Northern NSW Local Health District

eReferrals

Quick Start Guide:

For GPs using Genie referring to NNSWLHD Outpatient Clinics







How to eRefer with Genie

STEP 1 With the desired patient open: 1. Tools. 2. HealthLink Online.

File Ed	t Opin Tools	Special	Help	
Intere	sted Patries			
New	Consultation		Ctrl+N	
Modi	fy Today's Tulta	ation	Ctrl+Z	
Cons	unation of Inary			Socia
Print	Com lete ord			
Quic	: Hist <mark>o</mark> ry			sertion
Open	Current Pregnancy	/	Ctrl+Shift+P	ppendic
Add	lask 🛛		Ctrl+T	·
Add I	Procedure			EPC :
Add I	atho ogy Result			
Add I	Doc nt			
Add I	Mea			Q 70
Add	Noi er Claim			
Lesio	ns			
GP M	anag <mark>u</mark> ment Plans			
Add	Care Flan - old met	hod		
Add I	Health Assessment			
Centr	elink Certificates			
Estim	ate P <mark>I</mark> FR			
INR C	ontro			
Thyro	oid Control			
Perce	ntile Charts			
Alcol	Iol AL DIT			i i
Mini	Ment <mark>,</mark> I State			
Aged	Depression			
PASI	Score			
Rneu	matology			
Healt	hLink Online			
Regis	ter for My Health R	egord		
	2/00/2010 O-thopaed	dic Clinic [F	l] text/html	



From the next screen click "New" to launch SmartForms.

🖄 File Edit Open	Records Special Help						_ 6 ×
Show: Al] 🗸					Edi	t Preferences
Date/Time	Description	Mode	View Type	Provider	Msg Control Id	Status	New
22/11/2019 15:45:51	Orthopaedic Clinic	E		Dr Andrew Demo	NNSW-855	Unknown	
22/11/2019 15:35:24	Orthopaedic Clinic	E		Dr Andrew Demo	NNSW-854	Unknown	Kesume
22/11/2019 11:48:21	Pain Clinic	E		Dr Andrew Demo	NNSW-852	Unknown	View
14/11/2019 17:12:37	Orthopaedic Clinic	E		Dr Anita Lauren Gibbs	NNSW-760	Unknown	Delete
14/11/2019 16:56:19	Orthopaedic Clinic	E		Dr Anita Lauren Gibbs	NNSW-759	Unknown	Delete
13/11/2019 17:59:27	Orthopaedic Clinic	Р		Dr Anita Lauren Gibbs	NNSW-708	Unknown	



How to eRefer with Genie

eReferral Quick Start Guide





How to eRefer with Genie

eReferral Quick Start Guide

<u>STEP 8</u>

From the "Attachments" tab, add documents required for the referral by checking boxes.



<u>STEP 9</u>

Move to the "Medications/Warnings tab.
 Check medications are accurate and add further if needed.
 Check medical warning boxes to add to the referral.
 Add comments if required.



QRG-How to complete SmartForm referral with Genie v0.1 Date created 15.01.2020

<u>STEP 10</u>

Move to "Medical History" tab.
 Check boxes to add long term, patient and family history.
 Add smoking history or other relevant information.

Attachmente / Reports No reports selected	on	Term Classifications (C	o-Morbidities)		
No files attached		Code		Description	Comments
			Anxiety attacks		
Medications / <u>Warnings</u> No long term medications specified No medications specified	Patie	nt History			· · · · · · · · · · · · · · · · · · ·
No medical warnings specified		Code		Description	Comments
ledical History	No	r cords found.			
ucal history specified	Fami	History			
		Code		Description	Comments
Patient Information	No	records found.			
295019066 1 11/01/1978	Smol	ng History and Addition	nal Information		
Referrer information Bronwyn Gliespie	Neve	smoked	2 8	& 3	Ŷ

<u>STEP 11.</u> Check patient & referrer information is correct.

Patient Information , NEX 8MITH 195019066 1 1/01/1978	Safety net number	Country of birth
Referrer information aronwyn Gillespie 1340332Y	ALEX SMITH Gender* Indetermina Residential Address	Patient's Indigenous status* Torres Strait Islander but not Aboriginal origin
	▶ 92 BALLINA STREET, LEN	NOX HEAD, NSW, 2478

<u>STEP 12.</u>

1. Preview or submit (Submission can be made from a preview).

2. Print patient copy (if desired).

3. Parking a referral saves it for completion at a later date.



Patient: ALEX SMITH, 42yrs, I, DOB 11/01/1978, PH: Hme 22456545, Mob 04324515



How to eRefer to Respiratory Clinics and Laboratory Testing eReferral Quick Start Guide

STEP 1 With the desired patient click "HealthLink Online" from the Tools menu.

