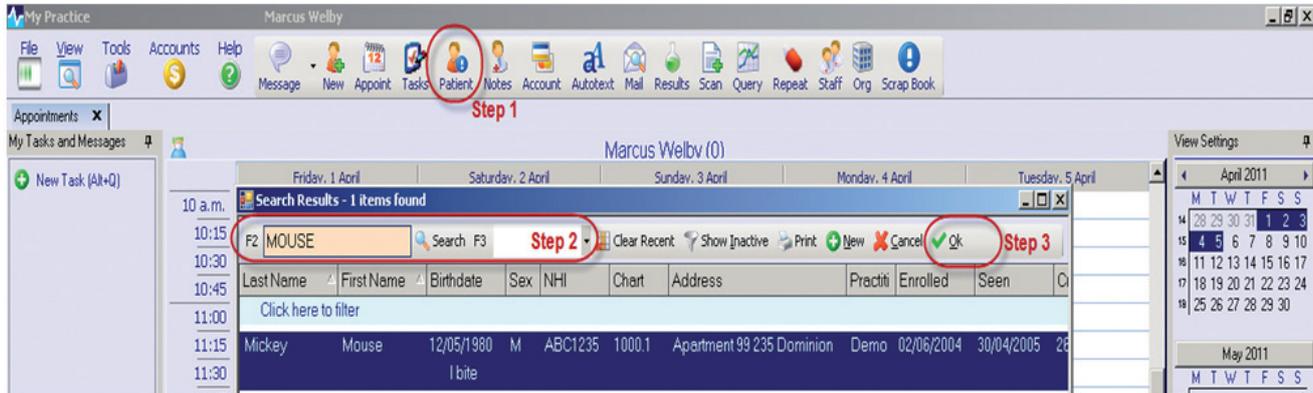
Quick Reference Guide - MyPractice

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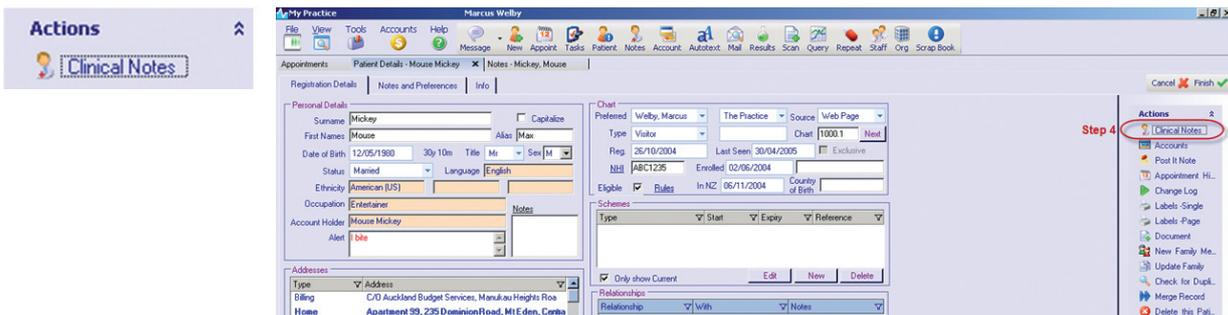
Launching an eReferral from MyPractice

1. Search for your patient by selecting the **“Patient”** icon within the main MyPractice homepage screen.
2. In the name space field type in the first letters of the Patient surname and select **“Search”**.
3. When you have located the correct patient select **“OK”**.



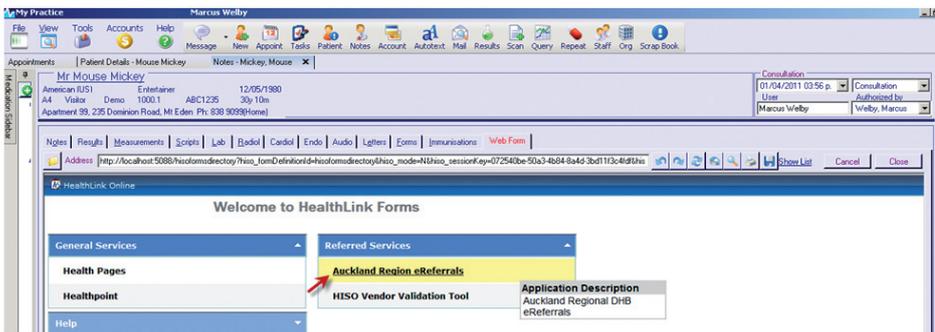
Upon clicking **“OK”** you will be presented with the Patient’s EMR.

