Quick Start Guide

Sydney Local Health District Haematology

The electronic Haematology Forms has been designed to make it easier for you to submit Haematology Forms. This quick start guide has been developed to help you navigate within the new digital form.

Genie Edition

1. Open the patient record

1.1- Click on **Open>Patients** menu to search for the patient

1.2- From patient list select required patient and open their electronic medical record.

1.3- Click on **Tools> HealthLink Online** menu to HealthLink Online screen for the patient
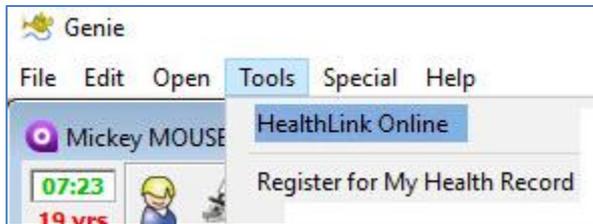
1.4- Click on '**New**' button to access the HealthLink launch page.

2. Launch the Form

Under the Referred Services section within the HealthLink Homepage, click on the form that you want to open.

3. Complete the Form

The form will be displayed. At this point, you will have access to all the information necessary to complete the form for submission. If you need to do something else, you can 'Park' the form to save what you've currently done so far.

Depending on the selections you've made, additional fields will appear allowing you to include the relevant information necessary.

4. Include the relevant attachments

The 'Attachments / Reports' tab will give you access to all of the supporting documents that you may wish to attach to the form. You can select any item from the table – showing you patient medical records captured from the last six months. Or you can browse for files stored in Genie or in your local computer's file system.

5. Ensure patient and referrer information is correct

With the Patient Information and Referrer Information tabs, you simply need to ensure that the information is correct. If a piece of required information is incomplete or incorrect, the form will notify you to complete or correct it.

6. Submit the Form

Click on 'Submit' when you are ready to send your form. This will safely and securely send the form electronically via HealthLink and you will see a copy of the completed form containing an acknowledgement of receipt. If needed, you can print a copy by right-clicking on any area of the submitted forms and choosing 'Print'. Note that it is not necessary for the printed copy to be sent or taken to the hospital.

Accessing Parked Forms

To access a parked form from the patient's record, go to the HealthLink Online screen (Tools > HealthLink Online). Select the parked form from the listing and click on 'Resume'.
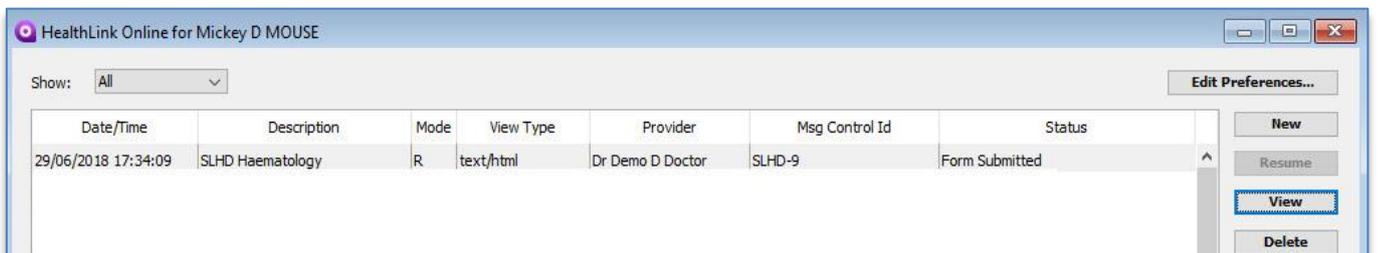

Accessing Submitted Forms

A copy of the submitted form can be found by going to the HealthLink Online screen (Tools > HealthLink Online). Access it by selecting the form from the listing and then clicking on 'View'.

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