File Edit Open Tools Special Help	
Interested Parties	
New Consultation C	trl+
Modify Today's Consultation	Ctrl+
Consultation Summary	
Print Complete Record	
Quick History	ISE
Open Current Pregnancy Ctrl+Sł	nift+ pp
Add Task 0	Ctrl+
Add Procedure	
Add Pathology Result	
Add Document	
Add Measurement	
Add Workcover Claim	قل
Lesions	
GP Management Plans	
Add Care Plan - old method	
Add Health Assessment	
Centrelink Certificates	
Estimate PEFR	
INR Control	
Thyroid Control	
Percentile Charts	
Alcohol AUDIT	
Mini Mental State	
Aged Depression	
PASI Scores	
Rheumatology	
HealthLink Online	
Register for My Health Record	

<u>STEP 2</u> From the next screen click "New Form" to launch the eReferral SmartForms.

ow: All							Edit P	Prefer é	5
Date/Time	Description	Mode	View Type	Provider	Msg Control Id	Status	-	Nev	
4/05/2020 13:14:14	Respiratory Clinic	R	text/html	Dr Andrew Demo	NNSW-2353	Form Submitted			
2/05/2020 13:48:33	Infectious Disease	E		Dr Andrew Demo	NNSW-2317	Unknown	=	Resur	ле
05/2020 11:45:57	Infectious Disease	E		Dr Andrew Demo	NNSW-2312	Unknown		Viev	v
05/2020 17:16:15	Infectious Disease	E		Dr Andrew Demo	NNSW-2307	Unknown		Dele	te l
05/2020 16:49:33	Infectious Disease	R	text/html	Dr Andrew Demo	NNSW-2306	Form Submitted		Deret	
05/2020 15:16:03	Orthopaedic Clinic	E		Dr Andrew Demo	NNSW-2305	Unknown			
05/2020 13:49:29	Ear Nose & Throat Clinic	R	text/html	Dr Andrew Demo	NNSW-2304	Form Submitted			
/04/2020 17:29:04	Infectious Disease	E		Dr Andrew Demo	NNSW-2177	Unknown			
04/2020 16:42:33	Infectious Disease	E		Dr Andrew Demo	NNSW-2175	Unknown			
04/2020 16:30:39	Infectious Disease	E		Dr Andrew Demo	NNSW-2172	Unknown	\sim		
eated on: 1	4/05/2020 at 13:14:14								
scopdated on:	1,4/05/2020 at 15:14:14								
ive Mode: 5	aved								
rm Instance Id: N	INSW-2353								
ew Data Type: t	ext/html								
esume Path:									
ovider: D	or Andrew Demo								
ature	form Submitted								



How to eRefer to Respiratory Clinics and Laboratory Testing eReferral Quick Start Guide



Health How to eRefer to Respiratory Clinics and Laboratory Testing eReferral Quick Start Guide Northern NSW Local Health District STEP 8 STEP 9 1. When selecting "+ respiratory lab tests", test ordering options By choosing Lab tests "Important Patient Information" will appear. This appear. information will be printed with the referral so the patient can have a copy. 2. Click the boxes to order tests. *Note: When making a lab-only referral, the tests are always visible and the referral goes to the Laboratory. Compensable Status Please Select V Important Patient Information Type of referral* O Specialist only referral ۲ Specialist referral + respiratory lab tests Please refrain from using your bronchodilator within this time frame prior to testing as they can affect the validity of the data collected Respiratory lab tests lease select the required test(s) * Withholding Time Drug 6-8 hours Inhaled Nonsteroidal Anti-inflammatory Agents Complex Lung Function Test - Spirometry, Lung Volume, and Diffusion Capacity Short-acting Bronchodilator 8 hours Epirometry (Pre and Post Bronchodilator) 12 hours Inhaled Corticosteroids Anticholinergic Bronchodilators ronchial Provocation Test - Mannitol · Inhaled Corticosteroids and Long Acting Beta Agonists Combination Products 24 hours Long-Acting Bronchodilators Phosphodiesterase Inhibitors / Adenosine Receptors ronchial Provocation Test - Hypertonic Saline 72 hours Anticholinergics on-Altitude Simulation Test - with Oxygen Antihistamines: Over-the-Counter & Prescription Leukotriene-Receptor Antagonists 4 days igh-Altitude Simulation Test - without Oxygen Dav of Test Caffeine-containing foods: coffee, tea, cola drinks, chocolate, etc. Vigorous exercise Postural vital capacities Smoking at least 6 hours prior to testing Exhaled Nitric Oxide (eNO) Contraindications for performing tests Maximal respiratory pressures Certain conditions can pose a threat to pose the accuracy of the data collected, and the patient health and wellbeing. If you have experience any of the following, please contact the clinic at least 24 hours prior to testing to reschedule an appointment.