4. Select the "Clinical Notes" icon.



5. Within the "Forms" tab select "HISO Forms Connection".

6. This will open the eReferral home page – Select "CareConnect eReferrals".



eReferrals - Getting Started

HealthLink Online
CareConnect eReferrals Auckland Region eReferrals

Referral service* Cardiology 1.

Referred for* Outpatient Appointment 2.

Referral type* First Specialist Assessment 3.

Urgent Details* Urgent case 4.

Next

1. **Referral Service** - Library of referral forms.
2. **Referred For** – Reason for referral.
3. **Referral Type** First Specialist Appointment” or “Follow-up Referral”.
4. When the **“urgent”** tick box is selected you can add notes to support the referral urgency in the “Details” text box.

Section Tabs

HealthLink Online

Breast Referral for Outpatient Appointment

α+ AUCKLAND
AUCKLAND DISTRICT HEALTH BOARD

Clinical Information 
Lump

Attachments / Reports
No reports selected
No files attached

Medications / Warnings
No medications specified, No medical warnings specified

Medical History
No medical history specified

Patient Disabilities
No disabilities specified
No mobility issues specified

Patient Information
Mouse Mickey, 30yrs
ABC1235

Administration Details 
Auckland DHB
Outpatient Appointment
Not Specified

Referrer Details
Referred by Marcus Welby
The Practice
NZMC 456789NC

Problem Impact Impact rating* **Minor**

Impact details 

Previously Referred Has patient been previously referred for this condition?

ACC ACC claim **Not Specified**

BREAST

Reason for referral* **Lump**

Lump Nature **Discrete** Side* **Side***

Position **Nipple and Areola** Skin change

Lump details 
Lump is located on the right areola inflamed.

History

Lymphadenopathy **Yes**

Breast disease history Yes No Unknown

SECTIONS TABS

The Sections Tab consists of:

- Clinical Information
- Attachments/Reports
- Medications/Warnings
- Medical History
- Patient Disabilities
- Patient Information
- Administration Details
- Referrer Details

These are important sections as they provide the information required by the service for triage. To enter referral details - simply click on each 'section tab' to start entering information.

Clinical Information

HealthLink Online

Cardiology Referral for Outpatient Appointment

Submit Preview Park Help

Clinical Information Atrial Fibrillation / Flutter

Please fix the following errors:

- Please select Facility; Unable to verify patient's regular DHB
- Administrative Facility is a required field
- Cardiology Referral Reason is a required field
- Patient ethnicities code 1 is a required field

Attachments / Reports
No reports selected
No files attached

Medications / Warnings
No medications specified, No medical warnings specified

Medical History
No medical history specified

Patient Disabilities
No disabilities specified
No mobility issues specified

Patient Information
MICKEY MOUSE, 66yrs
JDR1234

Administration Details
Auckland DHB
Outpatient Appointment
Non Eligible

Referrer Details
Referred by Sam Entwistle
Milestone Family Practice
NZMC A30094-3

Problem Impact Impact rating* Nil

Previously Referred Has patient been previously referred for this condition?

ACC ACC claim Not Specified

CARDIOLOGY

Reason for referral* Atrial Fibrillation / Flutter

Atrial Fibrillation / Flutter

Options

- (1) Poorly controlled without symptoms
- (2) Poorly controlled with symptoms (e.g. Shortness of breath, presyncope)
- (3) Controlled but recent onset (>6/12)
- (4) Chronic state

Pre-op non-cardiac surgery Please Select

Primary / Secondary prevention

Investigations / Results to be attached

The clinical information section has 2 mandatory components;

1. **General clinical information:** These fields are displayed on every form.

Clinical Information

HealthLink Online
CareConnect eReferrals
Endocrinology Referral for Outpatient Appointment

Submit Preview Park Help

Clinical Information
Some disorders

- At least one of Endocrinology Reason is required
- Patient ethnicities code 1 is a required field

Attachments / Reports
No reports selected
No files attached

Medications / Warnings
No medications specified, No medical warnings specified

Medical History
No medical history specified

Patient Disabilities
No disabilities specified
No mobility issues specified

Patient Information
JONES, MOUSE, Bryn
JDR1234

Administration Details
Please Select
Outpatient Appointment
Non Eligible

Referrer Details
Referred by Sam Entwistle
Milestone Family Practice
WZMC A88984-3

Problem Impact Impact rating* Moderate

Impact details

Previously Referred Has patient been previously referred for this condition?

ACC ACC claim Yes

Select the ACC record associated with the referral*

ACC45	Date	Is Work Related	Location	Details
T667711	07/03/1999	false		fell on ear

ENDOCRINOLOGY

Reason for referral*

- Hyperthyroidism
- Hypothyroidism
- Thyroid Nodule / Goitre
- Pituitary abnormality
- Polycystic Ovary Syndrome
- Bone disorders
- Adrenal disorders
- Other

Referral details

2. **Service clinical information:** These fields change depending on the service selected. Forms will have one of two sets of service clinical information fields.

