

To create and submit an eReferral

Open patient in Profile for Mac

Click on eForms



Click 'Add'

000	eForms for MOUSE, Mr M								
All Recent	\$	V	Q	4	V	0			
Show		Filter	Reload	Add	Alter	Delete			

Click 'CareConnect eReferrals'

eForms Portal for MOUSE, Mr M	ICKEY (13876)
Health Certainty in Care	0800 288 867 (NZ) 1800 125 036 (AUS) helpdesk@healthlink.net
Make a referral Update referral	
General Services	
Health Pages NHI Lookup	Healthpoint NZ Guidelines Group
Referred Services	
Capital and Coast DHB eReferrals	CareConnect eReferrals
Select eReferrals service required an CareConnect	d click Next
Audiology	Referred for* Outpatient Appointment Specialist Advice Only
Acute Admission Addiction Services (Regional Service - WDHB) Allied Health Audiology	
The selected form will load.	
Fill in information on form.	



Profile for Mac & CareConnect eReferrals

Clinical Information	Previously Ref	erred					
Adult	ACC		Not Specified	\$			
	Urgent						
Attachments / <u>Reports</u> No reports selected No files attached Medications / <u>W</u> arnings 4 long term medications specified	AUDIOLOGY Referral type*		Adult	\$			
No medications specified 3 medical warnings specified	Reason for refe	rral*	Decreased Hearin	\$			
Medical History Medical history specified	Has there been audiogram perfo	a previous prmed? (pleas	⊖Yes ⊖No se				
Patient Information MICKEY MOUSE, AAA0985 Idyrs Disability not specified	Decreased Hea Severity	ring	Please Select	\$			
Recipient / Referrer Counties Manukau DHB Referred by: Sam Entwistle No Different Regular GP	Referral details	Browse	for Consultation Notes				
	Measurement I	Details					
	Date	Code	Value		Date	Code	Value
	22/10/2015	Height	180		22/10/2015	BMI	27.8
	22/10/2015	Weight	90		11/03/2015	BP	96/88

- Clinical Information tab differs between services.
- Attachments/Reports, Medications/Warnings, Medical History, Patient Information, Recipient/Referrer tabs are the same across all services. Information prepopulates into these tabs from Profile for Mac (such as NHI, patient name, referrer details).

Browse for Consultation Notes allows you to select consultation notes from within Profile.

Select note and click Attach

Browse	Consultation N	otes
Date fr	om 12/05/201	5 Date to 12/11/2015 Search
Please	note a maximu	(Attach) Cancel m of 3 additional consultation notes can be added to the referral.
	Date 🔻	Consultation Notes
0	21/10/2015	ereferral new note 1

If you need to add attachments then click on tab 'Attachments/Reports'.



The default display shows documents of types specified below from the last 6 months (from within Profile)

Tick any documents you want to attach.



Profile for Mac & CareConnect eReferrals

Clinical Information			For	m has been auto-saved.				
	Diagn	ostic Reports /	Patient Documents	Attach file from PMS	Attach file from Computer			
Attachments / Reports No reports selected No files attached	Attach Attach	file from PMS s file from Compu	upports: jpeg, msword, pdf, plain uter supports files that end in type	text, rtf, tiff s: doc, docx, jpeg, jpg, pdf, rtf, ti Caution: larger attacht	f, tiff, txt ments may take signifi	cant time to pr	review	
Medications / Warnings	0	Date -	Name	Comments	Туре	Size		
No medications specified 3 medical warnings specified	0	28/10/2015	Referral from ÓaklrerefÓ		rtf	1 KB	8	
Medical History	0	28/10/2015	Referral from ÓaklrerefÓ		rtf	1 KB	1	
mould motory specified		27/10/2015	General Chemistry		rtf	2 KB	1	
Patient Information	0	22/10/2015	<no name=""></no>		rtf	1 KB	1	
14yrs Disability not specified	0	22/10/2015	Test		tiff	273 KB	1	
Recipient / Referrer	0	22/10/2015	LargeImageOne		jpeg	1,322 KB	1	
Referred by: Sam Entwistle	0	22/10/2015	melanoma-photo1		ipeq	77 KB		

Attach file from PMS to look for older documents.

Select the documents you want to attach, and click Attach

A	tach File								
ľ	lame								
[Date from	15/06/201	2 📷 Date to	15/06/2	2014	72	Search		
								Attach	Cancel
		05/10/2012	Albumin (Serum)					rtf	
		05/10/2012	Hba1C					rtf	
		05/10/2012	Egfr					rtf	
		05/10/2012	Creatinine (Serum)					rtf	
		05/10/2012	Cbc Profile					rtf	
		13/07/2012	CMDHB-General Medici- EDSDoc-v1					pdf	

Attach file from Computer - this uploads documents saved on your computer (from C drive,

etc)

Click Preview to preview the referral.

This will show you what it looks like when it gets sent to the DHB system.

Click Submit to send the eReferral to the service in the DHB. When you submit, a 'sent and acknowledged' message should appear:

Referral Sent and Acknowledged on 15/12/2014 at 09:12

This means the message has been successfully received in the DHB systems.

Parking an eReferral

Park the form and come back to it later if still awaiting information

eForms for MOUSE, 1								E, Mr M	Mr MICKEY (13876)						
All Rec	ent		\$	V	G	4	1	0		n	2				
	Sł	how		Filter	Reload	Add	Alter	Delete	Print	CareConnect	WINZ Form				
Date		Form Nar	ne								Provider	POS	Status		
03/11/2	015	Aucklar	nd Regi	onal e	Referral	Form	(Audio	logy)			SE	POS	Submitted		
03/11/2	015	Aucklar	nd Regi	onal e	Referral	Form	(Audio	logy)			SE	POS	Parked		



Accessing Help

Help
This will take you to Healthpoint referral guidelines for each service.

Referral GuidelinesAlt+1FAQsAlt+2FeedbackAlt+3User GuideAlt+4

Status messages

When an eReferral is received by the DHB, a referral clerk picks up the message and 'registers' it. You will receive a registered message back in your 'EDI Inbox'.

Some DHB services are now triaging electronically so for these services you will receive eTriage messages back such as 'Prioritised', 'Waitlisted', "Declined' and 'Completed with Outcome'.