> <u>STEP 12.</u> The remainder of the eReferral form is completed as per other services.

QRG-How to complete Respiratory referrals v0.1 Date created 27.03.2020



How to Access eReferral Updates in Genie

eReferral Quick Start Guide

STEP 1

With Genie open, click the "open" menu and then click "Incoming letters".

		🧶 (Geni	e - [Ge	enie v9.2	2.2)r A Dem	no: Wednes	day, 19 Feb	ruar 🗕 🗖	x
		*	File	Open	Billing	Арр	s Special	Help		-	5 ×
	Patients		Ct	rl+O		Ту	e v	Status 🗸	Room	V Next	~
	Appointments		C	trl+J		All	Dr J Smith	Dr A Demo	Anita Gibbs		
	Address Book		Ct	rl+B		Ti	nes	Appointm	ent	Confirmed	Note
	Configure Healthlins				2020	30	:30 AM				
6	Outgoing Letters				<u> </u>	- 08	:45 AM				
	Incoming Letters				8 9	09	00 AM				
	Correspondence Log				1 15 16	09	0:15 AM				
	Import Transcribed Lette	arc	'S		L 22 23 3 29 1	09:3	.30 AM				
	Scans For Review						7 8	10	0.45 AM		
						10	15 AM				
	Tasks										
	Email				Арро	ointm	ents			Tasks (16	2
	Procedures										

STEP 2

Double click the letter to read the update.

*	Inco	mingLetter: 176 of 39	8 Records - Current User	Dr A Demo	
iew al	N 🗊	Doctor: All	✓ Linked?: Unlinked	V	
Date	Surname	First Name	Sender	Addressee	Туре 🗼
04/10/1	9 Windsor	Elizabeth	Tim Marsh	Anita Gibbs	LETTER - eRef update:
09/10/1	9 Windsor	Elizabeth	Tim Marsh	Anita Gibbs	LETTER - eRef update:
21/10/1	9 Windsor	Elizabeth	Andrew Dodds	Andrew Demo	LETTER - eRef update:
21/10/1	9 Windsor	Elizabeth	Andrew Dodds	Andrew Demo	LETTER - eRef update:
21/10/1	9 Windsor	Elizabeth	Andrew Dodds	Andrew Demo	LETTER - eRef update:
21/10/1	9 Windsor	Elizabeth	Andrew Dodds	Andrew Demo	LETTER - eRef update:
23/10/1	9 Windsor	Elizabeth	Andrew Dodds	Anita Gibbs	LETTER - eRef update:
23/10/1	9 Windsor	Elizabeth	Andrew Dodds	Anita Gibbs	LETTER - eRef update:
23/10/1	9 Windsor	Elizabeth	Andrew Dodds	Andrew Demo	LETTER - eRef update:
25/10/1	9 Windsor	Elizabeth	Andrew Dodds	Andrew Demo	LETTER - eRef update:
18/02/2	0 Windsor	Elizabeth	Andrew Dodds	Andrew Demo	LETTER - eRef update: 🗸
<					i. <

STEP 4

Alternatively, with the patient open, go to notes and see updates specifically for that patient.

Sum	nary Notes	Checklists/Script Archive	e Obstetric Hx Social		D	r Anthony Lembke (Usual GP)	× .
ALLI	RGIES	PAST	HISTORY	v			
Cats			27/09/1995 Insertion o	f cardiac pacemaker generator	^	File Edit View Insert Style Colo	rs Paragraph Forma
			14/11/2019 Appendice	rtomy			🥵 n n l n n
			1 / 11/2015 / ppc//dicc/	comy	~		S
						Normal 🗸 Courier Ne	w 🗸 11
	iii 🐔.pit		EPC Su	mmary			
U		V		9 Unlinked Lett	ters		1
-		Last 10 Consu	lts				
290	ontacts					Document Time:	
All	800	' 🖉 🍓 🔬 🔳 📘	ا ۱ 😓 📃 🍼			Patient:	Windsor F
		Tilla	Tufa	Duravidan		DOB:	21/04/1926
1	22/11/2010	Orthographic Clipic [5]	100	Provider		Beference:	W-603:1911
1	22/11/2019	Orthopaedic Clinic [E]		Dr A Demo	Â	Date:	11/11/2019
0	22/11/2019	Dain Clinic [E]		Dr A Demo			
5	14/11/2019	Appendicectomy	Minor Ops	Dr 1 Smith		Sent From:	Andrew Do
	14/11/2010	Patient Notes	ninor opa	Document		Sent To:	Andrew Der
6	14/11/2019	Orthonaedic Clinic [F]		bocament		Priority:	Routine
1	14/11/2019	Orthonaedic Clinic [E]			_		
9	13/11/2019	Old myocardial infarction		Dr Anita Lauren Gibbs	=	The referral has b	een updated wi
1	13/11/2019	LETTER - eRef update:	Tim Marsh	Andrew Demo			
1	13/11/2019	Orthopaedic Clinic [P]				Referral ID:	NNSW-603
Ø	13/11/2019	Respiratory Clinic [R]	text/html			Service:	Pain Clinic
0	11/11/2019	LETTER - eRef update:	Andrew Dodds	Andrew Demo		Priority:	Unspecified
P	28/10/2019	Pain Clinic [R]	text/html	Dr A Demo		Status:	Being Triaged
Ø	25/10/2019	Ear Nose & Throat Clini	text/html	Dr A Demo		Date:	11-Nov-2019 14
C	21/10/2019	LETTER - eRef update:	Tim Marsh	Andrew Demo		Entered By:	51005188 (Andre
P	21/10/2019	Pain Clinic [R]	text/html	Dr A Demo		Comments:	
		test care plan		Document		Patient waitlisted	for xx xxx xx
	16/10/2019	corcorc plan					
	16/10/2019 16/10/2019	Infectious Disease [E]				Referral for triag	e