Service Specific clinical Information: A number of fields specific to the Service selection. Length and complexity are also unique to the Service. All of these forms types however will include the following fields:

- Reason for Referral
- Referral Details

ENDOCRINOLOGY

Reason for referral*

Hyperthyroidism

Thyroid Nodule / Goitre

Polycystic Ovary Syndrome

Adrenal disorders

Hypothyroidism

Pituitary abnormality

Bone disorders

Other

Referral details  

Mandatory Form Fields

Mandatory fields are marked with a red asterisk (*).

If information is missing from mandatory fields, the tab and the field will be highlighted.

Clinical Attachments List Display

A number of specialty referrals require specific reports to be attached as part of the referral. Where required, this list is called a “Clinical Attachments List” and is displayed on both the bottom of the specialty fields in the clinical section and on the attachments tab.

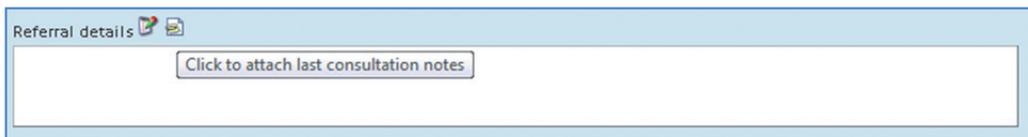
Documents stored within the PMS system can also be attached to the referral form.

Attaching Last Consultation Notes

Both the eReferral web form and other parts of the PMS can be opened at the same time, this allows you to locate items like consultation notes that you wish to include within the eReferral. Use the standard windows copy and paste keys to complete this task. (CTRL C/CTRL V).

Alternatively, there is a shortcut icon in the form that can drop in the last consultation notes within the Clinical section.

Forms that have questions specific to the Service are located next to the ‘Referral Details’ rich text box, and within forms with generic clinical sections this is located next to the ‘Reason / Provisional Diagnosis’ field.



Medications / Warnings

Clinical Information 
Information Required

Attachments / Reports
No reports selected
No files attached

Medications / Warnings 
3 Current medications specified, 3 medical warnings specified

Medical History
Medical history specified

Patient Disabilities
No disabilities specified
No mobility issues specified

Patient Information
Micky Mouse, 12yrs
JDR1234

Form is auto-parked. Please note that attachments need to be re-attached when resuming the parked form.

Please fix the following errors:

- At least one of Endocrinology Reason is required

Current Medications 

Date	Details	Dose	Units	Instructions	
11/05/2010	Asciimmg anti biotics	100	mil	3 times a day, take with food	
10/03/2009	Asciimmg anti biotics	100	mil	3 times a day, take with food	
19/02/2009	5ml/100mg Paracetamol 200mg liquid	200.3	mg	take 12ml every four hours, max 4 times 24 hours	

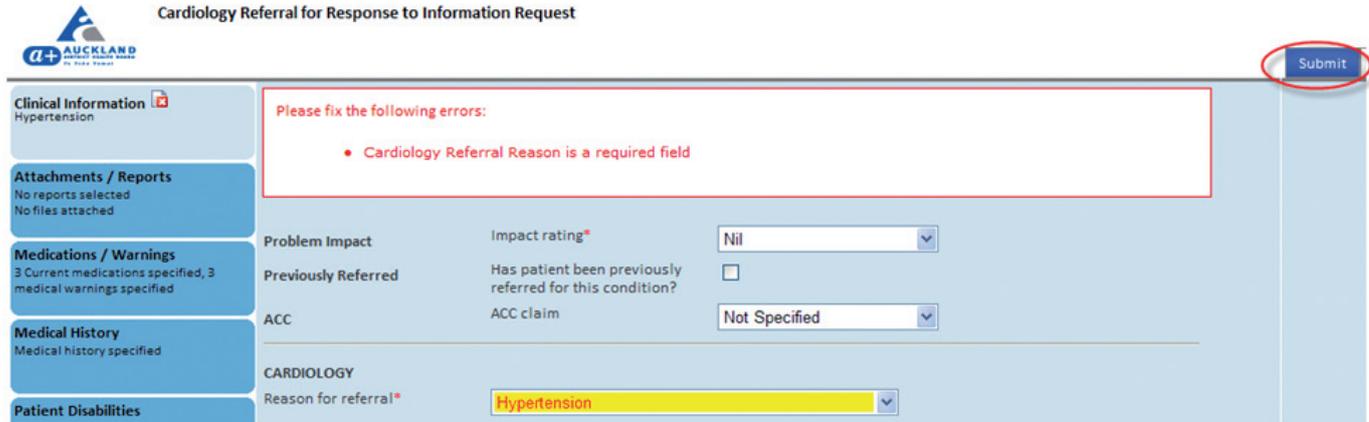
Medication comments 



In the medications section of the Form the 'Current Medications' table is pre-populated by the PMS. All current medications that have been marked as 'Long term' or 'Regular' Medications within the PMS and have a last prescribed date within the last 6 months, should be included in this table when the form is launched.