STEP 3

Review status change and any comments.

Document Type:	LETTER - eRef update: Non Urgent
Patient:	Windsor, Elizabeth
DOB:	21/04/1926
Reference:	W-551:19102115154304
Date:	21/10/2019

Sent From: A Sent To: A Priority: Ro

Andrew Dodds Andrew Demo Routine

The referral has been updated with the following details:

Referral ID:	NNCH 551
Service	Unrecognised
Priority:	Non Urgent (appointment in 30-365 days)
Status:	Processed: Patient Apppointment Made
Date:	21-Oct-2019 15:15 AEDT
Entered By:	(Andrew Dodds)
Clinic Location:	Lismore Pain Clinic
Referral Outcome:	Patient Appointment Made
Timeframe:	30 days



With t

File

Access submitted and parked eReferrals in Genie

STEP 1									
e patient open click the F Edit Open Tools Special Interested Parties	lealthLink tab. Help	Submitted f	STEP 2 forms will rea ouble click to	2 Id acknov o view.	wledged.				
New Consultation	Ctrl+N					_			
Modify Today's Consultation	Ctrl+Z						51	FD 2	
Consultation Summary						Inc	omnioto forme will r		nd are abl
Print Complete Record						to	be continued by clic	king the "Resur	no Button"
Quick History	Ctrl+Shift+D						be continued by circl	King the Result	
Add Task	Chil. T								
Add Task	Ctri+1								
Add Pathology Result								-	
Add Document		<u>19</u>			HealthLink Or	nline for Mrs Elizab	eth Windsor		_ 0
Add Measurement									
Add Workcover Claim		Show:						F	dit Preferences
Lesions		Data /Time	Daarlakan	Mada	View Tures	Descider	Mag Capital Id	Chabur	
GP Management Plans			Description	Mode	view rype	Provider	Misy Control to	Status	New
Add Care Plan - old method		22/11/2019 15:45:51	Orthopaedic Clinic	E		Dr Andrew Demo	NNSW-855	Unknown	Resume
Add Health Assessment		22/11/2019 15:35:24	Orthopaedic Clinic	E		Dr Andrew Demo	NNSW-854	Linknown	
Centrelink Certificates		22/11/2019 11:48:21	Pain Clinic	E		Dr Andrew Demo	NNSW-852	Unknown	View
Estimate PEFR		14/11/2019 17:12:37	Orthopaedic Clinic	E		Dr Anita Lauren Gibbs	NNSW-760	Unknown	E Delete
INR Control		14/11/2019 16:56:19	Orthopaedic Clinic	E		Dr Anita Lauren Gibbs	NNSW-759	Unknown	Delete
Thyroid Control		13/11/2010 17:59:27	Orthonaedic Clinic	D		Dr. Anita Lauren Gibbs	NNSW-708	Unknown	
Percentile Charts		10/11/2010 17:00:27		2	المتعالية المتعالم	Dr. Anita Lauren Cibba	NNOW 700		
Alconol AUDI I		13/11/2019 16:22:27	Respiratory Clinic	Ň			100500-717		
		28/10/2019 17:35:06	Pain Clinic	R	text/html	Dr Andrew Demo	NNSW-603	Acknowledged	
PASI Scores		25/10/2019 13:15:50	Ear Nose & Throat Clinic	c R	text/html	Dr Andrew Demo	NNSW-570	Acknowledged	
Rheumatology		21/10/2019 14:44:57	Pain Clinic	R	text/html	Dr Andrew Demo	NNSW-551	Acknowledged	V
Healthl ink Online		4						>	-

QRG-How to Access submitted referrals in Genie v0.1 Date created 19/02/2020