Additional medications can also be added to the table during the referral process through using the '+' sign on the table to add another row which can be edited with Medication details.

Submitting an eReferral



AUCKLAND
DISTRICT HEALTH BOARD

Cardiology Referral for Response to Information Request

Submit

Please fix the following errors:

- Cardiology Referral Reason is a required field

Clinical Information 
Hypertension

Attachments / Reports
No reports selected
No files attached

Medications / Warnings
3 Current medications specified, 3
medical warnings specified

Medical History
Medical history specified

Patient Disabilities

Problem Impact Impact rating* Nil

Previously Referred Has patient been previously referred for this condition?

ACC ACC claim Not Specified

CARDIOLOGY

Reason for referral* Hypertension

On completion, the form can be submitted by selecting the “SUBMIT” button on the top right corner of the form.

Parking a Form and Retrieving a Parked Form

HealthLink Online

CareConnect eReferrals

Endocrinology Referral for Outpatient Appointment

Submit Preview **Park** Help

Clinical Information
Bone disorders

Attachments / Reports
No reports selected
No files attached

Medications / Warnings
No medications specified, No medical warnings specified

Medical History
No medical history specified

Please fix the following errors:

- Please select Facility; Unable to verify patient's regular DHB
- Administrative Facility is a required field
- At least one of Endocrinology Reason is required
- Patient ethnicities code 1 is a required field

Problem Impact Impact rating* Moderate

Impact details

An eReferral form can be parked at any time which saves the referral for later submission. This “parked” form will be saved in the relevant area within your PMS for re-editing.

Retrieving a parked form

Parked forms can be located within the patients’ profile in the “Notes tab”. Click on the referral that you were working on.

Notes | Results | Measurements | Scripts | Lab | Radiol | Cardiol | Endo | Audio | Letters | Forms | Immunisations

Maximise Filter Notes Summary Letters Mail Tasks Expand All View

26/09/2011 12:00 a.m.	RSD: Referral/Status/DischargeNewJune30th_TNTest	Demo (Demo)	Correspondence
10/08/2011 04:28 p.m.	Action: Parked : HealthLink eReferral Form for Auckland Re...	Demo (Demo)	
	Form Parked : HealthLink eReferral Form for Auckland Regional		
04/08/2011 10:55 a.m.	Nappy rash - candidal	Demo (Demo)	
02/08/2011 01:33 p.m.	[Actions only]	Demo (Demo)	
01/08/2011 04:23 p.m.	Action: Parked : HealthLink eReferral Form for Auckland Re...	Demo (Demo)	

Notes | Attachments | Side

Within the form there will be a number of Help options to assist the Referrer in completing the form accurately.

Hover Help	n/a	Appears when the label is hovered over for 2 seconds.
Information Help		An information icon on the right side of the field label and presents a pop light box.
Field Help		A question mark icon on the right side of the field label and opens a webpage.

The editable view of the referral form will have the following sources of user help:

- Menu Help
- Subject Help

For issues with the operation of eReferrals, please contact:

- healthLink Helpdesk on **0800 288 887** or email helpdesk@healthlink.net.

For questions regarding the clinical content of eReferral forms, please contact:

- CareConnect eReferrals on **0508 227 326** or email eReferrals@healthalliance.co.nz.

For training materials or support, please visit the eReferrals website (www.eReferrals.co.nz) or contact your PHO trainer. If you would like to chat to someone online you can also click on the chat section of the eReferrals website.

The following services will be included in the first phase of eReferrals. All referrals will be received by the hospitals Central Referral Office and distributed accordingly.

Audiology

Breast

Cardiology

Dermatology

Diabetes

Endocrinology

Fertility

Gastroenterology

General Medicine

General Surgery

Haematology

Immunology

Infectious Diseases

Neurology

Ophthalmology

Oral Health

ORL

Orthopaedics

Paediatric

Pain Clinic

Plastic (and Hand)

Renal

Respiratory

Rheumatology

Skin Cancer

Stroke / TIA

Urology

Vascular

Women's Health



www.ereferrals.co.nz
